

**UPDATE OF THE TERMS OF REFERENCE FOR PREPARING A SITUATIONAL STUDY  
REPORT ON GENDER EQUALITY IN ICTs: PROPOSALS FOR MAINSTREAMING A  
GENDER AND RIGHTS BASED PERSPECTIVE IN ICT POLICIES IN THE FRAMEWORK  
OF CITEL**

The 29<sup>th</sup> Meeting of Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I),

**DECIDES:**

1. To adopt the updated terms of reference set out in Annex I hereto for preparing a situational study report as follow-up to Activity No. 2 of the 2016-2018 Roadmap contained in the Annex to resolution PCC.I/RES. 258 (XXVII-15).
2. To instruct the Secretariat of CITEL, in coordination with the Ad Hoc Group, to take the necessary steps for coordination between the CIM and the Ad Hoc Group for the preparation of the study and to secure the funds needed for its financing.

**ANNEX I TO DECISION 256 (XXIX-16)**

**DRAFT TERMS OF REFERENCE FOR THE SITUATIONAL STUDY**

**Gender equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in  
ICT policies in the framework of CITEL**

**Initial proposal**

In order to benefit from a base of evidence that can help inform and enrich technical and political dialogue forums in the framework of CITEL and provide policy and strategy guidelines and recommendations that would make it possible to steer implementation of the Roadmap (specifically Activity No. 2) and make progress on promoting the gender and women's rights based perspective in CITEL's agenda and in ICT governing/regulatory bodies, it is proposed that a situational paper/study be prepared on "Gender Equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in ICT policies in the framework of CITEL," whose description is provided in Annex 1.

**1. Objectives**

To draw up a strategy to make progress in mainstreaming a gender and rights based approach in CITEL's global agenda and in telecommunication/ICT bodies, including the drafting of recommendations to: i) strengthen public policymaking on gender issues in ICTs; and ii) protect the human rights of women who work in the ICT sector. To this end, the following are included:

- To review the international and inter-American legal and regulatory framework currently in force.

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<sup>1</sup> CCP.I-TIC/doc. 4111/16 rev.2

- To review existing public policies regarding women in the ICT sector, depending on the case, to identify best practices and existing gaps (implementation of the current regulatory framework in the labor force, equal opportunities in terms of employment, training, promotion, etc., measures to tackle sexual/workplace harassment, cyber-bullying, and other forms of intimidation and violence against women and girls carried out via ICTs, and related matters).
- To review the situation of women in the sector – participation and leadership.
- To examine to what extent the gender approach has been mainstreamed into telecommunication/ICT institutions and bodies of participating countries.
- To identify challenges and opportunities for drafting public policies for management of the ICT sector with a gender and rights based perspective.

## **2. Sources of information**

- Review of existing literature (mandates, studies, legislation, and public policymaking in selected countries).
- Questionnaires to telecommunication / ICT bodies and national mechanisms for promoting the advancement of women.
- Interviews with women working in the ICT sector.

## **3. Activities to be carried out**

1. Completion of the structure of contents of the situational study and drafting of the questionnaire and interview script.
2. Circulation of the questionnaire to the respective authorities. It shall supplement the questionnaire already sent in 2013.
3. Review of existing literature.
4. Conducting interviews with women from the ICT sector.
5. Review of answers to the questionnaire.
6. Systematization of the study's results. This includes drafting the paper's preliminary version.
7. Review of draft paper by CITELE and CIM.
8. Submittal of report's preliminary results at the seminar of experts organized to validate the proposed strategy and results.
9. Incorporating comments from the seminar, as well as those from CITELE and CIM, and delivery of the final version of the study.

## **4. Time to prepare and launch the situational study**

First semester of 2017

## **5. Amount of the consultancy and payment schedule**

With regard to the cost, we wish to advise that the payment amount and payment schedule shall be subject to the budget proposed by the consultancy.

Please note that implementation of the present terms of reference by a consultant shall depend upon securing resources for the study.

## **Gender equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in ICT policies in the framework of CITEC**

### **Tentative structure of contents**

Length: 40-60 pages

#### **1. Introduction**

- 1.1. Summary of the situation
- 1.2. Objectives of the study

#### **2. Background**

- 2.1. Agreements of the Inter-American Telecommunication Commission
- 2.2. Permanent Consultative Committee I: Telecommunications/ICTs (PCC.I) – history and work plan

#### **3. Situation of women – participation and leadership in the telecommunication/ICT sector**

- 3.1. Summary of the review of the literature
- 3.2. Results of the interviews
- 3.3. Challenges and opportunities

#### **4. International and inter-American legal and regulatory framework currently in force**

#### **5. Overview of policies for gender equality and/or rights in telecommunication/ICT bodies**

- 5.1. Summary of the review of the literature
- 5.2. Results of the questionnaire and analysis of needs
- 5.3. Challenges and opportunities

#### **6. Strategic guidelines to strengthen telecommunication/ICT bodies so they can achieve effective gender mainstreaming in their operations, policies, and programs**

- 6.1 Review of the institutional mainstreaming of gender in telecommunication/ICT bodies
- 6.2 Hemispheric horizontal cooperation (compilation of support instruments, activities, and exchange workshops, drafting of program portfolio, etc.)
- 6.3 High-level dialogues about gender and rights in ICTs

#### **7. Conclusion and Recommendations**

#### **8. Bibliography**