



General Assembly

Distr.
GENERAL

A/37/469
21 September 1982

ORIGINAL: ENGLISH

Thirty-seventh session
Items 107 and 111 of the provisional agenda*

JOINT INSPECTION UNIT

PERSONNEL QUESTIONS

Status of women in the Professional category and above:
second progress report

Note by the Secretary-General

The Secretary-General has the honour to transmit to the members of the General Assembly the report of the Joint Inspection Unit entitled "Status of women in the Professional category and above: second progress report" (JIU/REP/82/4).

* A/37/150.

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I. INTRODUCTION

1. This report has been prepared in response to the request of the General Assembly in resolution 35/210, Section V, that the Joint Inspection Unit continue to monitor developments on the status of women in the professional category and above in the United Nations system, and report not later than the thirty-seventh session. The resolution expressed deep concern at the lack of progress in increasing the proportion of women in the Secretariat and called upon Member States and the Secretary-General of the United Nations and the executive heads of other organizations of the United Nations system to take specific actions 1/.
2. This report will present a review of actions taken in the various organizations since the presentation of the progress report in JIU/REP/80/4. It will also attempt to offer a brief survey of general progress made since the publication of the first report, JIU/REP/77/7.
3. The information in this report is based upon the data collected by the JIU through a questionnaire sent to all participating organizations 2/. The basic tables in JIU/REP/80/4 have been updated in this report to show the situation as it has evolved in each of the organizations.
4. The Inspector recognizes that there has been a relatively brief period between this report and the one issued in 1980. Considerable time is needed in order to show extensive progress and developments, but there has been sufficient time to indicate some trends in the status of women in the professional category and above.
5. The Inspector wishes to express his appreciation for the responses to the questionnaire within the tight schedule which the JIU had to follow in order to meet the established deadlines.

1/ A/Res/35/210, Section V, (see Annex I).

2/ Like the previous report, this one covers the following organizations in the UN system: United Nations (information was received separately from UNHCR and UNIDO and was used as appropriate in this study), FAO, IAEA, ICAO, ILO, IMCO, ITU, UNESCO, UPU, WHO and WMO. WIPO has been added to this report since it became a participating organization of JIU on 1 January 1982.

II. DEVELOPMENTS SINCE 1977

6. JIU/REP/77/7 3/ was welcomed by the Administrative Committee on Co-ordination (ACC). It was recognized that it was important to provide direction and establish procedures aimed at increasing the participation of women on equal terms with men in the work of the secretariats. The ACC accepted the premise of the proposal to set targets in the employment of women and generally agreed that, with certain reservations, recruitment goals could and should be used as an internal spur to action towards full participation of women in the work of the secretariats. The General Assembly considered the report and the ACC comments at its thirty-third session in 1978. It was agreed that women should participate on equal terms with men more fully in the work of the secretariats of the organizations of the United Nations system. The resolution adopted by the General Assembly recommended that the United Nations and other organizations in the United Nations system adopt a number of measures to increase the proportion of women in the professional category and above, and more generally to foster equal employment and career development.

7. In 1980, JIU/REP/80/4 4/ took the form of a progress report on developments in the various organizations on the status of women in the professional category. It was clear that the majority of executive heads and legislative bodies had expressed a commitment to increase the proportion of women in the professional category of the secretariats. The report also stated that despite this commitment and discernible efforts there had been actually little change between 1977 and 1980 in the percentage of women in the professional category, except for the UN, FAO, UPU and WHO. It was clear that where targets had been established by organizations, this setting of goals appeared to have inspired those organizations to take specific action to increase the percentage of women. The report contained a number of recommendations, some of which were also in the 1977 JIU report. The report again recommended that the ACC should review regularly the status of women in the professional category in the hope that this would stimulate constructive actions as well as ideas for an improvement in the status of women.

8. The ACC made its comments on the 1980 report 5/ and pointed out that this report did not contain any new substantive policy recommendations and to some extent repeated those already made in the first report of 1977. The Inspector recognized in preparing the report for the thirty-fifth session of the General Assembly that it was important to repeat some of the recommendations already made in the earlier report because action had not been taken in every respect by all the organizations. The ACC also pointed out that a review of the status of women should not take place too frequently because the rate of change can be discerned only over a relatively long period of time - about five years. The ACC also recognized that the organizations had already accepted the premise of the proposal to set targets for the employment of women but emphasized that the target figure must bear a reasonable relationship to actual needs. The ACC also stressed that the organizations endorsed the recommendation that Member States should assume their share of responsibility in achieving the goal of more equitable representation of women. The ACC suggested that the General Assembly take note of the JIU report and requested that the Secretary-General report to the fortieth session of the General Assembly.

3/ A/33/105, 24 May 1978

4/ A/35/182, 18 July 1980

5/ A/35/182/Add.1, 6 November 1980

9. The General Assembly in its resolution of the thirty-fifth session (see Annex I) expressed deep concern at the lack of progress in increasing the proportion of women in the Secretariat. The Assembly called again on Member States to continue their endeavours to assist the United Nations and the specialized agencies to increase the proportion of women in the professional category and above. The resolution stated a number of specific objectives. It also requested the Secretary-General and the executive heads of the other organizations of the United Nations system to examine additional measures that would advance "the attainment of the policy directives concerning the appointment, promotion and assignment of women in the Secretariat, including the possibility of designating a senior official to co-ordinate these functions".

10. This progress report of the JIU recognizes that little time has passed since the 1980 report. This report will repeat some of the recommendations that were made in the last two reports, and which continue to need attention and action by some organizations. In certain cases, some organizations have not taken action endorsed by ACC and the General Assembly.

III. GENERAL REVIEW

11. Staff at the professional level and above (excluding field experts) of the 11 United Nations organizations totalled 8,715 in 1976, of whom 82.3 per cent were men and 17.7 per cent women. By the end of 1981 the total professional staff rose to 9,372, of which 80.4 per cent (81.7 per cent in 1979) were men and 19.6 per cent (18.3 per cent in 1979) women. Thus, overall there has been some modest improvement in the status of women ^{6/}. See Annexes II and III.

12. Some organizations have made a significant improvement since 1976. For example, the United Nations has had a 33.7 per cent increase of women since 1976. FAO has had an increase of 28.9 per cent; ICAO 41.3 per cent; IAEA 31.4 per cent and UPU 28.6 per cent. These figures need to be observed with caution because the proportion of women to men is still unsatisfactory. Despite the significant percentage increase of women since 1976 in the case of IAEA, for example, the total percentage of women in that organization since 1976 has declined (in 1976 the percentage of women was 11.9; in 1981 11.3). Some organizations, such as ILO, show a percentage decline since 1976 for the number of women. In fact this percentage fell sharply between 1976 and 1979 following a reduction in staff due to budgetary contractions which resulted, for various reasons, in a greater percentage of female staff than male staff leaving the Organization. Since 1980 the percentage of women has been rising steadily and has now regained the 1976 level (15.6 per cent). UNHCR, on the other hand, showed an increase of 25 per cent in 1981 compared to 1980.

13. The United Nations continues to lead all other organizations in the percentage of women in the professional category, with 24.4 per cent. UNESCO ranks second in the UN system with 22.4 per cent. WHO, although the number of women in the professional category since 1976 has decreased, has 18.8 per cent of women in its professional category; IMCO 17.7 per cent; ILO 15.6 per cent, and FAO 14.6 per cent. It appears that those organizations which have shown some significant rise in total staff have recruited a higher percentage of women than before. This is supported by the figure covering the UN, FAO and IAEA.

