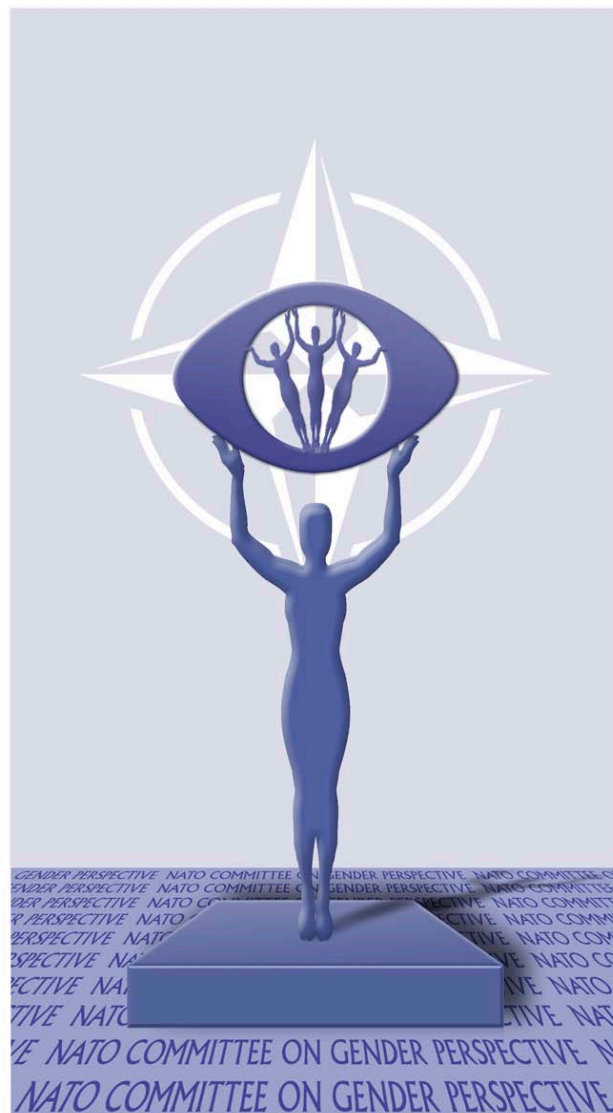


# NATO COMMITTEE ON GENDER PERSPECTIVES

## HANDBOOK FOR DELEGATES



**VERSION 2012**

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## TABLE OF CONTENTS

<b>Introduction</b> .....	1
<b>History</b> .....	2
<b>Mission</b> .....	4
<b>Organisational chart</b> .....	5
<b>General information</b> ... ..	6
<b>Contributions</b> .....	7
<b>Election procedures</b> .....	8
 <b>ANNEXES</b>	
A. MC 249/2 The NATO Committee on Gender Perspectives	9
B. Executive Committee	20
C. The National Report	22
D. Minimum host nation requirements & financial responsibilities	25
E. Abbreviations	26

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## INTRODUCTION

Dear delegate,

As a gender expert of your nation's Defence Forces you have been appointed as a delegate to the NATO Committee on Gender Perspective (NCGP). This Committee is to advise the Military Committee of NATO on gender related policies and to promote the gender perspective into NATO's command structure.

Your participation and collaboration to the work of the NCGP is very important. Your input based on national knowledge and experiences will contribute to a better understanding of the gender issue and more substantiated gender based policies to NATO. Meeting once a year also gives you the possibility to get acquainted with other gender experts to exchange knowledge and experiences and to do some useful networking.

The NCGP wishes to welcome you in the gender community and counts on your active participation to achieve better results.

This handbook is developed to inform you about the NCGP and its working procedures. We hope that you might find it useful and that it might help you to better collaborate. More information is available at:

[www.nato.int/cps/en/natolive/topics\\_50327.htm](http://www.nato.int/cps/en/natolive/topics_50327.htm)

If you should have questions about the NCGP or its procedures, or if the provided information does not answer all of your questions, please do not hesitate to propose changes or to contact the Executive Committee or the Office on Gender Perspectives.

The Executive Committee (EC) and the Office on Gender Perspective (OGP) wish you a fruitful meeting.

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## HISTORY

In 1961 the first NATO Conference of Senior Women Officers of the Alliance took place in Copenhagen with delegates from Denmark, the Netherlands, Norway, the United Kingdom and the United States. It was organised by the Danish Atlantic Association and focused on issues concerning the status, organisation, conditions of employment and career possibilities of women in the military forces of the Alliance.

