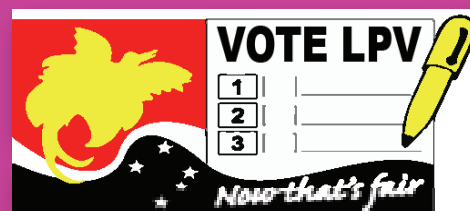


**ELECTORAL  
COMMISSION**  
Papua New Guinea



# **GENDER WORK-PLACE AND SOCIAL INCLUSION POLICY**



**GENDER WORK-PLACE AND  
SOCIAL INCLUSION POLICY**

## **ACKNOWLEDGEMENT**

Gender Work-Place and Social Inclusion Policy - Committee Members

PNG Electoral Support Program (Phase 3)

## Table Of Contents

Electoral Commissioner’s Message	3 - 4
Statement by the Chairman	5
Preamble	6 -7
Chapter 1 : Introduction	8
Chapter 2 : Background	9 -10
Chapter 3 : Women’s Political Representation – Snap Shot	12
Chapter 4 : Challenge for female Candidates in National Elections	13
Chapter 5 : Making the Right Real! Making Elections Inclusive and Accessible	14
Chapter 6 : PNGEC’s Principles and Values	15 -16
: Values	16
: Aims	17
: Objectives	18
Chapter 7 : Guidelines for Implementation	19 -23
Glossary	25-26
Recommendation	27

## Electoral Commissioner's Message



**ANDREW S. TRAWEN, CMG, MBE**  
**Electoral Commissioner**

As part of its Mainstreaming Strategies and the recognition of Cross-Cutting Issues (CCI) in the electoral process the PNG Electoral Commission ( PNGEC ) has undertaken a strong commitment to the development and now the implementation of the Gender Work-place and Social Inclusion Policy in all its branches at the headquarters in Port Moresby as well as its Provincial and District Offices through out the country.

This is to ensure active participation, accessibility and social inclusion of women, People With Disabilities (PWDs), People Living With HIV and AIDS ( PLWHA) and other marginalized groups in all aspects of elections.

This Policy is in line with PNGEC's five-year Corporate Plan 2013-2017 and emphasizes the Commission's commitment to Gender Equity, rights of People Living with HIV and AIDS (PLWHA) and participation of People With Disabilities (PWDs) thereby making elections inclusive and accessible.

It is inline with PNGEC's Vision, Mission and Values and its programs and activities will support the Commissions' implementation of its eight key results areas as emphasized in its Corporate Plan 2013 – 2017.

The Gender Work-place and Social Inclusion Policy is based on the principles of Equity, Fairness and a "Do no harm" approach thereby ensuring there is social cohesion and stability and does not put women and marginalized people more at risk through its normal day-to-day operations or through out the electoral processes.

Mainstreaming Gender Equity and other cross-cutting issues into all of PNGEC's components and programs will ensure the benefits of this policy and program extend to a greater number of PNG citizens, thus enhancing PNGEC's mandate for free, fair and safe elections.

The Gender Workplace and Social Inclusion Policy calls for a critical review of work-place practices, procedures and policies, and a radical change in attitudes and behavior of staff based on deeply rooted cultural practices that are biased and greatly undermines the capabilities of particularly women in society. The Policy also calls for safer working environment for Women, PWDs, PLWHA and other marginalized groups free from all forms of Violence, Discrimination and Harassment.

PNGEC has taken drastic steps to address Gender Equality in particular at the work-place by promoting women in key positions. It has now two female Branch Directors out of 6 within its senior management and 3 female Regional Managers out of four in the country. It also has two female Election Managers out of a total of 21 and they are currently based in West New Britain and Eastern Highlands provinces respectively.

In order that it has an increased female participation at the management level, PNGEC has also recruited on a temporary basis 17 female Assistant Election Managers (AEMs) in 17 provinces out of 21 to equally work besides the Election Managers attending to electoral duties.

PNGEC will continue to promote women's' participation at the work-place in management, training, recruitments and other key areas as decided on in future programs. It also gives opportunities to male officers who badly need up-skilling in specific areas as identified within specific sections.

The Electoral Commission has a special role to play in making sure that elections are held every five years and that all eligible citizens at the age of 18 and above exercise their democratic rights in electing their national leaders in to Parliament. Likewise, it has it's roles and responsibilities to encourage women and other marginalized groups, to exercise their democratic rights and be able to enroll, vote, stand as candidates and be voted into Parliament, Provincial Assemblies and Local Level Governments.

PNGEC is proud to present to all it's stakeholders it's Gender Work-place and Social Inclusion Policy. We must provide for equal access and participation of women as well as providing the enabling environment for PWDs, PLWHA and other marginalized groups to take their place as equal citizens of this country. I urge every staff within PNGEC as well as all stakeholders to work together in implementing this policy, so that no Woman, PWD, PLWHA or other marginalized groups of people will be disadvantaged in reaching their potential.



**ANDREW S. TRAWEN, CMG, MBE**

## Statement by the Chairman



The Gender Work-place and Social Inclusion Policy was developed by the Gender Working Group within PNGEC which was made up of PNGEC staff representing different sections of PNGEC and working closely with staff from the AusAID funded program, the Electoral Support Program (ESP3).

