## Promoting Gender Equality in the Electoral Cycle

### Internal EMB Organization

- Assess needs through a gender mapping or assessment exercise
- Commit to gender equality by developing a gender policy and action plan
- Use the recruitment and promotion process to achieve gender balance at all levels
- Consider the appointment of gender focal points or a gender equality unit
- Institute process to collect sex-disaggregated data
- Include sex disaggregation in data analysis
- Provide training on all new procedures and in gender awareness for all staff

### Pre-election period

#### REGISTRATION
- Conduct a mapping of registration procedures
- Ensure provision of sex-disaggregated data
- Ensure need for proof of identity is not a barrier
- Consider need for flexibility in regulations for displaced peoples
- Consider need for women-only registration teams
- Include gender-sensitive actions in the role descriptions, checklists and training
- Deliver gender-sensitive outreach about registration as needed

#### NOMINATION OF CANDIDATES & PARTIES
- Ensure the enforcement of nomination rules regarding number of women candidates
- Ensure enforcement of campaign finance rules regarding gender equality

#### VOTER OUTREACH
- Plan gender-sensitive voter outreach programmes – message, audience and delivery method
- Deliver voter outreach programmes for women that give consideration to best delivery methods
- Ensure safety of polling station staff and voters by adopting appropriate measures
- Deliver priority in queue for pregnant women and mothers
- Organize women-only queues and/or polling stations or booths within the station (where appropriate)
- Deliver mobile polling stations (where needed)
- Plan how to recruit women and men to work in polling places
- Conduct gender sensitivity training for polling staff
- Include gender sensitivity in role descriptions and checklists
- Ensure ballot paper and instructions made accessible for people who cannot read
- Consider need for flexibility in regulations for displaced peoples

#### PLANNING FOR ELECTION DAY
- Conduct a mapping of polling procedures
- Ensure the enforcement of nomination rules regarding number of women candidates
- Consider polling place location and provision of equipment
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#### VOTER INFORMATION
- Deliver voter outreach about election day (planned and designed in pre-election period)
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### Post-election period

#### ELECTION ASSESSMENT
- Include gender issues in the assessment of the past election
- Review operations manuals and outreach materials from a gender perspective
- Include sex disaggregation in data analysis

#### STRATEGIC AND ACTION PLAN
- Conduct a mapping of EMB policies and processes to identify any gender inequalities
- Set gender-related goals for registration and voting
- Include internal gender mainstreaming goals
- Consider appointment of gender focal points or a gender unit

#### RECOMMENDATIONS FOR REGULATORY FRAMEWORK
- Assess whether any regulations require revision, including to ensure enforcement (e.g., candidate quota)
- Assess whether any regulations or processes require review to produce sex-disaggregated data
- Give consideration to best delivery methods