



Investment Phase:

Peer Advisor Semi-Annual Report

Rwanda

January 2025


**Submitted by Finnish Meteorological
Institute**

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



General Information

Country	Rwanda	
Peer Advisor	Finnish Meteorological Institute	
Implementing Entity	UNDP	
Agreement effectiveness date	3 April 2024	
Duration	48	
Anticipated end date	2 April 2028	
Reporting period	From: 1 January 2025	To: 30 June 2025
Approved peer advisory fee	400 000 USD	
Disbursed peer advisory fee	66 338,09 USD	
Percentage of financial implementation	16,6%	
Peer advisors's focal point signature	 Harri Pietarila	
Country's focal point signature (to confirm timely and quality delivery)		

Summary

During the reporting period FMI (the peer adviser) supported Meteo Rwanda (the beneficiary) and UNDP (the implementing entity) to complete factory assessment test (FAT) of upper air sounding station. The support was given through participating in FAT onsite in the manufacturer's premises together with the implementing entity and signing relevant FAT documents.

Meteo Rwanda's experts participated remotely in the **activity 1.2.2** (Capacity building in project and portfolio management and coordination through benchmarking FMI process in Finland) during 5.-6.3.2025. During the reporting period, FMI has started to prepare for a study visit to urge forward **activities 1.2.2 and 1.3.1** (Benchmark and develop an observation process of upper-air sounding) agreed to take place in August 2025.

A gender workshop and assessment (**activity 1.2.3** Conduct a gender assessment to assess gaps in gender balance and gender opportunities (including gender discrimination, harassment) and provide recommendations accordingly; **activity 1.2.4** Conduct two gender workshops to strengthen gender equality in governance, strategy, programmes, and decision making, and facilitate grounds for developing gender policy) were carried out in Kigali during 25.-28.3.2025. The mission and assessment reports can be found in the annexes.

Implementation progress

Services or activities listed in the peer advisor's ToR and assignment agreement must be included in the category "activities conducted/contribution" below. Sections that are not relevant or covered in the TOR can be left blank.

Output	Indicator (Please copy the indicators from RBM section of the funding request)	Activities conducted/contributions (Please list all activities that will be conducted by the peer advisor relevant to the output. Please add rows if more than one activity will be conducted)	Implementation plan ¹					Status	Challenges and risks	
			Y1	Y2	Y3	Y4	Y5			
1. GBON institutional and human capacity developed										
1.1 National consultations , including with CSOs and other relevant stakeholders conducted	-	-						-		
	-	-						-		
	-	-						-		
1.2 NMHS institutional capacity required to operate the GBON network developed	# of updated processes	1.2.1 Develop and enhance Meteo Rwanda’s competence building process of Quality Management Systems				1		Not yet started		
	1 person trained	1.2.2 Capacity building in project and portfolio management and coordination through benchmarking FMI process in Finland. Lessons learned will be proposed as immediate development actions to the Meteo Rwanda.	3					On-track	Meteo Rwandan experts have challenges to receive required travel documents timely. Therefore, the first experts participated through remote connection in the training.	
	1 gender assessment conducted	1.2.3 Conduct a gender assessment to assess gaps in gender balance and gender opportunities (including gender discrimination, harassment) and provide recommendations accordingly.			1			Achieved		
	1 gender workshop organized	1.2.4 Conduct two gender workshops to strengthen gender equality in governance, strategy, programmes, and decision making, and facilitate grounds for developing gender policy.			1	1		On-track		
	# of developed observation process	1.3.1 Benchmark and develop an observation process of upper-air sounding (supported by peer adviser)				1		Not yet started		