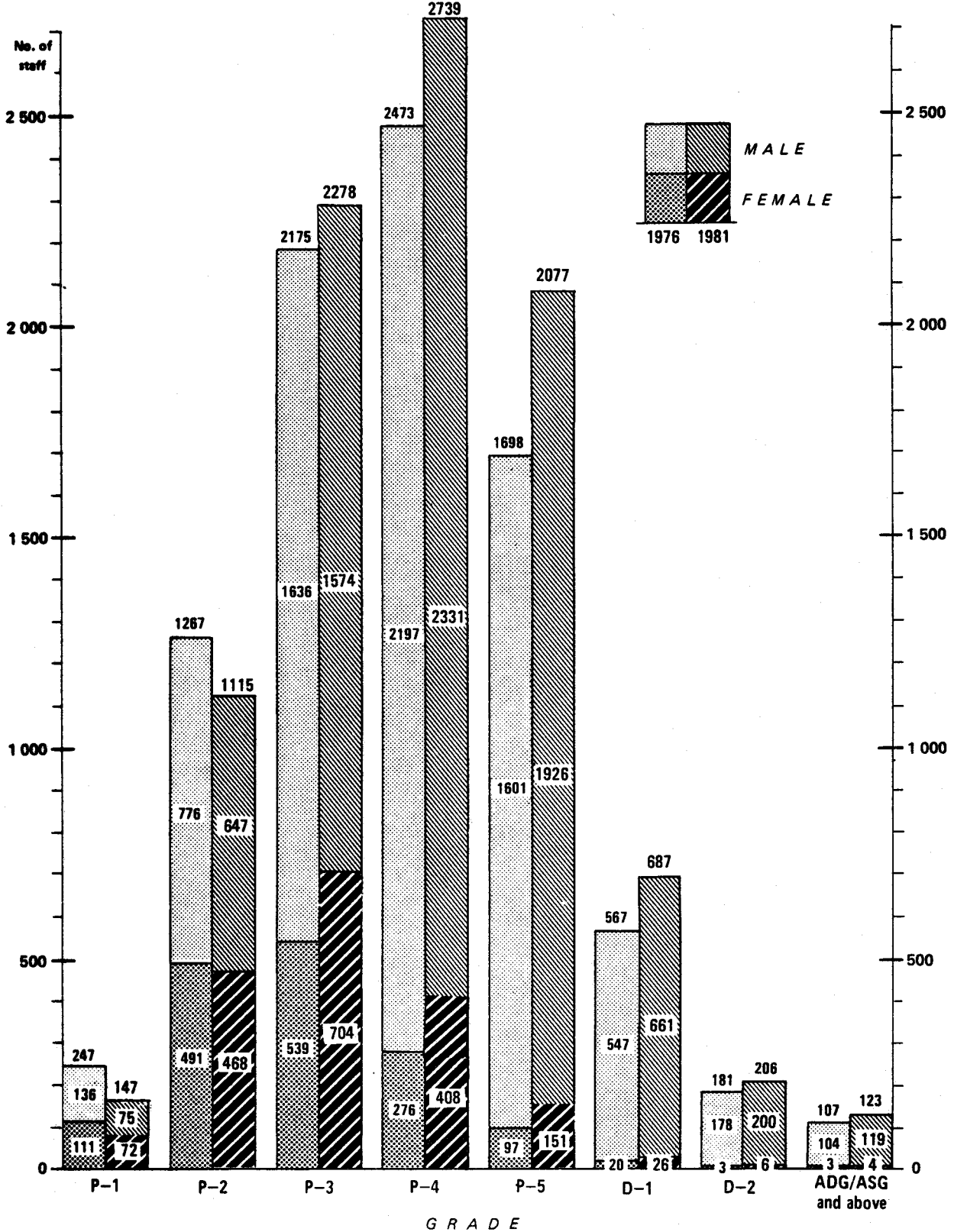
14. The United Nations Secretariat has the largest professional staff among the 11 organizations ^{6/}. In 1981, the total UN staff in the professional category and above amounted to 3,820 which was 40.8 per cent of those employed by all organizations. Of the female staff, 50.8 per cent were employed by the United Nations. The five larger organizations, i.e. United Nations, FAO, ILO, UNESCO and WHO, accounted for 85.3 per cent of the total professional staff in 1981 and 90.8 per cent of the women in the professional category.

15. Since 1976, the number of staff has continued to rise at the upper professional level and decrease at the lower professional level (see graphs 1 and 2). For example, in the case of the United Nations, in 1976, there were 100 P.1s and in 1981 52. There are now fewer P.2s despite the increase in staff of about 400 since 1976. The rise in the case of the United Nations is

^{6/} The figures in this paragraph do not include WIPO since they involve a comparison with 1976, a date before WIPO contributed statistical data.

Graph 1*

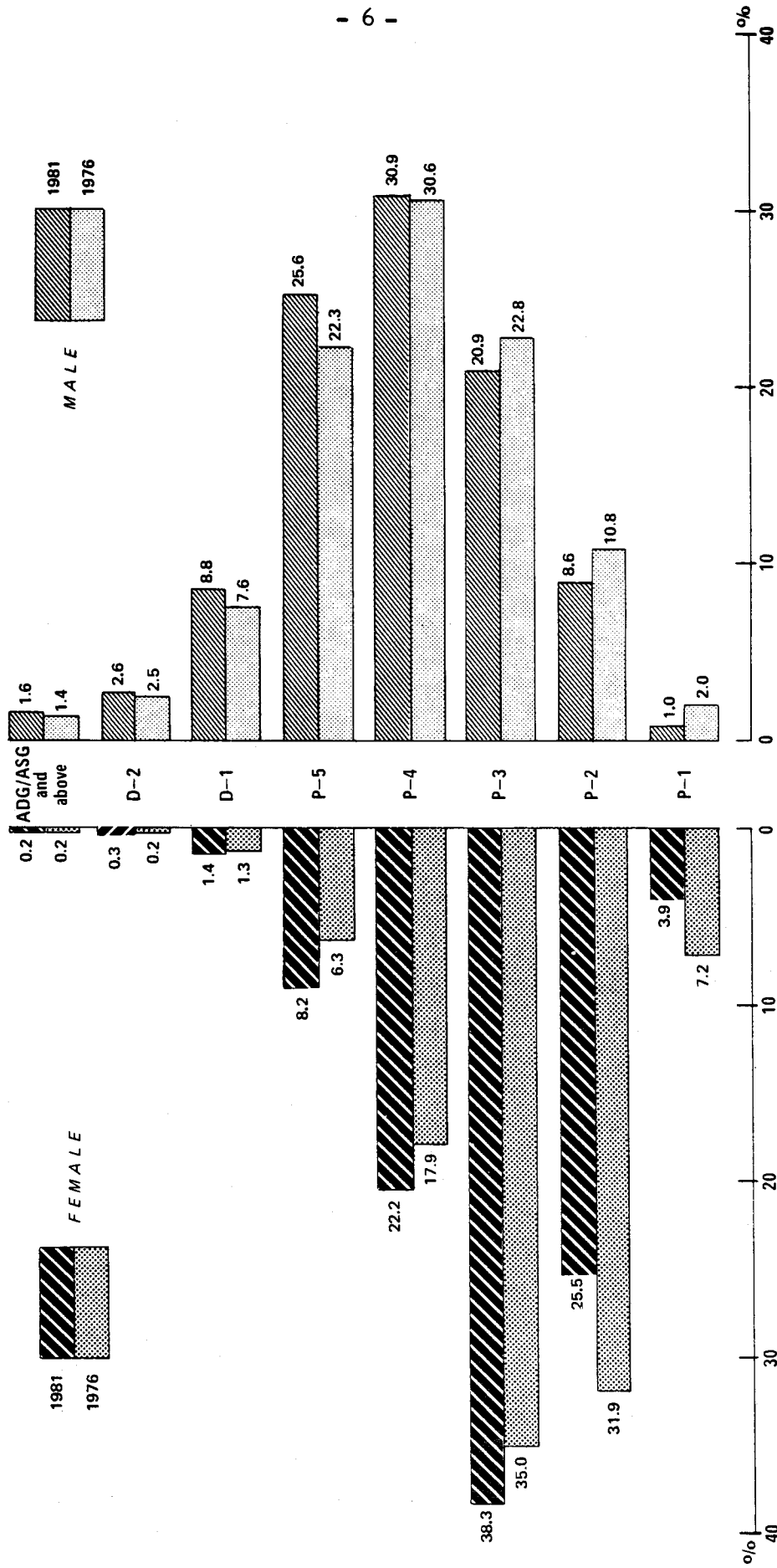
MALE AND FEMALE PROFESSIONAL STAFF IN ELEVEN UNITED NATIONS ORGANIZATIONS BY GRADE (1976 and 1981)



* The figures in this graph do not include WIPO.

