European Charter for Equality of Women and Men in Local Life

Accompanying guide for Luxembourg municipalities for drawing up an action plan for the equality of women and men
“To successfully establish a society based on equality, it is essential that local and regional authorities fully integrate the gender dimension in their policies, their organisation and practices: Genuine equality of women and men is vital to our economic and social success – not only at European or national level – but also within our regions, our cities and our municipalities.”

Michael Häupl, President of the Council of European Municipalities and Regions (CEMR) and Mayor of Vienna
For greater equality between women and men in local life – sign the Charter!

As shown by the constant increase of the number of committees for equality as well as the growing number of departments and officials working for equality, promoting the equality of women and men is now an integral aspect of activities in many Luxembourg municipalities.

In spite of the obvious display of this political will and notwithstanding the many interesting projects which have been implemented in recent years, it has often proven difficult for municipalities to progress beyond the stage of periodic initiatives promoting equality to one comprising a coherent and ambitious strategy integrated in such a way as to be inherent in all areas of municipal policy.

The European Charter for equality of women and men in local life is a tool which can help municipal officials reach this milestone. Completely encompassing all the areas likely to be the focus of specific actions promoting equality at municipal level, the Charter is a genuine programme providing a policy for equality aimed at attaining tangible results.

This should not however make us overlook the fact that its adoption represents a strong commitment and requires substantial efforts, both in the medium and in the long term, on the part of the signatories. To help Luxembourg municipalities meet this challenge, the Association of Luxembourg Towns and Municipalities (SYVICOL) decided to draw up this accompanying guide, which is intended to be read as an appendix to the Charter. Its objective is twofold:

– provide municipalities with a good deal of practical information concerning the Charter and its implementation;
– propose examples of actions with references relevant to the local context in Luxembourg which can be used as a source of inspiration to municipalities as they draw up their own action plan.

The proposals herein are not meant to be exhaustive. It is likely, and perhaps even recommended, that municipalities come up with other pertinent actions which can be integrated into their action plan or even that they choose to leave off the implementation of certain ideas mentioned in this guide. It is up to each municipality to decide which actions they prefer to highlight in accordance with their own needs and actual situation.

My personal thanks go out to the members of the working group made up of representatives, both women and men, the municipal civil servants responsible for issues of equality, the representatives of the Ministries for Home Affairs and for Equal Opportunities and the officers of the National Council for Women in Luxembourg who helped us to draw up this guide.

As President of SYVICOL, I hereby call on all the municipal councils in Luxembourg to sign the Charter for equality between women and men in local life. I am convinced that by doing so, municipalities, as the political bodies closest to citizens, will make an essential contribution to the building of a more just and equitable society.

Jean-Pierre Klein
President of SYVICOL
Eight questions and answers for a better understanding of the Charter

1. **What is it exactly?**

   The European Charter is both a programme for a municipal policy for gender equality and a guide to orientate the concrete actions which may result from it.

2. **To whom is the Charter addressed?**

   It is addressed to all local and regional authorities who wish to make a commitment to promoting gender equality throughout their territory as part of a coherent and ambitious strategy.

3. **Who drafted this Charter?**

   The Charter was a project originated by the Council of European Municipalities and Regions (CEMR), the federation of national associations of local and regional authorities, of which SYVICOL is a member. It was drawn up as part of a programme financed by the European Union with the participation of experts, both women and men, from nearly thirty countries all over Europe.

4. **What is the implication for my municipality of signing the Charter? How is it implemented?**

   - Once he/she is sure of the support of the communal council, the mayor proceeds with the official signing of the Charter. Through this act, he/she pledges that his/her municipality will put its principles into practice. The signing municipality then informs CEMR that it has adopted the Charter.

   - From that point on, the municipality then has a maximum two-year period in which to establish a *municipal action plan for the equality of women and men*, which is intended to implement the Charter on the ground. The action plan defines the objectives and the priorities of the municipalities, the measures that it wishes to take and the resources that it proposes to allocate to it.

   - After the adoption of the action plan, the municipality then proceeds with its implementation according to the priorities that it has set.

   - An evaluation system set up at CEMR level ensures the monitoring of the state of progress of the Charter’s application.

