



Exchange Workshop

Work package 2

1. Aim of the tool

WP2 Implementation Process Management has the responsibility for providing updated action plans. The focus in Task 3 is to ensure the proper implementation of action plans through the development of facilitative tools. In the context of WP2, partner institutions worked independently within a common conceptual framework to devise specific measures to improve gender equity. In this sense, the WP2 leaders enabled knowledge sharing between partner institutions and provided support for the implementation process.

WP2 leaders agreed on organizing different reflection exercises in order to support partner institutions in their action plan implementation, e.g.:

1. Wuppertal Meeting (December 2013, M12). An action Plan implementation café was held to allow partners to work together on action plan.
2. Bilbao Meeting (December 2014, M24). An action Plan implementation café was held to allow partners to work together on action plan.
3. Loughborough Meeting (December 2015, M36). An internal workshop was organized to consider a plan for the next six months learning from other partners who had already implemented a similar action s.

The following section will present the concept of the reflection exercise conducted in both events.

Workshops were designed to allow partners to have an open discussion, to work closely together and to offer mutual support and guidance on the self-defined aspects of the implementation.

2. Methodology

The workshop consisted of a collective reflection about the partners' experiences when implementing the Gender action plans in their organizations. The workshop was split in two distinct parts.

For instance, the objective of the first workshop was to take a step forward in the creation of tools to facilitate partners to implement the actions associated to the Gender Action Plan at their organizations. This result was achieved by the exchange of experiences between the participating partners.

For this purpose, the following methodology was conducted:

The first part was run in World Café format. World Café methodology is a simple, effective, and flexible format for hosting large group dialogue, so the partners had the chance to share their experiences when implementing action plans at their organizations.

Prior to the workshop participants had to prepare a list of 3 challenges and 3 successes related to the process of implementing action plans at their organizations. These lists were the entry points for the discussions at the tables.



Picture 1: World Café, Wuppertal

Participants were arranged in 4 tables with 4-5 people per table to discuss about their experiences.

Discussion was held at each table in 2 rounds of 25 minutes. When the time for the first round was over, all participants but one in the table moved to another table where they continued sharing challenges and successes. The person who stayed both rounds at the same table was called host.

The role of the table host was to:

- Give continuity to the discussion held at the table in the previous round
- Stimulate participants to contribute to the discussion with the perspectives they bring from the other tables.

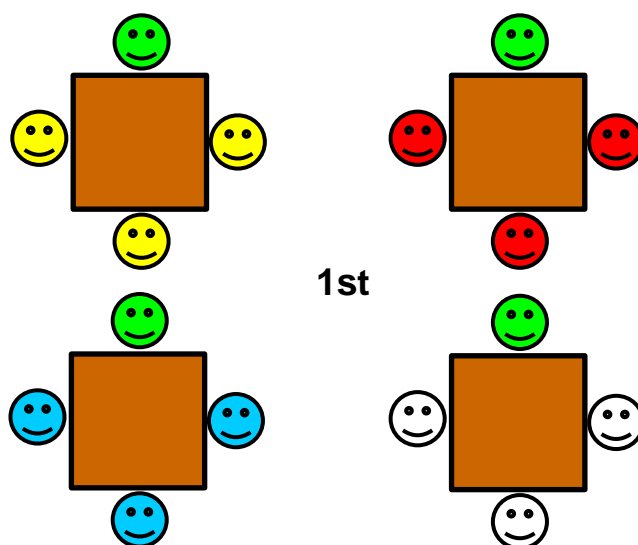


Pictures 2, 3: World Café, Wuppertal

After the two rounds of experience sharing, tables highlighted and shared with the audience, the 4/5 most relevant findings at their tables.