Graph 2*

STAFF CONCENTRATION BY GRADE IN ELEVEN UNITED NATIONS ORGANIZATIONS
IN 1976 and 1981 (Percentages a/)



a/ The percentages shown in the graph represent the ratio of male or female staff employed at each particular grade, in relation to the total number of males or females, respectively, employed in all grades of the Professional category and above in the eleven United Nations organizations.

* The figures in this graph do not include WIPO.

at the P.4, P.5 and above levels. At the same time, there has been an important increase in the number of women at these levels up to the D.1 level. Above that level women have made very little progress. This trend at the upper levels of the professional category appears to be the same in most organizations. In the case of FAO and WHO, the number of women has increased at all levels from P.1 to D.1 ^{7/}. The United Nations has three females at the Assistant Secretary-General level, including the post of Assistant Secretary-General for Personnel Services. ILO is the only other organization with a woman at that level. Further efforts should be made to select women for the highest professional levels. No woman has ever been the head of an organization of the UN system.

16. The percentage trend of females in the professional category is generally rising, but not always as fast as the increase in number of staff. This underlines that more should be done to recruit females and promote them to higher levels.

17. In considering the progress made by the United Nations, it needs to be recognized that 24.5 per cent of all professional posts are not subject to geographical distribution; of the posts occupied by women in IMCO 57.1 per cent are not subject to geographical distribution, 41.5 per cent of ICAO, 31 per cent of WIPO and 13 per cent of FAO positions are in this category.

18. WHO has the highest percentage (14.65) of women assigned as field experts. UNESCO has 7.4 per cent; ILO has 6.4 per cent of women experts and 20 per cent as associate experts. The United Nations has 5.3 per cent and FAO 4.6 per cent. This is a category where more progress could take place.

19. Concerning female professional staff by nationality, in 1980, 110 countries were represented as compared to 103 in 1978. This is an important increase. As can be seen from Annex IV, there is a clear trend to recruit more women from developing countries; a significant number was appointed between 1978 and 1980. For example, Egypt's representation increased from 17 to 23, Philippines from 23 to 30, Singapore from 2 to 9, Jamaica from 5 to 12. Some developed countries have also progressed, such as the Federal Republic of Germany with 56 women compared to 42 in 1978, Australia with 23 compared to 16, Austria with 38 compared to 27 and Japan with 20 compared to 13. Recruitment in 1981 appears to have improved in some regions. For example, 26.2 per cent were women from Africa, 28.3 per cent were women from Asia and the Pacific and 30.8 per cent were women from the Middle East. Member States should make every effort to increase the number of women candidates in the professional category and above.

^{7/} In UNHCR, the number of women at the P.5 level more than doubled between 1980 and 1981.

IV. ACTION TAKEN ON SPECIFIC ISSUES

A. Targets

20. In the 1977 and 1980 reports, the JIU suggested that wherever possible, targets should be established for the recruitment of women, and for the percentage of women in the organizations. The 1977 report also suggested that in order to make targets more effective these might be expressed not only as goals of the organization as a whole but also in specific terms for each major organizational unit. In its review of the 1977 report, ACC accepted the idea of setting targets as long as they were reasonable ones. The General Assembly in its resolution 33/143 called on the Secretary-General to increase the number of women in United Nations posts subject to geographical distribution to 25 per cent over a five-year period, a target which has almost been met. Other United Nations organizations were also called on to establish targets. Other than the United Nations, only UNESCO, WHO and ILO have established specific targets. UNESCO has an aim of 27 per cent by 1982 (by the end of 1981 UNESCO had 22.4 per cent), and WHO has a target of 20 per cent by 1982 (by the end of 1981 WHO had 18.8 per cent). In 1981, the Director-General of ILO approved the target of 25 per cent as a desirable proportion of women in the professional category to be reached by 1985. This is a good target figure which will be a challenge to ILO in the light of its present percentage of women in the professional category.

21. The Inspector continues to believe that the setting of targets gives some momentum to offices of personnel as well as to the entire organization to recruit more women in the professional category. Also some organizations have taken very specific action to meet their target figures. For example, in the United Nations, the Assistant Secretary-General, Office of Personnel Services, advised the Department heads, in March 1980, that two out of five appointments should be women, with special emphasis at the senior level. This orientation was reaffirmed in February 1981. The Director-General of WHO issued new instructions to all programme managers to give particular attention to applications from women for vacant posts. He has made every effort to encourage women applicants. The Inspector recognizes that in some cases, such as the smaller technical organizations, and larger organizations that have major technical components, e.g. FAO and WHO, recruitment tends to reflect to some extent the proportion of women in professional posts in the qualified services of Member States. There is some increase taking place throughout the world in the number of women in these technical categories. Some organizations, such as WHO, may reflect a higher percentage of women in their technical categories than might actually be the case in many countries.

B. Equality of opportunity for promotion and career development

22. Resolution 35/210 requested that necessary measures be taken to implement fully the provisions of Part III of General Assembly resolution 33/143. Some of these relate to Tables 1, 2 and 3.

23. Table 1, which concerns the participation of women on personnel, advisory and administrative boards, shows that there have been relatively few changes except for the significant increases in the United Nations. There, women constitute more than 25 per cent of the membership of each board, with one board as high as 43 per cent. WHO also has some increase with a general overall percentage of women participating in these boards of 37 per cent. In the case of UNESCO, particular attention has been given to the participation of women in personnel advisory committees. Organizations should continue to examine the percentage of women on these boards and make every effort to increase the number of women.

