Standard Summary Project Fiche for the Transition Facility

1. Basic Information
   1.1 CRIS Number: 2004/016-764.04.01
   1.2 Title: Strengthening Administrative Capacities in the Field of Gender Mainstreaming
   1.3 Sector: Social policy and employment
   1.3 Location: Bratislava, Slovak Republic

2. Objectives:
   2.1 Overall Objective(s):
       Strengthening administrative structures in the field of gender mainstreaming and developing the methodology to implement gender mainstreaming principles in practice
   2.2 Project purpose:
       Setting up a gender mainstreaming co-ordination body and enhancing implementing capacities
   2.3 Justification

     2003 Comprehensive Monitoring Report on Slovakia’s preparations for membership
     …”As regards equal treatment of women and men implementing structures are in place, but further strengthening is needed.”

3. Description

   3.1 Background and justification:

   Gender mainstreaming is used as an instrument for ensuring equitable and sustainable human development and equal opportunities for men and women. As defined by the United Nations, gender mainstreaming is ”the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in all areas and all levels. It is a strategy for making women as well as men concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated.” A gender mainstreaming approach does not look at women in isolation, but looks at women and men – both as actors in the development process, and as its beneficiaries. Similarly, the strategy of the Slovak Government when promoting and providing for gender equality in different areas of people’s life, aims at using gender mainstreaming as a mean of ensuring equitable and sustainable human development by the most effective and efficient means.
In the Slovak Republic there is a lack of information on the principle of equal opportunities and its functioning in praxis both in civil society and among state officials. To effectively implement the gender mainstreaming principle urgent action to inform the general public and to educate primarily state officials at all levels of governance on the agenda of equal opportunities is, therefore, required.

Moreover, the source of data is important for the assessment of gender equality. The field of equality between men and women has started to be discussed in Slovakia, but effective methods are lacking. That is why the gender approach is extremely needed at all levels of decision making. Although a gender analysis needs to be worked out, there is insufficient number of data on gender differences (they are either not gathered or hidden because of the lack of gender perceptiveness). It is important to initiate the monitoring of the equality of men and women at the labour market, in decision making, education etc.

Gender mainstreaming is the best method to achieve gender equality at all levels of society. The principle and strategy of Gender Mainstreaming is not adequately and satisfactorily implemented in the Slovak Republic. One of the reasons for this is the low level of knowledge and information about the strategy of gender mainstreaming at all levels of decision making, including the governmental level. The existing national institutional mechanism (Department on Equal Opportunities and Anti discrimination (DEOA) at the Ministry of Labour, Social Affairs and Family of the Slovak Republic is insufficient to implement gender mainstreaming in practice.

In the Slovak Republic a machinery for implementing gender equality based on the principle of gender mainstreaming via the creation of focal points in individual ministries and in all structures of governance on national and regional level does not yet exist.

There is, hence, an urgent need to establish a Committee of Experts with the highest possible status, which will play the role of the coordinating body for gender mainstreaming focal points (max. 25) on the level of:

- Individual ministries such as Ministry of Labour, Social Affairs and Family, Education, Health, Finance, Foreign Affairs, Justice, Interior, Culture, Economy, Defence, Construction and Regional Development, Life Environment,
- Employees,
- Trade unions
- Regional and communal governance
- NGO’s

These focal points will have the task to implement gender mainstreaming. To be able to do gender mainstreaming, they will have to be able to secure gender analysis, gender shared statistics in such a way, that decision making of the bodies in which the focal point are located is gender sensitive and takes into consideration gender equality.
The individual members of focal points will be addressed, appointed and trained within the Project implementation (training of trainers/multiplicators). The practical know-how acquired by trainers should then be further disseminated to a larger group after the finishing of the Project implementation.

Part of the Project will be the creation of a Committee of Experts according to experiences of the MS experts. The Committee of Experts will have coordinating status in gender mainstreaming activities and its members will take part in the planned training activities.

The Committee of Experts will have the competence to create working groups of experts in special fields, for instance gender equality, gender assessments, gender analyses, access of women to decision making, etc.

### 3.2 Linked activities:

The Project is linked to the project MATRA, supported by the Dutch government “Equal opportunities in the Slovak Republic” (MAT01/SK/9/2). With the help of the MATRA project the situation in Slovakia was mapped and described according to the national gender machinery for equal opportunities – status review. From the recommendations of the MATRA report follows the need of gender mainstreaming institutionalisation - creation of satisfactory machinery for implementing gender equality.

The planned project follows this recommendation by foreseeing trainings and other activities for relevant officials.