5. **Does a municipality which has signed the Charter have to carry out all of the provisions contained therein?**

   Yes, in principle. It is not a programme whose actions are meant to be chosen or carried out "à la carte".
It should nevertheless be further specified that:

- a certain number of principles are already deep-seated within Luxembourg legislation and do not require specific additional action to be taken at local level;
- the margin of manoeuvre of municipalities is limited in some areas since the jurisdiction involved falls to the state rather than to the municipal level in Luxembourg;
- certain actions can be carried out under an intermunicipal co-operation framework.

6. **Do all the provisions need to be implemented immediately?**

No. It is undoubtedly unrealistic – nor is it necessarily preferred – for a municipality to attempt to carry out all the actions at once. The municipalities which sign the Charter determine their priorities and have the option of also setting a timetable for their implementation. This however does not exempt them from the pledge they have taken to carry out a policy which will eventually encompass all the areas of action covered by the Charter (see point 5 above).

7. **Is the Charter legally binding?**

No, but signing it constitutes a political and moral commitment on the part of the local authorities.

8. **What kind of assistance do the municipalities receive in order to execute the Charter’s provisions?**

In Luxembourg, monitoring the Charter’s implementation will be carried out by the authorities and associations having participated in the drafting of the present guide. They remain available to respond to any questions the municipalities might have.

- Association of Luxembourg Towns and Municipalities (SYVICOL); Tel.: 44 36 58-1; email: mireille.colbach@syvicol.lu
- Ministry for Home Affairs and Spatial Planning; Tel.: 247 84615; email: christiane.loutsch@mi.etat.lu
- National Council for Women in Luxembourg (CNFL); Tel.: 29 65 25; email: politiquecommunale@cnfl.lu
- Ministry for Equal Opportunities; Tel.: 247 85810; email: maddy.mulheims@mega.etat.lu

The Charter provides for the exchange of experience and knowledge between the signatory cities and municipalities. The setting up of a system of exchange of best practice between Luxembourg municipalities is planned for a later stage.
Elements for an action plan

Article 1  Democratic Accountability

The municipality recognises the importance of establishing an egalitarian society in which women and men can both flourish and pledges to promote this principle in all areas falling under its competence.

Drawn up by the Ministry for Equal Opportunities, the diagrams below provide a general layout of a local policy promoting equality between women and men and give an overview of the procedures to be adopted and those who must become implicated in the process (see Appendix II for a more detailed explanation of the diagrams).
Organisation

Aldermen's Declaration
Approval by the Communal Council

Establishing an assessment

Action plan internal external

Monitoring and Evaluation Publications

Municipal policy for equality between women and men

Commitment to the implementation of a policy for the equality of women and men through
- a declaration of intent by the board of the aldermen
- the signing of the European Charter for the equality of women and men in local life

Objectives:
- Achieving both de jure and de facto equality of women and men
- Integrating the dimension of the equality of women and men in all actions (gender mainstreaming)

Assessment of the situation of women and men
- within the administration
- within the municipality

Drafting of an internal action plan for the administration and an external one for the population, implementation and follow-up

Objectives: Achieving gender equality
Method: Introducing gender mainstreaming in all political actions
Tools: Studies, training, dissemination of information, etc.

Monitoring through self-evaluations or external evaluations; findings
Redefining of the action
Municipal policy for equality between women and men

Principal players

Communal Council

Board of the Aldermen
- Political officer for equality between women and men
- Advisory Committees
- Committee for equality between women and men

Administration
- Municipal department for equality between women and men
  - Municipal secretary
  - Human Resources Director
  - Staff representative in charge of equality between women and men
  - Working groups

Population
- Schools: Teaching staff, Students, Parents
- Associations
- Enterprises
- Citizens
- Volunteers

Board of the Aldermen
- Political officer for equality between women and men
- Advisory Committees
- Committee for equality between women and men

Implementation / actions
- Internal Action Plan
- External Action Plan

Regional Dept. for Gender Equality
**Article 2: Political Representation**

The municipality commits itself to taking all appropriate measures to defend and actively support a balanced representation of women and men in the local political decision-making process.

How can women become involved in the discussion on the balanced sharing of power?