TABLE 1

PARTICIPATION OF WOMEN IN PERSONNEL ADVISORY AND ADMINISTRATIVE BOARDS

Organization	Boards	% Women		Remarks
		1979	1981	
UN	<ul style="list-style-type: none"> - Appointment and Promotion Board - Appointment and Promotion Committee - Appointment and Promotion Panel - Classification Appeals and Review Committee - Joint Advisory Committee - Panel on Discrimination - Joint Appeals Board - Joint Disciplinary Committee 	<ul style="list-style-type: none"> 24 33 - - 27 60 20 31 	<ul style="list-style-type: none"> 31* 33 35 33 33 43 36 29 	<p>Women constitute more than 25% of the membership of each board individually considered and also account for 33.5% of their total membership (58 out of 173).</p>
FAO	<ul style="list-style-type: none"> - Establishments Committee and Sub-Committee - Professional Staff Selection Committee - General Service Staff Selection Committee - Field Selection Panels - Appeals Committee - Pension Committee - External Training Advisory Committee 	<ul style="list-style-type: none"> 0 12 55 0 25 11 0 	<ul style="list-style-type: none"> 10 12 62 2 25 22 0 	
IAEA	<ul style="list-style-type: none"> - Joint Advisory Committee - Joint Committee on "P" staff - Joint Advisory Panel on GS and M + O staff - Joint Appeals Committee - Joint Disciplinary Committee - Joint Staff Pension Committee 	<ul style="list-style-type: none"> 8 0 33 33 40 8 		<p>SEC/NOI/782 provides lists of members of various committees on personnel administration and staff welfare.</p>
ICAO	<ul style="list-style-type: none"> - Appointment and Promotion Boards - Staff Advisory Committee - Advisory Joint Appeals Board - Staff Pension Committee 	<ul style="list-style-type: none"> 0 0 0 0 	<ul style="list-style-type: none"> 0 0 1 0 	<p>A woman has been serving as Secretary to the Staff Pension Committee since 1974.</p>
ILO	<ul style="list-style-type: none"> - Equal Opportunity Sub-committee - Administrative Committee - Personnel Management Committee - Reports Board - "GS" Grading Appeals Committee - "P" Grading Appeals Committee - Joint Staff Training Committee 	<ul style="list-style-type: none"> 13 5 0 33 14 43 	<ul style="list-style-type: none"> 50 14 3 0 50 16 16 	<p>4 members - 1 G. and 1 P. of each sex. Selection Board established in 1981 to fill all vacancies. 5 women substitutes out of total of 16.</p>
IMCO	<ul style="list-style-type: none"> - Joint Advisory Committee - Appointment and Promotion Board - Joint Appeals Board - Standing Committee on Job Classification 	<ul style="list-style-type: none"> 10 8 11 - 	<ul style="list-style-type: none"> 40 13 22 33 	<p>The first three boards were set up in 1977 and there has only been one change in composition. The last board was set up in 1980 only.</p>
IITU	<ul style="list-style-type: none"> - Joint Advisory Committee - Appointment and Promotion Board - Appeal Board - Post Classification Review Board 	<ul style="list-style-type: none"> 14 0 0 0 	<ul style="list-style-type: none"> 0 50 33 0 	<p>For posts G.1 to P.1 only</p>
UNESCO	<ul style="list-style-type: none"> - Advisory Council on Personnel Policies - Senior Personnel Advisory Board - Junior Personnel Advisory Board - Appeals Board "P" category * - " " "GS" category * - Joint Disciplinary Committee - Staff Pension Committee * 	<ul style="list-style-type: none"> 8 24 56 20 73 50 0 		<p>Particular attention is paid to the participation of women in personnel advisory committees which are presently being renewed (Jan. 1982).</p> <p>* members elected by staff.</p>
UPU	<ul style="list-style-type: none"> - Appointment and Promotion Committee - Management Committee of the Welfare Fund 	<ul style="list-style-type: none"> 14 20 	<ul style="list-style-type: none"> 14 20 	
WHO	<ul style="list-style-type: none"> - Ad Hoc Selection Committees - Board of Inquiry and Appeals - Standing Committee on Re-classification of Posts - Staff Pension Committee - Joint Ad Hoc Working Group on Employment of Women 	<ul style="list-style-type: none"> 38 17 42 8 75 	<ul style="list-style-type: none"> 39 22 50 10 77 	<p>Overall percentage of women's participation on these boards was 37% in 1981.</p>
WIPO	<ul style="list-style-type: none"> - Appointment and Promotion - for "GS" staff - for "P" staff - for both the above-mentioned categories - Job Classification Committee - Staff Pension Committee - Joint Advisory Committee - Cafeteria Committee 	<ul style="list-style-type: none"> 51 3 42 20 0 0 0 40 	<ul style="list-style-type: none"> 59 53 59 0 0 20 40 	<p>The overall percentage in the participation of women on all these boards totalled 33% in 1981 in comparison with 22% in 1979.</p>
WMO				

* 30 June 1981

24. Table 2 refers to the review of recruitment literature and promotion procedures. In this case there are practically no changes. ILO now has a continuing review by the Equal Opportunity Sub-committee, which was established in 1981. This type of review undoubtedly gives special attention to the status of women and is one way of alerting management to required action.

25. Table 3 concerns the current status of staff rules covering such subjects as the assignment of married couples to the same duty stations, maternity leave, flexible working hours and part-time employment. Resolution 35/210 specifically requested that the Secretary-General and the executive heads of the other organizations of the UN system amend staff rules which inhibit the employment of spouses in the same organization or duty station and to extend the practice of part-time employment and flexible working hours as soon as possible. In the case of the United Nations, since 1 January 1980 there are no more limitations to the appointment of a spouse provided, of course, that the spouse is fully qualified for the job. ILO, ITU, UNESCO, WHO, WIPO, and others offer part-time employment and it has been in existence for some time in UNIDO and UNHCR. This subject is under study for a complete application throughout the United Nations Secretariat. In the case of UNESCO, staff rules exclude the possibility of employing spouses, except in the case of officials who marry when both are in service or where no other qualified person can be found. However, there is some consideration being given to making the rule more liberal. The assignment of married couples to the same duty stations is one subject where a variety of actions has been taken, not all of which are consistent with resolution 35/210. In the case of maternity leave, the CCAQ decision is generally applied. Flexible working hours have a variety of applications as also is the case for part-time employment.

26. Table 4 covers recruitment practices and particularly results achieved over the past two years. In the United Nations it is clear that special consideration is being given to women and the percentage of female staff has registered an important increase. During the year 1980-81, of 294 appointments to posts subject to geographical distribution, 71, or 24.4 per cent, were women, as compared with 1979-80 when this percentage was only 21.6 per cent. FAO also demonstrates its efforts to increase the recruitment of women. For example, in 1980, 25 per cent of the vacancies were filled by women. In ILO 24 out of 103 recruits between 1979-81 were women.

27. Concerning career development procedures it should be noted here that there have been practically no changes. This suggests that additional efforts need to be made to develop training and specific career development procedures which would apply to all staff, but in particular which would give women an opportunity for further advancement. FICSA noted that career development programmes "are poor in most organizations of the system" and is a "long-term problem of major proportions". The JIU will present a separate report on career concepts and development this year.

C. Anti-discrimination/harassment measures

28. Anti-discrimination/harassment measures are reported in Table 5. The Secretary-General in 1977 issued a Bulletin 8/ regarding equality of men and women in the Secretariat. He stated that his policy was that men and women staff members should be given equal opportunity and treated equally, and sex should not be an inhibiting factor in any decision affecting employment or opportunities for career development. He also directed a number of administra-

8/ ST/SGB/154, 8 March 1977

TABLE 2

REVIEW OF RECRUITMENT LITERATURE AND PROMOTION PROCEDURES, INTERNAL TRAINING PROGRAMMES AND STAFF RULES

Organization	Recent Review		Date of last Review	Changes and Current Status/Remarks
	Yes	No		
UN				No information provided.
FAO				No information provided.
IAEA ■ NO CHANGE ■		X	Staff Rules, 1975	Changes in a number of benefits. What little recruitment literature and publicity the Agency uses is non-discriminatory. Training programmes open to men and women.
ICAO ■ NO CHANGE ■	X		Service Code, 1977	Revised Service Code reaffirmed principle of non-discrimination. The majority of vacancies call for technical qualifications and experience in aviation. The Organization seldom receives applications from qualified women candidates. In non-technical fields women occupy a high proportion of posts (e.g. 50% in Personnel).
ILO	X		Constant reviews	Constant review by Equal Opportunity Sub-Committee established in 1981 and reporting annually on all aspects of situation of women in the ILO, not only Professionals.
IMCO ■ NO CHANGE ■		X	-	Staff Regulations and Rules and amendments to these adhere to common system. Free classes in four languages open to all staff.
ITU ■ NO CHANGE ■		X	-	Staff Rules follow the common system. Professional training open to women and men equally.
UNESCO ■ NO CHANGE ■	X	X	Staff Rules, 1974; training programmes and recruitment literature, 1979	Staff Rules reviewed in October 1974 to eliminate all discriminatory provisions. Internal training programmes reviewed regularly. Need for more applications from women stressed in all letters calling for candidatures and in vacancy notices.
UPU ■ NO CHANGE ■		X	-	Staff Rules and Regulations follow those of the UN. Promotions and career development based on equality of opportunity.
WHO ■ NO CHANGE ■		X	1974	Vacancy notices are scrutinized to ensure wording is non-discriminatory. Measures already taken on how to give wider publicity to WHO's desire to attract more women candidates. Staff Rules were entirely reviewed to eliminate all discriminatory rules or practices.
WIPO			-	Staff Regulations and Rules have never discriminated against women, hence there has never been any comprehensive review. However, in conformity with the decisions taken within the UN system, changes in individual provisions are made to facilitate the employment of women.
WMO				

■ NO CHANGE FROM 1980 TABLE ■

/...

