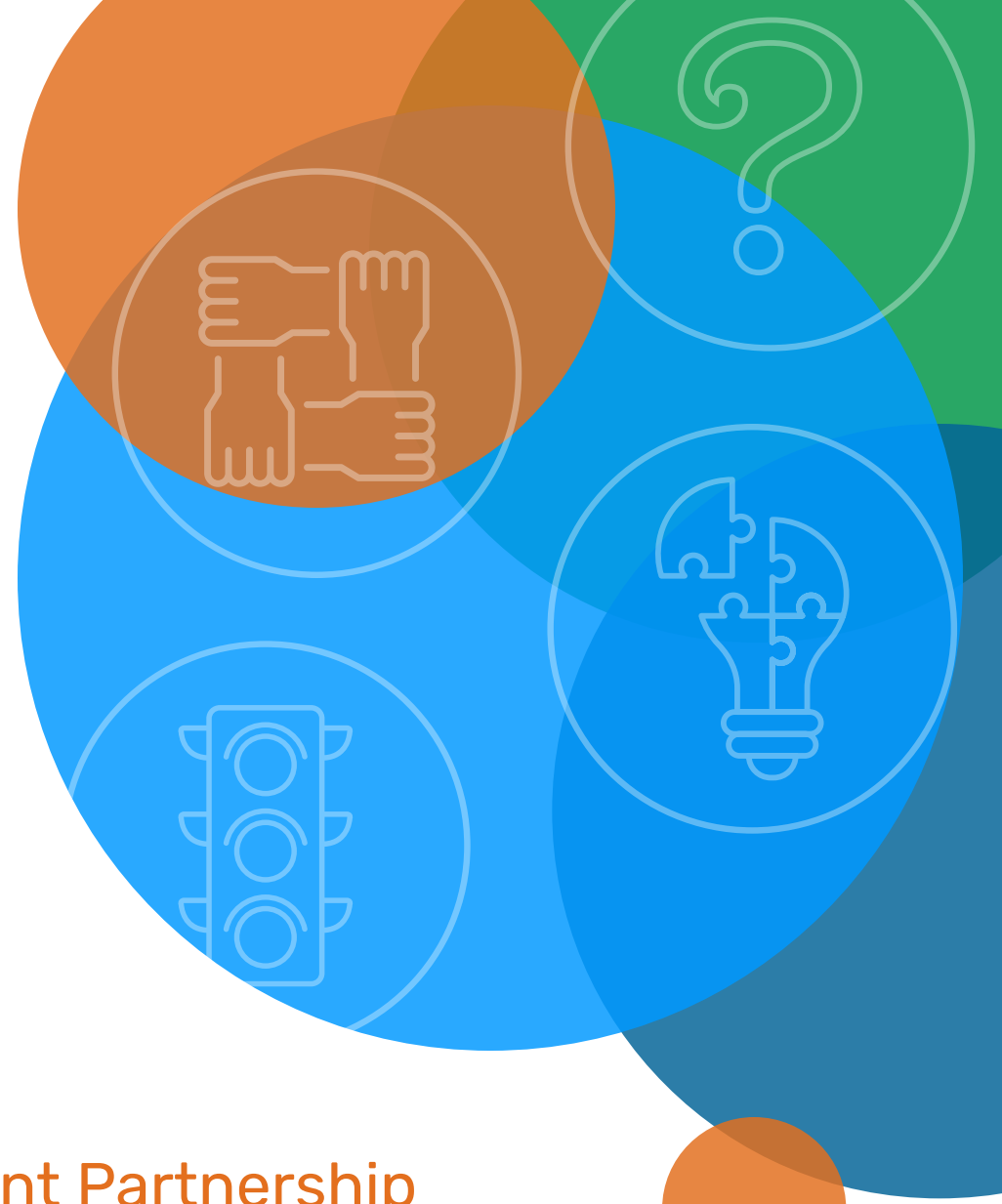

Open Government Partnership

Toolkit for more gender-responsive action plans

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Photo by CARE Philippines

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INTRODUCTION

Gender equality matters for both the legitimacy and the effectiveness of the Open Government Partnership (OGP). All citizens have a right to participate in the public life of their society, but different groups of citizens face different barriers to doing so. Women, non-binary individuals, and LGBTQIA+ actors historically faced systematic exclusion from public decision-making processes and continue to be widely under-represented across the world. Further, women, non-binary individuals, and LGBTQIA+ actors often have different needs and experiences of government and public services, and therefore may prioritize different things from their governments and service providers. Intersectionalities across gender, sexual identity, age, race, ethnicity, ability, location, and access can further discrimination and limit voice and access to vital services.

However, the important priorities and needs of these communities are often poorly understood and under-supported. Diverse, substantive participation in governance processes like OGP and its action plan co-creation processes strengthens both the legitimacy and effectiveness of these mechanisms, truly broadening the base of participation.

Civil society organizations (CSOs) that work across gender equality and equity issues are an important democratic mechanism for aggregating, representing, and applying pressure to secure the interests of women, non-binary individuals, and LGBTQIA+ actors. OGP coordination bodies need to actively facilitate a range of these CSOs and social movement actors to participate in the co-creation of OGP action plans, if it is to harness the ideas and expertise of diverse citizens, and be relevant to their needs and priorities.

The Feminist Open Government (FOGO) Initiative was created to generate research, data, and practical tools to support OGP members in better using OGP as a mechanism to advance gender equality. This Gender Toolkit was produced based on several pieces of research that started under the FOGO Initiative and has continued within OGP's broader gender and inclusion efforts.

The use of the tools can be facilitated by an OGP government or civil society stakeholder, a third-party facilitator, or a resource person with gender expertise. A third-party facilitator may be best able to explain concepts to participants, ask probing questions to prompt deeper thinking, moderate the discussion to surface different points of view, and facilitate consensus around actions to be taken after the tools are used.

Note that this toolkit will reference women, girls, non-binary individuals, and LGBTQIA+ actors as specific stakeholders to engage and consult throughout co-creation and implementation. This will also appear as "gender equality actors" for shorthand. These categories are not comprehensive, and there are overlapping identities and intersectionalities within and across these groups that greatly impact voice, agency, and access. None of these groups are a monolith, and diverse consultation is needed across identities and experience to better ensure open government approaches serve a diversity of citizens.

The Toolkit contains four useful tools to help OGP stakeholders enhance gender responsiveness in the OGP action plan co-creation process:

TOOL 1

Gender Responsiveness Self-Assessment for Action Plan Co-creation

The Gender Responsiveness Self-Assessment is a tool that enables OGP stakeholders—whether government or non-government, national, or local/sub-national—to collectively or individually reflect on the degree to which their OGP leadership and coordination structures and action plan co-creation processes actively address gender equality issues. This includes a focus on enabling the influence of women, non-binary individuals, and LGBTQIA+ actors and the organizations that represent them and work on their rights. The Self-Assessment provides a rating and traffic light system intended to walk users through a set of key conditions for more robust inclusion and more gender-responsive action plans.

The Self-Assessment has been designed primarily for use by OGP Members' leadership, governing, and/or coordination bodies (from both government and civil society) as part of action plan development, and to benchmark progress across action planning cycles. It helps OGP stakeholders plan their co-creation processes, see where they have made progress, and pinpoint areas that require improvement. There are two versions of the self-assessment tool to choose from depending on your co-creation dynamics: a quick version or a deep version.

The Self-Assessment tool can be used to reflect on an action plan co-creation process immediately after its completion, at the beginning of planning for a new co-creation process (by reflecting on the previous one), or to assess the plans already in place for an upcoming co-creation process. If you have never been involved in an OGP co-creation process before, it may be helpful to review the Self-Assessment tool before beginning to design the process, in order to build in gender responsiveness elements from the start.

TOOL 2

Sample Agenda and Template Slide Deck for Preparatory Workshop with Women's Rights and Gender Equality Actors

The sample workshop agenda and slide deck are tools that enable OGP stakeholders to organize a workshop with gender equality actors during the agenda-setting stage at the beginning of the action plan co-creation process. This workshop is intended to make space for gender equality actors to contribute to proposing focus areas and commitments for the action plan.