**Examples of actions on the outside:**

- Prior to municipal elections, organising regional information meetings on the functioning of local decision-making structures for women and/or inviting women to attend a meeting of the communal council.
- Participating in the National Council for Women in Luxembourg's (CNFL) awareness campaigns "Madame, posez votre candidature" (Madam, run for office) and "Voyez l’équilibre dans les conseils communaux" (Vote for a [gender] balanced communal council).
- Participating in the preparatory training sessions “Fit für die Gemeindepolitik” organised by the National Council for Women in Luxembourg (CNFL – www.cnfl.lu).
- Carrying out a study within the municipality to identify possible reasons for women’s reluctance to become actively involved in municipal policy or the reasons for the absence of women and possible causes behind the imbalance between women and men.
- In municipalities with proportional voting, encouraging the political parties to define objectives for gender equality on the electoral lists.
- Introducing a "mentoring" system: putting both women and men elected members in touch with the women candidates in order to advise them on techniques and public practices and to initiate them on the exercise of political duties.

**Examples of practices on the inside:**

- Adopting a code of conduct/deontology in order to prevent the use of stereotypical forms of behaviour or language or other form of harassment from discouraging women candidates and elected representatives from playing an active role in municipal politics (see Appendix II).
- Conducting an analysis of the constraints associated with the exercise of a local mandate and adopting measures to reconcile the private, professional and public life of women elected representatives (meeting times, anticipating childcare services for the elected officials who need them).
- Promote and apply the principle of a balanced representation within its own decision-making and consultative bodies (board of the mayor and aldermen, communal council, board and committee of the municipalities' trade unions, advisory committees, working groups…).
- Ensure that the assigning of responsibilities within the decision-making bodies is not stereotyped: for example, encourage women to take on financial or "technical" areas while men could become more involved in the social, educational or cultural sectors.
- Set up an advisory committee for the equality of women and men.
- Create a position of officer for equality or set up a department promoting the equality of women and men at municipal level.

**Article 3: Participation in Political and Civil Life**

The municipality promotes the participation of all of its citizens in governance and public life.
Examples of actions:

- aiming for a balanced or even the equal representation of women and men within the municipal advisory committees while ensuring in particular the inclusion of representatives of minority groups
- promoting the idea of equality in decision-making in the other entities not connected directly to the municipality, but working in partnership with local authorities (interest-based associations, neighbourhood councils…)
- mobilising immigrant populations, with the support of the committee for immigrants, to register on voting lists: sending personalised letters, posting a notice in the local newsletter…)
- organising language and integration courses at municipal or at regional level

Article 4. The Public Commitment for Equality

The municipality publicly commits to applying the principle of equality of women and men.

Examples of actions:

- adopting a declaration of intent by the communal council promoting a policy of gender equality (see Appendix III)
- initiating a call to all elected representatives to commit themselves through their words and actions, in public and in private, to promoting a balanced representation of women and men, and to censure any proceedings, remarks or behaviour which do not respect the principle of the equality of women and men
- organising a solemn ratification procedure of the Charter by the communal council
- informing all citizens of the adoption of the Charter by the communal council (municipal bulletin, website, newspapers…)
- giving a mandate to the executive body (Board of the Mayor and Aldermen) to monitor the implementation of the Charter and the action plan for the equality of women and men with the support, if necessary, of the local official, department, advisory committee, etc. in charge of gender equality
- setting a timetable and regularly publishing progress reports on the attainment of the Charter's objectives
- introducing gender mainstreaming into all areas of municipal policy, for example, through the regular presence of a member of the committee for equality on all the other local advisory committees

Article 5. Working with Partners to Promote Equality

The municipality actively seeks to promote gender equality outside of the local political structures by

- increasing the awareness of different locally active clubs, associations and organisations of the theme of gender equality and informing them of the policy pursued by the municipality
- involving local personnel (administration, technical departments, schools, welcoming structures…) in the municipal policy for equality between women and men
- integrating the aspect of gender equality in negotiations with trade unions and workers' representatives (e.g. collective labour agreements)
Article 6  Countering Stereotypes

The municipality pledges to combat and to prevent, insofar as possible, prejudices, practices, and the use of language and images based on the idea of the superiority or inferiority of either gender or of stereotyped roles of women or men.

Examples of actions:

- conducting an analysis and, if necessary, amending the municipality's information materials/communication (municipal bulletin, different brochures, website…) in order to guarantee that it is conveying non-stereotyped portrayals of women and men
- encouraging local elected representatives and personnel to take part in the training courses organised by the National Institute of Public Administration on the equality of women and men
- organising conferences, round tables, exhibitions… to raise the awareness of the general public on issues relating to the equality of women and men
- launching projects, together with the appropriate local personnel, focused on the theme of the equality of women and men in schools and social centres
- promote the feminisation of titles and offices within the municipal administration

Article 7  Good Administration and Consultation

The municipality recognises that women and men are entitled to have their affairs handled with equality, impartiality and in all fairness within a reasonable period of time.