Working through cross-cutting issues such as Gender, Disabilities, HIV and Aids, etc has not only been challenging but at the same time has been an eye-opener to many of us who only saw these terms as mere words. Today, we know that this is one of the most important areas in terms of improving and accommodating human resources that have been over-looked for many years and understanding and structural implementation of the issue has been long over-due. As a Committee or Work Group , our task was to develop a Document that recognises women, PWDs and other marginalised groups as equal partners in the Work-place and that their rights to participate in election activities were made possible, fair and peaceful.

During it's Post Election Reviews in 2012, PNGEC begun critical reviews of its work-place practices, procedures and policies and a move to mainstream Cross-Cutting Issues of Gender, PWDs, HIV and AIDS and others into all its programs and activities. Today, cross-cutting issues are an integral part of PNGEC's Corporate Plan 2013 – 2017 as well as in the Electoral Reforms. The Program is now being housed within the Human Resource Branch.

I wish to thank members of the Committee for their tireless effort in contributing to the production of this Document . I would also like to thank AusAID through the Electoral Support Program (ESP3) for funding support on the Production of this Document as well as the support materials. Without their support, production and availability of this document and its supporting materials would not have been made possible.

I encourage everyone in PNGEC that our work in Mainstreaming the Gender Work-place and Social Inclusion Policy into all sections has just begun. Best wishes to you all in implementing this Policy.

A handwritten signature in black ink, appearing to read 'John Kalamoroh'.

**JOHN KALAMOROH**  
CHAIRMAN - GENDER WORKING COMMITTEE  
& DEPUTY COMMISSIONIER, CORPORATE SERVICES



## PREAMBLE

As part of its mainstreaming strategies and the recognition of Cross-cutting Issues (CCI) in the electoral process the Electoral Commission (PNGEC) has undertaken a strong commitment to the development and now the implementation of the Gender Work-place and Social Inclusion Policy in all its branches at the Headquarters in Port Moresby as well as its Provincial and District Offices through out the country.

This is to ensure active participation, accessibility and social inclusion of Women, People With Disabilities (PWD's) People Living With HIV and AIDS (PLWHA) and other marginalized groups in all aspects of elections.

This Policy is in line with PNGEC's five-year Corporate Plan 2013-2017 and emphasizes the Commission's commitment to Gender Equity, rights of People Living with HIV and AIDS (PLWHA) and participation of People With Disabilities (PWD) thereby making elections inclusive and accessible. It is inline with PNGEC's Vision, Mission and Values, and its programs and activities will support the Commission's implementation of its eight key results areas as emphasized in its Corporate Plan 2013-2017.

The Gender Work-place and Social Inclusion Policy is based on the principles of Equity, Fairness and a "Do no harm" approach thereby ensuring there is social cohesion and stability and does not put women and marginalized people more at risk through its normal day-to-day operations or through out the electoral processes.

Mainstreaming Gender Equity and other cross-cutting issues into all of PNGEC's components and programs will ensure the benefits of this policy and program extend to a greater number of PNG citizens, thus enhancing PNGEC's mandate for free, fair and safe elections.

The Gender Work-place and Social Inclusion Policy calls for a critical review of work-place practices, procedures and policies, and a radical change in attitudes and behavior of staff based on deeply rooted cultural practices that are biased and greatly undermines the capabilities of particularly women in society. As well as this, the Policy also calls for safer working environment for women, PWDs, PLWHA and other marginalized groups free from all forms of Violence, Discrimination and Harassment.

PNGEC has a special role to play in making sure that elections are held every five years and that all eligible citizens at the age of 18 and above exercise their democratic rights in electing their national leaders in to Parliament. Likewise, it has its roles and responsibilities to encourage women and other marginalized groups to exercise their democratic rights and be able to enroll, vote, stand as candidates and be voted into Parliament, Provincial Assemblies and Local Level Governments.

In implementing the Gender Work-place and Social Inclusion Policy, PNGEC recognizes and acknowledges the PNG Government's commitment and signatory to the CEDAW Document (Convention of the Elimination of all forms of Discrimination Against Women) adopted at the 4th UN Women Convention in China in 1995. The Government ratified this Convention on the 12th January 1995 as a commitment to the elimination discrimination against women at all levels.

As such, PNGEC takes the responsibility in implementing the CEDAW Document adjacent to it's core functions and in relation to the Gender Work-place and Social Inclusion Policy.

Pictured below are two (2) female Branch Directors and two (2) female Provincial Election Managers within PNGEC's senior management.



**Cecily Sevaru - Director, Human Resources Branch**



**Margaret Vagi - Director, Elections Operations Branch**



**Emily Siamoli, Election Manager West New Britain**



**Janet Reuben, Acting Election Manager Eastern Highlands**



## Chapter 1: **INTRODUCTION**

The PNGEC has the responsibility to conduct elections through its processes and activities in Papua New Guinea every five years, thereby giving access and opportunities for people to choose their elected Leaders into Parliament by exercising their democratic rights, and consequently making way for formation of a new Government that is democratically elected and representative of it's people .This is putting into effect the role of Good Governance and Political Leadership. Likewise, it is also responsible for the conducting of elections into Local Level Governments in PNG every four years.