TOOL 3

Questions for Gender Analysis of OGP Action Plan Commitments

The Gender Analysis Questions are a tool that enables OGP stakeholders to collectively or individually assess the degree to which each draft action plan commitment is gender-responsive. The questions can be used at several key junctures in the action plan co-creation process: during early commitment drafting and review; during public dialogue/consultation events; during preparatory workshops with women's rights and gender equality activists and organizations (see Tool 2 in this Toolkit); and/or during a dedicated multi-stakeholder dialogue/consultation event focused on gender equality and social inclusion issues in the draft action plan (see Tool 4 in this Toolkit). Having different stakeholders use these questions at several different stages of the co-creation process is best to support the commitment drafts to gradually become more gender responsive throughout the process and also to ensure that gender-responsive features do not drop out of the drafts or get weakened from one iteration to the next. It is particularly critical to use the questions in the early drafting stage to build in gender responsive features from the beginning, and again at a late stage before action plan finalization, to ensure that nothing has been missed.

Depending on when the guiding questions are used, they may be a useful tool for commitment drafters (including those from government and civil society); consultation facilitators and participants; women's rights and gender equality activists and organizations providing feedback on draft action plan commitments; and/or gender experts from government or consultants providing gender technical assistance to action plan co-creation.

TOOL 4

Sample Agenda and Template Slide Deck for Gender Analysis Workshop with Women's Rights and Gender Equality Actors

The sample workshop agenda and slide deck are tools that enable OGP stakeholders to organize a workshop with women's rights and gender equality actors toward the latter stages of an action plan co-creation process, focused on conducting a gender analysis of a draft action plan and providing feedback to OGP decision-makers and commitment developers.

TOOL 1

Gender Responsiveness Self-Assessment for Action Plan Co-creation

What is the Gender Responsiveness Self-Assessment?

This Gender Responsiveness Self-Assessment is part of a Gender Toolkit that supports gender responsiveness in the Open Government Partnership's (OGP) Action Plan co-creation process. The Gender Responsiveness Self-Assessment is a tool that enables OGP stakeholders—whether government or non-government, national, or local/sub-national—to collectively or individually reflect on the degree to which their OGP leadership and coordination structures and action plan co-creation processes actively address gender equality issues. This includes a focus on enabling the influence of non-binary individuals, and LGBTQIA+ actors and the organizations that represent them and work on their rights. The Self-Assessment provides a rating and traffic light system intended to walk users through a set of key conditions for more robust inclusion and more gender-responsive action plans. This helps OGP stakeholders see where they have made progress and pinpoint areas that require improvement.

This toolkit contains a quick version of the self-assessment tool as well as a longer, more comprehensive version of the tool. While the longer version will provide a deeper understanding of the dynamics, entry points, and challenges, the shorter version may be more accessible in environments that are politically or time constrained.

Quick assessment: Provides initial feedback on dynamics, entry points, and potential gaps in participation. This is ideal for a government or partner who is performing an assessment within limited time constraints or considerable political challenges, or amid the-co-creation process.

Deep assessment: Provides a deeper understanding of the dynamics, entry points, and challenges around participation. This is ideal for a government or partner who is at the beginning of a co-creation or implementation process or where demands or expectations for gender equity measures are stronger.

Why use this Self-Assessment tool?

Gender equality matters for both the legitimacy and the effectiveness of OGP. All citizens have a right to participate in the public life of their society, but different groups of citizens face different barriers to doing so. Women, non-binary individuals, and LGBTQIA+ actors have historically faced systematic exclusion from public decision-making processes and continue to be widely under-represented across the world. Further, women, non-binary individuals, and LGBTQIA+ actors often have different needs and experiences of government and public services, and therefore prioritize different things from their governments and public service providers. However, their priorities and needs are often poorly understood and under-supported. Diverse substantive participation in governance processes like OGP and its action plan co-creation processes strengthen both the legitimacy and effectiveness of these mechanisms.

Civil society organizations (CSOs) that work on women's rights and gender equality are an important democratic mechanism for aggregating, representing, and applying pressure to secure the interests of women, non-binary individuals, and LGBTQIA+ actors. But OGP coordination bodies must actively facilitate a range of these CSOs and social movement actors to participate in the co-creation of OGP action plans if it is to harness the ideas and expertise of diverse citizens and be relevant to their needs and priorities.

Since 2015, gender equality activists have been working to push OGP to be a platform to advance gender equality and the rights of women and non-binary people. The Feminist Open Government (FOGO) Initiative was set up to generate research, data, and practical tools to support OGP members in better using OGP as a mechanism to advance gender equality.

This Gender Responsiveness Self-Assessment has been developed to support OGP stakeholders to better understand the concrete enablers of gender responsive action plan co-creation processes and to analyze the degree to which the conditions are in place for gender responsive co-creation and action plans. The tool has been designed primarily for use by OGP Members' leadership, governing, and/or coordination bodies (from both government and civil society) as part of action plan development and to benchmark progress across action planning cycles. While many of the criteria offered in this tool are not mandatory requirements of OGP co-creation processes, they do help users to think carefully across key elements of their OGP processes that enable or obstruct substantive gender responsiveness, going beyond minimum standards to more robust and comprehensive inclusion.

Who should use the Self-Assessment tool?

The Self-assessment tool can be used to reflect on an action plan co-creation process immediately after its completion, at the beginning of planning for a new co-creation process (by reflecting on the previous one), or to assess the plans already in place for an upcoming co-creation process. If you have never been involved in an OGP co-creation process before, it may be helpful to review the Self-Assessment tool before beginning to design the process in order to build in gender responsiveness elements from the start.

The Self-Assessment tool can be used alone (perhaps by a key OGP stakeholder playing a critical role in designing a co-creation process) or in a group (of those in OGP leadership on the side of the government, on the side of civil society, or in a mixed group). It can be facilitated by one of these mentioned parties or by a third-party facilitator or resource person with gender expertise. A third-party facilitator may be best able to explain concepts to participants, ask probing questions to prompt deeper thinking, moderate the discussion to surface different points of view, and facilitate consensus around final ratings selections.

What is included in the Self-Assessment tool?

This tool is divided into three sections, each focused on a set of conditions that support more gender responsive OGP processes and action plans.

Section 1: Enabling environment for integrating gender and social inclusion concerns

This section encourages reflection on the extent to which OGP Members' leadership, governing, and/or coordination bodies (from both government and civil society) in a particular context clearly champion and lead on gender equity issues in OGP co-creation processes. This includes reflecting on the degree to which the integration of gender equality issues is required, incentivized, and technically supported throughout action plan co-creation processes.

Section 2: Diverse participation in OGP

This section assesses the extent to which OGP leadership in a particular context puts in place the supports needed for organizations and individuals representing the interests of a diversity of people -- especially women, non-binary individuals, and LGBTQIA+ actors -- to access and participate in OGP processes. Here participation refers to being able to be present in key OGP co-creation spaces.

Section 3: Substantive and meaningful participation in OGP for women, non-binary individuals, and LGBTQIA+ actors

This section assesses the extent to which OGP leadership in the given context puts in place the conditions needed for individuals and organizations representing the interests of women, non-binary individuals, and LGBTQIA+ actors to substantively and meaningfully participate in OGP co-creation processes -- for example, whether they can be involved in early agenda-setting activities; be active throughout action plan co-creation; have access to thorough and up-to-date information; and have tangible influence within OGP bodies and processes. This section goes beyond being able to be present in key spaces, to focus on having the power to have influence once in those spaces.

Each of the three sections outlined above includes three enablers -- concrete conditions -- that are critical to gender responsive action plans and co-creation processes. Under each enabler is a checklist comprising specific actions or strategies that OGP stakeholders can use to achieve the enabling condition.

How to use the Self-Assessment tool

To complete the form, OGP stakeholders should start with Section 1, Enabler 1a, working through each of the statements under Enabler 1a. For each, assess whether your upcoming or previous co-creation process: 'fully meets" the given criterion, "partially meets" it, or "does not meet" it. This will require some discretionary reflections and/or group deliberations. Use the relevant drop-down menu to select your rating. Selecting your rating will automatically populate the adjacent cell in the traffic light column with a red, yellow, or green "light." In the comments and evidence box under each statement, provide reasons for your assessment. If you are completing this form in a group, discuss each selection and the evidence for it.

When you have completed all the statements under Enabler 1a, assess the overall extent to which you are meeting the Enabler. Use the drop-down box at the top of the section to do this. Complete this for Enablers 1b and 1c. When you have completed all three enablers in Section 1, make an assessment for the whole of Section 1 based on your ratings for Enablers 1a, 1b, and 1c. Indicate this assessment at the end of Section 1. Continue with the same process for Sections 2 and 3.

