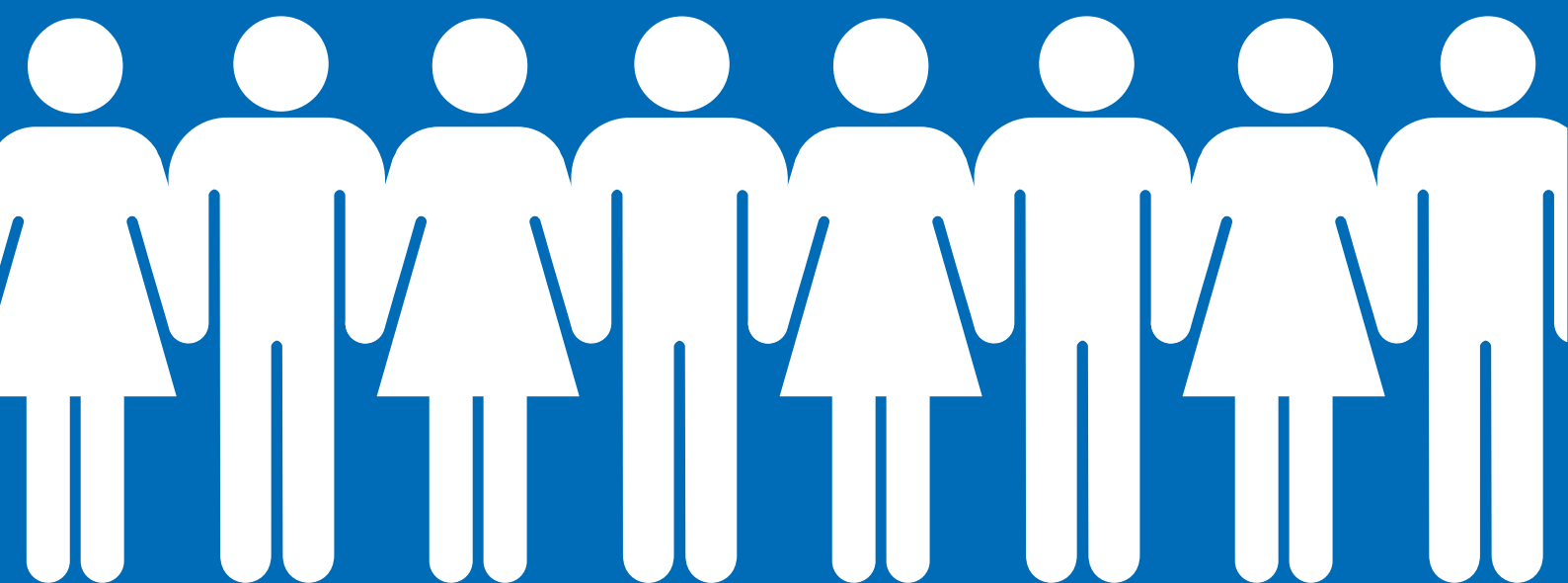


ANNEX



Annex 1: UN-SWAP 3.0 and UN Secretariat entities with a mainly administrative function

The UN-SWAP 3.0 was developed in close consultation with UN Secretariat entities, including with the Office of Programme Planning, Finance and Budget. Its reporting guidance has been updated to reflect recent changes in the UN-SWAP and in the UN Secretariat programme budget. Consultations were also undertaken with the United Nations Representatives of Internal Audit Services (UN-RIAS), the United Nations Evaluation Group (UNEG), Human Resource Focal Points including the Department of Management Strategy, Policy and Compliance (DMSPC) and the Office of the Special Coordinator on Improving the UN response to Sexual Exploitation and Abuse (OSCSEA).

Please note that the UN Secretariat **Programme planning manual for Proposed Programme Budget (PPB) 2026** recommends mainstreaming gender equality and the empowerment of women (GEEW) in two ways, as appropriate:

- Showcase in the strategy, by providing programme specific information on activities, policies and strategies derived/in line with the UN SWAP 3.0
- Showcase in the results
 - Results and performance measures which contribute to GEEW
 - Performance measures which include indicators specific for measuring progress for GEEW

The UN-SWAP has sought to account for the diverse mandates and operating models of the UN system by revising its guidance to ensure its applicability across all entities. UN Secretariat entities with a mainly administrative or non-programmatic function, or with a primarily technical and procedural support functions also have defined responsibilities in advancing gender equality and the empowerment of women and it is therefore essential that UN-SWAP reporting captures the full scope of their contribution.

The UN Secretariat entities with a mainly administrative or non-programmatic function, or with a primarily technical and procedural support functions play critical roles in supporting the overall mission of the UN, which includes promoting peace, security, and development, as well as addressing cross-cutting priorities such as gender equality and the rights of women and girls. Their specific functions can vary but generally encompass the following domains:

- i. **Human resources management:** recruitment and staffing, training and development, and performance management.
- ii. **Budget and financial management:** budget formulation and execution, accounting and reporting and resource mobilization.
- iii. **Administrative support services:** procurement and supply chain management, facilities management, logistics and transport services.
- iv. **Information and communication technology (ICT):** IT infrastructure management, cybersecurity, and user and technical support.
- v. **Legal and compliance services:** legal advice and regulatory and policy development.
- vi. **Public information and communication:** media relations, public outreach, and communication strategy and content development.
- vii. **Monitoring and evaluation:** programme evaluation, data collection, and analysis and reporting.