As an organization, PNGEC also has the role and responsibility in establishing structures, procedures and practices that are fair and just to both male and female workers, PWDs PLWHAs and marginalized people within its set up, as well as for the purpose of implementing election processes and procedures in general. The Gender Work-place and Social Inclusion Policy is fundamental to all PNGEC Policies and practices, as stipulated in it's 5 year Corporate Plan 2013 – 2017, whether it is within Headquarters, Provincial Electoral or District Offices.

Understanding Gender Equality both in the work-place as well as prior to, during and after election periods enables PNGEC staff and stake-holders to recognize and remedy the constraints resulting from Discrimination, and a general attitude that women and marginalized people are second class citizens in society.

This Policy aims to bring more understanding by staff within PNGEC and their stake-holders to implement program activities that drastically reduce Gender Inequality and Social Exclusion of PWDs and PLWHA

## Chapter 2: **BACKGROUND**

The Constitution of PNG recognizes “Equality of citizens” as stipulated in the constitution. The Preamble guarantees fundamental rights and freedom of the individual despite race, tribe, place of origin, political opinion, color, creed or sex. Similarly, PNG has now become a signatory to the UN Convention on the Rights for Disabilities, and is now being ratified. This gives rights and greater recognition to PWDs in their participation in Democratic Governance, but more so their inclusion and participation in the electoral process.

Turning specifically to women, under the Preamble of the Constitution of Papua New Guinea, Goal No.2 “Equality and Participation” and the PNG Platform for Action, the Government calls for equal opportunity, participation and benefit from the development of the country by women. This is strongly echoed by the PNG National Policy for Women and Gender Equality, 2011-2015; the Gender Equity and Social Inclusion Policy (GESI) produced by the Department of Personnel Management, the Gender Equity in Education Policy produced by the Department of Education; the Country Gender Assessment 2011-2012 produced by the Government of PNG - Development Partners Gender Forum and others as have been developed, which call for increase participation by women and marginalized people as both beneficiaries and agents in the development of the country.

Similarly, under the Medium Terms Development Goals, Gender Equality is a Critical Development Goal for PNG. Goal 3 of the Millennium Development Goals (MDG3) calls for the promotion of gender equality and the empowerment of women. This is measured by the ratio of boys and girls in education and Literacy rates, seats in Parliament held by women, and the additional recognition of the percentage of female share of non- agricultural wage and employment. In line with the MTDS 2011-2015, PNGEC has now developed this policy to further implement the Promotion of Gender Equality and the empowerment of women in the work-place.

The 4th Conference on Women in Beijing in 1995 evaluated the progress made in women’s participation, definitions of women’s and human’s rights and on issues of female empowerment worldwide. PNGEC recognizes the CEDAW Document, initials for the “Convention on the Elimination of All forms of Discrimination Against Women”. This convention was drafted that all UN Member nations could adopt to redress gender in-equalities in their social systems. PNG is a signatory to this Convention and the Government also ratified it, meaning it should now be implemented at all levels of Government or Private Sector.

Promoting Peace and Good Governance during elections is critical for full participation by all citizens and the role of PNGEC is making sure election processes and activities are peaceful and safe particularly for women and marginalized people. The PNG Constitution extends the obligation to eliminate discrimination to public authorities, private persons, organizations and enterprise. Already, the existence of both National and International Enforcements to promote women and protect them from discrimination and harassments, both at home and the work-place, have been many.

The issue of HIV and Aids has been strongly supported over recent years, and policies have been drawn up by Government agencies as well as the Private sector to reduce the escalating impact it has on people in PNG.

PNGEC has begun programs in addressing the increase of HIV and Aids through its electoral programs and election periods. Research conducted by PNGEC after 2007 National elections in the Highlands has shown an increase of unwanted pregnancies and HIV and AIDS cases during and soon after election periods. Increased efforts have been carried out by PNGEC and its stake-holders through HIV and AIDS Programs conducted to curb the ever increasing illegal sex activities especially in the Highlands Provinces at what is called "Campaign Haus" during election periods.

Despite the existence of some matrilineal cultural practices, PNG is described largely as a patriarchal society where women continue to face severe inequalities in most spheres of life; social, cultural, economic and political. The Challenge is how institutions like PNGEC can address these enforcements and change the mind-set, attitudes and behaviors of people to respect Women and accommodate marginalized people.

PNGEC has now taken this challenge and is serious in its commitment to gender Equality and Protection of the rights of disabilities and other marginalized people as evident in the creation of this Policy. PNG has now ratified the Convention on the Rights for Disabilities in February 2013 and gives the right for strengthening and supporting the Implementation of the works of Disabilities. Already works in addressing the large impact of HIV and AIDS in PNG has already begun and PNGEC through this Policy now endorses its programs and activities.



***Pictured above are the four Regional Operations Managers posing with the Director, Elections Operations Branch Margaret Vagi (first left). From L-R: Second is Kila Vaname - Highlands Region Operations Manager, Alphonse Yapen - New Guinea Islands Operations Manager, Kila Burro - Southern Region Operations Manager and Bura Maro - Momase Region Operations Manager.***

## Chapter 3: **WOMEN'S POLITICAL REPRESENTATION**

Women's involvement in the Political arena in PNG has been a slow and gradual process both before and after independence.