When you have completed Sections 1 – 3, use the traffic lights column to review areas that require particular focus (red), areas that require some improvement (yellow), and note the existing strengths of your planned or completed action plan co-creation process (green). Summarize these findings in Section 4. If you have used the tool during previous co-creation processes, compare the traffic lights in the earlier Self-Assessment(s) to those in the current one and note areas of progress and regression, also in Section 4.

QUICK ASSESSMENT

SECTION 1: Is there a positive enabling environment for a gender responsive OGP co-creation process?

	Extent to which criterium has been met	Traffic light indication of status
Enabler 1a: OGP leadership, governing, and/or coordination bodies clearly champion and lead on the integration of gender equality interests in OGP processes and action plans.	**1a overall rating**	**1a overall traffic light**
OGP leadership, governing, and/or coordinating bodies have a clear statement of objectives and a strategy, plan, or guidance (including specific targets) for addressing gender equality through OGP processes.		
Comments and evidence		
A focal point has been identified within OGP leadership/coordination structures to lead on outreach and information-sharing to women's rights and gender equality activists and organizations.		
Comments and evidence		
Enabler 1b: OGP stakeholders know how to integrate gender equality priorities into their open government agenda in practice.	**1b overall rating**	**1b overall traffic light**
Stakeholders leading on key OGP processes, such as those designing action plan co-creation processes, commitment drafters, commitment implementing agencies, and monitors, have access to adequate expertise and technical assistance on gender equality.		
Comments and evidence		
Enabler 1c: OGP stakeholders are required and incentivized to address gender concerns through OGP action plan co-creation.	**1c overall rating**	**1c overall traffic light**
Gender equality minimum standards have been set, both for overall action plans and for individual commitment design. These minimum standards include gender mainstreaming requirements, but could also include requirements for standalone commitments focused on priority gender equality issues in the context.		
Comments and evidence		

Action plan commitment design templates include consideration of gender equality issues in all sections.[1]		
Comments and evidence		
All indicators built into Action Plan implementation are consistently disaggregated by, at a minimum, sex, gender, and age, and all commitment-holders are required to report on their reach to women, girls, and LGBTQIA+ communities.		
Comments and evidence		
Citizen and civil society consultation forums that take place as part of action plan co-creation explicitly seek feedback on how gender equality issues have been integrated into commitment drafts and the overall action plan.		
Comments and evidence		
Overall assessment of the enabling environment for a gender responsive OGP co-creation process	**Overall assessment based on Sections 1a – c**	**Overall traffic light based on Sections 1a – c**

SECTION 2 : Are diverse women's rights and gender equality actors concretely supported to participate in action plan co-creation?

	Extent to which criterium has been met	**Traffic light indication of status**
<u>Enabler 2a</u>: Women's rights and gender equality activists and organizations participate in action plan co-creation and implementation.	**2a overall rating**	**2a overall traffic light**
Targets or requirements are in place for diverse women's and LGBTQIA+ participation in co-creation forums and processes.		
Comments and evidence		

[1] See Tool 3 in this Toolkit for a more detailed discussion of gender mainstreaming requirements within the design of action plan commitments.

The above targets or requirements are shared widely, actively monitored, and reported on.		
Comments and evidence		
Plans and resources are in place for timely outreach to civil society actors whose primary mandate is not open government, including a range of diverse women's rights and gender equality activists and organizations, bringing them into early action plan co-creation activities.		
Comments and evidence		
Enabler 2b: OGP processes reach across multiple levels of governance to enable more diverse grassroots participation from citizens and civil society, including more diverse grassroots women's rights and gender equality actors.	**2b overall rating**	**2b overall traffic light**
National co-creation processes include local consultations (or sub-national co-creation processes include grassroots consultations), and women's rights and gender equality actors at those levels are invited.		
Comments and evidence		
Enabler 2c: Barriers to access for marginalized groups are recognized and actively addressed.	**2c overall rating**	**2c overall traffic light**
Information and draft commitments are shared with diverse women's rights and gender equality actors in a timely fashion, in accessible formats, via appropriate media, and in local languages.		
Comments and evidence		
Meetings are held at times and locations that cater to different needs, including with consideration of the unequal care burdens between men and women, possible social restrictions on women's mobility, security concerns, etc.		
Comments and evidence		

Security and safety risks for participants have been assessed, including gendered risks and the risks faced by activists and civil society organizations in environments of restricted civic space, and steps have been taken to mitigate those risks.		
Comments and evidence		
Overall assessment of the conditions in place for the participation of diverse women's rights and gender equality actors	**Overall assessment of progress based on Sections 2a – c**	**Overall traffic light based on Sections 2a – c**

SECTION 3: Are women's rights and gender equality actors actively supported to substantively participate and have influence?

	Extent to which criterium has been met	**Traffic light indication of status**
<u>Enabler 3a</u>: Women's rights and gender equality activists and organizations are encouraged and tangibly facilitated to effectively participate at the most critical junctures during action plan co-creation.	**3a overall rating**	**3a overall traffic light**
Diverse civil society actors, and in particular a diverse group of women's rights and gender equality actors, have opportunities to propose commitment ideas and draft commitments during action plan co-creation (not just give feedback on already-drafted commitments).		
Comments and evidence		
Diverse gender equality actors are actively supported to participate in agenda-setting forums/consultations.		
Comments and evidence		
Diverse gender equality actors are actively supported to participate in action plan consolidation and feedback forums/consultations.		
Comments and evidence		

Enabler 3b: The format of consultations actively enables the participation of diverse civil society actors, including women's rights and gender equality activists and organizations.	**3b overall rating**	**3b overall traffic light**
Up-to-date commitment drafts are circulated to diverse civil society actors, including women's rights and gender equality activists and organizations well before consultations and in accessible formats.		
Comments and evidence		
Consultations are held in local languages and/or there is provision for appropriate translation.		
Comments and evidence		
Sufficient time is provided in consultations for participants to review materials and provide feedback, including asking follow-up questions and receiving responses from government stakeholders.		
Comments and evidence		
Consultations take place in settings that enable all participants to hear and be heard and are assertively facilitated to ensure that a small number of individuals do not dominate discussions and that government stakeholders do not use up disproportionate amounts of time or the time set aside for civil society/community members.		
Comments and evidence		

Enabler 3c: Active steps are taken to build trust between and among OGP government and civil society stakeholders, including women's rights and gender equality actors.	**3c overall rating**	**3c overall traffic light**
OGP leadership, governance, and coordination bodies, and participating Government agencies: maintain a detailed record of points of civil society feedback on draft commitments, including those from gender equality actors; provide responses to feedback during consultations; and establish a channel for following up publicly on whether/how each point of feedback has been incorporated.		
Comments and evidence		

Overall assessment of whether conditions are in place for women rights and gender equality activists and organizations to substantively participate and have influence	Overall assessment of progress based on Sections 3a – c	Overall traffic light based on Sections 3a – c

SECTION 4: Summary

	Traffic light
Green Lights: Which section and/or sub-sections above are strong in your previous/current/planned co-creation process?	
Yellow Lights: Which section and/or sub-sections above require improvement in your previous/current/planned co-creation process?	
Red Lights: Which section and/or sub-sections above require significant focus in your previous/current/planned co-creation process?	

Areas of Progress since Last Self-Assessment:

Areas of Regression since Last Self-Assessment:

DEEP ASSESSMENT

SECTION 1: Is there a positive enabling environment for a gender responsive OGP co-creation process?

