

BASELINE TEMPLATE FOR THE GENDER ACTION PLAN

1. RECRUITMENT AND PLACEMENT

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
1.1. To encourage females to apply into the Service through advertisements during recruitment	<ul style="list-style-type: none"> Issue open advertisement on recruitment to both genders across all media platforms. Eg. Newspapers, GIS website etc. 	General public	-----	<ul style="list-style-type: none"> Human resource Funding logistics 	HR PA	Newspapers GIS website HR Records	Advertisements are made on media platforms, i.e. newspapers and GIS website to encourage all sexes to apply for recruitment into the Service
1.2. To ensure interview panels for recruitment are composed of an equitable or equal number of panellists (3:2 male to female ratio)	<ul style="list-style-type: none"> Constitute a gender-balanced committee for recruitment 	GIS	1st Quarter	<ul style="list-style-type: none"> Human resource Funding logistics 	GIS MANAGEMENT	HR Records	The Service has a gender-balanced committee for recruitment
1.3. To collect gender-disaggregated data of job applications and new hires from January, 2023.	<ul style="list-style-type: none"> Collate gender-disaggregated data of job applications and all new hires from 2023 	Job applicants Officers	-----	<ul style="list-style-type: none"> Human Resources Logistics 	HR TRAINING Gender Mainstreaming Unit (GMU)	HR Records	The HR Department collects the gender disaggregated data of job applications / New hires
1.4. To collect data on the number of women who are recruited into senior-level positions in 2023	<ul style="list-style-type: none"> Collate and update personnel/promotions records on gender disaggregation 	Officers	-----	<ul style="list-style-type: none"> Human resources Logistics 	HR	HR records	The HR Department collect data on all female officers who are recruited

							into senior-level positions
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2. TRAINING AND DEVELOPMENT

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
2.1. To ensure a gender balance of 60% males and 40% females in the selection of personnel for training and development opportunities.	<ul style="list-style-type: none"> Liaise with HR and/ or Training to increase the intake of female officers in capacity building programs organized both within and outside the country in the ratio of 3:2 	Female officers at middle and senior Management levels	1 st quarter 2024	<ul style="list-style-type: none"> Human resource Funding logistics Facilitators Venue Mentorship scheme 	TRAINING GMU HR PPMED FINANCE	<ul style="list-style-type: none"> Training Reports HR records 	Conscious effort is being made by Management to involve more females in training and development.
2.2. To collect and report on sex-disaggregated data of all personnel who participate in training and career development courses.	<ul style="list-style-type: none"> Create a reliable database on gender equity in the selection of officers for training and career development programmes. 	Officers at all levels	1 st quarter 2024	<ul style="list-style-type: none"> Human resource Funding logistics Facilitators Venue Mentorship scheme 	TRAINING GMU HR PPMED FINANCE	<ul style="list-style-type: none"> Training Reports HR records 	The HR Department collects information on sex-disaggregated data of all personnel who participate in training and career development courses
2.3 To assign coaches/mentors to females at middle and senior management levels.	<ul style="list-style-type: none"> Identify the mentors and mentees and resource persons Collaborate with HR and Training to organize special training for female officers at middle and senior Management levels. 	Female officers at middle and senior Management level	1 st quarter 2024	<ul style="list-style-type: none"> Human resource Funding Mentorship scheme Venue logistics 	HR TRAINING REGIONAL COMMANDERS	<ul style="list-style-type: none"> Training Reports HR records 	The Unit has developed a mentorship and counselling scheme yet to be implemented.

<p>2.4 To enrol middle-level female managers in leadership programmes like the “Female Future Programme” managed by the Ghana Employers Association</p>	<ul style="list-style-type: none"> Select female officers for training and development, Leadership skills, Personal grooming and Presentation skills 	<p>Female officers</p>	<p>2nd quarter 2024</p>	<ul style="list-style-type: none"> Human resource Funding logistics Facilitators Venue Mentorship scheme 	<p>TRAINING GMU HR FINANCE</p>	<ul style="list-style-type: none"> Training Reports HR records 	<p>Conscious effort is made by Management to enrol middle level female Officers in leadership programs.</p>
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3. SEXUAL HARASSMENT