Even though the Constitution guarantees equal rights of both men and women to stand for elections and be voted into Parliament, statistics show women's involvement has been limited. In 1975, when PNG gained Independence, four women candidates contested and only one was successful. In 1977, 55 women contested and three won.

This achievement could not be repeated for a very long time. Since Independence PNG has had four women, amongst the 109 members of Parliament. Apart from Dame Carol Kidu in NCD there were also Dame Josephine Abajjah in Milne Bay, Dame Nahau Rhooney in Manus and Mrs. Waliato Clowes in Western Province.

The 2012 National Elections saw in total 3,435 Candidates contesting for the 109 seats in Parliament. Out of these, there were 135 women candidates, 4% of the total candidates, running for the respective electorates they stood for. Although this is seen as a small percentage, it is an increase from 1%. Forty-three female candidates were endorsed by Political Parties and 92 ran as independent candidates. It was history in the making for the women in PNG when three of these candidates came out winners in their respective electorates all in one election. And they include Loujaya Toni who won the Lae Open seat for the Indigenous People's Party; Delilah Gore who won the Sohe Open seat for the Triumph Heritage Empowerment Party; and Julie Soso Akeke who won the Eastern Highlands Provincial seat. Mrs. Julie Soso Akeke holds the distinction as being the first PNG woman to be Provincial Governor and the first Highlands woman ever to win a seat in Parliament - a seat that was considered one of the toughest seats to win in Parliament.

In the 2007 National General Elections 103 women were amongst the total 2,759 candidates that contested. Dame Carol Kidu was the only woman in Parliament from 2002-2012 and she retired from politics in 2012. Reports from PNGEC showed that 2007 had women candidates contesting in all 20 provinces.

In 2012, there were 676 more candidates than in 2007, but only 32 of this additional number were women. This is not surprising as in PNG, as compared to their male candidates, female candidates have far more limited access to funding to fund their campaigns. Under the new Organic Law on Integrity of Political Parties and Candidates, there is Provision for financial incentives to political parties to put forward and support women candidates.



# History made for PNG Women in politics

- ◆ Highest number of three women candidates voted into Parliament in a general election since the first National General Elections in 1977
- ◆ First Female Provincial Governor elected in Papua New Guinea



*Pictured left is Delilah Gore ...Member for Sohe Open electorate . Top right: Loujaya Duna - Member for Lae Open electorate. Bottom right: Julie Soso - Member for Eastern Highlands and PNG's first female governor posing with her husband after her declaration in Goroka . Pictures courtesy of The National newspaper.*



## Chapter 4:

### **CHALLENGE FOR FEMALE CANDIDATES IN NATIONAL ELECTIONS**

In PNG the very first challenge women face in elections is that many people see them as being incapable of taking leadership at the highest level. This is commonly seen at workplaces where males dominate the top management positions in any organization.

Female candidates have less access to funding to run campaigns and have difficulty attracting good campaign staff, partly because they have no chance of being elected and are unable to pay for their staff.

A report from the 2007 elections by PNGEC showed female candidates were generally focused on social welfare, family, good governance, human rights issues and policies. The report also indicated that women candidates display good leadership and decision making qualities. These qualities are some of the reasons that empower women to stand as candidates for Parliament and certainly help to achieve the outcomes of good governance and development.

However, if there are lessons to learn from the three female winning candidates in 2012, it is determination, courage, good planning and to some extent financial incentives from Political Parties that have assisted them.

While it is clear that women's participation in the electoral process is limited in PNG, it is hoped that through the election of the three women and others before them many more will be inspired and empowered to be better involved in future elections. It is also hoped that more and more political parties and voters in general, will believe in women's leadership and support them in future elections.

The current election statistics in PNG show that gender equality has not been considered in the employment of temporary poll workers as well as the number of casuals that are being employed each election year to participate in elections, and PNGEC wants to do better in this area in future elections. PNGEC intends to carry out greater awareness to its own staff, both temporary and permanent, so that they are better skilled to address gender inequality within their workplaces especially during elections and carry out official duties outside of office.

This Policy represents PNGEC's organizational commitment to gender equality. It has been written to help staff, returning officers, polling officials and stake holders to ensure that their work improves the lives of both women and marginalized people and promotes equality in the work-place as well as in the democratic process of elections.

## Chapter 5: MAKING THE RIGHT REAL! MAKING ELECTIONS INCLUSIVE AND ACCESSIBLE

Following the adoption of the United Nations (UN) Convention on the rights of Persons with Disabilities, of which the Government of PNG is a signatory to and on it's way to be ratified by the PNG Government, the Government of PNG, International Organizations, Disable Persons Organizations or DPOs, Special Education Resource Centers (SERC) working with PWDs and other civil society organizations, are working with renewed vigor towards the equality of people with disabilities.



The rights of PWDs are vested in the Constitution of PNG in terms of having equal rights and opportunities in the country's development. Persons with Disabilities have long been excluded from social and economic participation, education and from most development activities. Ratifying the Convention on the Rights of PWDs will mean the Government of PNG through it's agencies and private sector will give stronger recognition and commitment to the implementation of the rights for people with disabilities. Similarly, this Work-place Policy also recognizes the right of PWDs and other marginalized groups to decent work and benefits in the work-place.

