Inclusive parliament

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Sub-target 5 – Inclusive parliament

Inclusive parliament is one that:
- Leaves no one behind
- Makes laws and holds government to account, taking into consideration the needs and aspirations of all segments of society, including the most vulnerable and those subject to discrimination
- Reflects the diversity of the communities that it represents in its institutional practices

This sub-target on inclusive parliament refers to the second element highlighted in SDG target 16.7 – Responsive, inclusive, participatory and representative decisions-making, which is adapted to the institution of parliament. As the main institution representing citizens, parliament should reflect the diversity of the communities that it represents in its work and institutional makeup.

It is a core responsibility of a democratic parliament to take into account the needs and aspirations of all segments of society, with a particular focus on the most vulnerable. The decisions and actions taken by the parliament through its legislative and scrutiny functions can have varying effects on different social groups. Addressing a diverse range of interests, including those of the most vulnerable, in an inclusive manner, is a way to ensure that the parliament’s legislative and scrutiny decision-making processes align with such differing needs.

There are two indicators under this sub-target. The first indicator addresses how well the parliament ensures that its processes are inclusive when exercising the legislative and oversight mandate of the parliament. It concerns the manner in which parliaments carry out impact assessments, ensure gender mainstreaming, develop gender-responsive budgets, interact with young people, and promote human rights through their legislative work. This indicator assesses parliament’s ability to ensure that its legislative and oversight processes are inclusive of the views of all citizens, and to make decisions accordingly. It also pays special attention to the presence of political will to integrate these differing views into a decision-making process that benefits all.

The second indicator addresses parliament’s inclusiveness in terms of its institutional practices. It concerns the diversity of the workforce supporting parliament’s operations, and specifically addresses: promoting gender balance in the make-up of the workforce, including the secretariat personnel; creating a suitable workplace environment, including ensuring the safety and wellbeing of those who work in, and visit, parliament; and establishing family-friendly institutional practices.

The sub-target on inclusive parliament comprises the following indicators:

- 5.1 Inclusive legislation and oversight
- 5.2 Inclusive institutional practices
Indicator 5.1 – Inclusive legislation and oversight

One of the criteria for a democratic parliament is that it should reflect the diversity of the social groups and communities that it represents. More inclusive parliaments strengthen democracy, promote integration and prevent conflicts. The work of the parliament on both legislation and oversight should reflect the interests of the people it serves, thus leaving no one behind and representing the diversity of society.

The decisions and actions of the parliaments affect the interests of various social groups differently. In order to secure inclusive legislative and oversight processes, it is necessary to take into consideration the various impacts that parliamentary work has on different groups, and make decisions accordingly.

More and more parliaments across the world are using different tools to ensure inclusiveness in their working processes. Such tools include impact assessment mechanisms, gender mainstreaming, the development of gender-responsive budgets, education of youth, promotion of human rights legislation and policies. Applying these mechanisms in practice is not easy, as they require highly qualified staff, lengthy processes to engage stakeholders, complex analytical approaches and political will to incorporate the findings of such activities into final decisions. It is important for parliaments to have the capacity to deliver such services, and to support MPs and decision-makers in ensuring that their legislative and oversight processes support inclusiveness.

The assessment of the indicator on inclusive legislation and oversight comprises the following dimensions:

- 5.1.1 Human rights-based legislation and policies
- 5.1.2 Impact assessments
- 5.1.3 Gender mainstreaming
- 5.1.4 Gender-responsive budgeting
- 5.1.5 Youth engagement
**Dimension 5.1.1: Human rights-based legislation and policies**

Indicator: 5.1 Inclusive legislation and oversight  
Sub-target: 5. Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament  

**About the dimension**

This dimension outlines the role of parliament in developing legislation and policies that provide for equal access to opportunities and resources for people who might otherwise be excluded or marginalized. All aspects of parliamentary work, namely legislation, oversight, representation and budgeting, are ultimately aimed at promoting human rights, establishing protective mechanisms, preventing abuse, and ensuring that the law provides practical means through which remedies may be sought for alleged violations.¹ This work cannot be done without the extensive participation of the national human rights mechanism (ombudsperson), human rights organizations, activists and representatives of different groups, especially vulnerable and under-represented members of society.

Human rights-based legislation passed by the parliament should be a result of a participatory and inclusive process that takes into account the differing needs of various groups. Specialized parliamentary human rights bodies, such as human rights committees have an obligation to be in constant communication with human rights groups and activists, to listen to their concerns and to set mechanisms for the joint development of human rights legislation and policies. Parliaments also carry out post-legislative scrutiny of human rights-based legislation and assess the implementation of laws in active cooperation with the relevant stakeholders.

Many countries have adopted a national action plan that outlines policy priorities to address human rights issues and ensures the enjoyment of human rights by all groups of society. Such action plans, as well as other policy documents, are to be developed in an inclusive manner and should represent a joint effort by parliament, the ombudsperson and human rights groups. Specialized parliamentary human rights bodies should provide a safe and welcoming space for representatives of the vulnerable groups, such as persons with disabilities, national, ethnic or sexual minorities and indigenous peoples.

Parliament as an institution and MPs individually have key roles in raising public awareness of human rights, including issues regarding discrimination against various groups, gender equality, minority rights or other social issues. The relationship between parliament and civil society contributes to parliament’s oversight duties and can help forge national consensus on human rights.²

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2. Inter-Parliamentary Union (IPU) and Office of the United Nations High Commissioner for Human Rights (OHCHR), Human Rights: Handbook for Parliamentarians N°26 (IPU, 2016).
MPs have roles in the preparation and oversight of a national human rights action plan, and ensure that the plan is developed through inclusive, transparent and participatory processes.

**Assessment**

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:

- The existence of a human rights committee and other specific parliamentary bodies
- Hearings of the reports of national human rights institutions
- Reports on the post-legislative scrutiny of human rights legislation
- A list of civil society organizations involved in the development of human rights policies

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

**Assessment criterion No. 1: Cooperation with human rights institutions, organizations and activists**

An inclusive process for the development of human rights-based legislation and policies is in place. A national human rights mechanism (ombudsperson), civil society, NGOs, watchdog organizations, and relevant groups of members of the public are continually involved in the work of the committee with regard to human rights and that of other parliamentary human rights bodies. Any legislation related to human rights is developed in close partnership and cooperation with such groups.