Examples of actions:

- publicly take on commitments in terms of good governance (declaration by the communal council setting out specific objectives: setting a time limit for responding to citizens' posts, cutting down on queue times at counters, rapid processing of case files, communicating orally without the use of stereotypes, politeness, courteousness, the accessibility of municipal personnel in their interactions with citizens…)
- critically analysing the municipality's administrative forms and documents using a gender-based perspective
- translating the municipality's forms and publications into languages used by the immigrant populations
- implement the Council of Europe's strategy on innovation and good governance at local level (www.coe.int, www.syvicol.lu)

Article 8  General Commitment

The municipality pledges to promote the equality of women and men in all areas falling under its jurisdiction.

Article 9  Gender Assessment

The municipality's policies, procedures, practices and models shall undergo a gender assessment, i.e. a breakdown by gender of the data available and analysing their impact from a gender perspective.
- systematically examining the administrative deliberations, regulations and other acts from a perspective of gender equality and, if necessary, making the appropriate corrections
- submitting the municipal budget to a gender-based assessment (gender budgeting) (see the city of Vienna's website: www.wien.gov.at/menschen/gendermainstreaming)
- introducing gender mainstreaming into the decision-making process in order to respond to the different needs of women and men in terms of facilities, services, products and collective supplies
- ensuring that all the local advisory committees integrate the gender dimension into their discussions and activities

Article 10  Multiple Discrimination

Not limiting itself to the question of the equality of women and men, the municipality undertakes to combat all forms of discrimination, including those based on race, social or ethnic origin, language, beliefs and political opinions.

- organising Luxembourg language and integration courses
- ensuring that the course hours are adapted to the needs of women and men
- adopting an action plan for the mainstreaming of equality and non-discrimination (www.join-in.info; see also the city of Vantaa's website: www.vantaa.fi/en)
- drawing up a citizen’s guide or a welcome pamphlet to inform the population, and particularly new arrivals on the functioning of local political bodies and the different services available at local level (see the welcome pamphlet drawn up by ASTI, an organisation set up to assist immigrant workers in Luxembourg, available on this website: www.syvicol.lu)

Article 11  The Employer's Role

The municipality introduces gender mainstreaming as part of its personnel policy.

Examples of actions:

- conducting an analysis of the breakdown of men and women within the municipality's administration and departments
- taking specific actions to encourage women and men to take up atypical positions (e.g. male staff members in social or educational jobs, female engineers, architects and technicians)
- encouraging the presence of the underrepresented gender in senior management posts
- carrying out a survey of personnel to evaluate the compatibility of working hours with their family life and, if possible, introducing changes (flexible hours, teleworking, …)
- encouraging men to resort to parental leave or a leave of absence for family or health reasons
- examining collective labour agreements from a gender perspective (training, pay, …)
- encouraging women to take part in labour unions
- ensuring that there are no infrastructural obstacles to the hiring of one or the other gender (e.g. separate showers/W.C. for technical staff)

Article 12  Public Procurement and Contracts

The municipality introduces the principle of gender mainstreaming in all its services and public procurement which are performed on its behalf by outside parties.
Examples of actions:

- ensuring the application of the equal treatment of women and men in both their access to goods and services and the supply of same (Law of 21 December 2007 concerning the equal treatment of women and men in terms of the access to and the provision of public procurement on the website www.legilux.lu)
- ensuring that the call for offers for services to be subcontracted by the municipality are addressed to both women and men suppliers
- including gender equality in the criteria used to award public procurement contracts

**Article 13  Education and Lifelong Learning**

Within the range of its competences¹, the municipality promotes equality in the area of education and lifelong learning.

Examples of actions:

- organising or publicising continuing training courses which allow women and men who chose to remain at home to care for their children for several years to reintegrate the labour market
- initiating and carrying out, together with elementary education staff, projects and activities focusing on the theme of gender equality
- analysing the availability within the community of continuing training/evening courses to ensure that they correspond to and take into account the interests and needs of women and men

**Article 14  Health**

The municipality commits to promoting healthy lifestyles for both women and men.

