**Agenda and Informative Guide**

**3º Hemispheric Dialogue on Gender among Ministries of Labor**

**Towards a Manual or “ABC” for Gender Units**

November 30, 2021 - Virtual Meeting

All information will be updated in the RIAL website:

<http://rialnet.org/en/third_gender_dialogue>

CONTENTS

1. Background……………………………………………………………………..…… 1
2. Description .…………………………………….……………………………..…… 2
3. Draft Agenda …....……………………………………………………..………..… 3
4. Guiding questions .……………………………………………………..………… 3
5. Technical information and logistics ………………………………………. 4
6. General recommendations for a successful virtual meeting …. 4
7. Registration form ………………………………………………….……………... 6
8. **Background**

The Ministers of Labor of the Americas, within the framework of the OAS Inter-American Conference of Ministers of Labor (IACML), have assumed over the years a growing commitment to mainstreaming and institutionalizing gender within their operations, policies and programs, recognizing them as a means to achieve gender equality in the labor market. The OAS Inter-American Network for Labor Administration (RIAL), and the Inter-American Commission of Women (CIM) have undertaken several efforts to support the Ministries in their advancement towards this goal, including technical studies, participatory gender diagnostics, regional and subregional workshops, and bilateral cooperation activities, among others.

As part of the efforts to strengthen the institutionalization of gender in the Ministries of Labor in the context of the COVID-19 pandemic, the RIAL/OAS and CIM have organized two Hemispheric Dialogues (October 2020 and May 2021), with the participation of directors and officers from 29 Ministries of Labor in the Americas. The objective of the dialogues has been to promote reflection and exchange on the current situation, emerging topics, challenges and opportunities for gender units/areas in the face of the pandemic. The first dialogue focused on the gender units’ operation and the second, on telework and caregiving co-responsibility for a gender-responsive recovery.

During the dialogues held, the idea of preparing a Manual or “ABC” for Gender Units in the Ministries emerged as a tool to support their creation and consolidations. The Technical Secretariat of the RIAL in the OAS developed a first draft of the Manual, which is open for comments from the gender units. The Manual is expected to be reviewed and finalized during the Third Hemispheric Dialogue on November 30.

The recommendations and discussions during the Hemispheric Dialogues were taken into consideration by the Ministers of Labor of the region who, in the framework of the XXI Inter-American Conference of Ministers of Labor of the OAS, committed themselves to:

* “Continue deepening the institutionalization of gender in the Ministries of Labor as a means to achieve gender equality. This involves institutional strengthening of gender units; bolstering the relationship with the mechanisms for the advancement of women; and continuing to deepen training and cooperation among Ministries in this regard through the Inter-American Network for Labor Administration (RIAL) and in partnership with the Inter-American Commission of Women (CIM).” (Article 7,i of the Plan of Action of Buenos Aires)
* “Promote full participation of women in the labor market and productive activities including eliminate barriers to their effective participation such as unequal distribution of caregiving responsibilities, discrimination, violence, and harassment in the workplace. Promote the incorporation of a gender approach in telework and work from home regulations and promote shared caregiving responsibilities to achieve recovery with equality” (Article 7,j of the Plan of Action of Buenos Aires)

1. **Description**

As for the two previous dialogues, the 3rd Hemispheric Dialogue will gather **directors and officers** **of the gender units or areas within the Ministries of Labor** of the Americas, to continue to analyze, exchange experiences and provide recommendations on central topics regarding gender equality and gender institutionalization.

The event is organized by the IACML Technical Secretariat at the OAS Executive Secretariat for Integral Development (SEDI), in collaboration with the Inter-American Commission of Women and funded by the Labour Program of the Ministry of Employment and Social Development of Canada.

**Date and Time**: November 30, 2021, 10:00 – 13:00 hrs (EST – Time in Washington D.C. Please verify local times)

The dialogue will take place using the ZOOM platform.

**Objective:** Analyze and exchange perspectives on roles, objectives, challenges and recommendations for the operation of Gender Units in Ministries of Labor and, in that context, review and define the Manual or “ABC” for said Units. The end goal is to support the creation of new gender and strengthen those already operating.

**Participants:**

* Directors and representatives of gender unit or areas within the Ministries of Labor of the OAS, and Ministries’ officers linked to the topic to address.
* Workers’ and employers’ representatives, grouped under the IACML consultative bodies -COSATE y CEATAL-.
* International organizations and other stakeholders interested in participating, will be invited as observers.