CURRENT STATUS OF SELECTED STAFF RULES

Organization	Assignment of married couples to same duty station	Maternity leave	Flexible working hours	Part-time employment
UN	Since 1 Jan. 1980, no more limitation to the appointment of a spouse provided that the spouse is fully qualified, is not given preference by virtue of the relationship, under no circumstances shall be assigned to a post supervised or administered by the other.	Application of CCAQ decision as from 1 Jan. 1980: extension from 12 to 16 weeks, with a minimum pre-natal leave of 3 weeks ■ NO CHANGE ■	Under study.	Under study. A comprehensive scheme for application throughout the secretariat has been developed for consideration by the Staff Management Co-ordination Committee.
FAO ■ NO CHANGE ■	Staff rules on employment of married couples applied flexibly. Several married couples working in the field under Associated Expert Scheme, some on the same project.	Application of CCAQ decision as from 1 Jan. 1980.	None. Individual arrangements can be approved when justified.	Currently offered only to telephone operators and language teachers. Extension to other groups under consideration.
IAEA ■ NO CHANGE ■	As a matter of policy opposed to employment of two persons of the same family, except in the case of serving officials who marry. No objection to a family member working in another UN organization in Vienna.	16 weeks with pay and possibility of one year's leave - without pay, in line with the general Austrian practice and CCAQ decision.	In force since Jan. 1976.	For "GS" staff only.
ICAO	Spouses of staff members not recruited unless no other suitable candidate available. When two serving staff members marry, both continue to serve though measures are taken to ensure that neither is in a position which could influence the career of the other.	Application of CCAQ decision from 1 January 1981.	None	No definite measures taken yet to introduce it on a continuing basis.
ILO	A couple, both "P" staff, was transferred from HQ to an office in the field. ■ NO CHANGE ■	Application of CCAQ decision as from 1 Jan. 1980. ■ NO CHANGE ■	In force since Oct. 1974. ■ NO CHANGE ■	Introduced in 1975. There has been some discussion on other possibilities of part-time work, i.e. not just 50% work but perhaps 75% or 80%. For the time being this appears to be too complicated to administer.
IMCO	Same rule as in UN: occasional flexible application regarding employment of spouses in the interest of the Organization only. ■ NO CHANGE ■	Application of CCAQ decision as from 1 Jan. 1981.	None ■ NO CHANGE ■	No formal provisions but may be considered in individual cases. ■ NO CHANGE ■
ITU ■ NO CHANGE ■	Rule concerning family relationships unchanged since 1972. Unless no other qualified person available, spouse of serving officials (or other family members) not appointed. No two members of a family assigned to the same department.	Application of CCAQ decision as from 1 Jan. 1980.	In force since 1973.	Introduced in Aug. 1975.
UNESCO	Staff Rules exclude the possibility of employing spouses except in the case of serving officials who marry or where no other qualified person can be found. A few exceptions made recently, specifically in the field. Changing the rule in favour of women married to serving officials under consideration.	Application of CCAQ decision as from 1 Jan. 1980. Adoption leave granted to adoptive mothers (4 weeks) on an experimental basis pending CCAQ decision	No information provided.	Part-time employment introduced in 1972 initially on an experimental basis and now currently offered particularly in GS posts.
UPU ■ NO CHANGE ■	Same rules apply as in UN.	Application of CCAQ decision as from 1 Jan. 1980.	None	None
WHO	Employment as a new staff member of the spouse of a serving official excluded by the staff rules except if no other equally qualified person is available. Not in favour of changing this provision. If two serving officials marry, there is no bar to reassigning both to the same duty station, if this is possible. ■ NO CHANGE ■	Entitlement to maternity leave is no longer dependent on a minimum period of service. (Rule 760.1) New Rule (1083) restricts the giving of notice of termination to staff members on maternity leave. ■ NO CHANGE ■	Applied at HQs, Regional Office for the Americas, and Regional Office for Europe. ■ NO CHANGE ■	Requests for changes from full-time to part-time contracts were received and approved for 56 women on fixed-term contracts in 1980, which increased to 60 in 1981. Also, 63 short-term staff were on part-time contracts in 1980 and 61 in 1981.
WIPO	Spouses are not appointed except where another person with equal qualifications is not available.	16 weeks' entitlement: pre-natal leave of 6 weeks*, with a maximum compulsory leave of 3 weeks before confinement **	In force since Feb. 1979, together with the system of fixed working hours.	In force since Nov. 1976.
WMO				

* in force since 1.1.81
** in force since 1.1.80

■ NO CHANGE FROM 1980 TABLE ■

TABLE 4

RECRUITMENT PRACTICES

Organization	Special Consideration to Women	Results achieved over past 2 years	Description of Procedures/Remarks
UN	Yes	The percentage of female staff in posts subject to geographical distribution increased from 15.2% on 30 June 1971 to 17.8% on 30 June 1978, i.e. an increase of 2.6 percentage points over a seven-year period. As a result of the measures taken following resolution 33/143, this proportion was further raised to 21.6% on 30 June 1981, or an increase of 3.8 percentage points over a period of less than three years.	-
FAO	Yes	In 1979, 20 women (13%) were selected both internally and externally for vacancies in Headquarters and regional offices; in 1980, this figure rose to 36 (25%) of available vacancies. In 1981, 27 women (24%) were selected for vacancies.	Fisheries Dept. has applied as a standard measure the inclusion of qualified females in every list of applicants for Headquarters posts; it has also made a special point of including in its roster potential female candidates. Generally, very small number of women candidates for vacant posts.
IAEA ■ NO CHANGE ■	No	-	Vacancy notices state, "It is important that applications for this post be received from suitably qualified women as well as men".
ICAO	Yes	In 1980 and 1981, out of a total of 109 appointments in the "P" and higher categories, 14 were women.	-
ILO	Yes and in particular need to recruit women from under-represented countries	Between 1 July 1979 and 30 June 1981, 24 out of 68 recruitments were women (23.3%).	In 1981, the Director-General approved target of 25% as desirable proportion of women Professional officials (to be reached in 1985). Proportion in Jan. 1981 was 15.4%
IMCO	No	Only one vacancy notice was issued during 1980-81 and the post was filled by a woman.	Vacancies are circulated to Member States and to UN and other UN organizations.
ITU ■ NO CHANGE ■	No	-	ITU provisions limit recruitment to government nominated candidates. Efforts to lift this limitation have failed so far. Governments submit very few women candidates.
UNESCO ■ NO CHANGE ■	Yes	-	In 1977-78, number of measures were introduced to increase number of women appointed to the staff, such as reminding Member States of the DG's desire to receive female candidatures, prospecting among institutions or associations, priority to female appointments when candidates are otherwise equally well qualified, etc.
UPU ■ NO CHANGE ■	No	-	No distinction made on grounds of sex. Since recruitment mandatorily restricted to candidates nominated by national postal administrations scope for increasing proportion of women on staff limited.
WHO ■ NO CHANGE ■	Yes	Despite a decrease in the total number of staff, the proportion of women has been increasing steadily. ■ NO CHANGE ■	20% target has been postponed to end 1982.
WIPO	Yes	Over the years 1980 and 1981, 20% of the persons recruited into the Professional and higher categories were women.	If all other factors are equal, special consideration is given to women who have the required technical expertise. Vacancy announcements clearly state that there is no discrimination on the basis of sex and the Appointment Boards observe this principle.
WMO			