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Evidence for this assessment criterion:

**Assessment criterion No. 2: Monitoring of the implementation of human rights-based laws**

A specialized parliamentary body carries out post-legislative scrutiny of human rights legislation and assesses the implementation of human rights laws in cooperation with the ombudsperson and relevant civil society groups.

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Evidence for this assessment criterion:

**Assessment criterion No. 3: Inclusiveness in the development of national human rights action plans**

Indicators for democratic parliaments, based on SDG targets 16.6 and 16.7
Parliament participates in the development of a national human rights action plan, as well as in the monitoring of its implementation and the guarantee of overall inclusiveness of the process.

**Recommendations for change**

**Sources and further reading**

### Dimension 5.1.2: Impact assessments

Indicator: 5.1 Inclusive legislation and oversight  
Sub-target: 5. Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

Impact assessment is an important element of evidence-based legislating and policy making, as it provides for a systemic and critical analysis of the positive and negative effects of proposed legislation or policies, as well as of the non-regulatory alternatives. Laws and policies have different impacts on different groups, including vulnerable groups. While developing new legislation or policies, it is important to take into account these differences and the impact that a particular policy will have on different parts of society.

The International Association for Impact Assessment defines impact assessment as a “process of identifying the future consequences of a current or proposed action”. The Parliaments need to systematically appraise the impact of proposed primary and/or secondary legislation on certain categories of stakeholders.

Impact assessments can be broad and determine the regulatory consequences from an economic, social, environmental or other perspective. Impact assessments can also focus on specific groups such as women, young people and persons with disabilities. Among other forms of impact assessment, legislatures often use equality impact assessments to test whether a proposed law or policy promotes equality, accommodates diversity and does not discriminate against individuals and groups (including by making reasonable provision for persons with disabilities). The main outcome of equality impact assessment is either a confirmation that the draft legislation or policy adequately takes into account such needs, or an amendment of the draft legislation or policy to take into consideration those needs.

Impact assessments of regulations and policies are formal evidence-based procedures requiring skills that are generally not part of legal training. They are carried out by administrative staff, parliamentary advisory bodies or external experts. In any case, impact assessment should be an inclusive and transparent process.

As impact assessments provide information about the potential consequences of proposed laws, they improve the quality of legislation. Impact assessment can be effectively integrated into and applied in combination with the post-legislative scrutiny (PLS) process. The institutionalization of the impact assessment system helps to ensure the stability of legislation and the adherence to the principle of predictability, by minimizing sudden changes. Given the aims and benefits of impact assessment practices, parliaments have increasingly invested in the development and application of impact assessment methods and tools in recent years (see also dimension 5.1.2 Gender-responsive budgeting).

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On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of impact assessments would encompass the following:

There is an impact assessment manual, guidance or similar tools establishing procedures and criteria for the assessment of the different impacts that the proposed legislation, programme or policy might have on different groups. These guidelines are followed by the parliament during the legislative process.

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3. [https://www.iaia.org/](https://www.iaia.org/)  
The process of impact assessment involves the following core steps:
- Identification and collection of relevant information and data
- Analysis of the data gathered in order to determine the potential impact of a piece of legislation, programme or policy on different groups
- Consultation with representatives of relevant groups to obtain their views on any required changes to the legislation or policy, along with the findings of the impact assessment
- Selection of the best options to address the problem

Parliament has qualified staff, capable of conducting or commissioning different forms of impact assessment. At the request of a decision-maker, the parliamentary administration, an advisory board or external expert can carry out impact assessment work and draft reports. These reports are available to the MPs and those involved in policy-making, as well as other interested groups and the wider public.

Parliament uses the findings of the impact assessment reports in its work and adjusts draft laws and policies according to the findings on the potential impacts on different groups of society.

Assessment

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:
- Parliamentary guidelines on conducting impact assessments
- Impact assessment reports
- Number of impact assessment exercises conducted by the parliament during the year
- Examples of policies modified as a result of an impact assessment report
- Existence of a special unit or staff responsible for conducting impact assessments
- Publication of impact assessment reports on the parliament’s website

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

Assessment criterion No. 1: Impact assessment guidelines or similar tools

Parliament has developed an impact assessment manual, guidance or similar tool that establishes procedures and criteria for assessing the different impacts that a piece of draft legislation, programme or policy might have on different groups.

Assessment criterion No. 2: Core steps of impact assessment
Regulatory impact assessment involves core steps, including the collection of information, analysis, consultation with relevant groups, and the identification of areas for improvement if needed. The findings of the impact assessments are adequately reflected in the draft law/policy.

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Evidence for this assessment criterion:

Assessment criterion No. 3: Availability of support unit, staff or other qualified administrative resources

A responsible unit in the parliamentary administration, qualified staff or other administrative resources are available for the conduct of impact assessments. Relevant staff are trained and equipped with the necessary knowledge to draft impact assessment reports.

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Evidence for this assessment criterion:

Assessment criterion No. 4: Systematic impact assessment

The assessment of the impact of different draft laws and policies is systematic and takes place regularly. Impact assessment guidelines are followed to assess the different impacts that a piece of draft legislation, programme or policy might have on different categories of stakeholders.

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Evidence for this assessment criterion:

Assessment criterion No. 5: Transparency of impact assessment reports

The findings of the impact assessment activities are transparent and easily accessible not only to MPs and parliamentary committees, but also to other interested stakeholders and the wider public.