Examples of actions:

- informing and increasing the public's awareness of the importance of a healthy lifestyle (balanced diet, regular physical exercise...)
- monitoring the quality and the diversity of meals at local childcare centres, school cafeterias, meals on wheels, nursing homes...
- fight against alcohol abuse (e.g. become involved in the campaign "Keen Alkohol änner 16 Joer" (www.cept.lu), addictions relating to smoking, drug abuse
- informing the public of the importance of having a safe and healthy reproductive and sexual lifestyle while refraining from the use of gender-based stereotypes (www.planningfamilial.lu)

**Article 15  Social Care and Services**

In the interest of social cohesion within the population, the municipality undertakes to supply quality social services to its citizens.

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¹ Municipalities in Luxembourg have no influence on elementary education programmes or teaching materials.
Examples of actions:

Social assistance
- conducting a statistical analysis of the beneficiaries of social assistance
- examining the procedures and allocation criteria of social assistance from a gender equality perspective
- verifying that single parent families, particularly vulnerable, are not penalised by the allocation criteria used

Homecare for the elderly
- setting up a local service of home assistance, repairs and cleaning for people who are elderly or dependant, in poor health, disabled or convalescing ("Geschirkéscht")
- offering the possibility to seniors to have recourse to the service "meals on wheels"
- informing citizens of these homecare services or the service "telealarm"

Nursing and retirement homes
- ensuring that lodgers are treated and cared for with sensitivity and tact
- ensuring that the activities organised within the retirement homes respond to the interests of women and men
- promoting and organising training courses for personnel on the socialisation of the elderly and gender issues

Article 16 Childcare

The municipality sets up childcare centres and/or day-care centres for children to allow men and women to reconcile their professional, public and private lives.

Examples of actions:
- promoting a balanced representation of both genders among the personnel of childcare centres
- organising programmes or activities that ensure that children are supervised or mentored throughout the year, including during school holidays (opening of day-care centres, holiday activities, …)
- launching educational projects relating to the equality of women and men

Article 17 Care of Other Dependants

The municipality takes measures and makes arrangements to help those who care for family members at home.

Examples of actions:
- organising activities for elderly women and men
- circulating information on these services and other relevant details (long-term care insurance…)
- encouraging personnel, both male and female, to have recourse to a leave of absence for family health reasons (e.g. to accompany a family member on a medical visit)

2 In Luxembourg, it will soon become compulsory for municipalities to set up extra-curricular care programmes for children.
Article 18  Social inclusion

The municipality promotes the inclusion of persons who are socially marginalised.

Examples of actions:

- ensuring that social office personnel provide one-on-one attention with follow-up to persons in difficulty
- adopting a proactive approach for identifying problems of exclusion at an early stage, particularly within the schools or childcare services, by promoting co-operation between teaching and educational staff and social assistants

Article 19  Housing

The municipality pledges to promote access to housing for all its citizens.

Examples of actions:

- using criteria favouring single parent families in the allocation of social/affordable housing
- setting up shelters or centres for the homeless
- setting up emergency housing for persons in distress or anticipating the covering of costs of housing these people in hotels
- actively encouraging social diversity throughout the municipality's territory, e.g. by promoting the construction of housing through housing funds

Article 20  Culture, Sport and Recreation

The municipality ensures that gender mainstreaming is introduced in the areas of culture, sport and recreation.

Examples of actions:

- analysing whether the cultural, sport or recreational activities on offer correspond to the interests of women and men
- encouraging the participation of women and men, girls and boys in activities which may not conform to traditional stereotypes
- analysing whether the cultural, sport or recreational activities on offer correspond to the interests of women and men
- examining the stock of books in municipal and school libraries in view of providing greater diversity and ensuring that gender equality is promoted
- organising educational and cultural activities around the theme of equality between women and men in collaboration with the centre CID-Women (www.cid-femmes.lu), the University of Luxembourg (www.uni.lu) or other associations

Article 21  Safety and Security

The municipality pledges to improve the security on its territory and recognises that the needs of women and men may differ in this area.
Examples of actions:

- statistically analysing, in co-operation with the local police forces, the incidents which have taken place within the municipality and comparing the data to that of other municipalities
- measuring the feeling of insecurity amongst the population through surveys
- developing, within the local safety committee, a local security plan which responds to the fears expressed by women and men and addressing the following areas in particular: public transport, street lighting, car parks...
- organising self-defence courses for its citizens
- raising the awareness/training of local enforcement agents with regard to gender equality issues
- promoting, together with the firefighting services, the presence of women in rescue work

**Article 22 Gender-based Violence**

The municipality undertakes to actively take part in the combat against gender-based violence.