■ NO CHANGE FROM 1980 TABLE ■

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TABLE 5

SPECIAL ISSUES COVERED BY RESOLUTION 35/210

Organization	Anti-discrimination/harassment measures	Measures to accelerate implementation of policy directives, including designation of a co-ordinator	Other actions to eliminate prejudices and other factors against women
UN	Policy on the equality of men and women in the Secretariat (ST/SGB/154, 8 March 1977). Guidelines for promoting equal treatment (ST/IC/79/17, 8 March 1979). Panel to investigate allegations of discriminatory treatment (ST/AI/246 - 1977).	Attention of Heads of Departments and Offices drawn to the need to increase number of women and to offer them equal opportunity in assignments. Posts earmarked for women. Appointment and promotion bodies instructed to pay special attention to women.	-
FAO	No information provided.	No information provided.	No information provided.
IAEA	No information provided.	No information provided.	No information provided.
ICAO	No information provided.	No information provided.	No information provided.
ILO	Circular no. 6 - Personnel - 201 (23 February 1981) on "Equality of opportunity and treatment between men and women officials"; establishment of an "Equal Opportunity Sub-Committee" of the Administrative Committee.	Circular no. 6 - Personnel - 212 (20 July 1981); appointment of a woman official as Assistant Director-General and Special Adviser to the DG responsible for eliminating discrimination and establishing equal opportunities and equal treatment in employment and occupation, particularly as regards migrants and women workers.	No information provided.
IMCO	No information provided.	No information provided.	No information provided.
ITU	Not aware of any discrimination against women because of their sex or cases of sexual harassment.	No concrete measures to accelerate the implementation of policy directives concerning the appointment, promotion and assignment of women in the secretariat or other actions to eliminate prejudices against women can be realistically envisaged in the near future.	See previous item.
UNESCO	Appointment of a mediator who would report directly to the Director-General if any case of discrimination or sexual harassment would occur.	Various measures to call for Member States' collaboration (circular letter, visits, request for special efforts for certain vacancies, etc.). Advertisements in the press. Vacancy notices sent to certain bodies. Use of the Roster's resources. Designation of a co-ordinator not envisaged.	No information provided.
UPU	No information provided.	No information provided.	No information provided.
WHO	Circular no. 81/64, 8 July 1981, on "Equal Treatment of Women and Men at Headquarters".	New instructions to all programme managers to give particular attention to applications from women for vacant posts. Study of employment conditions which might be inhibiting applications from women. Nomination of a senior staff member to act as co-ordinator for questions concerning women.	To encourage applications of female candidates vacancy notices say: "This vacancy is open to applicants of EITHER SEX. Applications from women are encouraged." Published advertisements in media stress the same.
WIPO	Necessarily recognized in all administrative processes. Social Welfare Specialist's duties cover the provision of advisory and referral services if necessary.	The soundest measures to eliminate prejudice lie in the recruitment of staff, especially those with supervisory responsibilities who are personally unprejudiced and of international calibre.	
WMO			

tive measures which would be adopted. One of these included the establishment of a panel to investigate allegations of discriminatory treatment in the UN Secretariat 9/. Guidelines for promoting equal treatment for men and women in the Secretariat were issued in 1979 10/. These guidelines included a statement that sexual harassment of either sex is unacceptable. The guidelines also make it clear about the use of bias-free language. ILO in 1981 issued a circular on the equality of opportunity and treatment between men and women officials. They also established a Sub-committee of the Administrative Committee to cover this subject. WHO issued a circular in 1981 on equal treatment of men and women at Headquarters (see Annex V). In UNESCO a mediator has been appointed who will report directly to the Director-General in the case of discrimination or sexual harassment. The organizations which have not issued a circular or guidelines on the equal treatment of women and men should consider doing so along the lines of the United Nations, WHO or ILO.

D. Measures to accelerate implementation of policy directives

29. Resolution 35/210 requested the Secretary-General and the executive heads of other organizations of the United Nations system to examine additional measures that would advance the "attainment of policy directives concerning the appointment, promotion and assignment of women in the secretariats, including the possibility of designating a senior official to co-ordinate these functions". The United Nations has not yet designated a senior official to co-ordinate these functions but the attention of heads of departments and offices has been drawn to the need to increase the number of women and to offer them equal opportunity in assignments. The appointment and promotion bodies have been instructed to pay special attention to women.

30. The United Nations now has a woman as Assistant Secretary-General for Personnel Services. ILO has appointed a woman official as Assistant Director-General and Special Adviser to the Director-General, responsible for the entire Office Programme aimed at, among other things, eliminating discrimination and establishing equal opportunities in employment for women on a worldwide basis. WHO has appointed a senior staff member to act as co-ordinator for questions concerning women. The United Nations has had a Standing Committee on the Status of Women since 1975. In UNIDO a Standing Committee on Women was established in 1981 in order to make concrete proposals for the recruitment and advancement of women. The JIU report 77/7 recommended that each organization should designate a person or a panel responsible for the concerns and interests of women in that organization. That person would be a focal point for the review of, as well as initiative on, policies concerning the recruitment, promotion, career development, training, anti-discrimination, etc. The recommendation made it clear that this task need not be a full-time one but preferably that the person should report to the executive head. As can be seen in Table 5 some action has been taken in this direction but not as much as desired. The Inspector urges that organizations review again the possibility of designating a person or a panel as recommended in JIU/77/7 report and resolution 35/210.

E. Other action taken

31. Member States must continue to reflect by positive action their role in increasing women in the professional category. In WHO, the Member States' response to the request of the World Health Assembly to assist the Director-General's efforts to increase the number of women has been disappointing.

9/ ST/AI/246, 28 July 1977

10/ ST/IC/79/17, 8 March 1979

UNESCO has noted that the number of female candidates submitted by Member States still falls far short of the number of male candidates, "particularly in the case of candidates from unrepresented or under-represented countries" 11/. UNIDO has pointed out that there is a very unsatisfactory submission of suitable women candidates by Member States although there are some signs of improvement. Applications received from women come mainly from developed or developing countries which are over-represented. Member States should take whatever action is possible to encourage the nomination of more women candidates.

32. Offices of personnel sometimes with the assistance of technical services, have the responsibility of finding and nominating qualified women for professional posts. They should do whatever is possible to make certain that fair consideration is given to women candidates.

33. In JIU/REP/77, it was also recommended that day-care facilities should be established for UN Headquarters. For the second time, the General Assembly, at its thirty-sixth session, rejected the proposal made by the Secretary-General to this end (resolution 36/235 - XVI - 18 December 1981). It endorsed the ACABQ recommendations that, "Other alternatives should be explored for meeting the most pressing needs of working parents" (A/36/7/Add.19). The Secretary-General, in his address to Headquarters staff in January 1982, regretted the GA decision and said that alternative ways of setting up a centre were being explored. The Inspector believes that a day-care centre, or suitable alternative arrangements, would facilitate the recruitment and retention of women. Therefore it is hoped that suitable arrangements, such as those outlined by ACABQ, can be made in the near future. In any event, parents should pay a fair share of the cost, depending on their salary. Other organizations which do not have day-care facilities and where a need has been recognized, should explore the possibility of establishing such facilities, or applying one of the alternatives suggested by ACABQ.

