



Have you read section A ?

# GENDER AND REGISTRATION IN EMERGENCIES

**R**egistration provides the basis for planning programmes, providing assistance and ensuring protection in times of crisis. The characteristics of a population (including the sex and age breakdowns and the number and type of groups with specific needs) help to determine the protection services and assistance for the population in need. Monitoring and evaluation depends on valid population numbers, which should be disaggregated by sex and age in order to measure everything from the crude mortality rate and the type and number of latrines required to the appropriate shelter arrangements for girl- and boy-headed households and persons with disabilities.

It is important to ensure that there is **no difference in treatment between women and men**. We need to put appropriate systems in place during registration to ensure that both women and men have *equal access* to individual registration and documentation. Moreover, it is vital that we record each specific protection *at the individual level*. If individual registration is not feasible at the beginning, we should ensure individual registration of persons with specific needs and circumstances. Besides identification documents, other documents are vital for guaranteeing protection. Examples include individual birth, marriage, divorce and death certificates.

We must include women and men as equal partners in the decision-making bodies and processes relating to the planning of registration. It is also important to be aware of the potential risks of abuse and violence against girls and women during registration. Possible risks include harassment by certain segments of the community, those involved in registration or by other external actors. Therefore, monitoring systems are important.

## WHAT DO WE NEED TO KNOW TO PLAN AND IMPLEMENT GENDER-RESPONSIVE REGISTRATION PROCESSES?

### Designing the registration system

- Is the registration process designed with the input of women and men who are to be registered?
- Does the physical set-up of registration ensure privacy and confidentiality for women and men?
- Does the registration system ensure that people are not in danger in terms of security, family conflict or human rights abuse?
- What type of training is provided to registration staff?
- Is there an agreement on the categories of specific needs to be identified during the registration?
- Is there a mechanism to record women, girls, boys or men with specific needs within the household and to make referrals to appropriate existing services?
- Are all unaccompanied and separated children interviewed by a qualified and appropriately trained interviewer?
- Are interviewers aware of and informed of how to register different family structures that may exist (e.g. single-headed households, polygamous families)?
- Is each household member recorded by sex and age group, as a minimum?
- If household registration is taking place, are the names of the female and male heads of households being documented?

- What systems are in place to record individuals — women and men — in each household with references to their relationships to each other?
- Are there questions that assume an answer only from the male member of the household?
- Are all registered persons, including women and children, provided with appropriate documentation such as birth, death, marriage and divorce certificates and, in the case of refugees and asylum seekers, certificates attesting to their status by the appropriate body?

#### **Access to the registration system**

- Has the reason for registration been clearly explained to women and men and do they have access to the information, both written and illustrative?
- Is every individual guaranteed direct access to the registration process without interference from other community members?
- Is the population being registered without discrimination to their sex?
- Is each household member, including women, given an individual and confidential registration interview by a qualified and appropriately trained interviewer?

## **ACTIONS TO ENSURE GENDER EQUALITY AND THE EQUAL RIGHT TO REGISTRATION, DOCUMENTATION AND POPULATION DATA MANAGEMENT**

#### **Designing the registration system**

- Ensure equal numbers of women and men are part of the registration team.
- Train interviewers to understand the different needs of women, girls, boys and men and how to interview them appropriately.

- Train women and men to provide appropriate guidance and timely referrals regarding safety and specific needs.
- Ensure that women have the option to request a female interviewer.
- Involve women and men in the review and validation of the registration methodology.
- Ensure that systems are in place to maintain and analyse sex- and age-disaggregated data of the population.
- Maintain data in secure places.
- Ensure confidentiality during registration, especially for those with specific needs such as female-headed households, separated and unaccompanied children, individuals with specific protection and/or security risks, persons with disabilities, persons living with HIV/AIDS and other individuals at risk.

#### **Access to the registration system**

- Establish information-sharing meetings on registration with women and men awaiting registration to provide opportunities for them to clarify issues and concerns that they may have.
- Set up mechanisms so that women and men participate in informing the community about registration processes and concerns.
- Ensure equal access to registration sites for both women and men, with a separate queue for women and children if preferable.
- Institute mechanisms to monitor registration systems to prevent exploitation and abuse.
- Involve women and men in monitoring access to registration sites.

## CHECKLIST FOR ASSESSING THE GENDER EQUALITY APPROACH TO REGISTRATION, DOCUMENTATION AND POPULATION DATA MANAGEMENT

The checklist below is derived from the action section in this chapter, and provides a useful tool to remind sector actors of key issues to ensure gender equality programming. In addition, the checklist, together with the sample indicators in the Basics Chapter, serves as a basis for project staff to develop context-specific indicators to measure progress in the incorporation of gender issues into humanitarian action.

<b>REGISTRATION – GENDER CHECKLIST</b>
<b>Analysis of gender differences</b>
1. Information is gathered on cultural, practical and security-related obstacles that women, girls, boys and men could be expected to face in accessing registration services.
<b>Design</b>
1. Registration procedures are designed to minimize discrimination based on gender or age. 2. Women and men participate equally in the design of the registration process and in information-sharing meetings. 3. Registration is done by a sex-balanced team, allowing for same-sex interviewers. 4. The registration site is set up to ensure privacy and confidentiality for all. 5. Data is stored in secure places to ensure confidentiality.
<b>Access</b>
1. Women's, girls', boys' and men's access to registration is routinely monitored through spot checks, discussions with communities, etc.
<b>Participation</b>
1. Women and men participate equally in informing the community about registration processes and concerns. 2. Women and men participate equally in monitoring registration sites. 3. Women and men participate equally in registration.
<b>Training/Capacity building</b>
1. Equal numbers of women and men are trained to provide guidance and timely referrals regarding safety and groups with specific needs.
<b>Actions to address GBV</b>
1. A mechanism is in place for monitoring security and instances of abuse. 2. A referral system for reporting of security and abuse incidents is operational.
<b>Targeted actions based on gender analysis</b>
1. Obstacles to women's, girl's, boy's and men's equal access to registration services and documentation are addressed.

REGISTRATION

**Monitoring and evaluation based on sex- and age-disaggregated data**

1. Percentage of populations of concern in the country for whom age/sex breakdowns are available.
2. Percentage of women and men for whom the basic registration data have been collected.
3. Percentage of women and men interviewed and registered individually.
4. Availability of information by age and sex of individuals and groups with specific needs requiring specific protection services and assistance.
5. Percentage of population of concern by sex and age issued with documentation conforming to the standards.
6. Frequency with which existing data are updated to record births, new arrivals, deaths and departures, marriages and other changes.
7. Frequency of use of demographic profile of the population of concern in planning and implementing protection and assistance activities, and in distribution of non-food items.

**Coordinate actions with all partners**

1. All actors involved in registration are fully aware of the agreed registration process.
2. All actors involved in registration are fully aware of the categories and criteria for those with specific needs.
3. Actors in your sector liaise with actors in other sectors to coordinate on gender issues.