

Summary of Discussions

DER Workshop on Gender and Diversity Sensitivity Checklist

Sunday, 14 August 05

1400-1700 hrs, Action Aid Bangladesh

The DER Working Group on Gender and Diversity in Disasters, lead by Oxfam, has been working on the 'Checklist on Gender and Diversity Sensitivity,' which aims to serve as a common tool to help disaster programme managers to assess the respective stages in programme cycle, i.e. assessment and analysis, planning, implementation, and monitoring and evaluation from gender and diversity perspectives.

The Workshop was held to share the draft Checklist (ver. 7 Aug. 05) prepared by the Working Group with wider DER Group members, LCG WAGE members and specialists including representatives from diversity alliance. The primary aim of the Workshop was to provide a forum to exchange views among participants on what should be the requirements for gender and diversity sensitive programmes by examining the draft Checklist proposed by the Working Group, and to further refine the Checklist incorporating the feedback received from the participants through group work exercise and general discussions. In addition, the Workshop was aimed to contribute to the process of mainstreaming gender and diversity in disaster response and recovery efforts by raising awareness of people and agencies concerned.

The following report is a brief summary of the Workshop and the discussions of group exercise at the Workshop, which is the compilation of the inputs contributed by a representative of each group.

The Workshop was opened with welcome remarks by Ms. Wahida Bashir Ahmed, Action Aid, followed by the opening remarks by Ms. Tahera Yasmin, Oxfam Regional Office and the Chair of the Workshop. After the briefing on the background of the DER Working Group on Gender and Diversity in Disasters by Ms. Mariko Hattori, DER Secretariat, Mr. Sanwar Ali, Oxfam (the lead agency of the Working Group) introduced the Checklist to the participants.

The participants were then divided into five groups, and each group worked on one section of the Checklist, which is composed of five sections as a whole, i.e. 1) Assessment and Analysis; 2) Planning; 3) Implementation; 4) Monitoring and Evaluation; and 5) Absolute Minimum.

I. Summary of the individual group work exercise

The suggestions to the draft Checklist (ver. 7 Aug. 05) made by each working group at group exercise were summarised as below.

Group 1: Assessment and Analysis

The group discussed the objective and usage of the checklist. After a long discussion everyone agreed on the importance of this checklist and the benefit of the checklist if it is used properly at managerial level.

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To make the checklist user friendly the group suggested that a guideline should be made (2 pages) where the following questions have to be addressed properly.

- Why this checklist (importance)
- Level of using this tool (who will use this)
- What would be the role of manager (how a manager will use it)?
- What type of diversity (especially disability) is addressed in the Checklist?

The following changes in the Checklist have been suggested by the group:

- Disability issues should be considered at the level of either 'Essential' or 'Satisfactory' in the checklist
- The three levels ('Essential,' 'Satisfactory,' and 'Best Practice') should be merged to make one standard.
- Assessment should identify specific needs of different groups including; women, the disabled, socially marginalised (based on ethnicity, etc), and adolescent girls and boys.

It was suggested that the views of people who are experienced in assessment should be reflected, to ensure that the Checklist be practical and realistic enough at field level. Therefore, it was suggested that the members of the DER assessment teams as well as field staff who joined agency-wise assessment be consulted before finalisation of the Checklist.

It was suggested that the Gender and Diversity issues identified in the Checklist should be consulted not only in response operation but in preparedness activities as well.

Group 2: Planning

The suggestions made by Group 2 are summarised below.

- All the parts in brackets should be either integrated into the main text or deleted.
- The disabled should be replaced with either 'the differently abled,' 'the specially abled,' or 'persons with disabilities (PWD).'
- Essential column, the second item, 'Incorporate as much as possible local women and higher risk groups into the planning process' is proposed to be replaced with the following sentence: 'Incorporate as much as possible knowledge of local community and higher risk groups into the planning process.'

Reason: Not only the physical participation but the incorporation of knowledge should be considered essential.

- Satisfactory column, the first item, 'Knowledge and beliefs of local women and men about gender inequality, and vulnerability of diverse population (their causes, consequences, and remedies) are recognized and considered in formulating baseline measures [Integration of local people's perception]' is proposed to be replaced with the following sentence: 'Knowledge, benefits and perception of ... (the rest remains the same except deleting the text in brackets).'

Reason: To incorporate the text in brackets and make the sentence clearer.

- Best practice column, the second item, 'Planning options for access and control of resources, responsibility and roles, and strategies for fairness are developed by affected women [Participation of women in planning]' is proposed to be replaced with the following sentence: 'Participation of women and relevant others in planning options for access and control of resources and responsibility and roles are promoted, and strategies for fairness are

developed.’