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Evidence for this assessment criterion:
Sub-target 5 – Inclusive parliament

Indicators for democrati

c parliaments, based on SDG targets 16.6 and 16.7

Recommendations for change

Sources and further reading

• Prof. Dr. Patricia Popelier, A legal perspective on Regulatory Impact Assessments.
• The Equality Authority and Irish Vocational Education Association, Guidelines for conducting equality impact assessments on IVEA and VEC plans, policies and programmes (2007).
Dimension 5.1.3 Gender mainstreaming

Indicator: 5.1 Inclusive legislation and oversight
Sub-target: 5 Inclusive parliament
Target: 16.7 Responsive, inclusive, participatory and representative parliament

About the dimension

Parliaments can integrate gender mainstreaming across their processes, practices and outputs, with the aim of preventing and transforming gender discriminatory laws and policies, social institutions and practices in society, and ultimately enabling the achievement of gender equality.

An inclusive and gender-sensitive parliament protects the rights of all in society and leaves no one behind. It produces legislation that benefits women, men and persons of different sexual orientation, gender identity and expression (SOGIE) and incorporates their needs and input across policy areas. MPs as lawmakers must use their powers to ensure that national legal frameworks are consistent with international agreements on gender equality and promote equality without discrimination of any kind. They can pass legislation mandating specialized national institutions to advance gender equality and women’s empowerment, and ensure that they have sufficient resources. MPs must also hold the government accountable for gender mainstreaming progress across all sectors of policy development and implementation. Gender-related matters should therefore be routinely included on the parliament’s agenda, both in plenary sessions and in committee work, and MPs are required to have the understanding, skills and information necessary to use parliamentary mechanisms effectively to address gender equality issues.

In order to ensure effective gender mainstreaming, parliaments require a strategic approach and strong institutional capacity. Parliaments worldwide have incorporated gender mainstreaming into strategic plans and developed gender policies to promote an internal culture that respects the rights of women, men and all SOGIE. Parliaments need to build systematic, institutional connections with a broad range of groups, including national women’s machinery, gender and LGBTIQ+ rights advocates, civil society and private sector actors and academia to incorporate expertise into parliamentary processes and support MPs in mainstreaming gender as part of their law-making, representation and oversight roles.

Many parliaments have established dedicated gender equality bodies or mechanisms, such as gender equality committees, tasked with helping to ensure that parliament’s procedures and outputs include a gender perspective. Others have guaranteed that gender mainstreaming responsibilities are shared across all committees or are addressed in ‘multi-portfolio’ committees such as social policy or human rights committees, as well as in cross-party groups (see dimension 1.4.6 Cross-party groups). Other mechanisms include networks of parliamentary leaders, internal gender audits, research centres, a gender desk, and focal points and units. As participation is a critical part of gender mainstreaming, it is important that such mechanisms systematically make use of evidence, including gender statistics and sex-disaggregated data, and engage with a diverse group of stakeholders, civil society and gender experts.

Some parliaments have introduced gender-based legislation assessment toolkits or checklists, and have formalized their use in parliament’s rules of procedure. Parliaments should also conduct post-legislative scrutiny to assess the impact of enacted legislation on equality among men, women and all SOGIE, and to determine whether revisions are needed.

On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of gender mainstreaming would encompass the following:

Indicators for democratic parliaments, based on SDG targets 16.6 and 16.7
Parliament’s commitment to gender-mainstreaming is incorporated into a strategic plan and/or institutional gender equality policies. Performance indicators are developed and progress of gender mainstreaming is monitored across parliament.

The national legal framework reflects international commitments to ensure gender equality. It mandates parliament to ratify international human rights treaties, including on gender equality, and the government to report to parliament on the implementation of international agreements.

Dedicated gender mainstreaming bodies or mechanisms exist within parliament. Such bodies have the authority and capacity to assess parliamentary outputs from a gender perspective, scrutinize the gender-related aspects of all government reporting, and help to monitor the progress of gender mainstreaming across parliament. Where gender equality committees exist, they have powers commensurate with those of other parliamentary committees.

Parliament has well-developed practices to review legislation on gender equality, including through an integrated review across the committee system and the use of toolkits and checklists for gender-sensitive legislative scrutiny.

Parliament has routine, transparent and well-defined mechanisms to engage closely and consult with national women’s machinery, gender equality and LGBTIQ+ rights advocates, civil society actors and other stakeholders during review of legislation.

Training on gender issues is provided for all MPs. Parliamentary research and committee staff have the capacity to provide expert analysis and briefings on gender issues.

Assessment

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:

- A parliamentary strategic plan, gender equality plan, gender audit or other plans or policy documents
- Articles of rules of procedure that grant powers to dedicated gender equality bodies of parliament
- Terms of reference, statutes or other documents establishing a parliamentary gender equality committee, women’s caucus or other body dedicated to gender mainstreaming
- Terms of reference of parliamentary committees that provide for the incorporation of gender equality issues into their duties
- Committee reports that contain evidence taken from national women’s machinery, including participation in hearings and submission of written evidence
- Pages on the parliamentary website that provide information on how individuals and groups can engage with parliament and offer information and evidence
- Lists of the names of MPs attending parliamentary outreach events or activities
- Training material for MPs on gender equality
- Communication materials on the parliamentary website or in other media on gender equality and the role of parliament
- Parliamentary research papers or briefings on gender-related issues
- Laws relating to gender equality passed by the parliament in the past five years at least
• Reports to the UN Committee on the Elimination of Discrimination against Women (CEDAW) and other bodies indicating parliamentary scrutiny and inputs
• Parliamentary toolkits and/or checklists for gender-sensitive analysis of legislation

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

**Assessment criterion No. 1: The legal framework reflects political commitments to gender equality**

Parliament has scrutinized and passed the legislation necessary to implement international agreements on gender equality, including women’s human rights. State reports to bodies including the UN CEDAW Committee are presented to parliament and are subject to parliamentary review and debate on recommendations.

Non-existent ☐ Poor ☐ Basic ☐ Good ☐ Very good ☐ Excellent ☐

Evidence for this assessment criterion:

**Assessment criterion No. 2: Gender mainstreaming in institutional strategies, plans or policies**

Parliament’s strategic plan incorporates provisions for gender mainstreaming, and/or specific gender equality plans or policies exist for gender mainstreaming in parliament. Plans include objectives, targets, implementation details and monitoring and evaluation frameworks.

