

ACTION ITEMS

I. DEVELOPMENT OF THE INSTITUTIONAL CAPACITY OF WEM-INTERNATIONAL			
GOALS AND PRIORITIES	ACTION ITEMS	RESPONSIBILITY/DEVELOPMENT PARTNER	TIME LINE
1.1 Strengthening the role of the International Working Group (IWG)	1.1.1 Recruit two individuals from each member of the IWG to ensure continuity in the IWG	CEC/CCET IWG	July-August 2016
	1.1.2 Recruit additional members to IWG	CEC/CCET IWG	July-August 2016
	1.1.3 Establish date and location of initial General Assembly		
	1.1.4 Design Critical Path/Action Plan to initial General Assembly	CEC/CCET IWG	July-August 2016
	1.1.5 Schedule regular meetings of the IWG until the initial meeting of the General Assembly	CEC/CCET IWG	July - September 2016
1.2 Establishment of Subcommittees	1.2.1 – Schedule meetings of Subcommittees in between meetings of the IWG	CEC/CCET IWG	July-August 2016
	1.2.2 – Hold a meeting of all Subcommittees	CEC/CCET IWG	July-August 2016
	1.2.3 – Confirm ToR for Subcommittees	IWG	July-August 2016
	1.2.4 – Establish Work Plan for Subcommittees	IWG	July-September 2016
1.3 Approval of Final Strategic Plan	1.3.1 Circulate Draft Strategic Plan that was adopted at June 2016 meeting to all IWG members for their feedback on Action Items	CEC/CCET IWG	July 2016
	1.3.2 Adopt final Strategic Plan at the next meeting of IWG	IWG	July-August 2016
	1.3.3 Adopt Strategic Plan at the initial meeting of the General Assembly	All members of WEM-International	Fall 2016

1.4 Approval of Charter/Constitution	1.4.1 Circulate final draft of Charter that was adopted at June 2016 to all IWG members for final feedback	CEC/CCET	July 2016
	1.4.2 Adopt final version of the Charter/Constitution at next meeting of IWG	IWG	July-August 2016
	1.4.3 Adopted Charter at the initial meeting of the General Assembly	All members of WEM-International	Fall 2016
1.5 Establishment of Secretariat	1.5.1 Reach consensus on the location of the Secretariat for WEM-International	IWG	August-September 2016
	1.5.2 Develop an organizational chart for the Secretariat	Subcommittee on Institutional Development IWG	August-September 2016
	1.5.3 Develop a budget for the Secretariat	Subcommittee on Institutional Development Subcommittee on Sustainability IWG	August-September 2016
	1.5.4 Investigate secondment of individual from CEC/CCET for Secretariat	CEC/CCET	August-September 2016
	1.5.5 Investigate recruiting staff from other EMBs and regional electoral associations and international electoral stakeholders	Subcommittee on Institutional Development IWG	August-September 2016
1.6 Registration of Association	1.6.1 Undertake a feasibility study to determine in which jurisdiction the Association is to be registered	CEC/CCET IWG	July-August 2016
	1.6.2 Solicit Founding Members for the Association	IWG	July-August 2016
	1.6.3 Based on the results of the study, determine jurisdiction in which Association is to be registered	IWG	September-December 2016
	1.6.4 Amend Charter/Constitution, if necessary, to conform	Secretariat	2017

	with the laws of the jurisdiction in which the Association is registered		
1.7 Establishment of Regional Offices	1.7.1 Conduct feasibility study to determine the need and location of regional offices	Secretariat	2018
	1.7.2 Draft ToR and/or mandate for Regional Offices	Secretariat	2018
	1.7.3 Undertake a pilot project with the establishment of the first regional office	Secretariat	2018
II. DEVELOPMENT OF PROGRAMMING FOR WEM-INTERNATIONAL			
GOALS AND PRIORITIES	ACTION ITEMS	RESPONSIBILITY/DEVELOPMENT PARTNER	TIME LINE
2.1 Constitute Programme Subcommittee	2.1.1 Review and confirm ToR	IWG	August 2016
	2.1.2 Develop pilot projects to undertake immediately	IWG	August-December 2016
	2.1.3 Develop Work Plan	IWG	August-December 2016
2.2 Annual Plenary Conferences	2.2.1 Establish date, location and theme of initial Plenary Conference	IWG and/or Secretariat Programme Subcommittee With support of interested donor community	September 2016-September 2017
	2.2.2 Produce Concept Note for Plenary Conference	IWG and/or Secretariat Programme Subcommittee With support of interested donor community	September 2016-September 2017
	2.2.3 Draft Agenda	IWG and/or Secretariat Programme Subcommittee With support of interested donor community	September 2016-September 2017
	2.2.4 Seek sponsorships	Secretariat Programme Subcommittee With support of interested donor community	September 2016-September 2017
2.3 Capacity Building for Women in EMBs	2.3.1 Undertake a needs assessment of women in	Programme Subcommittee	August-December 2016