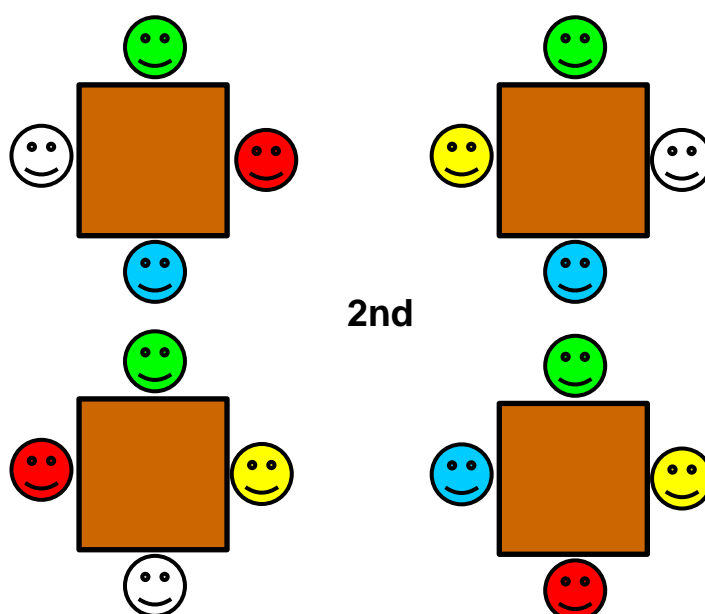
First round:

Table 11: Example of the table distribution



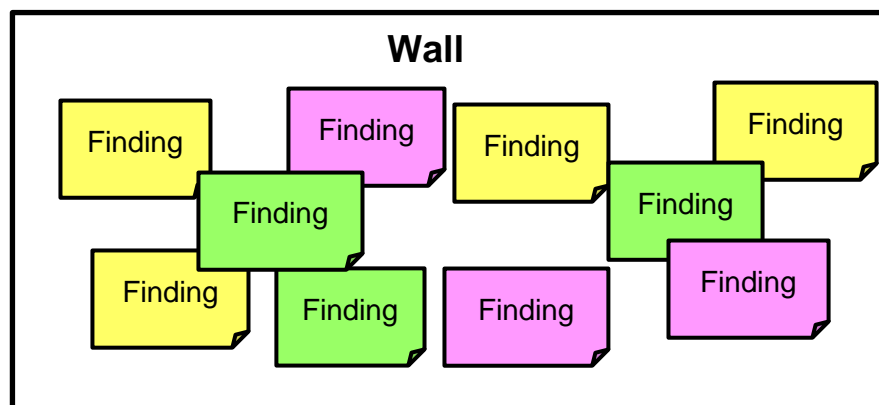
Second round:

Table 12: Example of the table distribution



Main findings with the audience:

Table 13: Example of findings



After sharing the most important findings at the first part of the workshop, participants were invited to fill a form with the following fields:

- Challenges I am interested in addressing
- Which partner(s) may help me to address them
- Strengths/Success practices that can help others
- Which partners could benefit from my strengths/successes

At the **second part** of the session the partners were paired to work on a practical 6-month plan of how they will support each other. The list of challenges and success experiences filled previously and also the findings shared in the previous World Café were the input for this phase and the action plan consisted of a prioritized list of challenges to be addressed by a partner and those partners who can help addressing them.

The pairing was defined according to the following criteria:


- Size and similarities among institutions
- Results from Transferability of Existing Measures within Consortium Organisations



3. Action Plan implementation café (Bilbao, M24)

The workshop held in Bilbao (M24) consisted of a collective reflection about the partners' experiences when implementing the Gender action plans in their organizations. The workshop was organized as an interactive session where the attendees had the chance to discuss in working groups (4-5 people coming from different organisations), in order to answer to the exercises and questions posed by the facilitator. Working in small groups' permitted the participants to identify common challenges and brainstorm responses to challenges.

The participants in the groups thus formed an exchange team that not only facilitated the individual reflections of the institutions but also contributed with their reflections (e.g. how to overcome challenges or how to best take advantage of the success factors).