The delegates completed the Copenhagen Conference by adopting a resolution agreeing to the desirability of holding future conferences at regular intervals. They unanimously expressed the hope that NATO and national authorities would consider employing women more widely within their military services for the greater interests of the Alliance.

In 1965, a study visit to NATO Headquarters, the Supreme Headquarters Allied Powers Europe (SHAPE) and the NATO Defence College provided an opportunity to renew contacts. This led to a Director's Conference of Senior Women Officers convened by the NATO Information Service in 1966 with seven NATO countries attending.

An ad hoc Committee on Women in the NATO Forces was formed during the NATO Conference of Senior Women Officers held in Brussels from 10 –14 November 1973 and each nation delegated a representative.

Sponsored by the NATO Information Service, nine countries, and for the first time representatives from the nursing services were present. The delegates, representing 28 women's services, which comprised over 100,000 service women, adopted a resolution agreeing that women should have the opportunity to serve in all job specialities with the exception of combat where their employment should be determined by national policy.

At the London Conference in 1975, representatives from Belgium briefed the delegates, as Belgium was beginning to recruit women into their armed services. Representatives from the Federal Republic of Germany also gave briefings, as Germany was preparing to introduce specialist women medical officers into the Bundeswehr.

The Military Committee (MC) endorsed formal recognition of the Committee on Women in the NATO Forces (CWINF) on 19 July 1976 in Document MC 249.

At the 1977 NATO HQ Conference, Belgium and the Federal Republic of Germany became full members.

In 1979 the CWINF first saw representation from Greece and an observer from Italy at the Hague Conference. Additionally, the Terms of Reference (TOR) for the Committee were revised to take account of the committee's official military status.

At the 1985 NATO HQ Conference, 57 representatives attended from 13 NATO countries including first time participation from Spain. The CWINF completed a much-needed revision of its TOR and modified a resolution on the employment of women in the NATO Forces.

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In 1996 the chairperson of the CWINF, in co-operation with the director of the International Military Staff (DIMS), advocated for a full-time secretariat position. At the time, only temporary administrative support was provided resulting in a lack of continuity for the Committee's goals and objectives.

In March 1997 the MC approved the establishment of an advisory office on Women in the NATO Forces within the International Military Staff (IMS). The intention was to run the office on a trial basis for up to three years to ascertain whether or not there was a requirement for such an office. The Office on Women in the NATO Forces (OWINF) became a reality in January 1998. The United States volunteered to send two United States Air Force members to initially staff the Office. It provided liaison with the military representatives and their staffs and provided the much-needed continuity of the CWINF's goals and objectives.

In December 2000, the MC confirmed the permanence of the OWINF within the IMS structure. The intention is that nations volunteer to staff the two office positions on a rotation basis.

In May 2001 the CWINF celebrated its 25<sup>th</sup> anniversary at a meeting in Rome. Because Italy had recently opened its military for servicewomen, the Netherlands chaired this meeting.

Since 2002 there has been active co-operation between the NCGP and the 27 "Partnership for Peace" (PfP) nations. They were invited for the first time to the annual conference in Brussels held in May.

One year later, in May 2003, the 27-year-old document MC 249 (The NATO Committee on Women in NATO Forces) was superseded by the updated version MC 249/1.

In the same year, for the first time, the seven countries from the Mediterranean Dialogue (MD) were invited to attend the annual meeting in Ottawa held in June 2003.

In 2009 the EC decided to revise MC 249/1 including the existing TORs of the Committee and the Office in order to extend the CWINF's mandate to support the integration of a gender perspective into NATO's operations, and to support the implementation of UNSCR 1325 as well as future related UNSCRs.

Nations were requested to submit their comments to the revised and updated MC 249/1. On 20 May 2009, the document MC 249/2 (The Committee on Gender Perspectives) was approved by the MC and superseded the MC 249/1. Since then, the Committee and the Office were renamed to "NATO Committee on Gender Perspectives" (NCGP) and "NATO Office on Gender Perspectives" (NOGP).