Mainstreaming targeted initiatives that raise awareness to the broader community and empowering PWDs with skills and confidence are crucial if PWDs are to fully participate and exercise their right to political participation in the country. Article 29 of the Convention of the rights for Disabilities guarantees political rights of PWDs, firstly, by focusing on the importance of accessible voting process, electoral information and the right to stand for elections. Secondly, it recognizes the right to advocate for PWDs in forming and joining their own organizations and to participate in political life at every level.

For many years PWDs have long been ignored and over-looked as having equal rights to Democratic Governance, particularly the right to choose and vote for leaders in the National, Provincial and Local Level Government Elections. In it's efforts to making elections inclusive and accessible, PNGEC has started programs as well as providing an enabling and safe Environment for PWDs to register, cast their votes and participate in the election process. PNGEC has begun working with Special Education Centers and Disability Institutions in the country opening the door for stronger and more Social Inclusion of PWDs in future elections. PNGEC has begun working closely with the Special Education Centers such as Callan and Mt. Zion under the Catholic Church, the Departments of Community Development Disability Section and the Assembly for Disable Persons (ADP), the Department of Education under which the Special Education Centers come under, but will no doubt roll out it's networks for stronger links and partnerships with other Government, churches and the private sector.

It is now in the process of mainstreaming the issue of PWDs alongside Cross-cutting issues into all it's programs and activities such as enrollments, electoral rolls, Election Operations and Security, Human Resource, Election Training and Recruitment, Information and Community Awareness, Logistics and Finance, Monitoring and Evaluation within PNGEC.

## Chapter 6: **PNGEC'S PRINCIPLES AND VALUES**

The PNG Electoral Commission promotes the following values and principles that are important for the development and implementation of fair practices and procedures by PNGEC staff and its stakeholders.

### **PRINCIPLES**

- All PNGEC staff - permanent or temporary, Women, PWDs or PLWHA and other marginalized groups - have the ability to achieve full potential at the work-place and being either male or female, PWD or PLWHA does not determine the capacity to work and perform within the PNGEC at the headquarters, provincial or district levels.
- The Principle of Equality will be applied where Women, PWDs, PLWHA or other marginalized groups will be allowed more access and opportunities in certain circumstances thus positive discrimination will be practiced or applied to give women, PWDs, PLWHA and other marginalized groups more opportunity as needed.
- The Principles of Good Governance and Democracy will be upheld during the election process to allow for peace and greater freedom to Women, PWDs, PLWHAs and other marginalized groups.
- Strategies for improvement of performance will be applied differently and according to needs and abilities of individuals.
- As an organization, PNGEC will base its work on common understanding that mainstreaming Cross-cutting Issues such as Gender Equality, Disability, HIV/AIDS, Fraud and Corruption, Peace and Conflict, etc are key to achieving its goals and objectives within its mandate to carrying out free, fair and safe elections in PNG.
- In carrying out Free, Fair and Safe elections, the election process will be based on the process that elections are Inclusive and Accessible
- PNGEC's own internal practices and ways of working in terms of professionalism will reflect its commitment to the Gender Work-place and Social Inclusion Policy.

PNGEC will uphold the following values as laid down in its Corporate Plan 2013-2017.

## **VALUES**

PNGEC will uphold the following values as laid down in its Corporate Plan 2013-2017

### **Being Professional**

- All staff will be committed to the Electoral Commission at all times with integrity and independence with ethical standards and transparency and work to the highest standards.
- Upholding and supporting high quality work performance of women, PWDs, PLWHAs and other marginalized groups is a professional responsibility of the Commission in all levels of work.

### **Being Respectful**

- All staff and stakeholders - male or female, PWDs, PLWHAs or other marginalised groups - should value and respect each other and be valued equally in all areas of PNGEC's responsibilities, activities and programs at the workplace at the headquarters, the provincial electoral offices as well as districts.

### **Being Customer Focused**

- All staff and stakeholders must strive to understand the needs of Women, PWDs and PLWHAs and work towards addressing their needs in a positive way both within work-place as well as within communities.

### **Being Collaborative**

- All PNGEC staff and their stakeholders must work together with women's groups, PWD and HIV/AIDS institutions and communities to build strong networks or team works towards positive work environments and develop good relationships.

### **Continuously Improving**

- All staff should strive to improve the efficiency and effectiveness of working with Women, PWDs, PLWHAs and other marginalised people, working to better the services provided and improving on their personnel respect and personnel safety, free from all forms of violence, harassment and discrimination both at the work-place and within communities.

## AIMS

Implementation plans and strategies in the form of “Strategic Plans for Action” will be developed to assist and facilitate the implementation of the Gender Work-place Policy. These Documents will be produced and distributed through out PNGEC’s offices beginning with headquarters in Port Moresby, the provincial and district electoral offices as well as its network of Civil Society Organisations (CSOs ) and Community based Organisations (CBOs ).