Examples of actions:

- setting up, at local or intermunicipal level, shelters or refuges for people who are suffering from domestic violence
- informing citizens of the support structures which exist at national and/or local level (Femmes en détresse (Women in distress): [www.fed.lu](http://www.fed.lu); Family planning – service for violent men: [www.planningfamilial.lu](http://www.planningfamilial.lu)) as well as the relevant legislation (Law of 8 September 2003 on domestic violence: [www.legilux.lu](http://www.legilux.lu))
- participating in the Council of Europe's campaign "Stop domestic violence" ([http://www.coe.int/t/dc/campaign/stopviolence/default_EN.asp](http://www.coe.int/t/dc/campaign/stopviolence/default_EN.asp))
- initiating school projects focusing on the theme of violence

**Article 23 Human Trafficking**

The municipality pledges to support the combat against human trafficking by

- raising the awareness of local officials on this issue
- signing the Council of Europe's Convention on Action against Trafficking in Human Beings ([http://www.coe.int/t/congress/stoptrafficking/Default_en.asp](http://www.coe.int/t/congress/stoptrafficking/Default_en.asp))

**Article 24 Sustainable Development**

The municipality pursues a policy of sustainable development throughout its territory and applies the principle of the equality of women and men in its economic, social, environmental and cultural dimensions.

**Article 25 Urban and Local Planning**

The municipality uses gender mainstreaming in its urban and local spatial planning policies.
Examples of actions:

- ensuring that the specific concerns and needs of women and men are taken into account in its general and specific land use plans (Plan d'aménagement général (PAG) and Plan d'aménagement particulier (PAP)) in the planning of car parks, railway stations, bus stops and public squares, parks and buildings
- analysing the land use plans from a security point of view
- giving particular attention to the fittings of public buildings and squares (access for baby carriages, providing a table for changing nappies, providing separate toilets for women and men, the designing of waiting rooms in the municipality…) and ensuring their proper upkeep and that they are kept hygienic
- taking into account the interests of girls and boys when planning recreational areas and schoolyards and involving them in the planning
- promoting a town planning policy which aims to reduce the distances to be covered (“Stadt der kurzen Wege”)

Article 26  Mobility and Transport

The municipality pursues a policy to improve mobility which takes into account the needs of women and men.

Examples of actions:

- ensuring the security and proper lighting of areas such as bus stops, railway stations and car parks
- in underground car parks, setting aside spaces near the exit for women drivers and families
- planning the bus routes, the bus stops, railway stations and car parks in such a way as to provide easier access and use for persons who are elderly, disabled, using a baby carriage or pregnant
- checking that public transport is easily accessible throughout the municipality’s territory
- adapting public transport options available to citizens with specific needs (persons who are elderly, isolated, disabled…), e.g. by creating a service similar to “flexibus”
- ensuring the safety of citizens who travel by night (Nightrider/Late night bus, providing a service to safely accompany bus passengers back to their homes…)
- creating a "pedibus" service to encourage children to go to school on foot (www.cpas.lu) and raising parents’ awareness to ensure that children are accompanied

Article 27  Economic Development

The municipality commits itself to supporting women and men who wish to contribute to the economic development of the municipality by

- participating in the “Girls'/Boys' Day” organised by the Centre CID-femmes (www.cid-femmes.lu)
- awarding a prize to the women entrepreneurs of the year
- setting up, at municipal or intermunicipal level, a personalised support service for both male and female entrepreneurs (see for example www.guichetunique.lu)

Article 28  Environment

The municipality introduces gender mainstreaming into its environmental policy.
Article 29  Local Government as Regulator

This does not apply to Luxembourg municipalities.

Article 30  Twinning and International Co-operation

The municipality introduces gender mainstreaming into its twinning and decentralised co-operation activities.

Examples of actions:

- systematically involving both women and men in the selection and implementation of projects
- using the subject of equality between women and men as a theme for activities
Appendices

Appendix I:

Order of Deliberation

Subject: Signing the European Charter for the equality of women and men in local life

The Communal Council

Considering its determination to commit itself in favour of a better equality between women and men and, as such, to a more just and more agreeable society in which to live,

Considering the European Charter for the equality of women and men in local life launched by the Council of European Municipalities and Regions (CEMR),

Considering the municipal law revised on 13 December 1988,

Decides

- to commit itself formally to adhering to the European Charter for the equality of women and men in local life and to complying with its provisions;

- to give a mandate to the mayor to sign the document confirming these commitments on behalf of the municipality.

