Self-Assessment Gender Equality
By 2021, tdh has committed itself to develop a gender policy.

In view of this commitment, a participatory "Gender Self-Assessment" is planned to serve as a basis for the development of the Gender Policy.
Objective of the Gender Self-Assessment

- The gender self-assessment will analyse the current status of gender equality at TDH in terms of gender competences, procedures, processes, accountability, work structures, corporate culture, staff attitudes and management.
- The gender policy will be developed from the results of the analysis.
Participants

all staff members in

- the offices in Osnabrück and Berlin,
- the regional offices,
- the members of the presidium,
- the volunteer organisations and the
- partner organisations
**ROADMAP**

**KICKOFF Event**

Objectives of Kick-off (90 Min.):
- Stakeholder of tdh (incl. presidium and members) know objectives of self-assessment and support the process
- Stakeholders understand the process and its methods

Kick off event (face-to-face or digital, depending on Covid-situation)

**WORKSHOP 1**

Programme Dept.

Objectives of workshop (3 hrs):
- Colleagues of Programme Dept. reflected the level of integration of gender equality aspects in their work and analysed strengths and weaknesses

After the kick-off workshop with the Programme Dept. (face-to-face or digital)

**WORKSHOPS 2**

Regional offices

Objectives of workshops (3 hrs):
- Colleagues in regional offices reflected the level of integration of gender equality aspects in their work and analysed strengths and weaknesses

Workshops in regional offices with external moderation; ca. one or two weeks after WS in Programme Dept.

Parallel: qualitative interviews conducted by consultants with partners of tdh and key persons

**June**

**June**

**June**
Objective of Kick-off Event (90 min.)

Participants understand the objective, the procedure, the methods and their roles and responsibilities in the Gender Self-Assessment-process

Explanation of Gender Self-Assessment: process, milestones and methods

**Participants:**
Representatives of the 3 departments, board members, members of presidium, representatives of volunteers and Regional Offices

**Content:**
Explanation of SG4, process of Gender Self-Assessment up to Delegates Conference in 2023. How will the process work? Who is involved when and how, and what happens at the different milestones?

Introduction of members of SG4 Team and their tasks (regular meetings, feedback to consultants, adjustment of the process)

**Method:**
Most probably digital

June
Objectives of workshop with Programme Dept

- Colleagues of Progr. Dept. reflected on the level of integration of gender equality aspects in their work and analysed strengths and weaknesses

The workshop of the Progr. Dept. starts directly after the Kick-off Event and is the start of the contextual work within SG4

**Content:**
In the first step there is the need to develop a joint understanding of “Gender Equality”. Clarification of terminologie and definition to support the participants. In small groups, the participants analyse the strengths and weaknesses of their work in relation to the integration of Gender Equality aspects and develop first hypothesis if there is no (or little) integration.

**Aim:** Clarify tasks and date for second workshop

**Participants:**
If possible, all colleagues of Progr. Dept.

Simultaneous to the workshops the Consultants of the Regional Offices will interview partner organisations and key persons.

The Consultants support the working groups in their analysis
Objectives of workshops with Regional Offices

- Staff of Regional Offices reflected on level of integration of gender equality aspects in their work and analysed strengths and weaknesses

The workshop with staff of Regional Offices will be conducted with external facilitators in close collaboration with the consultants (Regional Offices contract local facilitators).

The workshops should take place as soon as possible after the workshop with the programme department. Two colleagues from the programme department should be present and share the first results of the analysis.

Content
In a first step, a common understanding of the cross-cutting issue of gender equality is developed. Inputs on terminology and working definitions support the participants. On this basis, the colleagues analyse in small teams the strengths and weaknesses of their activities with regard to the integration of gender equality aspects and develop initial hypotheses about the reasons for insufficient integration.

Conclusion of the first workshop: Clarify work tasks and timing for the second WS

Participants: as many as possible from the regional offices and two colleagues from the programme department

Parallel to the workshops, qualitative interviews with partners and partner organisations of tdh and key persons will be conducted by the consultants/facilitators of the regional offices.

The facilitators accompany the working groups during the processing of the tasks in close coordination with the consultants.

June
• The representatives of the volunteers reflected on the integration of Gender Equality aspects in their activities, analyse strengths and weaknesses and discuss ideas for improvements.

• Members of Presidium are informed about the process so far and formulate own ideas and assessment to Gender Equality.

• The stakeholders exchange about the strengths and weaknesses of work processes in the integration of Gender Equality aspects and develop ideas and suggestions for solutions.

Workshop „Self reflection Gender Equality“ with representatives of volunteers (face-to-face or digital)

Workshop with members of Presidium

Presentation of results from the workshops in Progr. Dept. and Regional Offices

Objective of Workshops

Objective of workshops

Workshop 3
Volunteers

Workshop 4
Presidium

Workshop 5: Programme Dept./ Regional Offices

July

July

August
The workshop with representatives of the volunteers accompanied by the consultants should be held soon after the workshops with the Regional Offices.

**Content**
In a separate workshop with representatives of the volunteers - similar to the workshops with the Progr. Dept. and the Regional Offices - a common understanding of the cross-cutting issue "gender equality" is developed and a (self-)reflection on the integration of gender equality in the activities of the volunteers is encouraged. Inputs on terminology and working definitions support the participants.