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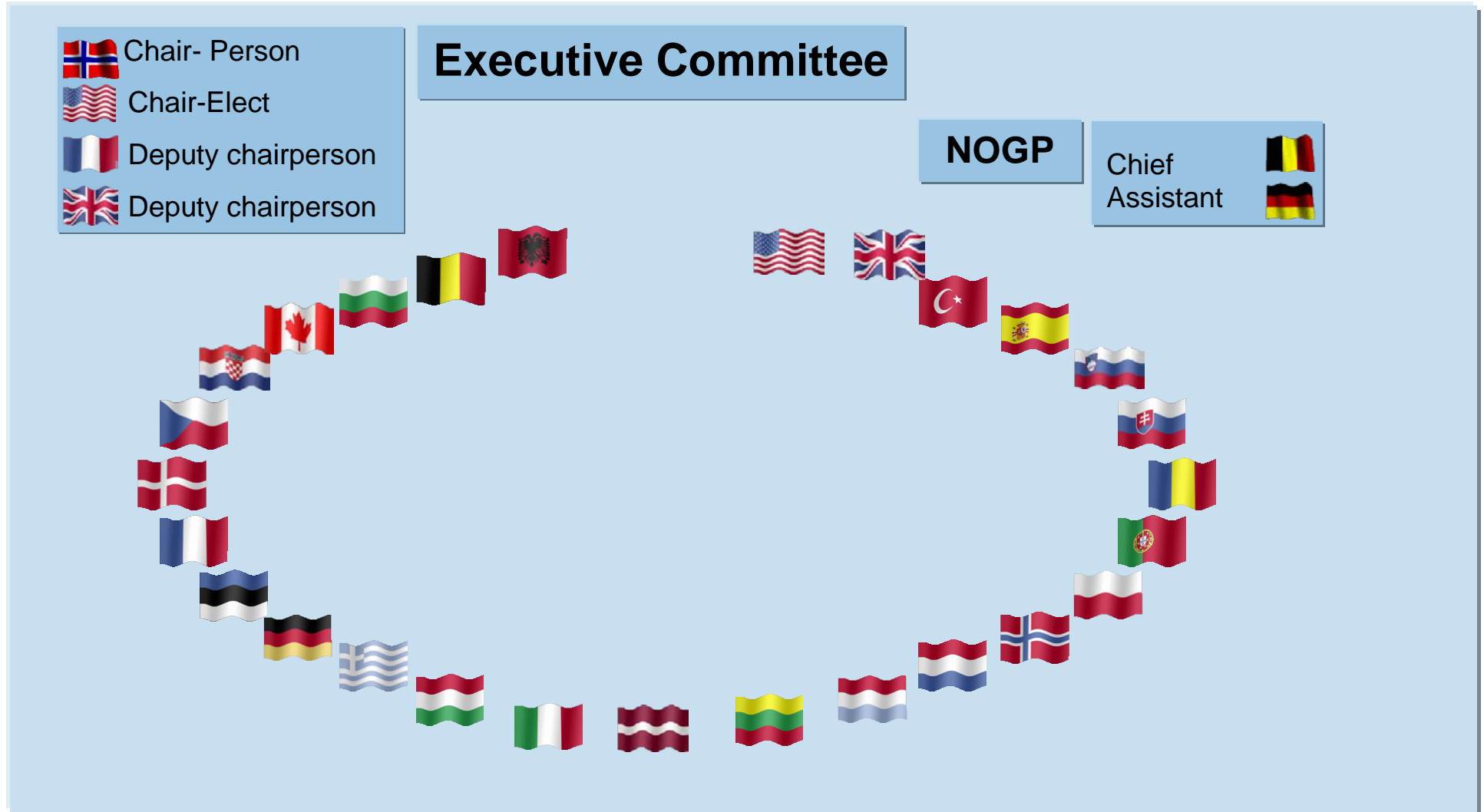
## MISSION

The NCGP's principal mission is to advise NATO's military leadership and member nations on gender related policies for the Armed Forces of the Alliance. The Committee is a consultative body that promotes gender mainstreaming as a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programmes and military operations.

To fulfil its mission, the NCGP is to facilitate the exchange of information among NATO nations, the NATO command structure and the NATO headquarter. The Committee is to liaise with international organizations and agencies concerned with the integration of a gender perspective into military operations as well as with gender related issues.

## ORGANISATIONAL CHART

The Committee comprises the Chairperson, a Chair-Elect and two Deputies. Each NATO member nation having a representative in the MC is eligible to provide one delegate. Iceland is not represented in the NCGP, as it has no military of its own.



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## GENERAL INFORMATION

### The delegate

1. A delegate to the NCGP is meant to be the focal point between the NATO nation and the NOGP concerning gender issues. Therefore the delegate has to inform the NOGP when his or her contact data changes or when the delegate passes his or her mandate to a successor. These changes can be reported via the following email address: [dims.win@hq.nato.int](mailto:dims.win@hq.nato.int).
2. Every newly nominated delegate is to contact the NOGP and inform of his or her contact data by sending an e-mail to [dims.win@hq.nato.int](mailto:dims.win@hq.nato.int).
3. The contact data of the delegates will be used for NCGP and NOGP purposes only. The data is not to be passed to other persons or organisations without consent of the delegate.