	Extent to which criterium has been met	Traffic light indication of status
Enabler 1a: OGP leadership, governing, and/or coordination bodies clearly champion and lead on the integration of gender equality interests in OGP processes and action plans.	**1a overall rating**	**1a overall traffic light**
OGP government side leadership is located in an influential agency that is demonstrably supportive of women's rights, LGBTQIA+ rights, and gender equality.		
Comments and evidence		
OGP leadership, governing, and/or coordinating bodies have a clear statement of objectives and a strategy, plan, or guidance (including specific targets) for addressing gender equality through OGP processes.		
Comments and evidence		
All main OGP stakeholders (e.g., members of OGP governing/coordinating bodies, participating government agencies, civil society participants) are: aware of the above statement of objectives: have received the above strategy, plan, or guidance; and have participated in an orientation on gender responsiveness in OGP processes.		
Comments and evidence		
OGP stakeholders demonstrate familiarity with, and understand their obligations related to, the statement of objectives and strategy, plan, or guidance discussed above, including its concrete targets.		
Comments and evidence		
This statement of objectives and strategy, plan, or guidance, along with the concrete targets, have been actively publicized to citizens and shared with wider civil society.		
Comments and evidence		

A focal point has been identified within OGP leadership/coordination structures to lead on outreach and information-sharing to women's rights, LGBTQIA+, and gender equality activists and organizations.		
Comments and evidence		
Enabler 1b: OGP stakeholders know how to integrate gender equality priorities into their open government agenda in practice.	**1b overall rating**	**1b overall traffic light**
Gender equality experts, government agencies leading on gender equality, women's rights, LGBTQIA+ rights, and gender equality activists and/or members of women's rights and gender equality organizations have roles within OGP leadership, governing, and coordination structures.		
Comments and evidence		
Stakeholders leading on key OGP processes, such as those designing action plan co-creation processes, commitment drafters, commitment implementing agencies, and monitors, have access to adequate expertise and technical assistance on gender equality.		
Comments and evidence		
Enabler 1c: OGP stakeholders are required and incentivized to address gender concerns through OGP action plan co-creation.	**1c overall rating**	**1c overall traffic light**
Gender equality minimum standards have been set, both for overall action plans and for individual commitment design. These minimum standards include gender mainstreaming requirements, but could also include requirements for standalone commitments focused on priority gender equality issues in the context.		
Comments and evidence		
Minimum standards (and any accompanying guidance) are reviewed and updated after each action plan cycle to incorporate new ideas, learning, and examples.		
Comments and evidence		
Targets are set for the inclusion of activists and organizations focused on women's rights, LGBTQIA+ rights, and gender equality in relevant OGP processes.		
Comments and evidence		

Action plan commitment design templates include consideration of gender equality issues in all sections.[2]		
Comments and evidence		
All indicators built into action plan implementation are required to be consistently disaggregated by, at a minimum, sex, gender, and age, and all commitment-holders are required to report on their reach to women and girls.		
Comments and evidence		
OGP stakeholders proactively introduce gender equality issues that are relevant to the open government agenda and/or the specific draft action plan under development, within citizen and civil society consultation forums that take place as part of action plan co-creation.		
Comments and evidence		
Citizen and civil society consultation forums that take place as part of action plan co-creation explicitly seek feedback on how gender equality issues have been integrated into commitment drafts and the overall action plan.		
Comments and evidence		
Action plans include a standard section documenting how gender equality issues have been supported/integrated during the action plan co-creation process.		
Comments and evidence		
Overall assessment of the enabling environment for a gender responsive OGP co-creation process	**Overall assessment based on Sections 1a – c**	**Overall traffic light based on Sections 1a – c**

[2] See Tool 3 in this Toolkit for a more detailed discussion of gender mainstreaming requirements within the design of action plan commitments.

SECTION 2: Are diverse women's rights and gender equality actors concretely supported to participate in Action Plan co-creation?

	Extent to which criterium has been met	Traffic light indication of status
Enabler 2a: Women's rights and gender equality activists and organizations participate in action plan co-creation and implementation.	**2a overall rating**	**2a overall traffic light**
Targets or requirements are in place for diverse women's and LGBTQIA+ participation in co-creation forums and processes.		
Comments and evidence		
Targets or requirements are structured such that both government and civil society contribute equally to reaching these targets.		
Comments and evidence		
Targets or requirements are in place for the participation of gender equality experts, LGBTQIA+ experts, and women's rights and gender equality activists and organizations in co-creation forums and processes.		
Comments and evidence		
The above targets or requirements are shared widely, actively monitored, and reported on.		
Comments and evidence		
Plans and resources are in place for timely outreach to civil society actors whose primary mandate is not open government, including a range of diverse gender equality activists and organizations, bringing them into early action plan co-creation activities.		
Comments and evidence		
OGP leadership has a directory of civil society actors that includes organizations whose primary mandate is not open government, including a range of diverse gender equality activists and organizations. This directory has been developed through consultation with those familiar with diverse aspects of the women's rights and gender equality movements in the context.		
Comments and evidence		

OGP leadership and governing/coordinating bodies proactively seek partnerships with gender equality leaders, such as activists, leaders of organizations, academics, analysts, and representatives of government agencies leading on gender equality issues.		
Comments and evidence		
<u>Enabler 2b</u>: OGP processes reach across multiple levels of governance to enable more diverse grassroots participation from citizens and civil society, including more diverse grassroots women's rights and gender equality actors.	**2b overall rating**	**2b overall traffic light**
National co-creation processes include local consultations (or sub-national co-creation processes include grassroots consultations), and a diversity of gender equality actors at those levels are invited.		
Comments and evidence		
Co-creation processes include consultations outside of urban centres, and these include invitations to local women's and gender equality organizations.		
Comments and evidence		
If there is only a national-level action plan, drafts include commitments on local governance and local government services, including on issues prioritized by local women's and gender equality groups.		
Comments and evidence		
<u>Enabler 2c:</u> Barriers to access for marginalized groups are recognized and actively addressed.	**2c overall rating**	**2c overall traffic light**
A strategy/plan and resourcing are in place for purposeful outreach to sub-national and grassroots women's rights and gender equality activists and civil society organizations, including those from remote or hard to reach areas.		
Comments and evidence		
Information and draft commitments are shared with diverse women's rights and gender equality actors in a timely fashion, in accessible formats, via appropriate media, and in local languages.		
Comments and evidence		

Meetings are held at times and locations that cater to different needs, including with consideration of the unequal care burdens between men and women, possible social restrictions on women's mobility, security concerns, etc.		
Comments and evidence		
Earmarked funds are available to support the access needs of marginalized groups, including paying for the transportation costs of grassroots women's rights and gender equality activists and organization representatives.		
Comments and evidence		
Security and safety risks for participants have been assessed, including gendered risks and the risks faced by activists and civil society organizations in environments of restricted civic space, and steps have been taken to mitigate those risks.		
Comments and evidence		
Overall assessment of the conditions in place for the participation of diverse women's rights and gender equality actors	**Overall assessment of progress based on Sections 2a – c**	**Overall traffic light based on Sections 2a – c**

SECTION 3: Are women's rights and gender equality actors actively supported to substantively participate and have influence?

	Extent to which criterium has been met	Traffic light indication of status
<u>Enabler 3a</u>: Women's rights and gender equality activists and organizations are encouraged and tangibly facilitated to effectively participate at the most critical junctures during action plan co-creation.	**3a overall rating**	**3a overall traffic light**
Diverse civil society actors, and in particular diverse women's rights and gender equality actors, have opportunities to propose commitment ideas and draft commitments during action plan co-creation (not just give feedback on already-drafted commitments).		
Comments and evidence		
Diverse women's rights, LGBTQIA+, and gender equality actors are actively supported to participate in agenda-setting forums/consultations.		
Comments and evidence		
Diverse women's rights, LGBTQIA+, and gender equality actors are actively supported to participate in action plan consolidation and feedback forums/ consultations.		
Comments and evidence		
During co-creation, at least one dedicated consultation is held with diverse women's rights and gender equality actors on draft action plans, with a focus on strengthening the gender equality content of the action plans.		
Comments and evidence		
Diverse women's rights, LGBTQIA+, and gender equality actors are supported to better understand OGP and its value to their own agendas and objectives.		
Comments and evidence		

Enabler 3b: The format of consultations actively enables the participation of diverse civil society actors, including women's rights and gender equality activists and organizations.	**3b overall rating**	**3b overall traffic light**
Up-to-date commitment drafts are circulated to diverse civil society actors, including women's rights and gender equality activists and organizations well before consultations and in accessible formats.		
Comments and evidence		
Consultations are held in local languages and/or there is provision for appropriate translation.		
Comments and evidence		
Sufficient time is provided in consultations for participants to review materials and provide feedback, including asking follow-up questions and receiving responses from government stakeholders.		
Comments and evidence		
Consultations take place in settings that enable all participants to hear and be heard and are assertively facilitated to ensure that a small number of individuals do not dominate discussions and that government stakeholders do not use up disproportionate amounts of time or the time set aside for civil society/community members.		
Comments and evidence		

Enabler 3c: Active steps are taken to build trust between and among OGP government and civil society stakeholders, including women's rights and gender equality actors.	**3c overall rating**	**3c overall traffic light**
OGP leadership, governance, and coordination bodies, and participating Government agencies: maintain a detailed record of points of civil society feedback on draft commitments, including those from gender equality actors; provide responses to feedback during consultations; and establish a channel for following up publicly on whether/how each point of feedback has been incorporated.		
Comments and evidence		

Government actors help to create space and build support for discussions about the open government priorities of women's rights and gender equality actors, among OGP leadership and within co-creation processes.		
Comments and evidence		
OGP civil society leadership facilitates coalition-building among relevant civil society actors, to prevent individual civil society actors from taking risks alone, within OGP processes.		
Comments and evidence		
Overall assessment of whether conditions are in place for women's rights and gender equality activists and organizations to substantively participate and have influence	**Overall assessment of progress based on Sections 3a – c**	**Overall traffic light based on Sections 3a – c**

SECTION 4: Summary

	Traffic light
Green Lights: Which section and/or sub-sections above are strong in your previous/current/planned co-creation process?	
Yellow Lights: Which section and/or sub-sections above require improvement in your previous/current/planned co-creation process?	
Red Lights: Which section and/or sub-sections above require significant focus in your previous/current/planned co-creation process?	