V. RECOMMENDATIONS

34. The recommendations contained in JIU report 80/4 are still valid and organizations should continue to examine these and determine how further implementation might be accomplished. This report will not repeat all of those recommendations but re-emphasizes some:

(a) Executive heads and legislative bodies should continue to follow closely the problem of representation of women in the professional category and above on the staff of the organizations, particularly at the higher levels. Executive heads should demonstrate effectively an unequivocal interest in this matter, including to the staff of the organizations. They should review from time to time measures already established and new ones which might be introduced in order to bring about an equitable balance between men and women in the secretariats.

(b) Organizations should press Member States to assume their share of the responsibility in achieving the goal of more equitable representation of women in the professional staffs of the organizations by proposing more women candidates. Offices of personnel in the various organizations should work closely with government representatives in making contact with local organizations which are aware of qualified professional women.

(c) Organizations should examine again the targets that they have established and determine new and more challenging targets for increasing the proportion of women in the professional category. Those which have not established targets should re-consider doing so, if this is possible in the context of their size and technical needs.

(d) Organizations should review promotion procedures and practices as well as training offered to women in the professional category in order to ensure equal opportunities for women to advance to higher professional levels.

(e) Offices of personnel should make a determined effort to present at least one qualified woman on each panel of names submitted for professional posts. When a woman is recommended by the office of personnel and is rejected by the head of a department, a detailed justification of why the rejection was made should be given to the Office of Personnel for its review and determination as to whether the rejection is properly supported.

(f) ACC should continue to monitor regularly the status of women in the professional category and above and make regular reports which should include specific corrective measures in the light of achievements and for the further implementation of recommendations contained in JIU/REP/80/4.

35. The Inspector recommends that all provisions in Section V, resolution 35/210, be implemented as soon as possible.

Part V of General Assembly Resolution 35/210

NOTING resolution 24 adopted by the World Conference of the United Nations Decade for Women and the report of the Joint Inspection Unit on the status of women in the Professional category and above in the United Nations system,

EXPRESSING DEEP CONCERN at the lack of progress in increasing the proportion of women in the Secretariat,

1. REQUESTS the Secretary-General to continue to take the necessary measures to implement fully the provisions of section III of General Assembly resolution 33/143;

2. CALLS UPON Member States to continue their endeavours to assist the United Nations and the specialized agencies to increase the proportion of women in the Professional category and above, inter alia, by nominating more women candidates;

3. CALLS UPON the Secretary-General and the executive heads of the other organizations of the United Nations system to end all forms of discrimination based upon sex in recruitment, conditions of employment, assignment, training and promotion;

4. REQUESTS the Secretary-General and the executive heads of the other organizations of the United Nations system, in pursuit of these objectives:

(a) To increase the proportion of women, particularly at the senior levels, in accordance with the principle of equitable geographical distribution, and on personnel advisory and administrative boards, so as to meet the target set in General Assembly resolution 33/143 and in resolution 24 of the World Conference of the United Nations Decade for Women;

(b) To amend staff rules which inhibit the employment of spouses in the same organization or duty station and to extend the practice of part-time employment and flexible working hours as soon as possible;

(c) To ensure that staff members employed in organizations of the United Nations system are not subject to sexual harassment in their places of work or in connexion with their work;

(d) To ensure further that women employed in the organizations of the United Nations system are not discriminated against because of their sex;

(e) To intensify efforts to eliminate prejudices and other factors which work against the recognition of women's capabilities and the improvement of their status within organizations of the United Nations system;

5. REQUESTS the Secretary-General and the executive heads of the other organizations of the United Nations system to examine additional measures that will advance the attainment of the policy directives concerning the appointment, promotion and assignment of women in the secretariats, including the possibility of designating a senior official to co-ordinate these functions;

6. REQUESTS the Joint Inspection Unit to continue to monitor developments and to report to the General Assembly not later than at its thirty-seventh session;

7. REQUESTS the Secretary-General, in his capacity as Chairman of the Administrative Committee on Co-ordination, to report to the General Assembly, at its thirty-sixth session, on progress made in the organizations of the United Nations system in the recruitment conditions of employment, career development and promotion of women in the Professional category and above.

ORGANIZATIONS	1980												
	P-1	P-2	P-3	P-4	P-5	D-1	D-2	ADG/ ASG + above	Total	(%)	Percentage changes over 1979	Percentage changes over 1976	
UN	Total	52	528	1104	1029	593	246	81	50	3683	100.0	- 0.1	+ 7.5
	Male	30	321	756	842	531	233	77	47	2837	77.0	- 1.2	+ 4.0
	Female	22	207	348	187	62	13	4	3	846	23.0	+ 4.1	+ 21.2
FAO	Total	52	177	251	483	366	159	36	17	1541	100.0	0	+ 13.1
	Male	30	105	191	435	354	154	36	17	1322	85.8	- 0.4	+ 11.1
	Female	22	72	60	48	12	5	-	-	219	14.2	+ 2.3	+ 26.6
IAEA	Total	14	58	151	187	126	17	5	8	566	100.0	+ 8.4	+ 31.6
	Male	8	35	130	176	125	17	5	8	504	89.0	+ 8.4	+ 33.0
	Female	6	23	21	11	1	0	0	0	62	11.0	+ 8.8	+ 21.6
ICAO	Total	-	28	83	123	47	16	3	1	301	100.0	+ 4.5	+ 11.9
	Male	-	16	61	118	47	16	3	1	262	87.0	+ 4.8	+ 9.2
	Female	-	12	22	5	-	-	-	-	39	13.0	+ 2.6	+ 34.5
ILO	Total	1	36	195	221	160	57	19	11	700	100.0	+ 2.8	- 13.4
	Male	0	26	136	196	152	56	18	11	595	85.0	+ 2.0	- 12.8
	Female	1	10	59	25	8	1	1	0	105	15.0	+ 7.1	- 16.7
IMCO	Total	-	8	18	17	25	4	6	1	79	100.0	0	+ 11.3
	Male	-	5	8	16	25	4	6	1	65	82.3	0	+ 22.6
	Female	-	3	10	1	-	-	-	-	14	17.7	0	- 22.2
ITU	Total	-	20	46	90	37	14	-	9	216	100.0	+ 4.3	+ 9.1
	Male	-	14	34	84	36	14	-	9	191	88.4	+ 4.4	+ 9.1
	Female	-	6	12	6	1	-	-	-	25	11.6	+ 4.2	+ 8.7
UNESCO	Total	24	134	213	326	299	63	20	12	1092	100.0	- 2.9	+ 2.6
	Male	14	61	135	271	274	59	20	12	847	77.6	- 4.4	+ 2.8
	Female	10	73	78	55	25	4	0	0	245	22.4	+ 2.5	+ 2.1
UPU	Total	-	8	21	19	5	6	3	2	64	100.0	+ 3.2	+ 3.2
	Male	-	5	16	17	5	6	3	2	54	84.4	+ 1.9	- 1.8
	Female	-	3	5	2	-	-	-	-	10	15.6	+ 11.1	+ 42.9
WHO	Total	9	71	153	163	280	86 ^{1/}	30	13	806	100.0	+ 1.1	- 11.4
	Male	5	33	91	142	261	84	29	13	659	81.8	+ 1.8	- 11.9
	Female	4	38	62	21	19	2	1	0	147	18.2	- 2.0	- 9.3
WIPO*	Total	-	9	18	21	21	9	1	4	83	100.0	+ 18.5	
	Male	-	6	14	17	20	9	1	3	70	84.3	+ 12.9	
	Female	-	3	4	4	1	-	-	1	13	15.7	+ 62.5	
WMO**	Total	3	20	34	27	24	8	-	2	118	100.0		+ 4.4
	Male	2	14	29	25	24	8	-	2	104	88.1		+ 4.0
	Female	1	6	5	2	-	-	-	-	14	11.9		+ 7.7