¹ Indicate which year the activity is targeted to be conducted

Output	Indicator (Please copy the indicators from RBM section of the funding request)	Activities conducted/contributions (Please list all activities that will be conducted by the peer advisor relevant to the output. Please add rows if more than one activity will be conducted)	Implementation plan ¹					Status	Challenges and risks
			Y1	Y2	Y3	Y4	Y5		
1.3 NMHS human capacity required to operate the GBON network developed	# of documents (SOPs or roadmaps) updated or developed	1.3.2 Benchmark good practices on archiving, transfer, and QC/QA, and subsequent SOPs as well as roadmap for QC/QA methods developed (supported by peer adviser)		1	1			Not yet started	
	# of Meteo Rwanda staff participants in the training	1.3.3 Conduct training on upper-air system (basic level) and surface weather station (advanced/supplementing) operation and maintenance is needed since it will be a new measurement technique for the organization. (Vendor, supported by peer adviser)		4	4			Not yet started	
	% of female Meteo Rwanda staff participants in the training			50	50			Not yet started	
2. GBON infrastructure in place									
2.1 New land-based stations and related equipment, ICT systems, data management systems and standard operating practices in place	# of new stations installed as per the GBON National Contribution Plan	-						Select an item	
2.2 Improved land-based stations and related equipment, ICT systems, data management systems and standard operating practices in place	# of stations improved as per the GBON National Contribution Plan	Technical support in AWS tender process		3				On-track	
2.3 New upper air stations and related equipment, ICT systems, data management systems and standard operating practices in place	# of new stations installed as per the GBON National Contribution Plan	Technical support in radiosounding tender process		1				On-track	
2.4 Improved upper air stations and related equipment, ICT systems, data management systems and standard operating practices in place	# of stations improved as per the GBON National Contribution Plan	-						Select an item	
3. Sustained compliance with GBON									

Output	Indicator <small>(Please copy the indicators from RBM section of the funding request)</small>	Activities conducted/contributions <small>(Please list all activities that will be conducted by the peer advisor relevant to the output. Please add rows if more than one activity will be conducted)</small>	Implementation plan ¹					Status	Challenges and risks
			Y1	Y2	Y3	Y4	Y5		
3.1 GBON land-based stations’ commissioning period completed , country-specific standard cost for operations and maintenance established, and data sharing verified by WMO Technical Authority	# of stations commissioned as per the GBON National Contribution Plan	-						Select an item	
3.2 GBON upper air stations’ commissioning period completed , country-specific standard cost for operations and maintenance established, and data sharing verified by WMO Technical Authority	# of stations commissioned as per the GBON National Contribution Plan	-						Select an item	

ANNEXES

Annex 1. Report for SOFF mission in Kigali in March 2025_with annex_FINAL

Report on an expert mission

Gender assessment

SOFF Rwanda Project

Place and period:

Kigali, Rwanda 26th – 28th March 2025

Prepared by Finnish Meteorological Institute, Anne Hirsikko (anne.hirsikko@fmi.fi) and
Karita Immonen (karita.immonen@fmi.fi)

Place and date of report: 1st April 2025, Helsinki

Background

Regarding the rationale for organizations to pursue gender equality in governance, strategy, programmes, and decision making, is highlighted in WMO's recently updated Gender Action Plan. It emphasizes that organizations that respect and value gender equality and diversity attract and retain talented staff and improve overall organizational performance, have more satisfied employees, are more innovative and have better governance. Teams that have gender diversity have better decision-making processes and attract more external partnerships, as well as have better access to local communities. Encouraging women to take up leadership positions has also shown to lead to important achievements in the field of climate change adaptation and disaster preparedness.

During this mission a workshop within Meteo Rwanda and a representative of gender expert from the Ministry of Environment was organized to assess the gaps in gender balance and gender opportunities, and subsequently, provide recommendations accordingly.

Expected results

This mission contributed to the following outputs

Output 1.2: NMHS institutional capacity required to operate the GBON network developed

through the following activities

Activity 1.2.3: Conduct a gender assessment to assess gaps in gender balance and gender opportunities (including gender discrimination, harassment) and provide recommendations accordingly.

- **Indicator:** # gender assessment conducted
- **Result:** one gender assessment carried out and the assessment and recommendation report is included in the Annex

Activity 1.2.4.: Conduct two gender workshops to strengthen gender equality in governance, strategy, programmes, and decision making, and facilitate grounds for developing gender policy.

