

Checklist for gender inclusivity

10-point checklist for facilitating gender-responsive workshops

1. Ensure there are sufficient women among the participants (consider imposing a quota (eg at least 40% women, adapted to country context) and use affirmative action to reach the target).
2. (Ideally) have at least one female and one male facilitator, both of whom are gender-sensitive and aware of the specific gender issues affecting the Ag-Scan (as reflected in their ToRs).
3. Make sure the workshop environment is suitable for both women and men (including practicalities like restroom facilities, the location and duration of the workshop (eg women may find it difficult to stay away from home overnight)).
4. Ensure gender considerations are an integral part of the Ag-Scan process, where relevant, and points for consideration in the matrix.
5. Use gender-sensitive language and materials; images, illustrations and communication products should reflect and value both women's and men's experiences.
6. Be aware of bias, culture, prejudices and assumptions held by either participants or facilitators.
7. Use facilitation methods that increase the active participation of both women and men:
 - listen and respect each other's experiences and views
 - minimise dominance of discussions by senior male management
 - recognise and resolve any misunderstandings
 - use methods that encourage equal participation, such as group discussions, discussions in pairs, system of rotating chair, limited speaking time per participant, to go around the table and ask each participant to say a few words
 - make sure both women and men take on responsibility for note-taking etc
 - ensure women and men have equal opportunities and responsibilities to make presentations, including feedback from group work
 - pay attention to the composition and use of small groups; in some cultural contexts, women may feel more comfortable to share their point of view among other women rather than in mixed-sex groups.
8. Ensure any gender-based differences which have arisen during the discussions are noted in the Ag-Scan Journal and reflected in prioritization, summaries and action planning activities.
9. Include the sex of the respondent on the workshop evaluation form in order to determine whether there is any gender-specific feedback, and reflect in analysis.
10. Ensure gender balance in task force for following up on action plan.