

Appendix IV.2

Form 1—Institution*

Review of Documents

The objective of this review is to determine the degree to which gender concerns have been integrated into the policies and structure of this institution. It consists of a review of institutional documents, protocols, policies, and procedures to determine the current state of the institution with regard to providing gender-sensitive services.

*The items in this document are a subset of items in the clinic review of documents form. Thus the numbering is not always sequential.

GENERAL INFORMATION (FILL IN THIS SECTION BEFORE DOING THE REVIEW.)

1. Reviewer _____
2. Evaluation coordinator _____
3. Position in the institution _____
4. Institution _____
7. Municipality _____ 8. Department _____
9. Date ____/____/____ (day/month/year)

OFFICIAL DOCUMENTS

Note: Statements can be found in any of the institution's official documents, such as incorporation deeds, policies and procedures manual, internal regulations, personnel contracts, and other documents.¹

Nº	Question	Answer		Pass	Std
10	Is there a statement that prohibits gender-based discrimination?	Yes	No		I.2
11	Is there a statement that prohibits gender-based discrimination in personnel promotion and remuneration?	Yes	No		I.3
12	Is there a statement that forbids the abuse of power in the clinic (sexual harassment or sexual abuse)?	Yes	No		I.4
14	Is there a statement that promotes the empowerment of women?	Yes	No		I.1

¹ The standards for institutions are a subset of all standards, but follow the numbering for clinic standards. Thus, the numbering in these tables is not always sequential.

INFORMATION, EDUCATION, AND COMMUNICATION (IEC) AND TRAINING MATERIALS

Nº	Question	Answer		Pass	Std
19	Are there IEC materials on sexual and reproductive health?	Yes	No		VII.2
Do IEC materials include information on:					
20	Sexual and reproductive rights?	Yes	No		
21	Women's rights?	Yes	No		
22	Clients' rights?	Yes	No	24	
23	FILL OUT LATER: Is there at least one poster, flyer, or other IEC material with information on each type of right? (BASED ON QUESTIONS 20 - 22)	Yes	No		VII.1
24	Are there IEC materials (e.g., leaflets, flyers, brochures, posters) that use discriminatory language?	Yes	No		VI.1
25	Do all IEC materials (e.g., leaflets, posters, flyers, brochures) use gender-neutral language?	Yes	No		VI.2

OBSERVATIONS