Furthermore, an assessment of the volunteers on the work/external presentation/communication etc. of tdh regarding gender equality is made in order to reflect it back into the further process.

**Conclusion** of the workshop: Clarify key questions for further work and time for the second workshop.

**Participants:** Representatives of the voluntary groups, as diverse as possible in age, gender, origin, place of residence, etc.
Objectives of workshop with members of presidium

- Members of Presidium are aware of the process so far and formulate own ideas and assessment to Gender Equality

Content
Gender Mainstreaming is a Top-Down process, that includes all levels and must be supported by everyone in the organisation. Therefore, roles and leadership positions are very important in the process and need a separate workshop.

At the same time, the workshop offers opportunities for the members of the presidium to inform themselves about the current state of the process and get informed for their own position.

Timing: The workshop requires some preparation, preparation interviews with single members of presidium are possible

Participants: If possible, all members of presidium

July
Objective of joint workshop with Progr. Dept. and Reg. Offices (hybrid digital/face-to-face)

• Participants exchange views about the strengths and weaknesses of their work processes in integrating gender equality aspects and developed proposals for solutions.

The joint workshop with representatives of the Progr. Dept. and the Reg. Offices, accompanied by the consultants, serves to exchange and compare the results as well as to further work on proposals for solutions for the systematic integration of gender quality aspects.

Procedure
In the workshop, representatives of the Progr. Department and the regional offices present their central results of the working meetings. Based on the analysed weak points ("leaks"), the results from the work with the volunteers and the qualitative interviews, the participants develop concrete ideas on how gender equality aspects can be systematically integrated into the work and which contents must be included in the gender policy.

Interfaces to the other areas are analysed for the further process.

Conclusion of the workshop: Further work on practicable solutions with time and resource plan.

Participants: Representatives of the programme department and from the regional offices

Sufficient time must be planned for this workshop in order to be able to discuss the results of the Reg. Offices and the Progr. Dept. in detail.

The Consultants accompany the working groups during the processing of the work tasks.

August
• All stakeholders of the process are aware the findings of the workshops and have a joint implementation plan.
• A roadmap for working on the joint aspects of the process was agreed with Communication and Finance Department.
• Collection of first ideas and content for the Policy

Presentation of results – at ACM

Working groups with colleagues from Finance/Admin and Communication

• Communication and Finance/Admin Dept. are aware of the results of Progr. Dept and Regional Offices and analyse the connecting points to their work.

Development of Gender Policy

• Development of the Gender Policy based on the collected ideas in the workshop 6 and the results so far from the other working groups and interviews.

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WORKSHOP 6: Presentation of results

September

September

October
Objective of Presentation Event, Workshop 6

The presentation event includes representatives of the Progr. Dept., the Reg. Offices as well as the board members and colleagues of Comm. and Finance Depts. The process with the main results will be presented and interfaces to the two departments will be shown.

Contents

In the workshop, representatives of the Progr. Dept. and the Regional Offices will present their key results from the working meetings. Special attention will be paid to the interfaces with the communication and finance departments.

Conclusion of the workshop: Communication and Finance Depts. have agreed on a roadmap for working on the interfaces (accompanied by consultants and, if appreciated, a representative of the Progr. Dept.). The Programmes Department and the Regional Offices start implementing appropriate measures (capacity building; ...).

Participants: Representatives of the Progr. Dept. and Regional Offices; colleagues and board members of the Finance and Communication Departments.
Objective of working groups with colleagues of Communication and Finance Dept.

- Communication and Finance know results of Progr. Dept. and Reg. Offices and analysed connecting points to their own work
- Communication and Finance agreed on a road map to work on the connecting points

Because of the work load of the two Dept. only shorter participation is planned.

Depending on staff and time resources, working group meetings are held with the Communication and Finance Departments.

**Content**
Representatives of the two departments conduct an analysis of their own work processes on gender equality. The results and work assignments from Workshop 6 form the basis for the discussions. Proposals for the integration of gender equality aspects are developed.

**Time budget**: Discussions with the consultants, monitoring of the process in the two departments Total: 2 days.

**Participants**: As many colleagues as possible from the two departments.

September
Formulation of Gender Policy

Option A

A working group / team (members SG4 Team plus other interested colleagues from Reg. Offices or Head Office) write the draft of the Gender policy (supported by consultant)

Option B

Assigned consultants write the draft of the Gender Policy (supported by SG4 Teams.)

November
Implementation phase

- Implementation of their work plans and development of appropriate measures (capacity building; development of new templates and gender checklists, restructuring of work processes, gender analyses, etc.). The implementation process is regularly monitored by a working group or alternatively by the SG4 sounding board. The consultants are available for selective consultations during the implementation process.

- Both Depts. implement the developed implementation plans and use the previous working groups for coordination and monitoring. They are in regular contact with the programme department and its working group. The consultants are available for selective consultations during the implementation process.

- The Presidium receives regular reports from the Board and working groups on the status of implementation. The gender policy is approved in advance with the Board and then presented to the Delegates Conference. The volunteers implement their work plan and communicate with the working group of the Progr. Dept. The consultants are available for selective consultations during the implementation process.
Capacity building based on Gender Policy

- Capacity building needs identified during the Gender Self-Assessment
- Probably different needs for the different stakeholder groups
Delegates conference 2023

- Presentation of Gender Policy
- Level and measures of implementation
- Capacity Building
- First assessment of impact