### The meeting

1. Invitations to NCGP meetings will normally be sent out either in the last quarter of the year or in the beginning of the year. Meetings are held at NATO HQ in Brussels
2. The meeting is organized about a certain topic of interest to NATO. The topic is announced in the invitation letter. Delegates are considered to be knowledgeable or to inform themselves on the topic, previous to the meeting.
3. The invitation is meant for delegates and can be extended to observers. The number of observers is to be restricted, due to the capacity of the meeting rooms, and the NOGP has to be informed in due time.
4. The meeting consist of two parts: (1) A general information session with invited key note speakers and (2) a syndicate session that has to result into recommendations on the topic of the meeting.
5. The meeting calls for a financial contribution. The fee to the meeting is to cover the cost of a welcome reception and an official dinner and transportation if needed. The amount is determined by the EC, and can change from year to year. Delegates or observers who only participate in the general session and not in the syndicate work, will be asked to contribute to the costs of the welcome reception.



### **Presentation**

During the welcome reception, every delegate will be asked to introduce him or herself. Delegates can also be asked to give a short presentation about his or her nation's actions and accomplishments of the last year in issues concerning gender in the Armed Forces. A presentation like this should take about five minutes.

### **Relevant information on topics of interest**

Prior to the meeting the EC can request delegates to provide information concerning specific issues via the NOGP.

These inputs have to be sent to the NOGP digitally. (Hard-copies should only be sent if internet is not available) In case the Office does not receive these inputs in time, the chief of the NOGP may contact the Military Representative at NATO HQ. If deadlines can not be kept, the NOGP has to be informed by e-mail.

The information can be published on the website integrally, partially or resumed.

### **The National Report**

The National Report is a standardized document containing information on the national Armed Forces organization and defence policies related to the positions, careers and management of male and female soldiers..

This information is to be provided annually, and is to refer to facts and figures of the previous year. (Report of year Y refers to data of year Y-1, updated at 31<sup>st</sup> December).

The National Report is to be released on the internet to be a vital source of information for researchers and journalists from military and non-military organisations. Therefore it should only contain unclassified information.

The template for the National report is available in annex C.

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## ELECTION PROCEDURES

Every two years, at the annual meeting, one new Chair Elect and two new Deputies are elected. (See also TOR's of the NCGP)

1. The process begins with the NOGP requesting nominations from the member nations several months prior to the meeting.
2. Each delegate should then contact their Ministry of Defence to find out if their nation is interested to nominate for one of these functions, informing about the additional workload and required financial aspect. (See Annex A to the MC 0249/2). For a detailed outline, the NOGP should be contacted.
3. Nominations are to be submitted to the NOGP in written form, along with a short CV of the nominee.
4. At the following NCGP meeting all nominations will be brought up. The NCGP will vote for the Chair-Elect and for the remaining Deputy positions.
5. Only the delegates of the NATO nations are entitled to vote. Observers or delegates from PfP or MD nations can not vote.
6. Voting delegates are reminded to vote for the nation, not for the person, as the representing delegate must not be the one representing the nation for the elected duty.

**MC 0249/2**

MC 0249/2

THE NATO COMMITTEE ON GENDER PERSPECTIVES

(NCGP)

## INTRODUCTION

1. General. Military operations in today's world require a diversity of qualifications and resources to ensure that peace and security are achieved and maintained. The complementary skills of both male and female personnel are essential for the operational effectiveness of NATO operations, especially in light of the increasing complexity of civil-military interaction, public relations and intelligence gathering. The integration of the gender perspective into all aspects of NATO operations can be beneficial and have key influence on increased operational effectiveness.

On 31 Oct 00, the United Nations Security Council (UNSC) adopted Security Council Resolution 1325 (UNSCR 1325) on Women, Peace and Security. UNSCR 1325 recognises the distinct impact that war and conflict have on men, women, boys and girls and brings to the forefront that women have been historically omitted in peace process and nation stabilization. UNSCR 1325 calls for full and equal participation of women at all levels in issues ranging from early conflict prevention to post-conflict reconstruction, peace and security. On 19 Jun 08 the UNSC reaffirmed the focus on these issues with the adoption of UNSCR 1820.

The Military Committee (MC) recognises the need to promote gender mainstreaming as a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programmes and military operations. Therefore the mandate of the Committee on Women in the NATO Forces (CWINF) is extended to include this dimension. The CWINF evolves into the NATO Committee on Gender Perspectives (NCGP) in 2009.