This will support and assist all officers concern in understanding and implementing the Gender Work-place and Social Inclusion Policy which aims to:

- Educate the PNGEC staff and stakeholders through awareness on the role of Women, PWDs, PLWHAs and other marginalised groups in the workplace and their participation during elections;
- Educate PNGEC staff and their stakeholders through greater awareness on the role of women as equal partners on a global perspective as well as within PNG;
- Develop management practices and procedures that are fair to both women and men as well as marginalized people and provide an environment that is safe and free from all forms of harassment and violence;
- Provide and develop training materials which challenge unfair cultural practices, recognize and support positive contributions of women in society today;
- Provide and develop training materials through its network to raise greater consciousness and understanding on the role women play within PNG;
- Carry out Gender Equality Training within headquarters, provinces and district electoral offices as well as the network of CSOs and CBOs
- Ensure there is institutional support for addressing the needs of Women, PWDs PLWHAs and other marginalized groups in terms of planning, capacity building, and implementation and evaluation of work-place practices;
- Ensure the full participation and empowerment of women in elections as Election Managers, Returning Officers, Assistant Returning Officers as well as Polling officials;
- Devise and report on measurable objectives and actions relating to the Gender Work-place and Social Inclusion Policy and election operations by Managers or Directors of each section;
- Peruse family-friendly work practices within PNGEC that enable women in particular to participate fully in work and family life;
- Ensure safe environment where Women, PWDs and PLWHAs are able to participate in electoral processes fairly.



## OBJECTIVES

In preparing Women, PWDs and PLWHAs and other marginalized personnel for responsible and productive work and an enabling environment, PNGEC will:

- Develop work-place practices that are gender balance, accessible and inclusive;
- Promote awareness of gender equality and all other cross-cutting issues through the different sections within PNGEC and the community networks of CSOs and CBOs and other government bodies;
- Develop and design training materials to advocate change in attitude and behaviour towards women and marginalised people and draw support for them as equal partners;
- Develop training materials designed to contribute to a safe work environment free from all forms of sexual violence, discrimination and harassment;
- Engage in activities that encourage women to fully participate and take full leadership abilities;
- Promote awareness of Gender Equality and Inclusiveness through its stakeholders be it CBO or CSO. This also includes the network of PNGEC provincial staff such as Election Managers, Assistant Election Managers, Returning Officers and District Officers;
- Ensure all the above objectives are included in all training and awareness programs, policies and practices within PNGEC.

## Chapter 7: GUIDELINES FOR IMPLEMENTATION

PNGEC HEADQUARTERS STAFF, PROVINCIAL AND DISTRICT ELECTION AUTHORITIES AND ALL STAKEHOLDERS (CBOS , CSOs AND CHURCH INSTITUTIONS AND GOVERNMENT DEPARTMENTS )

The PNGEC Gender Workplace and Social Inclusion Policy acknowledges that giving access and equal opportunity to Women, PWDs and PLWHAs is very vital in enhancing their full participation in all activities and more so in collaboration with its stake-holders.

This Policy is based on collaboration and partnership and involves full commitment and agreement from the various parties within PNGEC. This also involves Government Departments such as Police, Defence, Health, Community Development, Planning and Implementation and others that take on a crucial role in assisting PNGEC carry out its activities. Upholding the equal rights of Women, PWDs and PVLHAs at the work-place or any where else for that matter is every one's responsibility!

### **The PNG Electoral Commission Level**

The Commission represents all sectors within PNGEC. The Gender Work-place and Social Inclusion Policy Desk is housed within the Human Resources Section and has a leading and coordinating role to play in the implementing of plans and strategies of the policy.

Those responsible for the management of PNGEC have the responsibility to:

- Provide leadership in PNGEC's nationwide implementation of the Gender Work-place and Social Inclusion Policy which is part of the over-all program of Mainstreaming of Cross-cutting Issues;
- Provide strong link between Policy and Finance and Resource allocation for the implementation of the Gender Work-place and Social Inclusion Policy within the headquarters, the provincial and district offices in terms of staff allocation, training and review;
- Ensure that the Gender Work-place Policy is reflected in all levels and networks of PNGEC which includes its structure, plans and documentation for the future;
- Appropriately allocate finance, human resources, information and technology towards the implementation of this Policy;
- Gender awareness and understanding will be used as a criteria for election recruitment and development of all and of PNGEC staff and polling officials;
- Provide sufficient funding and support in terms of personnel and resources with requirements for the implementation of the Policy which will include a wide range of professional development, awareness and training as well as research;
- Facilitate the monitoring, reviewing and reporting of the implementation of the Gender Work-place and Social Inclusion Policy
- Implement affirmative action that will increase female participation in decision making and recommendations for female representation in key positions within PNGEC;

- Promote a Safe and “Do no harm” approach to safety and security planning.

**Those responsible for Operations have the responsibility to:**

- Safety and security risks of Women, PWDs, PLWHAs and other marginalized groups;
- That all staff including election officials are trained on being sensitive to the needs of Women, PWDs, PLWHA and other marginalized groups;
- All enrollments are inclusive of Women, PWDs, PLWHAs and other marginalized groups;
- All election venues are safe and peaceful.