Areas of Progress since Last Self-Assessment:

Areas of Regression since Last Self-Assessment:

TOOL 2

Sample Agenda and Template Slide Deck for Preparatory Workshop with Women's Rights and Gender Equality Actors

What is the preparatory workshop agenda?

This sample workshop agenda is part of a Gender Toolkit[1] that supports gender responsiveness in the Open Government Partnership's (OGP) action plan co-creation process. This sample agenda is a tool that enables OGP stakeholders—national or local/sub-national—to organize a workshop with women's rights and gender equality actors during the agenda-setting stage at the beginning of the action plan co-creation process. It can be used in conjunction with Tool 2b, a set of template slides to help with the facilitation of this workshop.

Why conduct a preparatory workshop with women's rights and gender equality actors?

Research[2] conducted in 2019 under the auspices of the Feminist Open Government (FOGO) Initiative indicates that one reason why OGP action plans do not better respond to gender equality issues—both in terms of gender-focused commitments and gender mainstreaming—is that women's rights and gender equality actors are not brought into the action plan co-creation process consistently or from the agenda-setting stage of the process. Research conducted in both 2018[3] and 2019[4] found that another key barrier is that women's rights and gender equality activists and organizations often lack awareness of OGP and its processes, which hinders their ability and motivation to engage effectively in action plan co-creation.

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[1] The Gender Toolkit was developed based on action research led by CARE International and CARE Philippines, which focused on the participation of women's rights organizations in the Philippines' fifth NAP co-creation process in 2019. The research was conducted by a three-person team including Rebecca Haines, Tam O'Neil, and Kara Medina. The research was funded by the Feminist Open Government (FOGO) Initiative -- a program established in 2018 as a platform to advance gender equality in OGP by the Government of Canada, the International Development Research Centre (IDRC), Results for Development (R4D), and Open Data for Development (OD4D). Several earlier pieces of research on OGP in the Philippines generated valuable insights for the research team, and this Toolkit has been designed to respond to some of the findings from those pieces of work as well. The full findings of the CARE research can be found at: Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative. The other most relevant publications include: Canares, M. P. and Christine, D. I. (2019). "By Design or Mere Happenstance? Role of Women in Open Government in the Philippines." Washington, D.C.: World Wide Web Foundation; and Aceron, J. and F. Isaac (2016). "Going Vertical: Citizen-led Reform Campaigns in the Philippines." Brighton: Institute for Development Studies.

[2] Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative.

[3] Canares, M. P. and Christine, D. I. (2019). "By Design or Mere Happenstance? Role of Women in Open Government in the Philippines." Washington, D.C.: World Wide Web Foundation.

[4] Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Right Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative.

The 2019 action research team experimented with bringing women's rights and gender equality activists and organizations together in a dedicated workshop during a live OGP action plan co-creation process in the Philippines. Two of the workshop objectives were to:

- Share more information about OGP and discuss how OGP's focus areas are relevant to gender equality objectives; and
- Work with women's rights, LGBTQIA+, and gender equality actors to develop potential action plan commitments that both address open government challenges and respond more directly to the gender equality priorities of women's rights and gender equality organizations and movements.

The latter objective was pursued through a series of participatory political economy analysis exercises that walked participants through the development of ambitious yet feasible draft action plan commitments, the identification of key stakeholders who could help champion these commitments, and the planning of next steps for taking the commitments forward. This exercise can help women's rights and gender equality actors develop ideas for gender responsive draft action plan commitments.

Who should use the workshop materials?

The preparatory workshop materials can be used by civil society or government actors within OGP's leadership, governance, and coordination bodies. They can also be used by a third-party facilitator or resource person with gender expertise, to convene a session or workshop with women's rights and gender equality actors. A third-party facilitator may be best able to explain concepts to participants, ask probing questions to prompt deeper thinking, moderate the discussion to surface different points of view, and facilitate the development of options for gender-responsive draft commitments.

How to use this preparatory workshop agenda and accompanying slides (Tool 2b)

This tool contains a sample workshop agenda and accompanying template facilitation slides for a dedicated two-and-half day workshop, aimed at supporting a cohort of better informed and prepared women's rights and gender equality actors to have more influence over OGP action plans.

When to hold the workshop: The formative research behind this Toolkit strongly points to the importance of conducting a session with women's rights and gender equality activists and organizations either prior to the commencement of the main action plan co-creation process or in its very early stages -- when the content of the action plan is most flexible and open. This is intended to give women's rights and gender equality actors time to take their commitment ideas forward after the workshop, including discussing their ideas with key government actors and other stakeholders who may support their proposals, and forming/linking up to broader civil society coalitions to lobby for specific commitments, if needed.

Including diverse women's rights and gender equality actors: While holding an early dedicated workshop for women's rights and gender equality activists and organizations is a significant step toward enhancing gender responsiveness in action plan co-creation, this event could still be dominated by elite individuals and organizations from capital cities. Workshop organizers should undertake a deliberate process to ensure invitees reflect the diversity within the women's and gender equality movement(s). This can be done by performing a rapid mapping of the women's and gender equality movement(s) (its key branches, issues, and types of entities), including by consulting with gender studies academics/institutions, gender equality-focused civil society networks, and ministries or government agencies responsible for gender equality issues. After this is done once, OGP leadership and coordination entities can maintain

and build on a database to enhance institutional memory across co-creation cycles. Workshop organizers could also commit to geographical representation targets or targets for women's rights and gender equality actors representing intersectional issues (e.g., those representing racial/ethnic/religious/gender minorities, etc.).

Many women's rights and gender equality actors will not have the flexible funding to support their attendance in this workshop through internal resources. Planning for funding support, at least for the smallest/grassroots invitees, may be critical to ensuring diverse attendance.

Finally, this agenda is based on a workshop format and sessions that were part of the FOGO-funded CARE International action research that has informed the Toolkit. Workshop conventions in different contexts vary, including the timing and flow of typical workshop days, and the style and format of sessions. Both this agenda and the accompanying slides (Tool 2b) should be adapted by OGP actors to suit the context.

OGP Action Plan Preparatory Workshop for Women's Rights and Gender Equality Actors

DAY I: The Open Government Partnership and Gender Equality		
Venue:		**Date:**
8:00 – 8:30	**ARRIVAL/REGISTRATION**	
8:30 – 9:00	**Introductions and Overview of Workshop**	
Welcome and introductions Overview of the workshop agenda Discussion of workshop objectives ***Facilitator's Notes:*** *It may be useful to introduce the idea of two people playing the roles of the "eyes" and "ears" of the workshop, looking out for any participation challenges, and being available for anyone in the workshop to approach with feedback or concerns. Facilitators should check in with these people at lunch time and the end of the day on both full days of the workshop, to listen to feedback about how the workshop is going.* *Consider setting up the room with everyone sitting in a circle or semicircle to set the tone that everyone is equal and that the workshop is participatory and focused on group discussion. Also consider any additional access needs participants may have because of, for example, disability or language comfort levels. (And remember to include a question about access needs in participant registration processes, to gather this information in advance.)* *It is important to clarify what the planned workshop outputs are and how they will be concretely used in the action plan co-creation process. This will require prior discussions with OGP leadership.*		
9:00 – 10:00	**Session 1: Getting to Know Each Other**	
Group Introductions Exercise: As a way of getting to know each other, and starting to surface various priorities and issues from different organizations, participants will: • Produce drawings that represent their organizations/work and post them around the room; and • Write and post two colored cards each, naming a) a key theme or sector they work on, and b) a current goal or project. Facilitators should then help participants do a "real-time" clustering of their cards on the wall, grouping cards based on similar key sectors/themes and current goals/projects. After clustering, participants should then gather around the wall for a discussion around shared priorities, linkages, overlapping work, etc. ***Facilitator's Notes:*** *The facilitation team should support by hanging the individual drawings and helping to cluster cards on the wall during the latter part of the exercise. The clustered cards should form somewhat of a "light-touch," real-time visual mapping of who is in the room and their various priorities and technical backgrounds.* *This clustering of key sectors, themes, and priorities will be used on Day II in another session. It may be useful to photograph the clustered cards on the wall for documentation.*		**Group Activity** *15 minutes for drawing a picture and hanging it up around the room, then 15 minutes to write and post two cards per person* *The rest of the session will involve clustering the cards and discussing them together as a group*
MORNING TEA/COFFEE BREAK		

