

CHECKLIST FOR GENDER-RESPONSIVE WORKSHOPS

This simple checklist has been prepared in order to help workshop organizers design and implement gender-responsive workshops, whether at the regional, national, or local levels. Depending on the scope, location and target audience of the workshop, the exact activities to be undertaken will vary slightly from workshop to workshop. Please contact the staff listed below for any additional questions or assistance.

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PREPARATION/DESIGN FOR THE WORKSHOP

- In any **terms of reference** prepared for workshops, include requirements that they be designed and implemented using a gender perspective.
- Identify **workshop facilitators/organizers** that have experience on gender. When possible promote the use of a male-female facilitation team.
- Discuss importance of **integrating a gender approach** with the facilitators/organizers.
- Ask organizers to encourage a **sufficient number of women** to attend (at least 30%)¹.
- Consult with **women/gender-focused organizations** and **ministries/departments** to help identify 1) who the potential key women stakeholders might be and 2) potential gender dynamics that might exist which should be addressed in workshop design (e.g. need for mixed groups, women/men only groups).
- Make note in the **invitation letter** that women are encouraged to attend.
- Design **workshop information** in a manner that is also relevant for women's use and conservation of forest resources.
- To help promote their availability to participate, **arrange workshops at a time and location that works well and is safe for women**, as well as organize child care options and meal arrangements, if possible, to avoid conflict with women's daily responsibilities (particularly for those workshops held at the community/local level).
- Assess** if women participants have **capacity gaps** and provide extra support to them prior to the workshop so that they can actively participate.
- For workshops at the **local level**, **support from village leaders** can have a catalyzing effect in promoting women's participation. Speak with them to raise their awareness on the value of women's active participation and ask them to support women's participation.
- Set **clear targets** for women's participation – with at least 30% female participation. It is recommended to promote that women make up at least 40%.
- Develop gender indicators** to, at a minimum, measure women's and men's attendance and active participation.

¹ The UN Economic and Social Council notes that women, at a minimum, should at least make up 30% of any decision-making body, committee, consultation, workshop, etc. This guidance is also contained within the UN Beijing Declaration and Platform for Action, Fourth World Conference on Women, available at <http://www.un.org/womenwatch/daw/beijing/pdf/BDPfA%20E.pdf>.

DURING THE WORKSHOP

- At the start of the workshop, [undertake a gender responsive pre-workshop survey](#), to help collect data on women's and men's existing knowledge and the dynamics they face around REDD+. See the UN-REDD workspace [here](#) for links to sample surveys.
- Prepare a [sign-in sheet](#) that requests participants to identify sex, with the choices of 'male', 'female' or 'prefer not to specify'.
- [Integrate](#) (as relevant) [gender considerations](#) within the technical content of the workshop. This will vary depending on the theme of the workshop.
- Use [materials](#) (e.g. photos, graphics) [that highlight women's role](#) and contributions.
- [Document perspectives](#) shared by women/men. Record number of interventions made by men/women and how their ideas are handled. (Click [here](#) and view p.44 for a helpful table to record such information.) This can help identify if corrective measures need to be taken to promote active participation from women and/or men.
- [Take photos of women actively engaged](#) that can later be disseminated.
- At the end of the workshop, undertake a [gender responsive post-workshop survey](#) to assess women's and men's perspectives on workshop content, usefulness, etc. See the UN-REDD workspace [here](#) for links to sample surveys.
- [Collect any data](#) necessary during the workshop that is needed for the gender indicators and targets that were developed in planning, if any.

AFTER THE WORKSHOP

- [Compile and analyze results](#) of any pre- and post-workshop surveys, including any potential differences in responses from women and men.
- [Debrief with the organizers](#) on the gender aspects of the workshop, including any cultural issues or gender gaps that occurred. List ideas for improvement.
- In any reports and articles related to the workshop, [highlight the gender aspects](#) of the workshop and any notable achievements/progress.