The posed questions were the following:

	Who with...? Who have you been working with to implement your institutional action plans?
	How...? How have you worked with these people?
	Who else...? Who else in your institution could you work with on the action plans?
	Any ideas on...? Any ideas on how to maximise the relationships with these people?
	Actions implemented? What actions have been implemented? (past)
	Outcomes: What have the outcomes been?
	Actions planned? What actions do you plan to implement in early 2015? (near future)

	Others' experiences? <ul style="list-style-type: none"> ○ Has any other partner implemented any of these planned actions? ○ If so, what have been their experiences?
	Difficulties...? What have been the difficulties faced?
	How to overcome...? How did you overcome these difficulties?



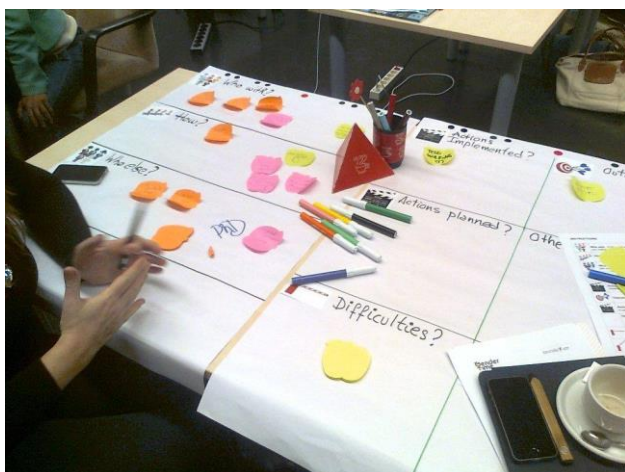
4. Action Implementation Workshop (Loughborough, M36)

In order to take a step forward in the knowledge sharing among the beneficiaries and especially taking into account the late state of the project, the objective of the Loughborough workshop was to help partners in the implementation of the actions associated to the Gender Action Plan at their organizations. This result was achieved by the exchange of experiences between the participating partners.

The idea was to provide a platform for partners to finish the implementation. For that purpose, the main emphasis was on helping everyone to get support for finishing the action plan implementation.

The workshop was focused on in-progress actions, Non-completed actions or blocked (postponed/cancelled) actions and the objectives were as follows:

- To facilitate completion of action plans. Support with finishing the action plan implementation
- To build groups around themes that are outstanding
- To identify gaps and common issues for which partners can jointly develop new solutions.
- To build a work programme for making progress over the last year



The workshop topic distribution was tailor made because the six themes that were discussed in the groups were based on the information the Gender Time teams provided in the action plan update reports .An analysis of the partners’ action status gave the general overview of the level of action performance.

The groups were constructed in the following way: GenderTime participants from national teams that had already successfully performed actions were thus teamed with participants from GenderTime teams that were planning to perform similar actions in the

near future. The reflection experiences were supposed to focus on success and challenges within the specific ‘how to overcome challenging’ factors and ‘how to use supporting’ factors for implementation of the uncompleted actions.

In order to

- facilitate reflections to be shared in a helpful manner, and
- to stimulate sharing of good advice and solutions to challenges

the topics were constructed around the following themes:

1. Analysing the drop out performance
2. Flexible working policy implementation
3. Instruments for the evaluation of gender policies
4. Mentoring and skills enhancing programmes
5. How to involve decision makers. Bureaucracy resistances
6. Communication

As a result of the exercise every participant built a work programme for making progress over the last year.

Table 3: Action Plan template

ACTION PLAN		
List of actions	Resources needed	Deadline
CHALLENGE:		
Action 1.		
Action 2.		
Action 3.		
Action 4.		
Action 5.		