- **Indicator:** # gender workshop organized
- **Result:** one gender workshop organized

Agenda

Time period 26th – 28th March 2025

Date	Topic
Wednesday 26.3. morning	Opening remarks Session 1 <ul style="list-style-type: none"> • SOFF project in Rwanda • Goals and expectations of these upcoming sessions? • Terminology • WMO gender policy and action plan
Wednesday 26.3. afternoon	Session 2 <ul style="list-style-type: none"> • Rwanda's approach to gender • FMI's approach to gender and equality • Finnish National policies and acts, international agreements • FMI's Tools and results • Discussion
Thursday 27.3. morning	Session 3 <ul style="list-style-type: none"> • Reflections from sessions 1 and 2 • Questionnaire on gender equality • Group work
Thursday 27.3.	Session 4

afternoon	<ul style="list-style-type: none"> Discussion on the results of group work Wrap-up and reflections of the exercise
Friday 28.3. morning or afternoon	<p>Introduction of results and recommendations to management and workshop participants</p> <p>Next project steps</p>

Project managers agreed that the next project steps include regular online meetings where the next joint activities will be decided based on the result framework and implementation schedule of other project activities.

Material presented by FMI was shared with Meteo Rwanda through Google Drive folder.

Participants

- 9 relevant representators from Meteo Rwanda
- The gender expert from the ministry of Environement
- FMI experts
 - Ms. Anne Hirsikko, project manager
 - Ms. Karita Immonen, gender equality expert

List of participants

#	Names	Institution/Position
1	MURAHANA Alexie	PR & Communication officer METEO RWANDA
2	MUKAMANA Blandine	Data processing officer Meteo - Rwanda
3	Nakumire Aimée Natasha	Observation officer METEO - RWANDA
4	NSTIMIYIMANA NADJIB	Observation Supervisor METEO - RWANDA
5	UWIMBABAZI Jacqueline	Senior Forecaster METEO - RWANDA
6	HAZABINTWARI Joseph	METEORW / QAS
7	UMUNZZERO Angelique Jeanne Vette	Observation Supervisor METEO - RWANDA
8	MUSANWIRE Alphonsine	Meteo Rwanda ESRM Specialist
9	SIFA Seraphine	MOE
10	ANNE HIRSIKKO	FMI
11	KARITA IMMOMEN	FMI
Address: Nyarugenge K2, 96st P.O Box 898 KIGALI		
12	DYAKAREMYE Vedask	METEORWANDA

Annexes

Annex 1: The assessment and recommendation report

REPORT on the Gender Equality Workshop held in Kigali, Rwanda 26-27th March 2025 and ASSESSMENT of Gender Equality in Meteo Rwanda

April 2025

As a part of the Systematic Observations Financing Facility (SOFF) -project, Finnish Meteorological Institute (FMI) performed together with Rwanda Meteorology Agency (Meteo Rwanda, METEO RWANDA) a workshop to conduct a gender assessment of METEO RWANDA as an organization and workplace, and further, to make recommendations based on findings.

The workshop is based on the plan in the investment funding request¹ with the target of strengthening the institutional capacity of Rwanda to operate the GBON network. The following activities will support to achieve the target: **Activity 1.2.3: Conduct a gender assessment to assess gaps in gender balance and gender opportunities (including gender discrimination, harassment) and provide recommendations accordingly** and **Activity 1.2.4.: Conduct two gender workshops to strengthen gender equality in governance, strategy, programmes, and decision making, and facilitate grounds for developing gender policy.**

¹ [SOFF Investment Funding Request Rwanda](#)

THE WORKSHOP PARTICIPANTS

A gender equality workshop was organized in Kigali, Rwanda on 26-27th March 2025. On the 28th March, the results were presented and discussed with the Director General of METEO RWANDA. Participants, relevant to join the gender assessment workshop, were identified by METEO RWANDA and were all together 9 persons (6 female, 3 male). In addition, a Gender expert (female) from the Ministry of Environment took part in the workshop on days one and three. FMI was represented by the Project manager and gender expert (both female) to facilitate the workshop.