**Those responsible for IDEC (Inter-Departmental Electoral Committee)**

- Whole-of-Government Approach to mainstream Gender, HIV/AIDS, Disability, Fraud and Corruption, Peace and Conflict and others;
- Coach members of the PESC (Provincial Election Steering Committees) on Gender, HIV and Aids and Disabilities;
- Influence the inclusion of specific sex and disability disaggregated indicators;
- Coordinate Law and Justice Sector to train RPNGC on issues of Gender, HIV/Aids and Disability;
- Influence PESC to improved data to support decision-making and influence change in the long run. Those responsible for Information and Community Awareness have the responsibility to:
- Train all staff on Cross-cutting Issues and are sensitive to the needs of Women, PWDs, PLWHAs and other marginalized groups;
- Trained all stakeholders on Cross-cutting issues and are sensitive to the needs of Women, PWDs, PLWHAs and other marginalized groups;
- Carry out greater awareness on the role of women specifically and their equal participation at the work-place as well as during the election period;
- Provide greater network with stakeholders for the recognition and acceptance of Women, PWDs, PLWHAs and other marginalized groups;
- Include Gender Balance and Inclusiveness in all materials designed for awareness purposes.

**Those responsible for Policy have the responsibility to:**

- Develop policy documents that provide a safe working environment for women, free from harassment and violence;
- Develop policies that provide full protection for people with PWDs, PLWHAs and other marginalized groups from discrimination;
- Make sure that all key policies and documents show the programs commitment to Gender, PWDs, PLWHAs and other marginalized groups.

## **Those responsible for Human Resources and Recruitments have the responsibility to:**

- Review Human Resources Policies to ensure they are responsive to gender and the requirement of PWDs, PLWHAs and other marginalized groups;
- Recruit equal numbers of women and men;
- Review all job descriptions removing information that are biased;
- Provide opportunities for promotion of women in the work-place;
- Recruitment procedures such as the TEW enable Women, PWDs and PLWHAs and other marginalized groups to apply and be recruited;
- Train staff on Gender, HIV/AIDS and Disability and responsiveness in relation to elections;
- Collect and collate gender disaggregated data to assist with planning for improvement;
- Provide research to enable accurate and timely identification of emerging issues with regard to cross-cutting issues.

## **Those responsible for Training have the responsibility to:**

- Review literature in all existing materials and remove stereotypes;
- Train staff on Gender, HIV/AIDS and Disabilities and their responses so that perceptions and attitudes of staff towards Women, PWDs, PLWHAs and other marginalized groups are sensitive, inclusive and positive;
- Be conscious and sensitive to address sensitive gender issues well in a cultural setting;
- Include in design of materials gender sensitivity, accessibility and inclusiveness of PWDs and PLHAs, etc;
- Work with SERC to co-ordinate training for PWDs for better understanding and development of positive attitudes;
- Co-ordinate Cross-cutting Issues which include Gender, HIV/AIDS and PWDs to all sections of PNGEC.

## **Those responsible for Enrolments have the responsibility to:**

- Have the same access and opportunity to enroll for elections by both men and women;
- Provide an enabling environment that is fair and safe for Women, PWDs and PLWHAs;
- Provide the necessary Documents/Forms for PWD Registration and Polling;
- Provide data-base that shows full listing of PWDs which include names, type of disability and location;

- Work with SERC in the country to register.

## **Those responsible for Polling have the responsibility to:**

- Make it accessible for both women and men, PWDs, PLWHAs and other marginalized groups to have the same opportunity to vote for their representatives at National, Provincial and Local-level Government Elections;
- Make polling venues safe and accessible for Women, PWDs, PLWHAs and other marginalized groups.

Those responsible for Electoral Improvements have the responsibility to:

- Develop voter registration procedures that are transparent, inclusive, accessible and do not indirectly disadvantage Women, PWDs and PLWHAs;
- Ensure adequate security during the voter registration ; ensure the security of Women, PWDs, PLWHAs and marginalized people are protected;
- Ensure the procedures for registration of PWDs, PLWHAs and other marginalized groups are clear;
- Support engagement of PNGEC and Data Processing Officers in areas such as consultation on awareness of material and content, PWD Representation on enrollment teams and in terms of postal voting;
- Partner with CSOs, SERC or Special Education Resource Centre so they can monitor the voter registration process to access accuracy and inclusiveness of Women, PWDs, PLWHAs and other marginalized groups.

## **Those responsible for Finance have the responsibility to:**

- Fairly allocate funds and other resources that enable Women, PWDs, PLWHAs and other marginalized groups to perform their duties in the office as well as during elections;
- Monitor the implementation of funding allocated and provide report.

Those responsible for Information Communication Technology (ICT) have the responsibility to:

- Fairly register data that is Gender, PWD and PLWHA inclusive;
- Provide disaggregated data that is Gender, HIV/AIDS and PWD inclusive.

## **Those responsible for Election Logistics and Coordination have the responsibility to:**

- Distribute materials fairly through the networks of Women, PWDs, PLWHAs and other marginalized groups;
- Be sensitive to the needs of Women, PWDs, PLWHAs and marginalized people and the fact that they are part and partial of the over-all PNGEC set up.