2. Aim. The purpose of this document is:

a. To authorise the NCGP and the NATO Office on Gender Perspectives (NOGP);

b. To provide a conceptual reference to the NCGP as sub-committee to the MC, defining the responsibilities of the NCGP related to gender mainstreaming and related to the support of the integration of a gender perspective into NATO's military operations, specifically to the implementation of the UNSCR 1325 and 1820, as well as other future related UNSCRs;

3. History. Initiatives by senior national military women in NATO during the 1960s and 1970s led to ad hoc conferences. In 1973, a committee was formed and the first terms of reference (TOR) were made. Since the official recognition

4. (MC 249 of 1976 and MC 281 of 1977) the Committee has met once a year. The TORs were renewed in 1998. From 1998 a permanent office, the OWINF, was established in the International Military Staff (IMS) to provide information on gender and diversity issues and support the work of CWINF. In 2009, in order to extend the CWINF's mandate to support the integration of a

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gender perspective into NATO's operations specifically to support the implementation of UNSCR 1325 and 1820 as well as future related UNSCRs, the Executive Committee (EC) decided to revise MC 249/1 including the existing TORs of the Committee and the Office.

### TERMINOLOGY AND APPLICATION

To the largest extent possible, AAP-6 and AAP-15 are used for terminology.

### OTHER ASPECTS

5. The NOGP provides and supports information to NATO upon request, within means and capabilities.

6. Other nations may be invited to attend meetings and conferences, as per MC approval.

### PURPOSE

7. As per the TOR, the purpose of the NCGP is to be a consultative body to promote gender mainstreaming as a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programmes and military operations.

8. The Committee also has a role as advisory for the MC on gender related policies for the Armed Forces of the Alliance.

### POLICY

9. UNSCR 1325 recognises the urgent need to mainstream a gender perspective into peacekeeping operations since it will contribute to the maintenance and promotion of international peace and security.

10. Mainstreaming a gender perspective is the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes and operations.

11. The NCGP is comprised of senior military officers or civilian equivalent of each NATO nation, whose primary responsibility lies in the domain of gender mainstreaming. The NCGP is comprised of an Executive Committee (EC) and of delegates, as per TOR.

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12. The Committee is supported in its work by the NOGP as per TOR of the Office. The Office is the permanent focal point for collecting, providing and sharing information regarding national programmes, policies and procedures on gender related issues, including the implementation of UNSCRs 1325 and 1820 and future related UNSCRs.

13. The NCGP meets periodically in whole and in part, provides guidance and shares information. The NCGP may request an individual or agency to provide information on relevant issues.

14. The NCGP meets in NATO HQ Brussels once a year as a minimum or as required by the chairperson, as per TOR of the Committee.

Annexes:

- A. TOR NCGP
- B. TOR NOGP

**TERMS OF REFERENCE FOR THE  
NATO COMMITTEE ON GENDER PERSPECTIVES  
(NCGP)**

1. Establishment. An ad hoc committee on Women in the NATO Forces was formed during the NATO Conference of Senior Women Officers held in Brussels between 10 and 14 Nov 73. The Committee was granted formal recognition by the Military Committee on 19 Jul 76 under reference of MC 249 (Final). The Committee on Women in the NATO Forces (CWINF) evolved into the NATO Committee on Gender Perspectives (NCGP) in 2009.
2. Mission Statement. The NCGP advises NATO leadership and member nations on gender related issues, including the implementation of relevant United Nations Security Council Resolutions (UNSCRs).
3. Purpose and Responsibility.
  - a. Purpose. The Committee:
    - (1) Is an advisory body to the Military Committee (MC) on gender related policies for the Armed Forces of the Alliance.
    - (2) Promotes gender mainstreaming as a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programmes and military operations.
  - b. Responsibilities. The Committee's responsibilities are:
    - (1) To facilitate the exchange of information among NATO Nations, on gender related policies and gender mainstreaming.
    - (2) To facilitate the exchange of information within the NATO Command Structure (NCS), and specifically within NATO HQ.
    - (3) To liaise with international organizations and agencies concerned with the integration of a gender perspective into military operations as well as with gender related issues.

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(4) As the NATO focal point, to collect, analyze and disseminate relevant information from NATO and Partner nations.

(5) To provide advice to the MC on gender issues, including the implementation of UNSCRs 1325 and 1820 and future related UNSCRs.

(6) As requested by the MC, to advise and support on specific gender related issues.