1. **Draft Agenda**

November 30, 2021

10:00 a.m. - 1:00 p.m. (EST – time of Washington DC) - Please verify local time

10:00 – 10:10 Opening remarks

10:10 – 11:20 Dialogue among Gender Units of the Ministries of Labor – How are the Gender Units today?

11:20 – 11:30 Break

11:30 – 12:50 Review and comments to the Manual or “ABC” for Gender Units

12:50 – 13:00 Closing remarks - SEDI and CIM

1. **Guiding questions**

The dialogue will be centered in the following “Guiding Questions” designed to achieve a focused and productive exchange. We thank delegations in advance for sending their responses to [trabajo@oas.org](mailto:trabajo@oas.org) by November 19, since they will be a valuable input to prepare their interventions and guide the discussions.

**First section:** Dialogue among Gender Units of the Ministries of Labor – How are the Gender Units today?

After almost two years since the beginning of the pandemic,

1. is the Gender Unit or Area within your Ministry stronger or weaker? Why?
2. Which are the main challenges that the Gender Unit or Area within your Ministry faces to achieve its objectives?

**Second section:** Review and comments to the Manual or “ABC” for Gender Units within the Ministries of Labor:

1. General opinion on the Manual or “ABC”
2. Do you consider that there is any topic missing or that must be addressed in greater depth in the Manual?
3. **Technical information and logistics**

**Registration:** Please complete the registration form enclosed and send it to the Technical Secretariat no later than **November 15** to [trabajo@oas.org](mailto:trabajo@oas.org). We thank you in advance for also sending it through the Permanent Mission of your country to the OAS.

**Access to the platform and connection:** The meeting will take place through the ZOOM platform. The link to connect will be sent to registered participants the week prior to the dialogue.

**Audio tests**: In this dialogue we hope to have active participation from all delegations. In this regard, we thank in advance all delegates for connecting 30 minutes before the meeting to test audio, connection and interpretation.

**Language:** The meeting will have simultaneous interpretation in English and Spanish.

1. **General Recommendations for a successful virtual meeting**

We take this opportunity to share some recommendations to prepare and hold the meeting.

* **Internet connection:** Verify that the internet connection is solid and stable during the meeting
* **Use of computer:** Preferably, connect from a computer and not from a mobile device, to avoid connection issues.
* **Audio and voice:** The use of a headset greatly improves the quality of sound and voice, by isolating surrounding noise.
* **Audio tests:** To panelists, please make tests days prior to the meeting. To participants, please connect between one hour and 30 minutes before the meeting begins.
* **Light and setting:** Please connect from a well-illuminated space.
* **Name:** When connecting, please include in your name the country or institution you represent, to support moderators and organizers in the open dialogue spaces. Example: BARBADOS\_Jane Williams.
* **During the meeting:** To guarantee a fluid exchange, the organizers will only activate the microphone of the delegates that have the floor.

For more information on this event, please contact:

**ORGANIZATION OF AMERICAN STATES**

Department of Human Development, Education and Employment (DHDEE)

Executive Secretariat for Integral Development (SEDI)

Maria Claudia Camacho

Chief, Labor and Employment Section, DHDEE/SEDI

Tel: 1(571) 723-1952– [mcamacho@oas.org](mailto:mcamacho@oas.org) , [trabajo@oas.org](mailto:trabajo@oas.org)

Beatriz Piñeres

Specialist from the Inter-American Committee of Women (CIM-OAS)

[bpineres@oas.org](mailto:bpineres@oas.org)

Guillermo Calzada

Program Officer, Labor and Employment Section, DHDEE/SEDI

Tel: 1(202) 370-9717 [gcalzada@oas.org](mailto:gcalzada@oas.org)

1. **Registration form**

**3rd Hemispheric Dialogue among Gender Units within Ministries of Labor**

**Towards a Manual or “ABC” for Gender Units**

November 30, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| Apellidos / Last Name | | Nombre / First Name | |
| Cargo / Title | | | |
| Organización / Organization | | | |
| País / Country | | | |
| Teléfono / Telephone | Fax | | Correo Electrónico / E-mail |

Please submit this Registration Form before November 15 to: [trabajo@oas.org](mailto:trabajo@oas.org), and through the **Permanent Mission** of your country to the OAS.

Information pertaining to this event will be updated in:

[http://rialnet.org/en/third\_gender\_dialogue](http://rialnet.org/?q=en/third_gender_dialogue)

Follow us in Facebook and Twitter @RIAL\_OAS #OAS\_labor