Non-existent ☐ Poor ☐ Basic ☐ Good ☐ Very good ☐ Excellent ☐

Evidence for this assessment criterion:

**Assessment criterion No. 3: Existence of gender mainstreaming bodies with sufficient powers**

Parliament has established dedicated gender mainstreaming bodies or mechanisms, such as a committee, caucus, networks, focal points and/or units. Rules of procedure provide these bodies with clear and permanent mandates and the power to conduct oversight and scrutiny functions. They can support and monitor how all portfolio committees mainstream gender within their mandates.

Non-existent ☐ Poor ☐ Basic ☐ Good ☐ Very good ☐ Excellent ☐

Evidence for this assessment criterion:

**Assessment criterion No. 4: Routine inclusion of national women’s machinery and stakeholders representing gender issues**
Parliament’s rules of procedure promote well-defined mechanisms to engage and consult with national women’s machinery, gender equality and LGBTQ+ rights advocates, civil society actors and other stakeholders in the work of parliament and its committees. Reports from across portfolio committees indicate evidence taken from different stakeholders representing gender issues.

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Evidence for this assessment criterion:

**Assessment criterion No. 5: Practices for gender-sensitive analysis of legislation**

Parliament has developed and introduced legislative scrutiny toolkits or checklists to assess the potential gendered impact of proposed legislation. Post-legislative scrutiny practices are well-established in parliament and include assessment of the gendered impact of legislation.

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Evidence for this assessment criterion:

**Assessment criterion No. 6: Support from the parliamentary administration**

Resources are allocated across the parliamentary administration to support the gender-mainstreaming scrutiny activities of the parliament. The administration provides training, sex-disaggregated data, information and analysis for MPs.

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Evidence for this assessment criterion:

**Recommendations for change**

**Sources and further reading**

• Dr. Sonia Palmieri, Inter-Parliamentary Union (IPU), *Gender-Sensitive Parliaments: A Global Review of Good Practice*, (IPU, 2011).


• United Nations Development Programme (UNDP)/Parliament of Fiji, *Scrutinising Legislation from a Gender Perspective: A Practical Toolkit*
**Dimension 5.1.4 Gender-responsive budgeting**

Indicator: 5.1 Inclusive legislation and oversight  
Sub-target: 5. Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

This dimension outlines how parliament ensures a gender-responsive approach in the adoption and scrutiny of the national budget. Gender-responsive budgeting (GRB) is an exercise involving the integration of a clear gender perspective within the overall context of the budgetary process through special processes and analytical tools, with a view to promoting gender-responsive policies.\(^5\)

Many parliaments across the world have taken on practices of GRB in their work. GRB analysis allows for an understanding of how and to what extent a policy affects men, women and persons of all SOGIE as service consumers, infrastructure users and taxpayers.\(^6\) A good practice in many countries is for the executive to include this type of analysis in the form of a gender budget statement (GBS) in the proposed budget. An active and gender-aware legislature can question budget priorities and call for allocations for the promotion of equality. In this way, parliament can scrutinize the extent to which government is developing and implementing policies that ensure equity, and can influence policy-making from the outset in the planning phase.\(^7\)

The extent to which parliaments can adopt gender-responsive budgeting practices depends on different contextual factors, including the existence of a legal framework, the parliament’s mandate with respect to the budget process, and the available time, capacity and resources.

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**On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of gender-responsive budgeting would encompass the following:**

**The legal framework provides a conducive environment for gender-responsive budgeting.**

Parliament has the powers to assess and revise financial legislation, including finance laws, decrees on budget preparation and budget classification, and gender-related laws, in order to accommodate gender-responsive budgeting. Tools exist to track budget allocations and expenditure related to gender equality and women’s empowerment.

Parliament and the responsible committee(s) establish standard practices or standard operating procedures (SOP) for gender-responsive budget analysis, covering all phases of the budgetary cycle (formulation, approval, implementation, audit).

MPs and parliamentary committees have sufficient powers, time and resources to conduct gender-responsive budgeting, with portfolio committees mandated to examine sector budgets in terms of their gender impact.

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\(^5\) OECD (Public Governance and Territorial Development Directorate), *Gender Budgeting in OECD countries* (OECD, 2016).

\(^6\) UN Women, *Gender-Responsive Budgeting: Analysis of Budget Programmes from Gender Perspective* (UN Women, 2016).

\(^7\) Inter-Parliamentary Union (IPU), United Nations Development Programme (UNDP), World Bank Institute (WBI) and United Nations Fund for Women (UNIFEM), *Parliament, the Budget and Gender_*(Handbook for Parliamentarians N° 6, 2004).
The executive is required to include specific information on gender equality measures in the budget, such as gender budget statements.

Relations with civil society and other stakeholders during the budget process are well-established and routine and there are institutionalized spaces for engagement by means of public hearings.

There is capacity in the parliamentary secretariat to provide MPs with tools to independently analyse the gender impact of the budget. Parliament’s research services or dedicated budget office can provide independent information on and an analysis of the budget, and there is sex-disaggregated data available for MPs. Training on budget literacy, economic policy, gender issues and gender-responsive budgeting is available for MPs from within the parliamentary secretariat or from external sources.

Assessment

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:

- Articles in rules of procedure that establish mechanisms to support gender-responsive budgeting, such as gender equality committees or subcommittees
- Articles in rules of procedure that indicate opportunities for public and stakeholder engagement in the budget process
- Terms of reference of parliamentary committees or subcommittees that indicate the responsibilities for gender-responsive budgeting
- Availability of sex-disaggregated data from the parliamentary secretariat and/or from national statistics agencies
- Availability of training for MPs on gender-responsive budgeting, evidenced by training materials or reports from the parliamentary secretariat or external technical support
- Formal records of standard practices and/or SOP in parliament’s internal procedures for GRB

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

Assessment criterion No. 1: Parliament has established a standard approach to gender-responsive budgeting

Parliament has in place rules, guidelines and practical tools that support gender-responsive budgeting, including the use of gender impact assessments where applicable. Standard practices or SOP exist for a gender-responsive analysis of the budget, and implementation is overseen by dedicated parliamentary bodies and the parliamentary secretariat.
Assessment criterion No. 2: Provision of a gender budget statement

A gender budget statement is part of the policy basis of the budget laid out in publicly available government documentation accompanying the budget proposal. Parliament has the authority to obtain this information from the government where it is lacking.