10:15 – 11:15	Session 2: Introduction to OGP
Overview of OGP processes and objectives: As many of the participants may be new to OGP and to the action plan co-creation process, this session will walk participants through (at a minimum): • What OGP is and what is required of OGP members; • The OGP "standard" action plan co-creation and implementation processes; • An overview and highlights from previous action plans and co-creation processes in the context (if any); and • An update on what has taken place so far and what plans are in place for the current action plan co-creation process. ***Facilitator's Notes:*** *Participants may have a lot of questions, as OGP processes can at times appear dense. To keep this session from becoming too presentation-heavy, it may be useful to alternate between presentations and Q&A/discussion, so all the presentations do not happen at once. It may also be useful to invite guest speakers from OGP leadership bodies to give different parts of this presentation.* *If some workshop participants from women's rights organizations have participated in previous OGP national action plan co-creation processes, inviting them to share their experiences is a good way to ensure that information flows from different directions in this session. Alternatively, it may be useful to invite a guest speaker from wider civil society to provide some insights into being a civil society participant in a national action plan co-creation process.*	**Possible presentation(s) from OGP Government Point of Contact and/or Civil Society Co-lead** **Possible experience-sharing from workshop participants who have participated in previous OGP co-creation processes** *30 minutes of presentation(s) and 30 minutes of Q&A, sharing, and discussion (possibly in alternating segments, with Q&A and discussion interspersed throughout)*
11:15 – 12:15	**Session 3: Exploring Concepts**
This session aims to explore as a group the key concepts related to the workshop. This session aims to both: • Clarify what OGP means by the term "open government" and distinguish the Open Government Partnership specifically from the open government (or "good governance") agenda more generally; and • Draw on the expertise in the room to clarify expectations of what "gender-responsive" or "inclusive" open government might look like in your context. ***Facilitator's Notes:*** *Facilitators should explain what open government means specifically in the context of OGP (transparency, participation, and accountability). Once OGP's definition of open government has been clarified with participants, get the group to brainstorm illustrative actions/commitments under each pillar of the definition. Then discuss with the group their ideas about gender-responsive open government. Once this idea has been discussed, introduce the definition used by OGP. Then encourage the group to collectively brainstorm illustrative gender-responsive open government initiatives. Brainstorming can be done in plenary using a flipchart or whiteboard.*	**Brief presentations followed by brainstorming and discussion in plenary** *Brief presentation (10 minutes) on OGP definition of open government, then plenary discussion on illustrative actions (20 minutes)* *Then plenary discussion on gender-responsive open government and illustrative actions* *(20 minutes), followed by brief presentation* *(10 minutes) on OGP definition of gender-responsive open government*
LUNCH	

13:15 – 14:00	Session 4: Why is Gender Important to OGP?	
This session aims to frame how gender equality and open government objectives intersect, and why *gender-responsive* open government interventions are critical. ***Facilitator's Notes:*** *This session can begin by asking participants why it matters when women, gender minorities, and gender equality concerns are not intentionally included in OGP processes. Facilitators should then present the case/evidence about the harm of gender-unaware open government work (harm to both open government and gender equality objectives). This session works best when concrete examples are included, such as examples of the need for open government initiatives around transparency for equal pay, the publication of land registry data or data on GBV cases, initiatives to increase the participation of women in government, etc. It may be useful to refer to OGP's list of existing global gender-related commitments found here.*		**Short framing presentation and brainstorming in plenary** *Session can begin with some brainstorming from participants (15 minutes), followed by a short framing presentation (15 minutes)* *The rest of the session to be used as a plenary discussion asking participants to give examples and reflect on personal experiences*
14:00 – 15:00	**Session 5: Gender and the Open Government Partnership: *Global***	
Overview of OGP and Gender: Facilitators will present some of the global findings on gender in OGP processes and action plans to date and share examples of OGP action plan commitments that address gender equality issues. ***Facilitator's Notes:*** *To prepare for this session, explore current information (here, here, and here) on OGP's progress toward addressing gender equality issues. In these sources, OGP provides information on all commitments to date that have addressed gender equality issues and highlights strong global examples of gender equality issues reflected in OGP action plans. Participants may find these examples inspire their thinking about relevant commitments for their own contexts and/or help to make the concept of gender-responsive open government more concrete.*		**Presentation and discussion in plenary** *Presentation (30 minutes) and plenary discussion (30 minutes)*
AFTERNOON TEA/COFFEE BREAK		
15:15 – 16:15	**Session 6: Gender and the Open Government Partnership: *Specific Country or Local/Subnational Unit***	
OGP and Gender in *(specific country or local/subnational unit)*: Facilitators will provide an overview of how gender issues have featured in OGP processes to date in *the specific country or local/subnational area*, in previous action plans and co-creation processes (if applicable). ***Facilitator's Notes:*** *To gather data to present in this session, see any previous OGP action plans for the country or relevant local/subnational areas, any previous OGP member self-assessment reports, or previous Independent Review Mechanism (IRM) reports. Reflect on how gender and inclusion considerations feature in these documents, either within standalone gender-focused commitments or as integrated into other sectoral commitments.* *If some workshop participants have participated in previous action plan co-creation processes, they could also be invited to share some insights into how gender issues have (or have not) been considered in the previous co-creation processes they engaged in.* *If your country or local/subnational unit has never produced an OGP action plan before, it may be useful to spend longer on the previous session (Gender and OGP: Global) in order to take a closer look at global examples of gender-related commitments, while skipping this session as it will not be applicable.*		**Presentation and discussion in plenary** **Possible experience-sharing from workshop participants who have participated in previous co-creation processes** *Presentation (30 minutes) and plenary discussion (30 minutes)*

16:15 – 16:30	Closing
Closing questions and looking ahead to Day II Administrative reminders ***Facilitator's Notes:*** *After the workshop, check in with the "eyes and ears," to ensure there is time to adapt for Day II if needed.*	

DAY II: Using Political Economy Analysis to Develop Gender-Responsive Action Plan Commitments

Venue:	Date:
8:00 – 8:30	**ARRIVAL/REGISTRATION**
8:30 – 9:00	**Overview of Day I**
Welcome Review of Day I Overview of the Day II agenda Review of workshop objectives ***Facilitator's Notes:*** *When reviewing Day I, the facilitator can open the floor to all participants to reflect on key takeaways, anything that has surprised them so far, anything they would like to clarify, etc. It may also be helpful to ask 1–3 individuals to share their highlights or key takeaways from the day before.*	
9:00 – 10:15	**Session 7: Preparing to Develop a Possible Action Plan Commitment**
In this session, participants will prepare to develop a set of potential commitments for the OGP action plan currently under design (or for which co-creation is about to begin). Participants will be introduced to what a commitment looks like and the metrics that OGP uses to assess the quality of commitments. ***Facilitator's Notes:*** *It will be important in this session to ensure that participants know what kinds of commitments qualify as possible OGP action plan commitments (responding to at least one of the pillars of OGP's definition of open government) and that participants know what an OGP action plan commitment looks like when it is fully developed (the commitment template and content), and the metrics that OGP uses to assess the quality of a commitment.*	**Share the commitment design template and hand out copies of commitment samples for review (if available)**
MORNING TEA/COFFEE BREAK	