4. Organisation of the NCGP.

a. The NCGP is governed by an Executive Committee (EC) and supported by the NATO Office on Gender Perspectives (NOGP).

b. Each NATO nation having a representative in the MC is entitled to designate one delegate to the NCGP. Delegates should be active duty officers of senior rank or civilian equivalent. They should be familiar with the latest national developments in gender methods, approaches and tools for gender mainstreaming. They should also be familiar with relevant UNSCRs, especially with UNSCRs 1325 and 1820 and with national policies or actions taken to implement these resolutions.

c. Non-NATO nations may be invited to contribute to the activities of the NCGP.

d. The NCGP can be either tasked by the MC or EC on specific gender related issues.

5. Organisation of the EC.

a. The EC comprises of the Chairperson, the Chair Elect, and two Deputy Chairpersons.

(1) The Chairperson and the Chair Elect are designated nationally and should be active duty female officers of senior rank.

(2) Deputy Chairpersons are designated nationally and should be active duty officers of senior rank.

(3) The Chairperson, Chair Elect and Deputy Chairpersons are non-voting members of the NCGP. They are elected for a two-year period and are in addition to the nation's designated



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delegate. The Chair-Elect takes over the chairing of the Committee after a 2 year co-chairing period.

(4) The EC represents the committee on international fora.

(5) All EC members should be familiar with:

a. The latest international developments in gender methods, approaches and tools for gender mainstreaming;

b. Relevant UNSCRs, especially UNSCRs 1325 and 1820 and with national and international policies or actions taken to implement these resolutions;

c. Women's integration programmes;

d. Personnel policies.

(6) EC members should be able to identify and transcend cultural differences and to bridge cultural gaps in order to successfully implement gender initiatives and policies in an international environment.

(7) The Chief of the NATO Office on Gender Perspectives (NOGP) is appointed to the Committee and acts as a non-voting Secretary. The Secretary acts as a point of contact between the EC and NATO authorities within NATO HQ.

6. Elections of new representatives to the EC.

a. Every two years, during the annual committee meeting, elections of new representatives to the EC are to be performed. Prior to the meeting, NATO Nations are requested to nominate a candidate and submit the candidature to the NOGP. Only National Delegates are entitled to vote. In the event of a tie, delegates vote again until a majority is reached.

7. Method of work and tasking methods.

a. The NCGP can be tasked by the MC or by the EC.

b. Given the annual frequency of the NCGP meeting and to ensure enough time is provided for collaboration among NATO Nations, the MC should task the committee via the EC in advance, but no later than 1<sup>st</sup> October each year. Upon receipt of the tasking, the Chairperson

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tasks the Deputy Chairs. Relevant taskings are to be sent out to National Delegates.

c. Based on national inputs and other subject experts, a draft document is to be developed by the EC and circulated among nations for further development. The final draft is to be presented and discussed during the annual NCGP meeting, before being presented to the MC.

d. In order to resolve issues/ taskings requiring speedy resolution,

the Chair is authorised to call special meetings or clear them by correspondence.

8. Frequency of Meetings, Venue and Scheduling.

a. Frequency of the NCGP meeting. The NCGP is to meet once a year as a minimum or as required by the chairperson. The committee meeting is to be held in May. The duration of the meeting is to be determined by the agenda, with a maximum length of five working days.

b. Location. The NCGP meeting is to take place in the NATO HQ in Brussels in order to maintain and reinforce the interaction with the IMS and the MC.

c. Frequency of the EC meeting. The EC is to meet once a year as a minimum or as directed by the chairperson. The EC meetings normally are to take place at NATO Headquarters in Brussels.

9. Financial arrangements.

a. Expenses for lodging and meals are the financial responsibility of each participating Nation.

b. Other expenses related to the organizing of the meeting are the financial responsibility of the Chairing Nation.

Note: the NOGP is required to co-ordinate the meeting facilities and one official dinner for the attendees.

10. Communication Channels.

a. On an annual basis, the Chairperson formally briefs the MC on the results of the committee's work.

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b. The Secretary of the NCGP circulates recommendations, reports and other relevant documents as promulgated in IMSSOP-1.

c. The Secretary, on behalf of the Chairperson and Deputy Chairs, communicates directly with national delegates on matters of routine business.

d. Any communication to NATO Military Authorities should be coordinated via the Secretary.

e. Distribution and circulation NCGP correspondence, discussion, positions and documentation should be facilitated via the NATO web site to the maximum practical within NATO's security guidelines.

## **TERMS OF REFERENCE FOR THE NATO OFFICE ON GENDER PERSPECTIVES**

1. Aim. The NATO Office on Gender Perspectives (NOGP) serves as the Secretariat for the NATO Committee on Gender Perspectives (NCGP) and the advisor to the Committee Chairperson. As the Office of Primary Responsibility (OPR) within the International Military Staff (IMS), it provides information and advice on gender issues.
  