Evidence for this assessment criterion:

Assessment criterion No. 3: Infrastructure for gender-responsive budgeting

Parliament grants a body the responsibility for supporting and monitoring gender-responsive budgeting across parliament, such as a parliamentary committee or sub-committee, caucus or network.

Evidence for this assessment criterion:

Assessment criterion No. 4: Parliamentary committees practise gender-responsive budgeting

Parliamentary portfolio committees conduct a detailed sectoral review of the budget from a gender perspective, which includes routine public and stakeholder engagement.

Evidence for this assessment criterion:

Assessment criterion No. 5: Gender-responsive budgeting support from the parliamentary secretariat

The legislature has sufficient budget research and analysis capacity, or well-established connections to external sources of expertise. The parliamentary secretariat ensures that MPs have access to training on gender-responsive budgeting.

Evidence for this assessment criterion:
Sub-target 5 – Inclusive parliament

Recommendations for change

Sources for further reading

- Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ), Manual for Training on Gender Responsive Budgeting (Eschborn: 2006).
- IPU, UNDP, WBI and UNIFEM, Parliament, the Budget and Gender (Handbook for Parliamentarians N° 6, 2004).
- UN Women, Gender-Responsive Budgeting: Analysis of Budget Programmes from Gender Perspective (UN Women, 2016).
**Dimension 5.1.5 Youth engagement**

Indicator: 5.1 Inclusive legislation and oversight  
Sub-target: 5. Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

This dimension outlines the provisions by means of which parliament ensures the inclusion of young people and youth issues in the legislature’s work. Youth involvement in formal and informal political processes is crucial for democracy. Effective and meaningful youth engagement requires an enabling environment, including a legal framework free from restrictive barriers to young people.

Parliaments can play an important role in the development of youth-sensitive policies, the promotion of youth participation through the provision of support for and partnerships with youth organizations, the creation of youth education and empowerment programmes, and the engagement of young people in parliamentary work.

In order to address the issue of youth under-representation in non-formal and formal political processes, parliamentary approaches should respond to the core human rights principle, which can be applied to youth engagement: "Nothing about us without us!"

Ensuring the meaningful and effective engagement of youth in decision-making requires a number of factors, such as the involvement of young people in all aspects of parliamentary processes including: oversight and the work of committees; the guarantee of accessibility to such processes; the provision of all relevant information for young people; the closure of the feedback loop; the provision of purpose for engagement; and the building of youth capacity. Youth engagement and education activities can include: the establishment of civic education in schools and universities; the invitation of young people to visit parliament; the provision of specially designed programmes for children and young people; the creation of internship schemes for students in parliaments; the encouragement of MPs to engage with young people through different channels (including digital); the provision of support for youth parliaments; and the organization of youth fora.

Youth engagement in parliamentary activities, particularly on topics that specifically affect this age group, should be promoted through the use of tools and channels that are more adapted to young people. Furthermore, the content of proceedings, debates and decisions on issues affecting young people need to be communicated in a way that ensures outreach to young men and women.

Please see also other dimensions linked to youth engagement.  

<table>
<thead>
<tr>
<th>On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of youth engagement would encompass the following:</th>
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<tr>
<td>Parliament provides young people with opportunities to meaningfully engage in its work through the establishment of partnerships with youth organizations, the creation of groups to consult young people, the invitation of young people or youth groups to policy discussions, and/or the creation of digital tools for engagement.</td>
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8 Indicator on composition of legislature, dimension 7.2.3. Youth and 7.3.3 Gender and age balance in the composition of parliamentary bodies
Parliament has developed diverse programmes for youth engagement and education, which are inclusive, youth-friendly and meaningful.

Youth civic education programmes target different age, gender and social-economic groups of young people, take into account youth needs, and make use of various instruments, including digital tools.

Mechanisms are established for the collection and analysis of participants in educational programmes for young people, in order to improve such programmes and to design new ones.

Assessment

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:
- Parliament’s strategies, action plans, programmes or other documents that involve or address youth education and engagement
- Meeting records and reports that describe youth engagement
- Feedback provided to participants in youth programmes
- Digital and other tools tailored to young people
- Monitoring and evaluation documents on youth education and engagement

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

Assessment criterion No. 1: Inclusive youth engagement

Parliament has developed inclusive, youth-friendly and meaningful mechanisms and tools to ensure that the voices of young people are heard with regard to laws and policies that particularly affect them. There is regular cooperation with youth organizations, and various activities, such as roundtables, consultations and fora, are organized to enable young people to raise their concerns and discuss issues of interest to them.

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Evidence for this assessment criterion:

Assessment criterion No. 2: Existence of youth education programmes

Parliament has developed strategies and education programmes for different youth age groups, while taking care that these programmes are equally accessible to all young people, regardless of their social, educational, geographic or other circumstances.

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Indicators for democrati

c parliaments, based on SDG

targets 16.6 and 16.7

Assessment criterion No. 3: Internships and other forms of engagement

Parliament provides internships and offers other established forms of engagement to young male and female professionals, enabling them to learn and practise on parliamentary premises, and work with MPs and staff.

Assessment criterion No. 4: Administrative capacity

Parliament is equipped with adequate human, financial and administrative resources including regularly trained and skilled personnel to carry out youth education and engagement activities.

Assessment criterion No. 5: Consistency of implementation

There is evidence of consistency with regard to the parliament's youth education and engagement activities. The implementation of such activities is monitored and evaluated, youth needs are analysed and new actions are planned and developed accordingly.