- The Project is continuation of the project TAIEX “Equality of treatment for women and men” 2002.
- The Project is linked to successful Twinning Project SR0006.01 Development of Social Dialogue on the Bipartite Level.
- The Project "Presentation of models - Reconciliation of Work and Family Life" (prepared by the Ministry of Labour, Social Affairs and Family of SR). The goal of the project is trilateral - Austro – Hungarian - Slovak mutual co-operation with orientation on know-how from competition support establishment family policy among employers (2001).
- Project is linked to the running project “Create the Administrative Capacity for Implementing the EQUAL Initiative and Support the Launch of the EQUAL Initiative in the Slovak Republic” (2003-004-995-03-13).

The Project was consulted with NGO’s, working on gender and women issues.

There is no overlapping with the above-mentioned projects.

### 3.3 Results:

The main results of the project will be:
- Institutional Framework/Strategy (tasks, competences, an action plan for the future) / Legal status of the body for coordination of activities in the field of gender equality (its main tasks, responsibilities and activities expressed in its statute) with the help of experiences and examples of good practices from similar bodies of other Member States elaborated.

- Gender Mainstreaming Committee of Experts by DEOA created. The members of the Committee will be chosen by their own institutions and appointed by the Director General of the Social Inclusion Section of the MOLSAF.

- State administrative officials on national and regional level trained on gender mainstreaming principles.

- Manuals and guides for the implementation of gender mainstreaming designed, published and distributed to all involved structures of governance on the national and regional level.

- General public informed on gender mainstreaming.

### 3.4 Activities:

The project will be carried out in the framework of one Twinning arrangement, which will help to prepare the administrative capacity for Gender Mainstreaming and will assist with the launching of the start-up phase. Transition Facility funds will be used for the preparatory phase of gender mainstreaming including training, elaborating and adopting working methods.

In the framework of Twinning, the following activities will be carried out:

- Diagnostics of the current situation regarding gender equality in the society - legislation and administrative capacities.

- Preparation of the institutional framework and strategy for functioning of the focal points and Committee of Experts.

- Preparation of the statute of the co-ordination body: Gender Mainstreaming Committee of Experts (GMCE). The GMCE will be allocated to the DEOA at the MOLSAF (without independent secretariat and budget). Members of the GMCE will be senior state officials with higher status. They will be chosen by statutory representatives of individual bodies. The GMCE will create further ad-hoc working groups, composed of representatives of universities, research institutes, NGO’s, etc.

- Training of professional staff of the GMCE and state administrative officials - potential GMCE co-operators and promoters - in the field of gender mainstreaming (gender analyses, audit, gender impact assessment, etc.): ten five-day trainings.
A total number of about 300 professionals from MOLSAF (DEOA), GMCE, the focal points, regional, sub-regional and local institutions, trade unions, employers associations, NGOs, etc. will be trained (training of trainers).

- Study visit to MS with advanced gender equality machinery with the aim to visit the gender equality institutions, responsible for implementation of gender mainstreaming and to gain practical experience in their work (5 days, for max. 7 participants). The main themes will be:
  
  o to share experiences by individual activities of coordinating bodies for gender mainstreaming
  o special agenda of this bodies
  o human resource capacities
  o placing of this body in the structure of broader context
  o legislative basis of this bodies (establishing, functioning, resources)

  Direct experience is very important for the participants and will increase the quality of their work as well as their motivation.

  Participants: key experts who are responsible for gender mainstreaming in the Slovak Republic – representatives from the DEOA and the GMCE.

- Preparation of manuals and guides on gender mainstreaming on the basis of materials from MS to be addressed to all users (representatives of DEOA, GMCE, administrative officials) on the national and the regional level.

- Informing target groups and general public - public information campaign:

  - Preparation of appropriate communication material for use in public information programmes (TV, radio) to be organised and conducted by the beneficiary institutions.

  Communication material shall be drafted in the form of brochures and leaflets explaining the basic principles and objectives of gender mainstreaming. (If earlier publications on this subject already exist in the EU, they should be updated and translated into Slovak.)

  An Internet site should be opened in due course containing the essential information contained in the brochures and leaflets. A responsible Slovak administration (Informatics Dpt., MOLSAF) should be nominated for this task

  The target groups of the communication strategy should include trade unions, employer organisations, representatives of universities, research institutes, NGO’s and other interested groups.

  - To conclude the communication strategy a one-day Conference shall be held in Slovakia. Participants will be professionals from the competent government departments, regional, sub-regional and local institutions, social partners,
NGO’s, the media, etc. The purpose of the Conference is to give publicity to gender mainstreaming. The Conference should also be an occasion for presentation of results achieved through the twinning project. The RTA and maximum two experts from partner country could participate in this Conference.