2. Organisation and Composition.
  - a. The personnel forming the NOGP are assigned to the Executive Coordinator (EXCO) Office, IMS, and are responsible to the:
    - (1) NCGP to carry out the duties and responsibilities as outlined in paragraph 3.
    - (2) Director of the International Military Staff (DIMS), through the EXCO of the IMS, on gender issues within the Alliance to carry out the duties and responsibilities as outlined in paragraph 4.
  
  - b. The composition of the NOGP is as promulgated in MC 500, the authorised Peacetime Establishment for the IMS.
  
3. Committee Duties and Responsibilities.
  - a. Provides administrative support and information to the NCGP Chairperson on all Committee meetings, activities and events.
  
  - b. Collects, analyses and disseminates information from NATO and Partner Nations regarding national programmes, policies and procedures on gender related issues, including the implementation of UNSCRs 1325 and 1820 and future related UNSCRs. Maintains an international database, including sources of information on research, recommendations, resolutions, lessons learned and programmes concerning the integration of a gender perspective.

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- c. Responds for internal and external requests for information, in coordination with the NCGP Executive Committee (EC) in accordance with NATO protocol.
  - d. Liaises with international organizations and agencies concerned with the integration of a gender perspective into military operations, as well as with gender related issues.
  - e. Maintains continuity of the NCGP publications and results of the annual meetings, the recommendations and rationales.
  - f. Coordinates the organization of NCGP and EC meetings in accordance with NATO protocol. Formulates and distributes the official Committee meeting record.
  - g. Disseminates NCGP recommendations.
  - h. Facilitates the exchange of information among NATO Nations, on gender related policies and gender mainstreaming.
  - i. In consultation with the EC, coordinates appropriate press releases and press conferences with the NATO and the IMS Public Affairs Advisor Office.

4. OPR Staff Duties and Responsibilities.

- a. Provides advice and support to the EXCO on gender issues, including the implementation of relevant UNSCRs, especially UNSCRs 1325 and 1820. As directed by the EXCO the Chief of the Office will represent the IMS in Committees/ Working groups/ Cross HQ Task Forces, maintains liaison with International Staff (IS)/ NATO Military Authorities (NMAs) at NATO HQ and coordinates relevant aspects with EXCO.
- b. Promotes awareness on the effective utilisation and development of military women and on the importance of integrating a gender perspective into military operations.
- c. Facilitates the dialogue with Partnership for Peace (PfP) countries and Mediterranean Dialogue (MD) countries on relevant gender issues.
- d. In coordination with the EC, provides briefings on significant milestones and the status of the integration of the gender perspective within the Alliance.

## EXECUTIVE COMMITTEE

### Chairperson

Cdr SG FLAKSTAD Patricia (NORNA)  
NATO Standardization Agency (NSA)  
NSA NAVAL BOARD  
NATO HQ  
1110 Brussels  
BELGIUM

### Chair Elect

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### Deputy Chair

Maj GRIMES Rachel  
SO2 Stabilisation and Cultural Advisor  
Counter Insurgency Centre (Afghanistan)  
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## THE NATIONAL REPORT

The national report is limited to the below mentioned issues.

For preparing documents, please use Font: Arial 12, single space

Give information about:

### 1. Policies (policy changes/new policy related to gender)

- a. Policy changes or pending initiatives, to include legislation passed, and service regulations concerning employment of women in the military political, social, personnel management)
- b. New policy or initiatives concerning the implementation of gender mainstreaming in the Armed Forces
- c. Any initiatives, programmes implemented or pending on base of "CWINF Guidance for NATO Gender Mainstreaming"  
[http://www.nato.int/issues/women\\_nato/cwinf\\_guidance.pdf](http://www.nato.int/issues/women_nato/cwinf_guidance.pdf)

### 2. Personal in the organisation

(The following table helps the NOGP to prepare the yearly statistical comparison table. Rows or columns should not be added)

**Current PERCENTAGES (DATA from Y-1) of total force by service:**

(2)	Total % of Female military personnel	% of Female OF-6 and higher	% of Female OF-3 to OF-5	% of Female OF-1 to OF-2	% of Female OR-5 to OR-9	% Female of OR-1- to OR-4
Army						
Air Force						
Navy						
Others <sup>(1)</sup>						
<b>TOTAL</b>						

<sup>(1)</sup> Others, includes any other categories not mentioned above (i.e. Marines, medical personnel, administrative personnel, Gendarmerie/Carabinieri/... type of personnel, full or part-time reserve forces (please specify)