Recommendations for change
Sub-target 5 – Inclusive parliament

Sources for further reading

- IPU, *2010 Resolution on youth participation in the democratic process*. Resolution adopted by consensus by the 122nd IPU Assembly (Bangkok, 1 April 2010).
Indicator 5.2 – Inclusive institutional practices

This indicator concerns the inclusiveness of parliament in terms of its institutional practices. It recognizes that, if parliament is to be fully effective in representing the community and holding the executive to account on behalf of the citizens that it represents, the legislature itself needs to demonstrate inclusiveness in its institutional practices.

The indicator covers the diversity of the workforce that supports the parliamentary institution, including both the parliamentary secretariat staff and staff that support MPs. It specifically addresses issues of gender balance in the make-up of the supporting workforce, including key secretariat personnel. The ability of parliament to make its work inclusive for a diverse community, particularly where there are multiple official languages spoken, is important for the inclusiveness of the parliament.

Finally, the indicator recognizes the importance of a positive workplace environment. Parliament must ensure the safety, health and wellbeing of both MPs and staff, as well as visitors, and prevent harassment of any kind. To create a fully inclusive workplace, parliament should provide a family-friendly environment, by catering to the needs of MPs and staff who have family and childcare responsibilities.

The assessment of the inclusive institutional practices indicator comprises the following dimensions:

- 5.2.1 Workforce diversity
- 5.2.2 Gender balance in the composition of the parliamentary secretariat
- 5.2.3 Multilingual service delivery
- 5.2.4 Workplace environment
**Dimension 5.2.1 Workforce diversity**

Indicator: 5.2 Inclusive institutional practices  
Sub-target: 5 Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

If the parliament is truly to be an inclusive institution and perform its representative and accountability roles effectively on behalf of the community, it needs to ensure that the workforce that supports it reflects the diversity of the community, including women, men and LGBTIQ+ groups, persons with disabilities, or persons belonging to religious, ethnic or other minority groups. This workforce includes both the parliamentary secretariat and administrative staff, as well as the staff who directly support MPs.

To ensure there is diversity in its workforce, the parliament needs to ensure that a framework is reflected in the provisions of legislation or the rules of procedure of the parliament, which requires non-discrimination in recruitment, employment and advancement for all groups in society, and which establishes that the parliament is an equal employment opportunity employer. This is based on the principle that every person, regardless of attributes such as race, sex, age, religion, disability, gender identity or sexual orientation, has equal employment opportunities. For staff, this includes physical access, organization of the workplace, equipment and procedures for staff with disabilities. Legislation offers institutional mechanisms for protecting individuals against discrimination in the workplace. In cases where there are breaches of non-discrimination requirements laid down by law, non-judicial redress mechanisms for the victims of discrimination are available.

Often the establishment of non-discriminatory laws is not enough. It is also necessary for the legislature to adopt approaches that encourage and provide real opportunities for under-represented groups to be included in the parliamentary workforce. These approaches can include targeted recruitment, specialized training for staff from minority groups who have already been recruited, or measures to retain and advance staff from minority groups. For example, for committees that address a particular subject matter concerning minority groups, the legislature may wish to specifically engage staff from those groups.

| On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of workforce diversity would encompass the following: |
| Laws and rules of procedure of the legislature provide for non-discrimination in the employment of staff that support the work of the parliament, including both parliamentary secretariat staff and staff who support MPs directly. |
| The parliament adopts positive approaches that ensure equal opportunities for all groups in the general community. |
| The parliamentary workforce, including both the parliamentary secretariat and the staff that support MPs directly, reflects the diversity of the general community of the country. |

**Assessment**

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent)
that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:
- Provisions of legislation and rules of procedures of the parliament that relate to non-discrimination in the employment of staff to the parliament
- Statistics about staff employment diversity in comparison with the diversity of the community
- Reports on staff employment diversity

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

### Assessment criterion No. 1: Legal framework for non-discrimination

Laws and rules of procedure of the legislature provide for non-discrimination in the employment of staff who support the work of the parliament, including both parliamentary secretariat staff and staff who support MPs directly.

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Evidence for this assessment criterion:

### Assessment criterion No. 2: Measures to encourage diversity

Parliament has adopted proactive approaches or programmes to ensure equal opportunities for all groups in the general community, including women, men, LGBTIQ+ groups, persons with disabilities, persons belonging to religious, ethnic and minority groups, or any other contextually relevant group.

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Evidence for this assessment criterion:

### Assessment criterion No. 3: Diversity of the parliamentary workforce

The parliamentary workforce, including both the parliamentary secretariat and the staff that support MPs directly, reflects the diversity of the general community of the country.

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Evidence for this assessment criterion:
Sub-target 5 – Inclusive parliament

Recommendations for change

Sources and further reading

- Association of Secretaries-General of Parliaments (ASPG) Principles for recruitment and career management of staff of the parliamentary administration (ASGP, 2014).
- Commonwealth Parliamentary Association (CPA) Recommended Benchmarks for Democratic Legislatures (CPA, 2018).
**Dimension 5.2.2 Gender balance in the composition of the parliamentary secretariat**

Indicator: 5.2 Inclusive institutional practices  
Sub-target: 5 Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

This indicator examines the gender balance of the parliamentary secretariat, its bodies and internal structures, and across all parliamentary staff categories, particularly at senior levels. A gender-sensitive parliament is one where women and men have equal opportunities to become parliamentary employees, and to progress to occupy senior positions in the parliamentary administration.

A gender balance in the parliamentary secretariat helps to incorporate varied perspectives across the work of the parliament, and is an important part of parliament’s workplace diversity and gender mainstreaming approach (see dimensions 5.2.1 and 5.1.3). Institutional strategic plans or gender equality policies should provide for gender balance in the workforce, including an equitable distribution of work across the departments of the parliamentary secretariat and seniority levels, without different duties being assigned based on gender stereotypes.

Gender-sensitive and non-discriminatory human resources (HR) policies should be in place and be applied to the recruitment of staff and career development, and should ensure that there is no gender pay gap (see also dimensions 2.2.5 Staff recruitment and advancement, 2.2.6 Professionalism of parliamentary administration and 5.2.1 Workforce diversity).