10:30 – 12:00	Session 8: Envisioning Action Plan Commitments
In this session, participants will use the clustered cards from Day I to help them self-organize into groups of 4–5 people around potential commitment ideas. Participants may want to collaborate with others who are working on common interests or have similar objectives. Once groups are formed around relatively common interests/priorities, they will sit together and begin defining the problem they want to address and one or more related commitment ideas they would like to put forward for the OGP action plan. In the last half of the session, groups will share their commitment ideas in plenary, including explaining why it is/they are a good fit for an OGP action plan, how it/they respond to at least one of the three pillars of OGP's definition of open government, and which government agency might lead on or support this/these commitment(s). ***Facilitator's Notes:*** *When groups share in plenary about their commitment ideas, facilitators should be prepared to provide feedback on how well the commitment fits with OGP's focus and should encourage other participants to give peer feedback as well. The purpose of the workshop is to develop commitment suggestions that have a reasonably good chance of being taken forward into the actual OGP action plan. Commitments that have a clear link to OGP's core pillars and a clear government agency that could lead on/support them have the best chance of being taken forward.*	**Group Work** *Participants self-organize and work in groups to begin defining a commitment idea (45 minutes)* *Groups share back in plenary in the last half of the session (45 minutes)*
LUNCH	
13:00 – 13:30	**Session 9: Introduction to Participatory Political Economy Analysis**
In this session, the facilitator will provide an overview of why it might be valuable to use a gendered political economy lens when doing commitment design. The facilitator will emphasize here the need for reform objectives and plans (i.e., commitment ideas) to not only be relevant (to both open government and gender equality objectives) but also politically feasible. In the following sessions, participants will be introduced to a set of participatory political economy analysis exercises that assist groups to map and analyze the key actors related to their chosen commitment, and to better understand the social, economic, and political structures that impact the commitment and key opportunities for influence. Participants will finish by developing a brief "strategy canvas" for applying their political economy analysis to how they will try to influence the OGP process to get their selected commitment included into the action plan that is under development, or for which co-creation is beginning.	*Brief presentation, with time for Q&A*
13:30 – 14:30	**Session 10: Political Economy Analysis Exercise 1 – Stakeholder Mapping**
Participants will be introduced to the first of 4 participatory political economy analysis exercises: "stakeholder mapping." Groups will work together to develop analysis using this tool for their chosen problem/commitment(s). ***Facilitator's Notes:*** *This exercise gets the groups to think about which stakeholders have an interest in the commitment being proposed and the relationships between the stakeholders, using a commonly used stakeholder mapping tool and conventions (see accompanying slide deck and the GADN Practitioner Guidance on Putting Gender in Political Economy Analysis). Lead facilitators should ensure that there are enough lead or co-facilitators present to circulate among working groups and support them as they work through the use of the tool.*	*Brief demonstration/ visual example (10 minutes)* *Facilitated group work, with floating group facilitators (50 minutes)*
AFTERNOON TEA/COFFEE BREAK	

14:45 – 16:00	Session 11: Political Economy Analysis Exercise 2 – Stakeholder Analysis and Prioritization	
Participants will be introduced to the second participatory political economy analysis exercise: "stakeholder analysis and prioritization." ***Facilitator's Notes:*** *This exercise gets groups to think about the different levels of interest and influence that each of their stakeholders have with respect to the chosen problem/ commitment the group is working on. This includes understanding which stakeholders might support or block change (and why) and where alliances are needed to have influence. Be aware that groups of stakeholders with high levels of interest in the reform issues but less influence or power are still important to consider as potential allies and change-makers (see accompanying slide deck and the GADN Practitioner Guidance on Putting Gender in Political Economy Analysis). Facilitators should continue to circulate among working groups and support them as they work through the use of the tool.*		*Brief demonstration/ visual example (10 minutes)* *Facilitated group work, with floating group facilitators (65 minutes)*
16:00 – 16:15	**Closing**	
Closing questions and looking ahead to Day III Administrative reminders ***Facilitator's Notes:*** *After the workshop, check in with "eyes and ears," to ensure there is time to adapt for Day III if needed.*		

DAY III: Applying Political Economy Analysis to Develop Gender-Responsive Action Plan Commitments		
Venue:		**Date:**
8:00 – 8:30	**ARRIVAL/REGISTRATION**	
8:30 – 9:00	**Overview of Day II**	
Welcome Review of Day II Overview of the Day III agenda Review of workshop objectives ***Facilitator's Notes:*** *When reviewing Day II, the facilitator can open the floor to all participants to reflect on key takeaways, anything that has surprised them so far, anything they would like to clarify, etc. It may also be helpful to ask 1–3 individuals to share their highlights or key takeaways from the day before.*		

9:00 – 10:00	Session 12: Political Economy Analysis Exercise 3 – Analyzing Political Economy Structures, Barriers, and Opportunities	
Participants will be introduced to the third participatory political economy analysis exercise: "analyzing political economy structures, barriers, and opportunities." ***Facilitator's Notes:*** *This exercise gets groups to think about the factors that shape different stakeholders' motivations and ability to act in relation to the specific reform or change desired in the draft commitment that each group is working on. This helps groups to think about how these different factors and their effect on the behavior of different stakeholders create obstacles and/or opportunities for change (see accompanying slide deck and the GADN Practitioner Guidance on Putting Gender in Political Economy Analysis). Facilitators should circulate among working groups and support them as they work through the use of the tool.*		*Brief demonstration/ visual example (10 minutes)* *Facilitated group work, with floating group facilitators (50 minutes)*
10:00 – 11:00	**Session 13: Political Economy Analysis Exercise 4 – Developing a Strategy Canvas**	
Participants will be introduced to the third participatory political economy analysis exercise: "analyzing political economy structures, barriers, and opportunities." ***Facilitator's Notes:*** *This final exercise gets groups to bring together the analysis in the previous three exercises to start to put together a plan of action on how they will build support for their proposed commitment, using a strategy canvas tool (see accompanying slide deck). Facilitators should continue to circulate among working groups and support them. This strategy/plan will require further discussion and development after the workshop (e.g., with colleagues in the participants' organizations), possibly including revisiting the earlier steps in the analysis that have been completed under artificial time restrictions during the workshop, to elaborate on and strengthen them.*		*Brief demonstration/ visual example (10 minutes)* *Facilitated group work, with floating group facilitators (50 minutes)*
MORNING TEA/COFFEE BREAK		
11:15 – 12:15	**Session 14: Sharing Commitment Ideas**	
In this session, participants will share their ideas for new action plan commitments. Based on the political economy tools, participants will share: • Why they believe their commitment to be relevant, feasible, and ambitious (for both OGP's definition of open government and for gender equality); • Who in government and civil society should be engaged to support it; and • What concrete next steps would be required to get this commitment included in the next action plan. ***Facilitator's Notes:*** *Facilitators should be prepared to provide feedback to strengthen the strategy and next steps of each group and should encourage peer feedback as well. This session could be extended if the third day of the workshop does not need to finish at noon, so that commitment ideas can be shared at greater length and more feedback can be provided. Facilitators might also consider how to support more detailed feedback on the group's commitment proposals and strategies after the workshop (e.g., participants could share their draft commitments on an online forum for peer feedback, or they could send their draft commitments to facilitators for written feedback after the workshop). This short session is unlikely to be sufficient to help groups finish refining their proposed commitments.*		**Mini-presentations from each group in plenary, each followed by group discussion**

12:15 – 12:30	Closing	
Participants will each share a personal commitment -- an action they will take after the workshop to take forward what they have learned or planned in their groups. Facilitators will clarify next steps for the action plan co-creation process and any plans for participants to stay in touch with each other if they choose. ***Facilitator's Notes:*** *If there are concrete opportunities for participants to submit commitment ideas to OGP for consideration or to join agenda-setting groups or other OGP spaces, facilitators should clarify these, providing as much concrete information as possible (handing out templates, providing websites/links, giving dates, etc.). Participants should also be asked for their consent to be added to OGP's database of women's rights and gender equality actors who have engaged with OGP processes, to facilitate future inclusive participation.*		*Participants write their personal commitment on a card and volunteers share in plenary* *(10 minutes)*

TOOL 3

Questions for Gender Analysis of OGP Action Plan Commitments

What are the Gender Analysis Questions?

These Gender Analysis Questions are part of a Gender Toolkit[1] that supports gender responsiveness in the Open Government Partnership's (OGP) action plan co-creation process. These questions are a tool that enables OGP stakeholders—whether government or non-government, national or local/sub-national—to collectively or individually assess the degree to which each draft action plan commitment is gender-responsive.