The participants represented a wide array of the METEO RWANDA staff, including from regional offices outside of Kigali HQ. The professional background was diverse; however, majority of the participants were identified as holders of different managerial positions. Also, majority of the participants had been employed at METEO RWANDA for longer periods, hence it can be assumed that they were familiar with the organizational structures, rules and conventions of METEO RWANDA.

Previously only one of the nine METEO RWANDA participants had attended a specific gender training. During the same week, as a part of the Volcano Community Resilience project executed with the Ministry of Environment, a separate one-day gender workshop was organized within the premises of METEO RWANDA. The training focused on familiarizing the topic of gender equality and how it is incorporated in the project work. The Gender Expert from the Ministry acted as the trainer and the participants of the SOFF workshop could also attend. This supported strengthening the understanding of gender equality and equity within the group.

THE DESCRIPTION OF THE WORKSHOP

The goals for the workshop were defined as the following:

1) Development of the capacities of Meteo Rwanda Personnel

The goals set for the workshop were to familiarize with the concepts of gender equality, familiarize with WMO's Gender Action Plan and benchmark how FMI has addressed gender equality through a case study.

2) Make recommendations to support the implementation of gender equality in METEO RWANDA

The second goal was to identify possible gaps in the implementation of gender equality with METEO RWANDA and identify together solutions to address them.

The approach was to target as pragmatic solutions as possible addressing METEO RWANDA needs and ensure the usability of possible recommendations with available resources. The four recommendations are described in this report.

The workshop was constructed to ensure active participation to a possible extent. On the first day, the basic concepts of gender equality and equity were presented to the participants, also the importance of gender equality combatting climate change and extreme weather was covered. Additionally, the benefits of gender equality to the organization, as in the case of FMI, were benchmarked.

The approach was based on the World Meteorological Organization's (WMO) gender action policy and its implementation plans to provide different themes to consider during the workshop. As the focus was on organizational processes and development, it was deemed that with this approach the special needs of meteorological institutes could be best considered.

On the second day, the assessment was carried out through groupwork. The participants discussed in small groups how they saw gender equality in METEO RWANDA. The purpose was to enable the participants to familiarize themselves with the topic and conduct a self-assessment. The groupwork was based on the eight themes from the WMO's gender action plan including: 1) Governance, 2) Strategic planning, 3) Monitoring and compliance, 4) Capacity development, 5) Human resources, 6) Communication and partnerships, 7) Resource tracking and allocation and 8) Service provision.

The participants discussed issues openly and were engaged actively on both days despite some limitations due to used language and terminology. Based on discussions with the Gender Expert from the Ministry, certain phrases and terms do not translate well between English and Kinyarwanda languages. This required some adaptation in the meaning of terminology.

THE RESULTS FROM THE WOKSHOP

The **workshop achieved the set goals**. It gave the participants a basic understanding of the topic and how a meteorological institute can implement gender equality in practice. This generated new capacities within the participants giving them tools to address the issue in the future as part of their duties.

The findings of the workshop were based on the topics identified by the participants together with gender expert from the Ministry and the representatives of FMI. The results are integrated in this assessment report.

The findings and recommendations from the workshop and group work were presented to the DG for validation and discussion. The recommendations are presented in this report.

ASSESSING THE STATE OF GENDER EQUALITY IN METEO RWANDA

Although by no means exhaustive, this report as gender assessment attempts to provide a general overview on the state of gender equality in Meteo Rwanda as an organization and to provide recommendations based on the conducted workshop to enhance gender equality and equity.

This report has been compiled mainly as a desk study supported by the results and findings arising from the two-day workshop held in Kigali, in March 2025. It should be determined that this does not give a full picture of the state of gender equality within Meteo Rwanda, nor was this the goal. This report can, however, give a starting point to work on establishing structures within the organization to promote gender equality following the example of GAP in WMO. The report and its findings can be used to further build a gender strategy or a wider set of guidelines for the organization.