Effective mechanisms must be established for protection from sexual harassment and discrimination. Attention should also be paid to work-life balance for women and men employees.⁹

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**On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of gender balance in the composition of the parliamentary secretariat would encompass the following:**

- **There is gender balance in the leadership of the parliamentary secretariat and across staff positions in the parliamentary secretariat.**
- **A gender equality policy and/or plan outlines parliament’s commitment to a gender balance across the parliamentary secretariat, with a clear and detailed set of objectives, interventions and processes for achieving gender equality.** A committee or body in charge of monitoring gender balance regularly oversees implementation of gender plans and/or policies, and reviews policies and practices to ensure that they are effective.
- **Where there is a gender imbalance in the secretariat, the parliament takes proactive measures to ensure that women are represented at all levels of administration, particularly in senior positions.** HR policies outline transparent and objective recruitment procedures that do not discriminate on the basis of gender, and competencies and criteria for promotion and career progression are gender-sensitive. Policies and mechanisms are established to prevent sexual harassment and discrimination (see dimension 5.2.4) and to ensure gender-sensitive language in parliament.

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⁹ This is addressed further in dimension 5.2.4 Workplace environment.
The workplace culture of parliament reflects parliament’s commitment to gender equality. Codes of conduct are in place and the parliamentary secretariat provides gender-awareness training for all parliamentary staff.

Assessment

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:
- List of positions in parliamentary leadership: secretary-general/director-general/clerk, their deputies and assistants, and department managers, deputies and assistants (currently and in the recent past)
- Parliamentary secretariat staff structure/organogram that indicates positions by gender
- The parliament’s strategic plan and/or gender policy or plans indicating a commitment to gender equality in the secretariat
- The parliament’s HR policy
- Job descriptions and advertisements on the parliamentary website and other recruitment sites
- The parliament’s workplace policies

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

Assessment criterion No. 1: Plans and policies are in place to achieve gender balance in the secretariat

Institutional strategic plans and/or gender equality policies reflect a commitment to gender equality and detailed strategies, objectives and interventions are in place to ensure that this is achieved.

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Evidence for this assessment criterion:

Assessment criterion No. 2: Human resources management policies

HR policies concerning recruitment, professional development and career advancement are gender-sensitive. Policies include measures to help ensure that women hold management positions.

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Evidence for this assessment criterion:

Assessment criterion No. 3: Monitoring gender balance

29
Gender balance in the parliamentary secretariat is regularly monitored, and policies and practices are reviewed to ensure that they are effective in meeting the expectations of gender balance, particularly at senior levels.

Non-existent □ | Poor □ | Basic □ | Good □ | Very good □ | Excellent □

Evidence for this assessment criterion:

Assessment criterion No. 4: Implementation of gender equality policies

The implementation of gender equality policies is overseen by a committee, body or unit, such as one responsible for monitoring and promoting gender balance.

Non-existent □ | Poor □ | Basic □ | Good □ | Very good □ | Excellent □

Evidence for this assessment criterion:

Recommendations for change

Sources and further reading

**Dimension 5.2.3 Multilingual service delivery**

Indicator: 5.2 Inclusive institutional practices  
Sub-target: 5 Inclusive parliament  
Target: 16.7 Responsive, inclusive, participatory and representative parliament

**About the dimension**

In its interactions with the community, the parliament must ensure that it is able to communicate effectively and inclusively with all groups of society. Language can be a barrier to effective communication with citizens. For this reason, in countries with more than one official language, the parliament should ensure that parliamentary information is available in all official languages. In addition to parliamentary information, any services, for example, visitor services or support for the work of committees provided by the parliament, should also be provided in all the official languages of the country.

In countries with only one official language, but with multiple languages spoken in the community, the parliament should consider the ways in which it communicates with and provides information to all its citizens. This could mean that at least some of the key information and services provided by the parliament are made available in languages other than the official language. The inclusive nature of the parliamentary institution will be reflected in its efforts to provide information and services that are accessible to all its citizens.

Parliaments should make efforts to provide simultaneous interpretation of national or ethnic minority MPs when speaking in committees or in the plenary, as well as sign-language interpretation.

On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of multilingual service delivery would encompass the following:

There are provisions of the constitution, legislation or rules of procedure of the legislature requiring the parliament to make available parliamentary services and information in all the official languages of the country.

In practice, the parliament makes accessible all its parliamentary services and information in the official languages of the country. In those parliaments with only one official language, key parliamentary services and information are available to persons who speak languages other than the official language.

**Assessment**

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:

- Provisions of the constitution, legislation and rules of procedures of the parliament which relate to multilingual service delivery
- Statistics on the provision of multilingual services and information

If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

**Assessment criterion No. 1: Legal framework on multilingual access to information and services**
There is evidence of provisions of the constitution, legislation or rules of procedure of the legislature which require the parliament to make available parliamentary services and information in all the official languages of the country.

Evidence for this assessment criterion:

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**Assessment criterion No. 2 Practice**

In practice, the parliament makes accessible all its parliamentary services and information in the official languages of the country. In those parliaments with only one official language, key parliamentary services and information are available to persons who speak languages other than the official language.

Evidence for this assessment criterion:

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**Recommendations for change**

**Sources and further reading**

Dimension 5.2.4 Workplace environment

Indicator: 5.2 Inclusive institutional practices
Sub-target: 5 Inclusive parliament
Target: 16.7 Responsive, inclusive, participatory and representative parliament

About the dimension

For parliament to be properly representative and inclusive of its community, it is important to remove any barriers to the full participation of MPs and staff who support them in the parliamentary environment. A positive and inclusive workplace environmental culture can significantly contribute to a more effective performance of the parliamentary staff and the parliament as a whole.

Parliaments have an obligation to ensure the safety, health and wellbeing of MPs and staff, as well as that of visitors. Improving the workplace for all can include preventing and addressing environmental hazards, unsafe working conditions or processes, drug and alcohol abuse, and workplace harassment and violence.

