**Publication Title:**

**ID IMMT** (Information Material Management Tool)

| **Questions to ask when preparing publications** | **Comments from submitting officer** | **Comments from gender focal point** | **Comments from ODG/GE** |
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| 1. Were a gender needs and gender context analysis undertaken as an integral part of the need and context assessments? |  |  |  |
| 1. Will the publication present clear sex‐disaggregated data and statistics? |  |  |  |
| 1. Does the budget of the publication include a section attributing specific funding to ensure that gender equality and women’s empowerment are promoted? |  |  |  |
| 1. Is the publication raising specific issues related to women’s empowerment and gender equality in the subject area? |  |  |  |
| 1. Has the publication proposal been reviewed by your Gender Focal Point (GFP)? |  |  |  |
| 1. Has the review of the GFP been transmitted to ODG/GE? |  |  |  |
| 1. Does the publication promote gender equality and women’s empowerment through either (or both) of the following approaches:  * Gender mainstreaming * Gender‐specific programming? |  |  |  |

| **Questions to ask when reviewing completed publications** | **Comments from submitting officer** | **Comments from gender focal point** | **Comments from ODG/GE** |
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| 1. Did both women and men participate in the research and/or drafting of the publication? |  |  |  |
| 1. Was a gender equality specialist – or your Gender Focal Point (GFP) or ODG/GE – involved in the planning and drafting of the publication? Were the editors gender‐sensitive? |  |  |  |
| 1. Does the publication comply with the Guidelines on Gender‐Neutral Language? |  |  |  |
| 1. Does the publication avoid sexist stereotypes? |  |  |  |
| 1. Do the pictures used in the publication promote women’s empowerment and gender equality, and are they exempt of sexist‐stereotypes? |  |  |  |