I. Gender-related SDG Results

A. Results-based Management

01. Performance Indicator: Strategic Planning Gender-related SDG results

UN-SWAP Performance Indicators 1 and 2 focus on entities that carry out an intersectional gender analysis, incorporate sex-disaggregated data throughout their strategic planning processes and include, achieve and report on at least one high-level result on gender equality and the empowerment of women, tied to the SDGs, in their main strategic planning document or its equivalent. The focus of these two indicators is on normative areas of activity, specialized support, peace operations and development/humanitarian results. They **may be not applicable for some Secretariat entities with a mainly administrative function, with primarily technical and procedural support functions, or training and research institutes. If that is the case, they should report these indicators as ‘not applicable’.**

02. Performance Indicator: Reporting and Use of Data on Gender-related SDG results

Please refer to the above.

03. Performance Indicator: Achievement of Gender-related SDG results

Performance Indicator 3 is applicable to all types of entities, including entities with a mainly administrative function, with primarily technical and procedural support functions, and training and research institutes.

It **excludes** institutional results captured under other UN-SWAP 3.0 indicators, particularly results on gender parity, which are captured under Performance Indicator 15 of this framework on Equal Representation of Women.

Samples of results are: advocacy on gender mainstreaming; implementation of gender-responsive policies in human resources practices, leading to increased female representation at all levels of the UN; development and implementation of guidelines to promote gender equality in procurement; ensuring gender-sensitive language in official documentation and reports; development of safety protocols that specifically address the needs of female staff and delegates in high-risk environments; implementation of gender-aware security assessments in UN facilities and missions; promotion of initiatives that support women's leadership and participation; engagement with Member States on gender mainstreaming and the advancement of women's rights, etc..

B. Oversight

04. Performance Indicator: Evaluation

Entities with a mainly administrative or non-programmatic function, or with a primarily technical and procedural support functions do not for the most part carry out evaluations. Where evaluations are carried out, they should meet the requirements set out for this Performance Indicator. Self-evaluations should be assessed against the guidance for this type of evaluations provided by the Office of Internal Oversight Services (OIOS) / UN Evaluation Group (UNEG). If evaluations are not carried out the rating for this indicator should be “not applicable”.

05. Performance Indicator: Audit

Audit is a centralized function in the UN Secretariat and entities should report according to the data provided by OIOS. UN Women will share the OIOS input with all UN-SWAP Focal Points in the Secretariat before the reporting deadline.

II. Institutional Strengthening to Support Achievement of Results

C. Accountability

06. Performance Indicator: Policy

Entities should report in accordance with the Technical Guidance, including their gender equality strategy (policy) and/or equivalent, as well as their parity implementation plan and any other gender-related policy or plan.

07. Performance Indicator: Leadership

Entities should report as per the Technical Guidance.

08. Gender-responsive Performance Management

Performance management is a centralized function in the UN Secretariat, and entities should report according to the data provided by DMSPC. UN Women will share the DMSPC input with all UN-SWAP Focal Points in the Secretariat before the reporting deadline. Entities are encouraged to complement the data provided by DMSPC, ensuring that the report accurately and comprehensively covers all institutional contributions to gender equality and the empowerment of women related to this indicator. In that regard, entities are invited to report any additional initiatives implemented within their entity beyond those captured in the DMSPC submission.

D. Financial Resources

09. Performance Indicator: Gender Equality Marker

Use of UMOJA IPMR (Integrated Planning, Management and Reporting) is mandatory for managing all UN-Secretariat projects funded through extra-budgetary resources (XB) from voluntary contributions. With the introduction of the IPMR module in UMOJA, UN Secretariat entities can record the gender equality marker code for each project/output in IPMR and to track gender-related expenditures throughout the project cycle, based on the gender equality marker (GEM) the CEB-endorsed UN Data Standard for system-wide reporting of financial information. The GEM is a 4-point scale financial tracking mechanism. UN Secretariat entities should report 'not applicable' only if they do not have XB-funded projects and/or if the entity has not yet started reporting, including pilot reporting, on other funding sources in IMPR, such as, Regular Budget (RB) funds from assessed contributions. As the GEM is expected to be implemented across all budget sources, including the SMA platform where regular budget resources are tracked, entities are encouraged to prepare for GEM reporting in these areas as the rollout progresses.

10. Performance Indicator: Financial Targets

UN Secretariat entities with a mainly administrative or non-programmatic function, or with a primarily technical and procedural support functions should report 'not applicable' for this Performance Indicator, until the configuration of this system is finalized, and financial allocations

can be tracked for all budget sources—except when extra-budgetary sources provide for more than 20 per cent of their funding. Entities which have more than 20 per cent of their funding derived from Extra-budgetary funding could develop a resource allocation system specific to these resources, as appropriate.

E. Institutional Capacity

11. Performance Indicator: Gender Architecture

Entities should report as per the Technical Guidance.

12. Performance Indicator: Capacity Development

Entities should report as per the Technical Guidance.

F. Organizational Culture and Human Resources

13. Performance Indicator: Organizational Culture

Entities should report as per the Technical Guidance.

14. Performance Indicator: Tackling the Prevention of Sexual Abuse and Exploitation (PSEA) and Sexual Harassment

Entities should report as per the Technical Guidance.

15. Performance Indicator: Equal Representation of Women

Entities should report as per the Technical Guidance.

F. Knowledge, Communication and Coherence

16. Performance Indicator: Knowledge Management and Communication

Entities should report as per the Technical Guidance.

17. Performance Indicator: Interagency Engagement

Entities should report as per the Technical Guidance.

18. Performance Indicator: Stakeholder Engagement

Entities should report as per the Technical Guidance.