MEANS:

The project will be implemented through one Twinning contract.

The Resident Twinning Advisor (12 man/months) acting as Team Leader (seconded to the MOLSAF) will assist the Slovak authorities in ensuring the preparation on gender mainstreming implementation. The RTA should be a senior official with knowledge and some years of working experience with implementation of gender mainstreaming, university degree or higher education, good command of English. Proven management skills will be an asset. He/she will be involved in the implementation of all tasks described above, with special emphasis on the analysis of the current state – legislation and institutional capacities and advice on organisational and operational matters and training activities. There is a need to have for RTA an Slovak assistant for interpretation and translation of documentation and materials, administration and organisation of activities in the SR. Profile: University degree, excellent knowledge of written and spoken English, managerial abilities, PC skills.

The RTA will be complemented by three short-term experts:

- 2 short-term experts responsible for training staff of the GMCE in the field of gender mainstreaming and training state administrative officials would be required for a minimum 5 months – 100 man/days (4 – 5 missions).

  Profile: relevant background - expert on gender equality with a minimum 5 – years experience in gender machinery and implementation of gender mainstreaming, knowledge and experience with the implementation of gender mainstreaming on different levels of governance, university degree preferably in social science or economy, good command of English, PC skills, training and lecturer skills.

- 1 Short-term expert is needed for the implementation for that part of the project related to the information activities. He/she would be required for a minimum 5 months – 100 man/days (4 - 5 missions).

  Profile: relevant background - expert on gender equality with minimum 5 – years of experience in gender machinery information activities implementation plus management experiences. He/she will have University degree, good command of English, PC skills, training and lecturer skills.
3.5 Lessons learned:

Recommendations for implementation of gender mainstreaming principles in Slovakia have been accepted and used in the process of development of the equal opportunities.

The purpose of the Taiex project “Equality of treatment for women and men” was to get acquainted with the functioning of the institution for equality of remuneration which exists in Great Britain (Commission for Equal Opportunities) as Slovakia does not have a similar institution.

The MATRA project helped map and describe the situation in Slovakia in accordance with the national gender machinery for equal opportunities – status review. The Transition Facility project proposed follows the recommendations of the MATRA report.

4. Institutional Framework

The project will be implemented under the supervision of the Ministry of Labour, Social Affairs and Family of the SR. Activities will be coordinated by the Department for Equal Opportunities and Anti-discrimination.

5. Detailed Budget

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<tr>
<th>Transition Facility</th>
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<th>Total TF(=I+I B)</th>
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6. Implementation Arrangements

6.1 Implementing Agency

PAO: Director of CFCU
Address: Štefanovičova 5
817 82 Bratislava
Slovak Republic

Mrs. Silvia Czuczorová
Tel: +4212 59582545
Fax: +4212 59582559
e-mail: cfcu@cfcu.sk
6.2 Twinning

The RTA as well as the various short-term experts will be located at the Ministry of Labour, Social Affairs and Family of the Slovak Republic, Department for Equal Opportunities and Antidiscrimination.

Contact person:
Mrs. Adriana Mesochoritisová, Director of Department for Equal Opportunities and Antidiscrimination, Ministry of Labour, Social Affairs and Family of the Slovak Republic, Špitálska 4, 816 43 Bratislava
e-mail: adriana.mesochoritisova@employment.gov.sk
Tel: ++421 2 59751420
Fax: ++421 2 59751459

6.3 Non-standard aspects
N/A.

6.4 Contracts
One Twinning contract (€ 0.5 million)

7. Implementation Schedule

7.1 Start of tendering/call for proposals 4. Q. 2004
7.2 Start of project activity 1. Q. 2005
7.3 Project Completion 4. Q. 2005

8. Sustainability

The established Committee of Experts acting as a coordinating body for 25 gender mainstreaming focal points will continue its work after completion of the project in the frame of national and regional structures through the experts trained (about 300 persons).