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
<p>3.1. To develop and sensitize officers on a stand-alone Sexual Harassment Policy</p>	<ul style="list-style-type: none"> Develop a sexual Harassment Policy Sensitize officers on the Sexual Harassment Policy 	<p>Officers at all levels</p>	<p>2nd quarter 2024</p>	<ul style="list-style-type: none"> Funds Logistics Facilitators 	<p>PPMED HR GMU PA IPSE</p>	<p>Reports from PPMED</p>	<p>The GMU is currently liaising with a consultant to develop a stand-alone sexual harassment policy.</p>
<p>3.2. To establish an internal committee to receive and address complaints of sexual harassment.</p>	<ul style="list-style-type: none"> Constitute and train an anti-sexual harassment committee with members drawn from the Immigration Professional Standards and 	<p>Officers at all levels</p>	<p>2nd quarter 2024</p>	<ul style="list-style-type: none"> Funds Logistics Facilitators 	<p>GMU Training HR PPMED PA IPSE</p>	<p>Reports from GMU</p>	<p>The GMU has liaised with IOM who are ready to assist the unit with capacity building, awareness creation, policy development, reporting and investigation into sexual harassment cases</p>

	<p>Ethics Unit and the GMU</p> <ul style="list-style-type: none"> • Develop mechanism for collecting and reporting sexual harassment cases • Collect sex-disaggregated data on sexual harassment complaints received and resolved. 						
3.3 To make visible communication materials on sexual harassment within the premises of all locations of the GIS, and by online means e.g., intranet.	<ul style="list-style-type: none"> • Develop awareness creation materials such as fliers, stickers 	Officers at all levels	2 nd quarter 2024	<ul style="list-style-type: none"> • Funds • Logistics 	GMU PA	Stickers and e-flyers.	The Unit has distributed e-flyers and stickers that speak against sexual harassment, stereotyping and discrimination at the workplace across the various regional commands.

4. PERFORMANCE REVIEW

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
4.1. To provide training on gender mainstreaming for selected officers	<ul style="list-style-type: none"> • Train GIS Management, Regional Commanders, Gender Regional Focal persons, Sectional and Unit Heads and the GMU on gender mainstreaming. 	Female officers at middle and senior management levels	Activity undertaken	<ul style="list-style-type: none"> • Human Resource • Funding • Logistics 	GMU HR Training PPMED	Reports and pictures on the capacity building programs	The Unit has trained Management (Departmental heads), Regional Commanders, and as well-built the capacity of Regional Gender Focal Persons

							and staff of the Unit on Gender Mainstreaming. Dr. Angela Dwamena-Aboagye of Ark Foundation Ghana was the Resource Person for the capacity building programmes.
4.2. To develop and distribute guidelines on gender mainstreaming to all Heads of Departments.	<ul style="list-style-type: none"> • Work in conjunction with PPMED to incorporate comments, suggestions and recommendations from Management if any. • Work with PPMED to finalize the GIS gender policy and subsequent procurement of the approved documents by Management. • Sensitize all officers on the content of the GIS Gender Policy 	All officers at Level	1 st quarter 2024	<ul style="list-style-type: none"> • Human Resource • Funding 	GMU HR PPMED PROCUREMENT	Draft Gender Policy	Plans are far advanced to finalize the Gender policy and to seek approval for printing.

5. MATERNITY/PATERNITY

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
5.1. To ensure the observance of maternity leave as part of policy.	<ul style="list-style-type: none"> Collate the number of women who go on maternity leave including those who request extended leave due to difficult or multiple births. 	Pregnant officers	4 th Quarter	Human resource	HR	HR records	The Human resource department gathers all such information periodically
5.2. To publicise the paternity leave policy through the GIS' communication channels.	<ul style="list-style-type: none"> Sensitize officers on the paternity leave policy 	Male officers	2 nd Quarter 2023	<ul style="list-style-type: none"> Human resource Funding Logistics 	<ul style="list-style-type: none"> HR GMU PA 	Reports and pictures on sensitization	Sensitization has been done on the paternity leave policy at the following commands HQ, KIA, GAR and Tema
5.3 To ensure the observance of paternity leave as part of policy.	<ul style="list-style-type: none"> Collate the number of male officers who go on paternity leave 	Male Officers	2nd Quarter 2024	<ul style="list-style-type: none"> Human resource 	HR GMU PA	Reports and pictures	The Human resource department gathers all such information periodically

6. COMPENSATION AND BENEFITS

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
6.1. To ensure equal remuneration conditions of male and female officers of the same rank	collect disaggregated data on wages and benefits of male and female personnel of the same rank over 12 months	All officers	JAN 2024 – DEC. 2024	Human Resource	Finance GMU	Payslips of officers	The Service does not discriminate when it comes to salaries. All officers of the same rank receive equal salaries.