^{1/} P.6/D.1

* 1 December 1980

** 1979 figures

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ORGANIZATIONS	1981												
	P-1	P-2	P-3	P-4	P-5	D-1	D-2	ADG/ ASG + above	Total	(%)	Percentage changes over 1980	Percentage changes over 1976	
UN*	Total	52	563	1095	1083	646	249	85	47	3820	100.0	+ 3.7	+ 11.5
	Male	23	325	747	860	570	235	82	44	2886	75.6	+ 1.8	+ 5.8
	Female	29	238	348	223	76	14	3	3	934	24.4	+ 10.3	+ 33.7
FAO*	Total	40	177	253	482	364	160	33	15	1524	100.0	- 1.1	+ 11.8
	Male	20	105	187	435	351	155	33	15	1301	85.4	- 1.6	+ 9.3
	Female	20	72	66	47	13	5	-	-	223	14.6	+ 1.8	+ 28.9
IAEA	Total	17	63	154	194	128	21	8	8	593	100.0	+ 4.8	+ 37.9
	Male	10	40	131	182	126	21	8	8	526	88.7	+ 4.4	+ 38.8
	Female	7	23	23	12	2	-	-	-	67	11.3	+ 8.1	+ 31.4
ICAO	Total	-	29	86	121	44	15	4	1	300	100.0	- 0.3	+ 11.5
	Male	-	17	64	114	44	15	4	1	259	86.3	- 1.1	+ 7.9
	Female	-	12	22	7	-	-	-	-	41	13.7	+ 5.1	+ 41.3
ILO	Total	2	41	200	224	178	57	23	11	736	100.0	+ 5.1	- 8.9
	Male	1	28	139	196	168	57	22	10	621	84.4	+ 4.3	- 8.9
	Female	1	13	61	28	10	0	1	1	115	15.6	+ 9.5	- 8.7
IMCO	Total	1	6	17	16	28	4	6	1	79	100.0	0	+ 11.3
	Male	-	4	8	14	28	4	6	1	65	82.3	0	+ 22.6
	Female	1	2	9	2	-	-	-	-	14	17.7	0	- 22.2
ITU	Total	-	20	43	101	36	18	-	9	227	100.0	+ 5.0	+ 14.6
	Male	-	15	31	95	35	18	-	9	203	89.4	+ 6.3	+ 16.0
	Female	-	5	12	6	1	-	-	-	24	10.6	- 4.0	+ 4.3
UNESCO	Total	25	120	219	315	315	59	14	13	1080	100.0	- 1.1	+ 1.5
	Male	16	61	130	262	289	54	3	13	838	77.6	- 1.1	+ 1.7
	Female	9	59	89	53	26	5	1	-	242	22.4	- 1.2	+ 0.8
UPU	Total	-	7	25	16	6	5	3	2	64	100.0	-	+ 3.2
	Male	-	4	21	14	6	5	3	2	55	85.9	+ 1.8	0
	Female	-	3	4	2	-	-	-	-	9	14.1	- 10.0	+ 28.6
WHO	Total	7	69	152	160	308	91 1/2	30	14	831	100.0	+ 3.1	- 8.7
	Male	3	34	87	134	285	89	29	14	675	81.2	+ 2.4	- 9.8
	Female	4	35	65	26	23	2	1	-	156	18.8	+ 6.1	- 3.7
WIPO**	Total	-	9	21	25	22	8	1	3	89	100.0	+ 7.2	
	Male	-	6	16	21	21	8	1	3	76	85.4	+ 8.6	
	Female	-	3	5	4	1	-	-	-	13	14.6	0	
WMO***	Total	3	20	34	27	24	8	-	2	118	100.0		+ 4.4
	Male	2	14	29	25	24	8	-	2	104	88.1		+ 4.0
	Female	1	6	5	2	-	-	-	-	14	11.9		+ 7.7

1/ P.6/D.1

* end November 1981

** 1 December 1981

*** 1979 figures

WORLD HEALTH ORGANIZATION

INFORMATION
CIRCULAR No 64
Distribution C

IC/81/64
8 July 1981

ORIGINAL: ENGLISH

EQUAL TREATMENT OF WOMEN AND MEN AT HEADQUARTERS

This is further to IC/78/42 of 17 May 1978 entitled "Equality of Men and Women within the Secretariat", which stated:

"There can be no place for discrimination on the grounds of sex within the Secretariat. Differential treatment based on sex has been eliminated from WHO's Staff Regulations and Staff Rules. However, these changes in the statutory provisions by themselves are not sufficient to bring about genuine conditions of equality in the Secretariat. They must be accompanied by a change of attitudes and perceptions on the part of the staff, as well as changes in administrative policies and practices."

Staff members recognize how vital it is to respect the rights and feelings of members of other national and ethnic groups. Equally, they are aware of the need to avoid the use of terms alluding to racial or religious stereotypes and not to act on assumptions that discriminate on racial or religious grounds. Just as offensive to human dignity is behaviour or use of language based on sex stereotypes, i.e. sexism. ^{1/} The need to follow the principles of common courtesy between all people should be self-evident.

These guidelines for the staff are issued in the hope that they will contribute to harmonious and productive working relations.

1. When candidates are considered for recruitment, assignment, or promotion, they are evaluated on the basis of their competence and nationality, as well as a variety of personal characteristics (such as strength of character, intellectual ability, decisiveness, capacity for leadership, sensitivity, and fairness). All these characteristics are found in both men and women and are not typical personality traits of either sex.
2. There are no assignments in WHO for which men or women can be excluded simply because of their sex. Even more pernicious than explicit exclusion on grounds of sex however is the largely implicit ruling out of candidates on grounds of stereotyped views. These commonly take the form of assumptions concerning personality traits, vulnerability to family pressures (that may interfere with overtime and duty travel), inability to travel to hardship areas, etc.
3. Supervisors may not require staff members, be they women or men to do work or make arrangements on their behalf, or on behalf of their family which are unrelated to official business, nor perform personal tasks. Whenever a post description seems to include such tasks, this should be drawn to the attention of Director, PGS or Chief, PER.

^{1/} Sexism implies the arbitrary assignment of roles, other than bio-social or physiological, and preconceived assumptions as to behavioural characteristics of each sex.

4. Staff members should recognize that the time, intelligence and initiative of their co-workers are worthy of consideration and that they too may be under pressure of work. For example, secretarial and clerical staff members may find some kind of office behaviour to be inconsiderate, such as being kept standing, being kept waiting during long telephone calls, or being given texts for typing that are not decipherable. While secretaries have primary responsibility for answering the telephone, other staff should also do so, especially outside core time.

5. Sexual harassment of either sex is unacceptable. Sexist remarks and innuendoes are equally unacceptable.

6. Bias-free language is important because language reflects the attitudes and social customs of the user. Care should be taken in addressing people. For example:

a) Staff members should not be referred to as if they were all men. The pronouns "he" and "him" should not be used when staff members of both sexes are intended. If at all possible, general terms should be used whenever persons of both sexes are included.

b) Since in English the use of "Ms" is now officially accepted, the wish of a staff member who may choose this form of address should be respected.

c) While in some countries the use of the first name instead of the family name is customary and does not belittle a person or imply undue familiarity, this is by no means true everywhere. Within the multicultural context of WHO, a staff member should not call colleagues, irrespective of grade, by their first name unless she or he wishes to be similarly addressed, or unless the colleagues themselves express a wish to be called by their first name.

d) Although the word "girl" is often used to denote a young woman without intending to demean her status, it is inappropriate and might be offensive if used to refer to colleagues whatever their grade.

The cooperation of all staff is requested in ensuring that these guidelines are followed. In the event of problems please get in touch with Director, PGS, or Miss B. Harley, Personnel.