In addition, the findings of this report aim at making gender equality more transparent within the SOFF project by supporting the capacity development of the METEO RWANDA personnel. This is gained through deepening and widening the understanding of gender equality, its concepts and effects on climate work and METEO RWANDA as an organization. As a result, the personnel will be able to identify and verbalize possible obstacles and hindrances as well as potential solutions easier. This will enable METEO RWANDA to operate as a more effective entity and to provide more accurate services that are better suited for its clientele.

BACKGROUND FOR GENDER EQUALITY IN RWANDA

According to UN Women², today Rwanda stands out globally for its efforts in advancing gender equality and women's empowerment, particularly in political participation. In Rwanda half of cabinets are held by women as well as more than 60% of its parliamentary seats. On local government level around 40% of elected seats are held by women.

Rwanda has a strong political and institutional commitment to gender equality. Its governing institutions that make up the national Gender Machinery, hence the structure to promote gender equality is well in place. The Ministry of Gender and Family Promotion houses the Gender Monitoring Office (GMO), which has an important role in implementation. GMO gathers, documents and maintain data related to gender equality in Rwanda. GMO works with a wide range of entities, including UN organizations. Meteo Rwanda is a public entity, it also benefits from this machinery and is encouraged to further partnership with GMO.

² [UN Women Rwanda webpage](#)

In an international comparison between 2014-2022, Rwanda was identified by World Economics Forums Global Gender Gap report as one of the best performers worldwide, often being the only African country within the top ten. In the latest 2024 report, Rwanda was in place 39 (decline of 27 places). In comparing with other Sub-Saharan African countries, it remains ranked on the 5th place. In the 2024 report, 21 out of the 35 countries included in the Sub-Saharan group are in the top 100.

In Rwanda, gender equality is strongly promoted through legislation. Some 400 various legislative items have gender implications. In any situation, it is the national legislation and requirements that dictate how inclusiveness and equity are implemented in a national entity. The legislation in the areas of Family Promotion, Gender Promotion, Women empowerment and children's rights is found online from the webpages of Ministry of Gender and Family Promotion³.

In many aspects there has been significant development. Materna mortality as well as infant and child mortality have decreased over the past decade. Adult illiteracy rate has decreased, standing currently stands at 22% and 30% for male and female, respectively. Many items remain unsolved, Gender Based violence (GBV) remains a problem and stereotypical perceptions are still large, e.g. high positions are considered to be more appropriate for males and activities such as family planning, childcare are women's issues. The division in the labor market between men and women contributes to the material and social inequalities associated with gender and certain types of professions. As an example, some 3/4 of accredited journalist are male. Nevertheless, Rwanda still thrives towards gender equality.⁴

NOTES ON THE EIGHT THEMES OF WMO'S GAP

The assessment and this report are structured by following the eight themes of WMO's Gender Action Plan. The focus is on Meteo Rwanda as an organization and workplace. The themes were Governance, Strategic planning, Monitoring and Compliance, Capacity development, Human resources, Communication and partnerships, Resource tracking and allocation and Service provision.

GOVERNANCE and STRATEGIC PLANNING

Regulatory foundation for implementing gender equality in METEO RWANDA as an organization is well in place. On an institutional level, Meteo Rwanda does not have its own **gender policy** defined in the organization itself. It follows the gender policy supplied by the

³ [Webpage of Ministry of Gender and Family Promotions](#)

⁴ Republic of Rwanda, Gender Monitoring Office: The state of gender equality in Rwanda -from transition to transformation, 2019

Ministry of Environment. According to the regulation, an institute cannot have a gender policy on its own, but an institute specific gender strategy can be made driven from the policy of line ministry to ensure compliance with gender equality requirements. METEO RWANDA has not developed its own gender strategy. There is no additional implementation plan concerning the execution of gender policy from the line ministry.

Upon interviewing participants, it was not commonly known that such a policy was in place nor what was the exact content or how it was implemented in METEO RWANDA. Basically, there is a need for **more awareness** among personnel on gender equality in general and how it is implemented specifically in METEO RWANDA.

The **responsibility to ensure gender equality is with management** at METEO RWANDA and it is included in the job descriptions of HR (Human Resources), DG (Director General) and DMs (Division Manager). Human Resources are a shared function, which means that METEO RWANDA uses the services provided by the Ministry. The institute does not have their own HR services as such.