- The first round of reflection sessions was organized around the following actions based on the themes described above:

Table 4: Analysis of the drop out performance

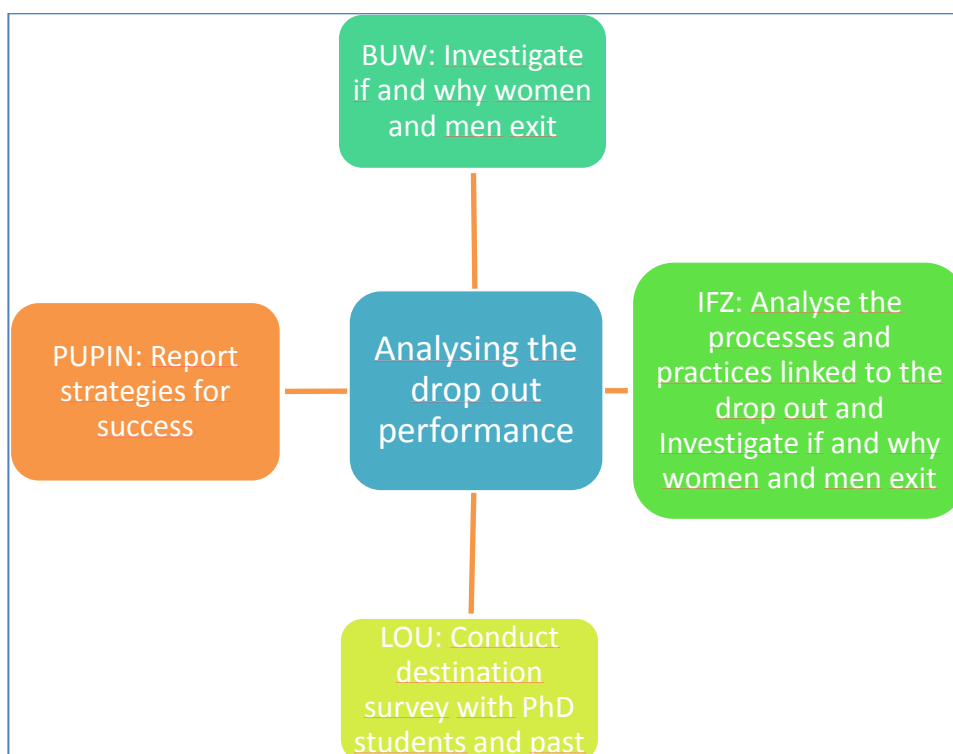


Table 5: Flexible Working