As voted in session on DATE
Appendix II

PROCEDURES FOR IMPLEMENTING GENDER MAINSTREAMING AS PART OF LOCAL DEVELOPMENT

The Ministry for Equal Opportunities in Luxembourg has drawn up two diagrams, one of which summarises the organisation, and the other the principal players working for equality at local level.

Structure: Levels of action

Declaration of the Board of Aldermen

A strong political commitment is the first required step towards achieving equality between women and men. This commitment must be approved by the Communal Council.

The objectives to be pursued are the following:

– attaining equality between women and men, both in terms of the law and in practice;
– integrating the gender dimension in all policy actions and measures.

Overview of the situation

To ensure the effectiveness of policies, a preliminary analysis should be made of the situation of men and women living within the local community and that of all the employees within the local administration and departments.

Examining the situation of women and men within the administration gives a glimpse of the sectors and areas in which they work, the posts they occupy, their responsibilities and their working hours. It thus enables to bring to light certain inequalities: professional segregation, imbalances at the decision-making level, gaps in salaries, oversights in terms of hiring, etc.

The data collected through a vast survey will allow local authorities to adopt the appropriate measures and to verify their relevance, for example, in the following areas:

– school infrastructure needs in accordance with the number of births;
– better correlation between the number of facilities available for seniors with the number of persons over 60;
– indication of future needs in terms of childcare infrastructures according to the number of young married couples living within the area of the municipality.
Action plan – drawing up of an internal/external action plan (see chapter "Elements for an action plan")

Monitoring/Evaluation/Communication

The second condition required for the proper advancement of equality between women and men at local level relies on continuous monitoring. Self-evaluation is the instrument which allows for the highlighting of any progress made, e.g. successes as well as obstacles which call for a redefining of the action. Examples of possible indicators are:

- Is equality inscribed in a declaration of intent by the board of the aldermen?
- Is equality adopted through a deliberation of the communal council?
- How many action proposals presented by the political officer for equality have been adopted by the communal council?
- How many reports from the committee for equality have been presented to the communal council?
- Have there been one or more annual report(s) prepared by the staff representative for equality?
- Does the population register provide statistical data broken down by gender?
- Is there a specific budget line devoted to the equality of women and men?
- What is the percentage of municipal expenditure invested in the service for equality between women and men?
- What is the total amount and the percentage of municipal expenditure invested in both internal and external activities aimed at raising awareness of gender equality issues?
- The number and percentage of elected representatives (women and men) who have received training on equality issues
- Total number of municipal personnel and their percentage (women and men) who have received training on equality issues
- Total number of teaching personnel and their percentage (women and men) who have received training on equality issues
- Number of publications integrating the aspect of equality between women and men
- List one or more best practices relating to equality between women and men tested with success in your municipality (for example: childcare infrastructure, integration of immigrants, disabled persons, etc.)

The progress made must be publicised through the internet, leaflets and publications as well as through the exchange of best practice during conferences and workshops held at regional, national and international level.

The principal players for equality at local level

In order to guarantee the action plan's success, it must receive the endorsement of the members of the communal council, of the majority, and insofar as possible, the opposition.

The political officer in charge of equality between women and men is the population's contact person for questions pertaining to this subject and relating to the implementation of the programme. He/she is in charge of verifying whether or not the projects to be adopted by the communal council have integrated the gender perspective.

The committee for equal opportunities between women and men plays an advisory role to the communal council on all questions relating to equality.

The advisory committees can each contribute at its level to an analysis of the situation and to the implementation of the action plan.
Administration: internal action plan

The local administration plays an important role in implementing the action plan. Obtaining cultural and structural changes would be difficult without its support. Its members must be convinced of the importance of gender equality. The training of officials at all levels is essential for a strong local policy in the area of equality. The latter must implement the decisions of the local authorities and, as such, must be aware of the different needs of women and men.