and Electoral Processes	EMBs and electoral processes		
	2.3.2 Develop training programmes based on the needs assessment, including management training, life skills training, gender training, etc.	Secretariat of WEM-International	January-December 2017
	2.3.3 Develop mentoring programmes	Secretariat Programme Subcommittee	January-December 2017
	2.3.4 Develop and facilitate internship programmes for women in EMBs	Secretariat Programme Subcommittee	January-December 2017
	2.3.5 Showcase/promote role models of women in EMBs	Secretariat	January-December 2017
2.4 Capacity Building of EMBs in Gender Equality	2.4.1 Compile and assess existing guidelines for gender assessments/gender audits of institutions	Secretariat	January-June 2017
	2.4.2 Establish and provide best practices guidelines for gender assessments of EMBs	Secretariat	July-December 2017
	2.4.3 Establish check lists for gender-sensitive EMBs		July-December 2017
	2.4.4 Conduct a pilot project on the gender audit of EMBs with members of IWG	Secretariat IWG members	July-December 2017
	2.4.5 Develop training modules on gender concepts and mainstreaming gender in EMBS	Secretariat	July-December 2017
2.5 Facilitate Study Visits Between and Among EMBs	2.5.1 Survey EMBs on interest in incoming and outgoing study visits	Secretariat	2017-2018
	2.5.2 Define themes for Study Visits	Secretariat	2017-2018
	2.5.3 Prepare Concept Notes on Study Visits	Secretariat	2017-2018
2.6 Research on Gender in Electoral Processes and Production of Knowledge Based Products	2.6.1 Identify global gender electoral issues/problems	Secretariat	2017-2018

	2.6.2 Partner with state agencies responsible for gender	Secretariat	2017-2018
	2.6.3 Partner with CSOs, academia and international organizations specializing in gender and/or elections	Secretariat	2017-2018
2.7 Development of One Stop Information Hub on Women in EMBs and Electoral Processes	2.7.1 Undertake a mapping of existing data and information on women in EMBs and electoral processes	Secretariat With support of interested donor community	2016-2017
	2.7.2 Develop website to enable links to existing information	Secretariat	2016-2017
	2.7.3 Develop website to enable links to regional election associations and international election-related associations	Secretariat	2016-2017
	2.7.4 Profile women leaders/role models of EMBs on website	Secretariat	2016-2017
	2.7.5 Profile champions (both male and female) of women in EMBs on website	Secretariat	2016-2017
2.8 Produce a Data Base/Directory of Women in EMBs	2.8.1 Develop questionnaires to obtain data from EMBs on women in EMBs	Secretariat With support of interested donor community	2016-2017
	2.8.2 Upload questionnaire on WEM-International website	Secretariat	2016-2017
	2.8.2 Develop strategy to disseminate questionnaires and obtain responses	Secretariat	2016-2017
	2.8.3 Profile women leaders/role models of EMBs	Secretariat	2016-2017
2.9 Develop a Charter on Gender Equality and Women's Empowerment (GEWE) in EMBs	2.9.1 Undertake review of UN Women Women's Empowerment in Business Initiative	Secretariat	September-December 2016
2.10 Initiate Dialogues/Forums among EMBs on fostering gender equality	2.10.1 Develop regional workshops in partnership with existing regional and	Secretariat With support of interested donor community	2017-2018

	international associations		
2.12 Develop Civic Education Programmes on fostering gender equality in electoral processes	2.12.1 Identify and conduct outreach to women in vulnerable communities	Secretariat With support of interested donor community	2017-2018
	2.12.2 Develop an awareness campaign of the benefits of women in EMBs and electoral processes	Secretariat With Support of interested donor community	2017-2018
III. DEVELOPMENT OF MEMBERSHIP IN WEM-INTERNATIONAL			
GOALS AND PRIORITIES	ACTION ITEMS	RESPONSIBILITY/DEVELOPMENT PARTNER	TIME LINE
3.1 Baseline assessment of the current status of women in EMBs	3.1.1 Develop questionnaire on the current status of women in EMBs	IWG Members	July 2016
	3.1.2 Undertake a pilot project with the assessment with IWG members	IWG Members	August-September 2016
3.2 Define Benefits of Membership	3.2.1 Establish list of value-added propositions of membership in WEM-International	IWG	June-July 2016
3.3 Develop an Outreach Strategy	3.3.1 Undertake a stakeholder mapping	IWG and/or Secretariat	July-August 2016
	3.3.2 Build strategic partnerships with identified stakeholders	IWG and/or Secretariat	August - December 2016
	3.3.3 Examine the option of joining relevant stakeholder associations and/or networks (i.e. ACE Network)	IWG and/or Secretariat	August-December 2016
	3.3.3 Engage IWG members as goodwill ambassadors to promote WEM-International and membership in the organization	IWG	July-December 2016
3.4 Develop a Communications and Marketing Strategy	3.4.1 Finalize WEM-International brand	CEC/CCET	July-August 2016
		IWG	

		Women In Politics	
	3.4.2 Develop an interactive website which is gender-sensitive	CEC/CCET Women in Politics	July-September 2016
	3.4.3 Profile IWG Members	CEC/CCET IWG Women in Politics	July-September 2016
	3.4.4 Establish a Facebook page and presence on other social media	CEC/CCET Women in Politics	July-September 2016
	3.4.5 Update and develop new brochures, in print and electronic form	CEC/CCET With the support of interested donor community	September-December 2016
	3.4.6 Develop a Newsletter for WEM-International in print and electronic form	Secretariat With the support of interested donor community	2017
	3.4.7 Retain a Communications Consultant to assist with the communications and marketing strategy of WEM-International	Secretariat With the support of interested donor community	2017-2018
3.5 Initiate Gender Seal/Award for most Gender Sensitive EMB	3.5.1 Undertake a mapping of gender seal/awards within UNDP and other international organizations	Membership Subcommittee of IWG	August-September 2016
	3.5.2 Develop guidelines for the award	Secretariat	2017
	3.5.3 Develop applications for the award and embark on a call for nominations	Secretariat	2017
	3.5.4 Design the award	Secretariat	2017
	3.5.5 Incorporate the presentation of the award in the agenda of the Plenary Conferences of WEM-International	Secretariat	2017