Reason: To incorporate the text in brackets and make the sentence clearer.

- Best practice column, the third item, ‘Ensure the budget that creates equitable benefit to women and people at higher risk [Gender & diversity budgeting]’ is proposed to be replaced with the following sentence: ‘Ensure Gender and diversity budgeting that creates equitable benefit to women and people at higher risk.’

Reason: To incorporate the text in brackets and make the sentence clearer.

Group 3: Implementation

The suggestions made by Group 3 are summarised below.

- Essential column: remove the second sentence: ‘Technical and social interventions start together, proceed together (not at the same pace).’
- Satisfactory column: Move the first point ‘Accurate information about programmes is accessible to men and women’ to the essential column
- DER to establish common minimum indicators
- DER members to share the final model with their respective partner organisations
- Best practice column to be understood as a combination of all points covered in essential and satisfactory columns
- Model to include reference and literature list
- Model is not addressing preparedness stage and post-flood rehabilitation

Group 4: Monitoring and Evaluation

After discussion the group came to a consensus for the addition of following points:

[Essential level]

- The word proportional participation and benefits need to be specific. Such as the word proportion can be expressed in quantitative term. It may be like 50% or 80%.
- To measure the special benefits for women and girls, the item like baby food, sanitary napkins, TBA (Traditional Birth Attendant) may be included as measuring tools.
- The definition of higher risk group would be included. The higher risk group may include ethnic, minority, infants, differently able people, elderly, sex workers, pregnant and lactating mother, HIV/AIDS affected people.
- Quantitative data as well as qualitative assessment would be considered while doing Monitoring & Evaluation.
- The monitoring team should have the clear understanding about Gender & Diversity. In preparedness phase, the team should receive training on Gender and Diversity.
- Gender balanced monitoring team would be formed.
- Gender budget should be included in essential level (this suggestion came from the plenary discussion)

[Satisfactory level]

- Available data should reflect the participation of beneficiaries in monitoring process. The data should be gender and diversity segregated.

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- Some points (terminology) of best practice column may be considered to put in satisfactory column such as decision making, accountability, finance & budgets.
- The monitoring tools of related organisations would be in line with the DER Checklist.

[Best Practice level]

- Community participation is ensured in the process of Monitoring and Evaluation (it can be an example of best practice)

A separate (preferably a third party) gender balanced monitoring team can be formed to assess the essential and satisfactory level. The identified gaps would be shared with the respective organisations.

Group 5: Absolute Minimum

The feedback from the group members is as follows.

- Gender disaggregated data: In project management tools, gender disaggregated data collection provisions should be inbuilt so that analysis can be done to ascertain how many women/men have been addressed under any intervention.
- Demonstrative and more equitable participation: Participation should not be limited within proposal in paper; it should be demonstrative so that during observation equal participations from women and men can be visualized.
- Transparency: Transparency should be ensured in all aspects of emergency programs (e.g. resources allocation, decisions making, trouble shooting etc.)
- Use the lessons learnt of the past: Instead of reinventing the wheel again, identify persons with institutional memory, consult reliable documents and use those learning in program management
- Gender specific needs: In any emergency program, gender specific needs should be assessed and addressed.

II. Points raised at the plenary discussion for further consideration:

After the group exercise each group reported the summary of the group discussions to the plenary. In addition to the points raised by individual group as summarised above, the following points should be further worked on for the finalisation of the Checklist.

- Should it be three levels i.e. essential, satisfactory and best practices, or two levels, e.g. essential and satisfactory or best practice, or even one level?
- Should we define indicators? If this is the case, should the indicators be agreed among all DER, or should each agency define own indicators?

It was requested that any further comments/suggestions should be sent to Mr. Sanwar Ali, Oxfam (kmsali@oxfam.org.uk).

Annexes:

- A. Attendance List
- B. Workshop Programme

ANNEX A: Attendance List

Sl	Organisation	Name	Designation
1	Action Aid Bangladesh	Ms. Khuku Chakrabarty	Head, WR&GE
2	Action Aid Bangladesh	Ms. Wahida Bashir Ahmed	Associate Coordinator Risk Reduction
3	Bangladesh Department	Mr. Md. Akram Hossain	Director
4	BDPC	Mr. Saidur Rahman	Director
5	BDPC	Ms. Laila Nazneen	Programme Officer
6	BDRCS	Mr. Afsar Uddin Siddique	Assistant Director, Earthquake Preparedness and Response
7	BDRCS	Mr. Habib Ahmed	Assistant Director, Community Empowerment Programme
8	BDRCS	Ms. Monowara Sarker	Deputy Director
9	BDRCS	Mrs. Rezina Islam	Assistant Director, Community Based Disaster Management
10	CARE	Mr. Chitta Ranjan Biswas	Technical Coordinator
11	CARE	Ms. Zesrina Haider	GED - Advisor Program
12	CCDB	Mr. Charles S. Sarkar	Programme Manager (DPP)
13	CCDB	Ms. A. Nabi	Programme Manager
14	Christian Aid	Ms. Tanja Haque	Country Representative
15	Concern	Mr. Pankaj Kumar	Senior Advisor, DEMU
16	DFID-B	Mr. Suman Sma Islam	Deputy Programme Officer
17	Disaster Forum	Ms. Sumaya Noom	Research Associate
18	DRR	Mr. Mojibur Rahman	Director (Relief)
19	ECHO	Mr. Anwar Hossain	Programme Officer
20	German Embassy	Mr. Christian Lehmann	Intern
21	German Embassy	Mr. Martin Becker	Intern
22	Handicap International	Mr. Faizul Kabir	Project Manager
23	Handicap International	Mr. Rashidul Islam	Rehabilitation Coordinator
24	ICDDR, B	Ms. Sheila Ryan	ERD Consultant
25	IFRC	Mrs. Laily Khan Majlish	Focal person for Gender
26	IOM	Mr. Md. Azad	Project Coordinator
27	IR	Mr. Quazi Ahmed Faruque	Programme Manager
28	IR	Ms. Sabina Hasan	Manager Admin
29	ITDG	Ms. Refath Zohura Kabir	Coordinator (Social & Gender Dev.)

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30	LGED	Ms. Shahana Akhter	Assistant Engineer
31	NFOWD	Mr. Md. Mozahidul Islam	Assistant Coordinator
32	Oxfam	Mr. MB Akhter	Gender Programme Coordinator
33	Oxfam [Lead Agency]	Mr. Md. Abul Hashem	PA
34	Oxfam [Lead Agency]	Mr. Sanwar Ali	Hum. Programme Coordinator
35	Oxfam [Lead Agency]	Ms. Tahera Yasmin	Regional Director
36	Oxfam [Lead Agency]	Mr. Kaiser Rejre	Project Officer
37	Plan Bangladesh	Mr. Golam Motasim Billah	Project Coordinator Disaster Rehab. Project
38	Plan Bangladesh	Ms. Zinnat Afroz	Social Development Advisor
39	Save the Children USA	Mr. Ruhul Amin	Manager, Emergencies
40	Save the Children USA	Ms. Murshida Akhter	Deputy Programme Manager
41	SCUK	Mr. Gawgar Nayeem Wahara	Head of Programme
42	SDC	Ms. Shahnaz Monir	National Programme Officer
43	UNDP	Mr. K. Iftekhar Ahmed	Shelter Specialist
44	UNDP	Mr. Kanta Devi	Communication Officer
45	UNDP Project	Ms. Dilara Begum Happy	Gender Training Officer
46	UNFPA	Dr. Margub Aref Jahangir	NPPP
47	UNICEF	Dr. Saiful Islam	Division Chief
48	UNICEF	Mr. Abdul Awal	Project Officer
49	USAID	Mr. Mahmuda R Khan	Gender Adviser
50	USAID	Ms. Allyn Moushey	Food for Peace Officer
51	USAID	Ms. Shahnaz Zakaria	Project Management Specialist
52	World Vision Bangladesh	Mr. Taherul Islam Khan	Disaster Management Coordinator
53	World Vision Bangladesh	Mr. Maksudur Rahman	Disaster Management Specialist
54	WFP [DER Secretariat]	Ms. Rehana Banoo	Manager, DPR
55	WFP [DER Secretariat]	Ms. Monzu Morshed	Programme Officer, DPR
56	WFP [DER Secretariat]	Ms. Mariko Hattori	Programme Officer, DPR

ANNEX B

**Workshop on DER Gender and Diversity Sensitivity Checklist
DER Working Group on Gender and Diversity in Disasters
14 August 2005
1400-1700 hrs, Action Aid**

Programme

1330-1400	Registration
1400-1410	Background: How we've come to this stage (The brief overview of the evolution of DER WG on Gender and Diversity in Disasters)
1410-1425	The Checklist: The purpose, the process and future plan
1425-1530 (1510)	Group work (All the participants will be divided into five working groups and look into the checklist one by one) (Refreshments will be made available at the back of the meeting room)
1530-1630	Feedback from working groups to the plenary and discussion
1630-1700	Summary of the session and closing