In addition to the full implementation of laws and standards tackling these issues, parliaments should pay particular attention to preventing and combating sexism, harassment and violence against women and LGBTQ+ MPs and staff. Parliaments are expected to formulate specific policies, regulations and protocols which effectively address harassment and violence at work, and which can be incorporated through provisions in the rules of procedure, code of conduct or code of ethics. Continuous monitoring and evaluation of the implementation of such rules and initiatives are also required.

Many MPs and supporting staff have significant family-related responsibilities that they need to balance with their active work commitments. It should be noted that such family responsibilities may not only involve caring for infants and children, but can include caring for elderly relatives or other care-related responsibilities. This can be particularly challenging for MPs because of the significant roles that they have to play in the performance of their parliamentary duties, including the representation of their constituencies, which may be located far away from the parliament. Therefore, it is essential for the parliament to provide a family-friendly environment, and for its institutional procedures and practices to be help MPs and supporting staff to achieve a reasonable work-life balance.

There are two elements that parliaments should address.

The first is to ensure that the parliamentary environment is family-friendly and provides both MPs and supporting staff with an environment in which they can achieve a reasonable balance between their work and their family and other life commitments. The approaches that parliaments can adopt to address these issues can include:

- Providing physical facilities such as spaces for family members (including children) and breast-feeding facilities
- Providing support services, such as childcare, counselling support and support groups
- Ensuring that employment conditions and human resources policies and practices allow for a work-life balance to be achieved, and include parental leave, flexible work hours and possibility of remote work.

It is also important for the institutional procedures and practices of the legislature to reflect changing community expectations. This includes ensuring family-friendly sitting hours and session periods which allow both MPs and staff to spend time with their families. It is key to make sure that sitting and session times and dates are predictable. It is also important to adapt the rules of procedure and practices of the legislature, for example in relation to attendance in the chamber or voting in the chamber, so that those members with infants...
can fully participate in proceedings. Some approaches adopted by legislatures include providing MPs with leave from the house for parental or caring purposes, scheduling votes at particular times, allowing MPs to take infants into the chamber during votes, pairing members in votes or allowing them to cast a proxy vote. Legislatures need to adapt their procedures in ways that best suit the culture and operations of their institutions.

On the basis of a global comparative analysis of parliamentary practices and models in parliamentary development, an aspiring goal for parliaments in the domain of workplace environment would encompass the following:

Parliament has formulated policies and regulations to ensure the safety, health and wellbeing of MPs and staff, as well as that of visitors, with special attention paid to preventing and combating sexism, harassment and violence against women and LGBTIQ+ persons at work. There is evidence of continuous monitoring and regular evaluation of the implementation of those rules and initiatives in practice.

The rules of procedure of the legislature and its practices provide for sitting and session times and dates for the legislature which are predictable and which allow both MPs and staff supporting MPs to balance their work and family commitments.

The rules of procedure and practices of the legislature have been adapted to allow MPs with family responsibilities, particularly breast-feeding or caring for young infants, to be able to fulfil their parliamentary duties, such as voting.

The legislature provides facilities and services to support a family-friendly workplace. These facilities and services can include the provision of breast-feeding spaces, spaces for family members and childcare facilities.

There are employment or labour laws and human resources policies and practices to support a family-friendly workplace. These can include parental leave for MPs, flexible work hours, virtual representative participation and remote work possibilities for staff.

**Assessment**

The dimension is evaluated on the basis of several criteria that should be assessed separately. For each criterion, select one of the six descriptive grades (Non-existent, Poor, Basic, Good, Very good and Excellent) that corresponds best to your parliament, and provide details of the evidence on which the assessment is based.

The evidence for assessment of this dimension might include:

- Policies, regulations and protocols that address safety at work
- Policies, regulations and protocols, or provisions in rules of procedures or a code of conduct aimed at preventing and combating sexism, harassment and violence against women and LGBTIQ+ persons at work
- Reports or other information that provide evidence of regular monitoring and implementation of policies and regulations in practice
- Provisions of the rules of procedures of the parliament that have been adapted to provide for family-friendly arrangements for MPs
- Information about family-friendly facilities available in the legislature
- Provisions of laws and human resources policies relating to safety at work and family-friendly arrangements
If relevant, additional comments or examples that support the assessment (such as references to external national, regional or international surveys and reports) can be provided.

**Assessment criterion No. 1: Safety, health and wellbeing**

Policies, regulations or other measures aimed at ensuring safety at work for and the health and wellbeing of MPs and staff are in place and their implementation is regularly monitored and evaluated.

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Evidence for this assessment criterion:

**Assessment criterion No. 2: Preventing and combating sexism, harassment and violence at work**

Policies, regulations, or rules of procedures or a code of conduct include provisions aimed at preventing, reporting and responding to sexism, harassment and violence at work, particularly against women and LGBTIQ+ persons. Mechanisms are established for regular monitoring of implementation of these rules in practice.

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Evidence for this assessment criterion:

**Assessment criterion No. 3: Family-friendly sitting and session times**

Rules of procedure of the legislature and its practices provide for predictable sitting and session times and dates for the legislature, which allow both MPs and staff supporting MPs to balance their work and family commitments.

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Evidence for this assessment criterion:

**Assessment criterion No. 4: Adapted rules of procedure and practices**

Rules of procedure and practices of the legislature have been adapted to allow MPs with family responsibilities, particularly breast-feeding or caring for young infants, to be able to fulfil their parliamentary duties, such as voting.
Evidence for this assessment criterion:

**Assessment criterion No. 5: Facilities and services to support a family-friendly workplace**

The legislature provides facilities and services to support a family-friendly workplace. These facilities and services can include providing breast-feeding spaces, spaces for family members and childcare facilities.

Evidence for this assessment criterion:

**Assessment criterion No. 6: Employment and human resources laws, policies and practices**

There are employment or labour laws and human resources policies and practices to support a family-friendly workplace, such as parental leave for MPs, flexible work hours, virtual representative participation and remote work possibilities for staff.

Evidence for this assessment criterion:

**Recommendations for change**

**Sources and further reading**