7. GENDER DESK

Objectives	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
7.1. To develop a communication strategy for the GMU	<ul style="list-style-type: none"> Issue a quarterly bulletin on gender issues Secure a page on GIS website to display information on gender issues (audio and visual materials) create awareness through fliers, e-fliers (social media) stickers which are distributed through intake platforms and the GIS webpage 	All officers External stakeholders	3 rd quarter 2024	Human resource Funding	GMU PA FINANCE PPMED	Quarterly newsletter e-fliers stickers quarterly and yearly reports	The GMU has a quarterly newsletter that informs the Service and major stakeholders on all the activities performed by the Unit since its inception. The Unit sensitizes and creates awareness through fliers, e-fliers (social media) stickers which are distributed through intake platforms and the GIS webpage
7.2. To streamline the activities of the GMU to be in consonance with the 2023-2029 GIS Strategic Plan	<ul style="list-style-type: none"> To develop GMU workplans in tandem with 2023-2029 GIS Strategic Plan 	All officers	2023-2029	Human resource Funding	GMU PPMED	GMU action plan GIS Strategic Plan Quarterly and Annual reports	The GMU action plan of 2019 – 2022 period was in line with the 2018 – 2022 GIS Strategic Plan
7.3. To provide financial and logistical support for gender mainstreaming activities	<ul style="list-style-type: none"> Collaborate with the budget unit of the Finance Department to make an input into the budget of the Service 	All officers	4 th quarter 2024	Funding Logistics	FINANCE GMU PPMED AND RELEVANT DEPARTMENTS	Budget of the Service	The Budget of the Service is gender sensitise

8. PROMOTIONS

Objective	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
8.1. To ensure adherence to promotional criteria as provided by the L.I 2245	<ul style="list-style-type: none"> Monitor the activities of the HRD on promotions 	All officers	1 st -4 th Quarter	Human resource	GMU PPMED	HR Records	The HRD already adheres to promotional criteria provided by the Service

9. GENDER DISCRIMINATION

Objective	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
9.1. To review GIS regulations on pregnancy and marriage restrictions including judicial decisions in security/para-military entities in and outside Ghana.	<ul style="list-style-type: none"> To Conduct a quick literature review on GIS regulations on pregnancy and marriage restrictions Liaise with PPMED to write a proposal to the Comptroller-General for review on documentation on probation and pregnancy restrictions 	All officers	4 th quarter 2024	Human resource	GMU PPMED	Reports	-

10. DAYCARE FACILITY

Objective	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
10.1. To institute measures to ensure career development of nursing mothers.	<ul style="list-style-type: none"> Establish a day care around the HQ premises to enable lactating mothers to feed their newborns whilst at work. 	Nursing mothers	December, 2025	Logistics Finance	ESTATE AND PROJECTS FINANCE GMU	Building Plan	The proposed GIS new headquarters complex has a holding space allocated for nursing mothers to feed their newborns whilst at work

11. ACCESS TO PUBLIC SERVICES

Objective	Activities	Audience	Target Date	Resources Required	Lead and Support (Lead in Bold)	Evidence	Status
11.1. To facilitate access to public services for GIS clients especially, immigrant spouses who experience domestic violence.	<ul style="list-style-type: none"> • Provide the necessary advice to immigrant spouses on all Immigration related issues • Make referrals to relevant institutions to handle domestic violence cases of immigrant spouses and other peculiar cases 	Immigrant spouses	1 st -4 th Quarter	Human resource	GMU Operations Department MMB	Reports from Operations Department	The GIS provides the necessary advice and as well make referrals to relevant institutions to handle domestic violence cases of immigrant spouses