<sup>(2)</sup> No personnel in training, only personnel in active military duty



**Current PERCENTAGES (DATA Y-1) of female soldiers in operations <sup>(1)</sup>:**

(2)	Total % of Female military personnel	% of Female OF-6 and higher	% of Female OF-3 to OF-5	% of Female OF-1 to OF-2	% of Female OR-5 to OR-9	% Female of OR-1 to OR-4
<b>Army</b>						
<b>Air Force</b>						
<b>Navy</b>						
<b>Others <sup>(3)</sup></b>						
<b>TOTAL</b>						

<sup>(1)</sup> ALL long term operations abroad (3 month or more), be it NATO, UN, EU or national

<sup>(2)</sup> No personnel in training, only personnel in active military duty

<sup>(3)</sup> Others, includes any other categories not mentioned above (i.e. Marines, medical personnel, administrative personnel, Gendarmerie/Carabinieri/... type of personnel, full or part-time reserve forces (please specify)

**3. Recruitment**

- a. Entrance criteria to Military Academies, Colleges,... if different for men and women;
- b. New initiatives with gender aspects (e.g. actions to attract more female candidates);
- c. Retention programs;
- d. Areas forbidden for female soldiers;
- e. Areas recently opened to female soldiers that were not accessible for women in the past;
- f. The most popular programs or disciplines chosen by female applicants in military academies;
- g. Excluded programs or disciplines for women, if any.

**4. Training**

- a. New policies/programs, initiatives or standards specific to female soldiers;
- b. Physical fitness, job (career) qualifications for female soldiers.

5. **Deployment (i.e. peace building operations, peacekeeping operations, etc.)**
  - a. References, decisive factors determining deployment of women (e.g. conditions that are to be fulfilled, others not related to specified requirements etc);
  - b. Factors determining deployment according to national regulations (obligatory, voluntary basis, etc);
  - c. Lessons learned, areas/posts specifically occupied by female soldiers.
  
6. **Career development**
  - a. Mentoring programmes;
  - b. Education and awareness programs available;
  - c. Leadership programs (limitations and conditions established for female officers.
  
7. **Special interest items/events** (recent and projected developments)
  - a. Concerns and successes regarding gender initiatives;
  - b. Maternity/paternity leave (short description of rules)
  - c. Initiatives to improve the work-life balance (day care for children, flexible hours, part-time work etc.)
  - d. Other new initiatives.
  
8. **Gender**
  - a. Does the Armed Forces have gender advisers, if yes,
    - how many;
    - are they male or female;
    - what training did they get.
  - b. Is gender a topic in the operational planning process;
  - c. Is there any reporting on gender during a mission, are there lessons identified/lessons learned on gender
  
9. **Conclusions**

Any additional information that is relevant with regard to gender aspects of the Armed Forces.

## Minimum Host Nation Requirements & financial responsibilities

Paragraphs 8 and 9 of the TORs list several items to take into account if a nation considers nominating for the position of the Chair person. To avoid misunderstanding, an overview and some explanation is given below.

Note: As in NATO HQ the meeting facilities are free of charge, and according to paragraph 8b of the TOR, next NCGP meetings are to take place in Brussels, unless the chairpersons nation decides differently.

1. If the chairpersons nation want to organize the meeting in its own nation, the host nation has to coordinate following elements:
  - Meeting facilities (meeting rooms, laptops, screens, beamer, audio amplifying, interpreters, etc);
  - Shipping costs for material;
  - Tourist package;
  - Welcoming reception;
  - Formal dinner;
  - Accommodation and transport.
  
2. Each participating nation is financially responsible for:
  - Accommodation and transportation;
  - Conference fee;
  - Meals;
  - Coffee breaks;
  
3. Other items which the hosting nations desire to offer and are not mentioned in the TORs become also their financial responsibility, whether the meeting takes place in NATO or in another country.

For example:

- Civilian Speakers who are not in duty for the military (Travel costs, Accommodation, daily allowance);
- Gifts, token;
- Transport (Buses, drivers for invited guests only);
- Shipping costs for material;
- Photographer.

**Abbreviations**

CWINF	Committee on Women in NATO Forces
DIMS	Director of the International Military Staff
EC	Executive Committee
EXCO	Executing Coordinator
IMS	International Military Staff
IS	International Staff
MD	Mediterranean Dialogue
MC	Military Committee
NCGP	NATO Committee on Gender Perspectives
NMS	National Military authorities
NOGP	NATO Office on Gender Perspectives
OWINF	Office on Women in NATO Forces
PfP	Partnership for Peace
SHAPE	Supreme Headquarters of the Allied Powers in Europe
TOR	Terms of Reference
UNSCR	United Nations Security Council Resolution