## **The Provincial Level**

All Election Managers ( EMs), Assistant Election Managers (AEMs), Returning Officers ( ROs), and Provincial Returning Officers ( PROs) and Assistant Returning Officers (AROs ) have the responsibility to:

- Undergo training on cross-cutting issues so they are sensitized to the needs of Women, PWDs, PLWHAs and other marginalized groups;
- Attend and participate in all trainings on Gender, PWDs, PLWHAs and other marginalized groups and the relevance to conducting free and fair elections and their role in ensuring the process is conducted well;
- Build capacities on collecting sex disaggregated data on election process to evaluate the participation of Women, PWDs and PLWHAs and other marginalized groups and identify aspects of the processes that can be improved;
- Include Representatives of Women, PWDs, PLWHAs and other marginalized groups in the Provincial Election Steering



Pictured are PNGEC's Assistant Election Managers being trained on the use of tablet technology

## GLOSSARY

**Gender** refers to the attitudes and behaviors of men and women in society which are culturally accepted as acceptable behaviors of men and women in society. These may be different from one society to another but it means society's cultural beliefs or values have had an influence on how a woman or a man behaves. People are born either male or influence female which is biological but people in societies learn how to play their roles as men or women based on their cultures, cultural beliefs and practices or acceptable ways of being male or female and is being referred to as Gender Construction.

**Cross-cutting Issues (CCI)** are issues such as Gender, HIV/AIDS, Disability, Peace and Conflict, Fraud and Corruption, etc.

**Mainstreaming** is a process by which an organization such as PNGEC looks at cross-cutting issues for example Gender, and makes deliberate changes to its structures or work-place practices making it more fair, just and accessible to marginalized groups. This process also involves making changes to its program activity implementation, monitoring and evaluation reporting to ensure that there is active participation by women, including those with Disability and HIV/AIDS. Mainstreaming Cross-cutting Issues is not optional; it is a must that organizations such as PNGEC must take a leading role in.

**Gender Mainstreaming** refers to the process by which changes are being made to structures, policies, programs and resource allocation within an organization for the purpose of achieving gender equality. It involves the integration of women into existing systems to encourage as active participation and the reduction of gender inequalities stemming from women's disadvantaged position in society. Gender mainstreaming also brings changes in terms of culture, values and practices into an organization in systematically addressing gender inequality.

All Cross-cutting Issues have their own processes of mainstreaming such as HIV/AIDS mainstreaming, Disability mainstreaming, etc.

**Gender Construction** is different from one society to another, different in the social class of people and different or changes over time. This unfortunately has walked into formal work-places, where women continue to be treated unfairly without regard to them being equal citizens with equal rights, abilities and potentials.

**Equality** is a very powerful word that calls for and demands personnel and management to make greater allowance within their structure, management and practices to allow for women to be recognized and to participate as equal partners as their male counterparts.

**Gender Equality** is bringing about balance and equal participation between women and men. In perusing Gender Equality within PNGEC overcoming and changing the mindset of people in PNG to recognize women as equal partners there needs to be more education awareness on the importance of women and their participation during election periods and within the normal work-place practices as well as communities as reflected in this Policy.



**Equity** means fairness and without bias. It is different to Equality. When considering the social context of women's participation in many parts of PNG, especially rural areas, there is a high rate of family, domestic, social and sexual violence at home and within communities where women always fall victim to and are vastly discriminated against. Equity is not maintained where there is discrimination against women or marginalized groups. Discrimination involves treating other people or the other sex differently in ways which suggest that someone is more superior than the other. In areas where there needs to be more attention given to women or disabilities, preferential treatment of positive discrimination applies. This is where women are given more chances to men as their numbers would be smaller than men; thus equity is then applied.

**PWD:** Persons/people With Disabilities

**PWD Mainstreaming:** The process of PWD Mainstreaming is the same as in Gender Mainstreaming. The difference is that instead of addressing Gender, it is addressing the issue of Persons with Disabilities such as registration and participation of PWDs in voting during elections.

**PLWHA:** Persons/people Living With HIV and Aids

**SERC:** Special Education Resource Centre

**CSO:** Civil Society Organization (s)

**CBO:** Community Based Organization

Democratic Governance is a government that has been elected through a system that is fair, just and freedom of choice.

**Social Inclusion** is the process by which everyone is systematically included and participates in an activity. The process does not discriminate or cause violence to anyone and instead taps on potentials and positive outcome of people based on race, beliefs, origins, disability, HIV/AIDS and social status of people. This process takes on board marginalized groups such as PWDs, PLWHAs, Women and other marginalized groups. This also means that people who are excluded have equal rights and status as human beings, benefits and conditions to work-place .They are essential to the over-all development of work-place and nation building.

**CEDAW** (pronounced See-Door) means Convention on the Elimination of Discrimination Against Women , adopted at the 1995 Women UN Meeting in China in 1995. It is the Document that was signed by 199 countries to redress inequalities in their social systems, in particular calling on Governments world-wide to put an end to the Discrimination Against Women both in formal and informal places.

United Nations (UN) Convention on the Rights For Disabilities: PNG is now a signatory to the this Convention. The PNG Government has now rectified this Convention, meaning that it is now the responsibility of all Government and Private Sector to implement activities and programs that promote the right of PWDs. This Convention on the rights for Disabilities was ratified by the PNG Government in February 2013.

**Marginalized Groups** are groups of people who have been segregated because of their race, religion, disabilities, social status, sex, etc.

## RECOMMENDATION

By improving processes and procedures in the conduct of elections with the inclusion of programs in democracy and governance, we will see some concrete outcome in improving democratic governance in our country Papua New Guinea.





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