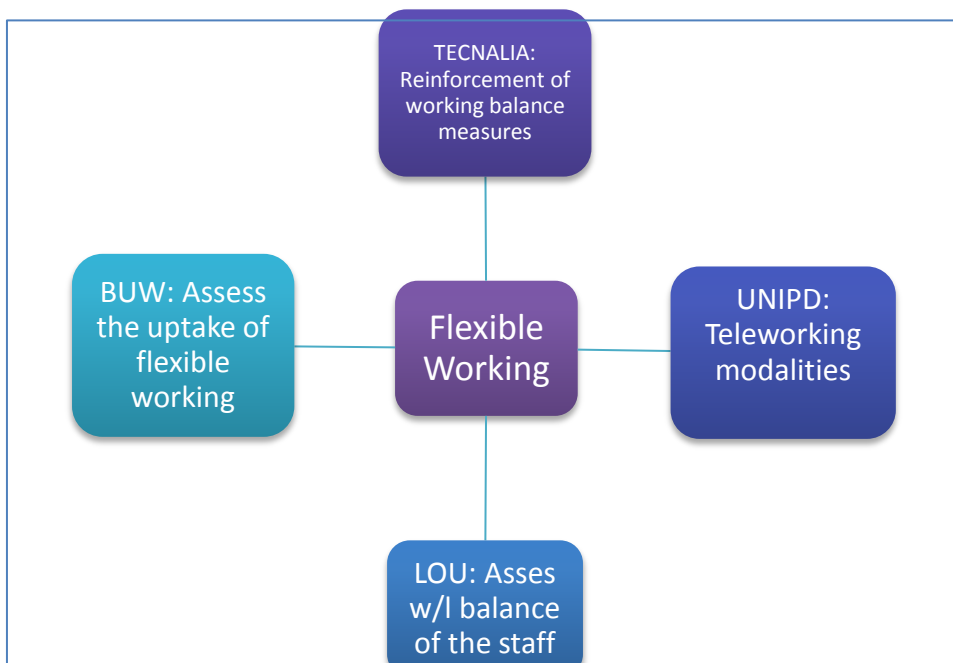
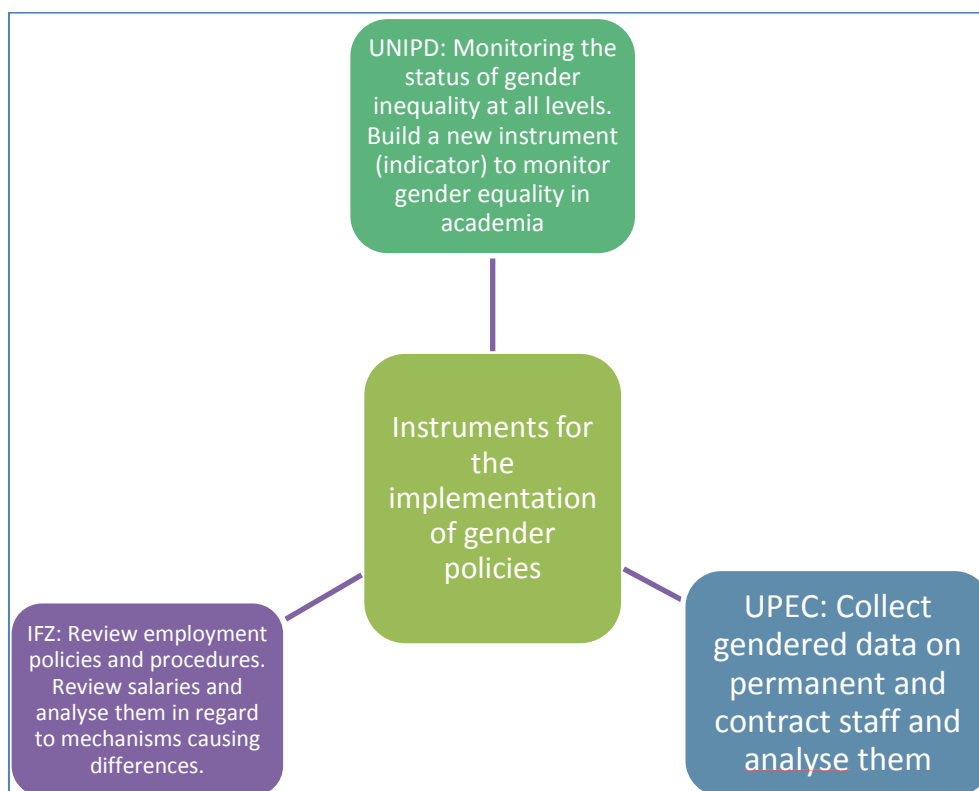


Table 6: Instruments for the implementation of gender policies



- The second round of reflection session was organized around the following themes:

Table 7: Mentoring and skills

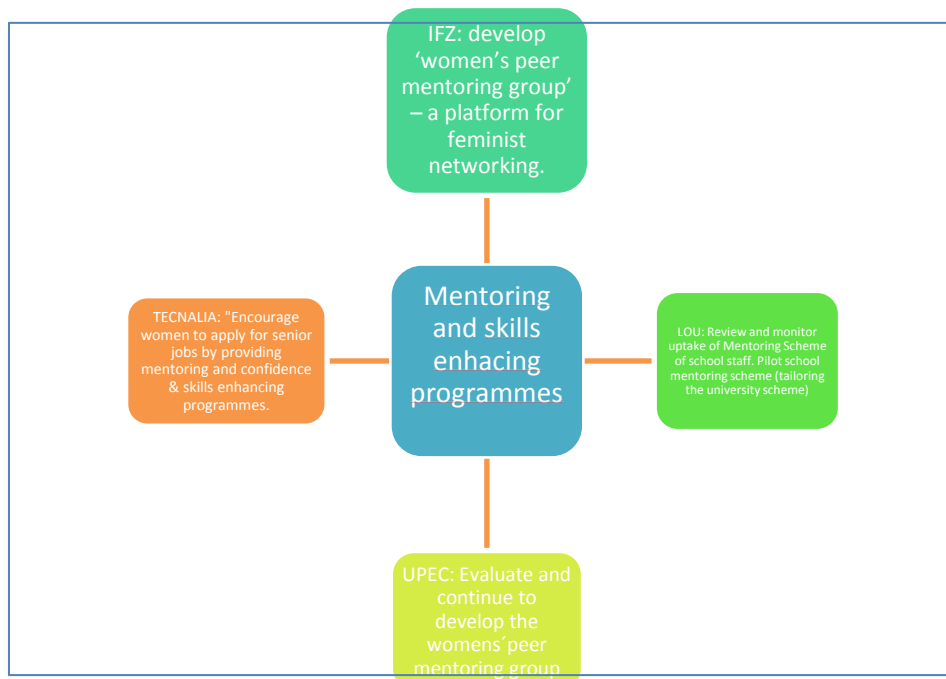


Table 8: Focus groups

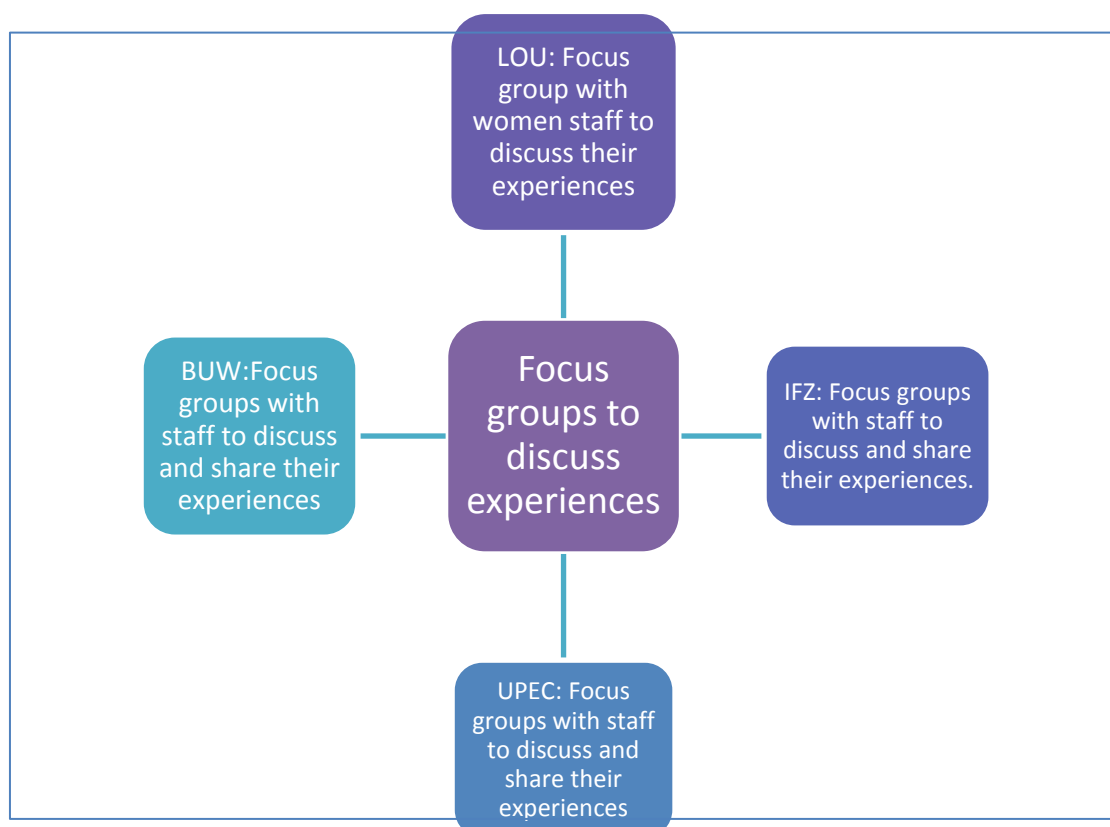


Table 9: Communication