HUMAN RESOURCES and CAPACITY DEVELOPMENT

As a part of initiatives to support gender equality in METEO RWANDA, **a quota system is used**. The system originates from the legislation, and it mandates a 30% quota of female representation in government along with gender mainstreaming throughout all state institutions. Currently 28% of personnel in METEO RWANDA are female. This number has increased during the past years. The number of female candidates is generally lower than male when recruiting, which makes meteorological entities often male dominated. There is globally scarcity of women in sciences, which effects a composition of personnel in many institutes.

No special recruitment initiatives are in place though, but METEO RWANDA is encouraging both genders to compete for in-house higher/senior positions. Salaries at METEO RWANDA are position based, hence there is transparency on the formation. The system is familiar to the personnel. There is a general feeling that there are equal opportunities for both sexes.

The staff at METEO RWANDA have access to national and international programmes which support females in science, e.g. to gain their master's degree. These possibilities have been used, and personnel are aware of them.

To attract skilled personnel, METEO RWANDA offers internships for university students. The university of Rwanda offers courses in meteorology, even if a full degree is still not possible. It was acknowledged that more awareness raising on possibilities that meteorology can offer is needed. For an even earlier intervention, METEO RWANDA has an initiative aimed at school children. Children are encouraged, also girls, into sciences, by having a program which allows annually 1500 children to visit weather stations and meet personnel.

Gender is also taken into consideration in the planning of the **physical office premises**. There are separate changing rooms for men and women. There are plans to reform the office spaces to include special premises for nursing mothers to facilitate combining work and family life. The plan has not, however, been realized yet. The office reform would also take into consideration accessibility more widely, e.g. the staircase.

Maternity leaves are available for duration of three and a half months and after that the mother has the right to have one hour per day to feed the child. Mothers are also exempted from night shifts for up to two years after childbirth. Fathers have paternal leave which lasts eight days, which has doubled from the previous.

To address harassment or other disciplinary issues METEO RWANDA has **a disciplinary committee**, which has representatives from management, HR and personnel. The committee handles all issues related to discipline, including harassment and gender discrimination issues. Other mechanisms to report include an official email address, where public servants can report harassment cases.

To address staff welfare on a general level, an in-house survey was done. The staff survey has been conducted once by now. METEO RWANDA initiated the survey, but as the initiative was novel, only few staff members responded.

Additionally, an anonymous physical suggestion box has been set up in the office premises for improvement suggestions related to staff welfare.

A specific gender focal point system is not used in METEO RWANDA, nor does it have a defined gender specialist for organizational or operational aspects. A WMO gender focal point is nominated, but role and tasks remain broad and would benefit from focusing and putting them in the Rwandan context. Some staff members have been more engaged in mainstreaming gender equality at the village level when implementing e.g. the Volcano Community Resilience project. These are the resources the organization is encouraged to utilize.

In general, the understanding of gender equality issues is held by some individuals due to their personnel interest and capacities. There would be benefits in promoting these kinds of skills, e.g. by developing a capacity development plan in gender topics, also including gender sensitive development plan.

MONITORING, COMPLIANCE and RESOURCES TRACKING AND ALLOCATION

For monitoring and reporting Meteo Rwanda uses the **mechanisms provided by the Ministry**. Annual planning processes for the Ministry of Planning and Finance include gender equality as a mandatory item. The reporting is done annually through pre-agreed templates and includes e.g. number of recruited females and males. The reporting mechanisms are connected to the

annual budget. This holds the national institutes accountable as the acceptance of their budget and reporting on the process are tied to the mechanism.

The existing QMS can also be utilized as a tool to further address gender equality topics in the organization.

Reporting on the activities contains information in a gender disaggregated form and for the gender budget the data is reported on a regular basis (quarterly and annually). For external projects gender planning is more advanced and even includes GAP indicators. Examples of such projects were presented during the workshop. Gender and social inclusion as topics are included in partnerships with NGOs through mainstreaming.