9. Conditionality and sequencing

The project will be carried out following the steps below:

- Diagnostics of the current state on Gender Mainstreaming (4.Q. 2004)
- Elaboration of Institutional Framework/ Strategy/ Legal Status of the GMCE coordinating activities in the field of gender equality (1. Q. 2005)
- Training of state administrative officials on national and regional level in equal opportunities agenda (trainings 10 x 30 people, study visit) (1.Q – 4. Q. 2005)
- Information activities, Final International Conference (4. Q. 2005)
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
## Transition Facility Log Frame

**LOGFRAME PLANNING MATRIX FOR**

<table>
<thead>
<tr>
<th><strong>Project</strong></th>
<th><strong>Programme name and number</strong></th>
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<tbody>
<tr>
<td>Strengthening administrative capacities in the field of gender mainstreaming</td>
<td>CRIS Number: 2004/016-764.04.01</td>
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<table>
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<tr>
<th><strong>Contracting period expires</strong></th>
<th><strong>Disbursement period expires</strong></th>
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<table>
<thead>
<tr>
<th><strong>Total budget : 0.5</strong></th>
<th><strong>TF budget : 0.5</strong></th>
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### Overall Objective

Strengthening administrative capacities in the field of gender mainstreaming and developing the methodology to implement gender mainstreaming principles in practice

### Objective verifiable indicators

- Gender Mainstreaming funds absorbed in the SR.
- Gender Mainstreaming project aims accomplished

### Sources of Verification

- Report of activities of MOLSAF

### Project Purpose

Setting up a gender mainstreaming coordination body and enhancing implementing capacities

### Objective verifiable indicators

- Implementation structures are in place

### Sources of Verification

- Annual report

### Assumptions

- Strong political will for change of attitudes

### Results

The main results of the project will be:

1. Institutional Framework/Strategy (tasks, competences, an action plan for the future) approved by GMCE/ accepted 12/2004
2. 10 trainings and opening and final Conference 1-12/2005
3. 300 professional will be trained from 01/2005 – 10/2005
4. Elaboration, translation of manuals 10-12/2004

### Objective verifiable indicators

- Minutes of the monthly project review meetings
- Monitoring reports

### Sources of Verification

- Experiences from previous projects are used

### Assumptions

- Experiences from previous projects are used
from similar bodies of other Member States elaborated.

2. Gender Mainstreaming Committee of Experts by DEOA created. The members of the Committee will be chosen by their own institutions and appointed by the Director General of the Social Inclusion Section of the MOLSAF.

3. State administrative officials on national and regional level trained on gender mainstreaming principles.

4. Manuals and guides for the implementation of gender mainstreaming designed, published and distributed to all involved structures of governance on the national and regional level.

5. General public informed on gender mainstreaming.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>● Diagnostics of the current situation regarding gender equality in the society - legislation and administrative capacities.</td>
<td>One Twinning Arrangement (RTA, short-term experts, study visit) The RTA will be complemented by a pool of short-term experts: 2 short-term experts responsible for Expert reports Lists of experts</td>
<td>Interest of final recipients in educational and training activities Experiences from</td>
</tr>
</tbody>
</table>
- Preparation of the institutional framework and strategy for functioning of the focal points and Committee of Experts.

- Preparation of the statute of the coordination body: Gender Mainstreaming Committee of Experts (GMCE). The GMCE will be allocated to the DEOA at the MOLSAF (without independent secretariat and budget). Members of the GMCE will be senior state officials with higher status. They will be chosen by statutory representative of individual bodies. GMCE will create further ad-hoc working groups, composed of representatives of universities, research institutes, NGO’s, etc.

- Training of professional staff of the GMCE and the state administrative officials - potential GMCE co-operators and promoters - in the field of gender mainstreaming (gender analyses, audit, gender impact assessment, etc.): ten five days trainings.

| Training staff of the Managing Authority in the field of Gender Mainstreaming and training state administrative officials |
| Profile: relevant background experience with the implementation of Gender Mainstreaming |
| Short-term expert is needed for the implementation of part of the project related to the information activities |
| previous projects are used |
• Study visit to MS with advanced
gender equality machinery with the
aim to visit the gender equality
institutions, responsible for
implementation of gender
mainstreaming and to gain practical
experience in their work (5 days, for
max. 7 participants).

• Preparation (including translation, if
any already exists in the EU) of
manuals and guide on gender
mainstreaming on the basis of
materials from MS to be addressed to
all users (representatives of DEOA,
GMCE, administrative officials) on
the national and the regional level.

• Informing target groups and general
public - public information campaign

<table>
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<tr>
<th>Preconditions</th>
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<tr>
<td>• Political will for change</td>
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Time Implementation Chart

Project number: 2004/016-764.04.01
Project title: Strengthening Administrative Capacities in the Field of Gender Mainstreaming

<table>
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Cumulative Contracting and Disbursement Schedule

Project number: 2004/016-764.04.01

Project title: Strengthening Administrative Capacities in the Field of Gender Mainstreaming

<table>
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<th>MEUR</th>
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NB: 1. All contracting should normally be completed within 6-12 months and must be completed by 15 December 2006
    2. All disbursements must be completed by 15 December 2007