The duties which devolve upon the local departments in terms of equality between the women and men of the administration are the following:

- compiling data on the situation of women and men within the administrative bodies and the local community. A regional department can provide this data to each municipality. This analysis, broken down by gender, must cover the following areas: school organisations (students, teachers, etc.), political representatives within the communal council and advisory committees, municipal personnel, members and committees of local cultural, social and sport associations, offering of social services, care infrastructures, etc. The department could prepare an action to be presented to the mayor.

In order to not isolate the department, it is important that the department work together with other administrative departments. Moreover, it is in charge of campaigns to raise awareness on gender issues.

As the right arm of the board of the aldermen, the communal secretary is in charge of the monitoring of policy measures, notably those concerning equality between women and men.

Those in charge of human resources must provide good advice during the process of hiring, forming a career plan, promotions, etc.

The designated staff representative for equality within the administration, as institutionalised by law, must protect the interests of local civil servants whenever there is gender-based discrimination, for example, sexual harassment or inequalities in the choice of promotions.

Population: external action plan

Schools: local authorities can help teachers to develop their skills by proposing training in gender issues. They can financially contribute to school projects, for example: playgrounds taking into account specific characteristics relating to gender, visits to local companies, designing "gender equality" spaces in libraries, etc.

Parents need advice to educate their children, both boys and girls, insofar as to allow them to develop their capabilities in a non-traditional manner so that their experiences might extend beyond the context of traditional role models.

Associations need to be involved in the projects launched by the municipalities which focus on gender equality. Some possible actions are mentioned here: councils with a parity of members, cultural, social and sport activities for both sexes, promotion of non-traditional activities, etc.

Enterprises need to open their doors to children and youth in order to give them the opportunity to acquire professional experiences at an early age, thus allowing them to better choose a professional path later on.

Citizens are critical evaluators of the measures adopted by political officials. It is through the ballot boxes, in the next elections, that they will express their approval (or disapproval). The citizens, both men and women, committed to the cause of gender equality, feel strengthened in their action. Their active participation and contribution are vital.
Appendix III:

Code of conduct for the members of the communal councils and the communal personnel

Under the framework of the European Charter for equality of women and men in local life, the local elected representatives and the personnel of the municipality are called on to refrain from any discriminatory behaviour, act or remarks.

COMMITMENT

I hereby pledge

– to respect fundamental human rights and democratic principles and to refrain from and to condemn all forms of discrimination undermining either gender;
– to not use, publish or spread opinions, points of view or expressions which contain prejudices against persons of the opposite sex or those of a different national origin, ethnicity or religious belief than my own;
– to resolutely combat all stereotyped ideas and behaviour among my peers.

NAME:

SIGNATURE:
Appendix IV:

Examples:

City of Luxembourg: excerpt from the Declaration of the Board of the Mayor and Aldermen of 5 December 2005

With 15 men and 12 women members on our assembly, the City of Luxembourg can boast the highest percentage in terms of women for a communal council. Similarly, the Board of the Aldermen is made up of three men and three women.

The Board of the Aldermen however is not willing to remain satisfied with this flattering report. It believes that equal opportunities must become one of the basic underlying principles in all of the City of Luxembourg's policy areas. For this reason, the Board shall create the post of officer for equal opportunities who will answer directly to the Board. The role of this officer will be to ensure that equal opportunities is respected throughout the administration and particularly in the area of staff policy and in continuing training and to initiate specific actions to raise awareness in all the areas judged necessary. It will fall upon him/her to prepare an action programme as well as an annual report.

In addition, the Board has requested that the Ministry for Home Affairs proceed as soon as possible with the revising of the status of local officials which has been pending for more than two years. It will begin examining the possibilities for applying as soon as possible certain of the improvements introduced in 2003 to state officials to local level, particularly those aimed at better reconciling professional life with family life. Insofar as there is no serious disturbance of the service's interests, the Board for its part shall show greater flexibility with regard to its work organisation, thus allowing officials to more easily combine their private life with their professional life.

City of Esch-sur-Alzette: excerpt from the coalition agreement between the Luxembourg Socialist Workers' Party (POSL) and the Green Party (Gréng), 2005

Social combative development and genuine equal opportunities:

In order for equal opportunities between women and men to become a reality, our political action must take into account the different interests and living conditions of women and men (gender mainstreaming). The same must apply to the establishing of an annual budget (gender budgeting).

We will analyse the conclusions of a study conducted at the request of the equal opportunities service and the municipality "The brakes on the activities of women and the needs in terms of childcare" and will guide our policy in accordance with its findings.