Data analysis is used for the external reporting. Disaggregation of personnel by sex is reported annually. Gender disaggregated data is available, however it seems to be limited. It supports the organizations planning processes (e.g. setting annual targets on new recruits and 30% target of females).

COMMUNICATION AND PARTNERSHIP

Gender is taken into consideration whilst **communicating outside of METEO RWANDA**. The theme is included in the communication plan and intentionally both sexes are chosen to participate in events and act as presenters of weather forecasts on the news. The approach is pragmatically oriented.

SERVICE PROVISION

When addressing service provision, **inclusiveness** is not yet well formulated in the customer process, nor is it reflected in the products or services. Gender-inclusive products were also not familiar as a concept.

However, in the projects gender was taken more into note. As a part of the Volcano Community Resilience project, training was targeted at specially the female users in accessing and using the products. This was the case also with another, Water at the Heart of Climate Action project.

RECOMMENDATIONS

The following recommendations arose from the workshop and were presented to the Director General of METEO RWANDA.

1) Commitment from senior management

It is recommended that senior management shows more openly their commitment to achieving gender equality.

Supporting gender equality within the organization would benefit from strengthening the role of senior management in promoting gender equality. Currently gender equality and equity are a part of METEO RWANDA processes, but they are not well known, and the staff members would benefit from these topics being highlighted.

2) More awareness raising and information sharing in-house

In-house gender equality could be promoted by making sure that information on the topic is available to personnel in a pre-agreed manner. In the current situation the location of the information and its content remains vague.

The gender equality policy should be easily found by staff, e.g. in the intranet, the internal office network or equivalent. The policy is binding for METEO RWANDA, and thus information on its content and how it is enforced should be widely shared with personnel.

In relation to having easier access to the gender policy, it is recommended that the content of the plan, what it means for METEO RWANDA, be shared and communicated to the personnel in a more systematic and open way.

In general, more awareness raising of gender equality and equity in Meteo Rwanda should be conducted. A need for follow-up workshops and training was expressed, as the workshop was the first training on gender equality for most participants. The METEO RWANDA's approach on gender equality should be made available in agreed manners. Topics such as on how gender equality is enhanced and implemented practically in the organization (e.g. inclusive service provision) were requested by the workshop participants.

3) Training available at all levels

The third recommendation is that training on gender equality should be organized within METEO RWANDA and it should be made available to all personnel. This is connected to the availability of gender equality policy and would strengthen the capacities of the personnel which then strengthens METEO RWANDA as an organization.

The second gender equality workshop within Rwanda SOFF investment project, should be directed at management, including all staff holding managerial positions. Raised topics to be covered in this second workshop could be the legal foundation of gender equality in Rwanda (what does the law say about Gender equality) and what tools can managers use to promote the subject.

4) Empowering the personnel

The fourth recommendation is that focus would be given to the empowerment of the METEO RWANDA personnel in relation to promoting gender equality.

The experiences and skills of personnel already possess on aspects of gender equality is encouraged to be systematically identified and utilized. METEO RWANDA could seek to support the role of its experts/personnel to promote gender equality. This would demonstrate that gender equality is a joint cause, shared by the entire organizations.

Based on the workshop, skillsets on promoting gender equality and inclusiveness already do exist within METEO RWANDA and this should be noted. The set of skills is significant, e.g. on mainstreaming gender in external projects. However, the knowledge and actions are mainly directed outside of METEO RWANDA, not focusing on the organization itself and its practices. Also, some tools, which can be used to promote gender equality, are already in use. Especially, an internal customer survey has been used as a tool to receive feedback on staff wellbeing including the aspects of inclusiveness and gender equality and equity. Meteo Rwanda can benchmark FMI's personnel survey to further develop its own survey where feasible.

It is recommended that the existing connection with the expert at the Ministry of Environment is maintained and utilized when planning and implementing further developments on gender equality at METEO RWANDA.

Last, it is recommended that the role the WMO Gender Focal Point at METEO RWANDA is better promoted. This can be done by defining the role and possible related tasks more specifically.