Why use this gender analysis tool?

Research[2] conducted in 2019 under the auspices of the Feminist Open Government (FOGO) Initiative indicates that one reason why OGP action plans do not better respond to gender equality issues—both in terms of gender-focused commitments and gender mainstreaming—is the absence of gender analysis in the drafting of individual commitments. This tool provides a set of reflection questions aimed at guiding various actors to perform practical gender analysis of draft action plan commitments at key junctures in the co-creation process. Since the aim is to develop gender-aware commitments with a high likelihood of being taken forward into the final action plan, the guiding questions in this tool focus both on whether a given commitment is likely to advance gender equality objectives and open government objectives (as framed by OGP). It also uses a political economy lens to support consideration of whether the commitment reflects a balance of ambition and political/social feasibility. This should result in commitments that are simultaneously relevant to the open government agenda, gender-principled, and politically feasible.

Who should use the Gender Analysis Questions?

Depending on when the guiding questions are used, they may be a useful tool for: commitment drafters (including those from government and civil society); consultation facilitators and participants; women's rights and gender equality activists and organizations providing feedback on draft action plan commitments; and/or gender experts from government or consultants providing gender-technical assistance to action plan co-creation.

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[1] The Gender Toolkit was developed based on action research led by CARE International and CARE Philippines, which focused on the participation of women's rights organizations in the Philippines' fifth NAP co-creation process in 2019. The research was conducted by a three-person team including Rebecca Haines, Tam O'Neil, and Kara Medina. The research was funded by the Feminist Open Government (FOGO) Initiative -- a program established in 2018 as a platform to advance gender equality in OGP by the Government of Canada, the International Development Research Centre (IDRC), and Results for Development (R4D). Several earlier pieces of research on OGP in the Philippines generated valuable insights for the research team, and this Toolkit has been designed to respond to some of the findings from those pieces of work as well. The full findings of the CARE research can be found at: Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative. The other most relevant publications include: Canares, M. P. and Christine, D. I. (2019). "By Design or Mere Happenstance? Role of Women in Open Government in the Philippines." Washington, D.C.: World Wide Web Foundation; and Aceron, J. and F. Isaac (2016). "Going Vertical: Citizen-led Reform Campaigns in the Philippines." Brighton: Institute for Development Studies.

[2] Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative.

The Gender Analysis Questions can be used alone (perhaps by a key OGP stakeholder playing a critical role in designing a co-creation process) or in a group (of those in OGP leadership on the side of the government, on the side of civil society, in a mixed group, or by civil society actors from outside of OGP coordination structures who are being consulted on draft commitments). The use of these questions can be facilitated by one of these mentioned parties, or by a third-party facilitator or resource person with gender expertise. A third-party facilitator may be best able to explain concepts to participants, ask probing questions to prompt deeper thinking, moderate the discussion to surface different points of view, and facilitate consensus around responses to these questions.

What is included in the Gender Analysis Questions?

This tool is divided into three sections. Section A provides a set of questions used by OGP (both in the OGP commitment design template and other guidance on commitment design). Section B provides gender equality focused follow-up questions relevant to each part of Section A. Section C seeks to help stakeholders discuss and reflect on whether the commitment strikes a balance between being both ambitious and feasible.

How to use the Gender Analysis Questions

The following guiding questions can be used at several key junctures in the action plan co-creation process: during early commitment drafting and review; during public dialogue/consultation events; during preparatory workshops with women's rights and gender equality activists and organizations (see Tool 2 in this Toolkit); and/or during a dedicated multi-stakeholder dialogue/consultation event focused on gender equality and social inclusion issues in the draft action plan (see Tool 4 in this Toolkit). Having different stakeholders use these questions at several different stages of the co-creation process is best to support the commitment drafts to gradually become more gender responsive throughout the process and also to ensure that gender-responsive features do not drop out of the drafts or get weakened from one iteration to the next. It is particularly critical to use the questions in the early drafting stage to build in gender-responsive features from the beginning, and again at a late stage before action plan finalization, to ensure that nothing has been missed.

Timely access to information: Having guiding questions that encourage stakeholders to reflect explicitly on gender equality in draft commitments can address an observed gap in commitment development and consultation mechanisms. However, for the analysis to be robust and meaningful, it is important that the latest and most complete versions of draft commitments are shared well ahead of any consultation process. To be able to provide meaningful and useful feedback, people need to have enough time to review and understand the most complete version of draft commitments. Sharing draft commitments before the meeting or consultation event is also important to enable the participation and feedback of groups with specific access needs (e.g., the need to review draft commitments in preferred languages or in larger print versions, or to have assistance reviewing the document, etc.).

A. Will the commitment advance open government objectives?	B. Will the commitment advance gender equality objectives? Will the commitment advance open government objectives for *women, non-binary individuals, and LGBTQIA+ actors*?
Is the open government problem the commitment seeks to address well-defined, specific, and evidence-based?	Does the commitment respond to any gender equality problems? If so, are they well-defined, specific, and evidence-based? Does the commitment analyze the ways in which the problem affects different people in different ways, including its effects on women, non-binary individuals, and LGBTQIA+ actors?
Does the proposed commitment directly respond/contribute to addressing the problem?	Does the proposed commitment directly respond/contribute to addressing the problem(s) discussed above for different groups, including for women and/or gender minorities?
Does the commitment include elements of data publication and use?	Does the commitment include elements of data publication and use that: (a) are sex, gender, and age disaggregated (at a minimum, other types of disaggregation may also be desirable); (b) respond to relevant priorities of women, girls, non-binary individuals, LGBTQIA+ actors, and/or gender equality organizations; and (c) articulate how those with less access to information will be able to access and use the data?
Does the commitment ensure citizen engagement?	Does the commitment realistically ensure the engagement of women, non-binary individuals, and LGBTQIA+ actors? Does it clarify how this will go beyond counting women's attendance in events, to enable the substantive participation and influence of women, non-binary individuals, and LGBTQIA+ actors?
Are public accountability mechanisms embedded in the commitment? Does the commitment describe how the "feedback loop" will be closed (how citizens and civil society organizations that engage with government or utilize public accountability mechanisms will be informed about what happens after their engagement and feedback)?	Are public accountability mechanisms embedded in the commitment which explicitly enhance accountability to women, non-binary individuals, and LGBTQIA+ actors, and their priorities? Does the commitment describe how the "feedback loop" will be closed for women, non-binary individuals, and LGBTQIA+ actors, including relevant rights organizations, in particular?
Does the commitment include indicators for transparency, participation, and/or public accountability?	Does the commitment include indicators for contributions to gender equality or equity measures? Do they go beyond counting the attendance of women, non-binary, or LGBTQIA+ actors at events related to the commitment?

C. Is the commitment both ambitious and feasible?
Does the commitment have the potential to empower people who are often marginalized, including women, non-binary individuals, and LGBTQIA+ actors?
Does the commitment have the potential to have a lasting, positive effect on the identified problem(s) (including those identified in both Sections A and B)?
Are milestones properly identified and do they respond to OGP's SMART criteria?
Are the assumptions about the steps needed to achieve the milestones realistic, given prevailing social, political, and economic conditions?
Are the identified stakeholders the right ones to achieve the milestones, and do they have the necessary capacity and commitment?

TOOL 4

Sample Agenda for Gender Analysis Workshop with Women's Rights and Gender Equality Actors

What is the gender analysis workshop agenda?

This sample workshop agenda is part of a Gender Toolkit[1] that supports gender responsiveness in the Open Government Partnership's (OGP) action plan co-creation process. This sample agenda is a tool that enables OGP stakeholders—national or local/sub-national—to organize a workshop with women's rights and gender equality actors toward the latter stages of an action plan co-creation process to conduct a gender analysis of a draft action plan and provide feedback to OGP decision-makers and commitment developers. It can be used in conjunction with Tool 4b, a set of template slides to help with the facilitation of this workshop.

Why conduct a gender analysis workshop with women's rights and gender equality actors?

Research[2] conducted in 2019 under the auspices of the Feminist Open Government (FOGO) Initiative indicates that two reasons why OGP action plans do not better respond to gender equality issues—both in terms of standalone gender equality commitments and gender mainstreaming—are that women's rights and gender equality actors often do not have the opportunity to carefully review up-to-date draft commitments ahead of consultation events and also do not have a dedicated space, or sufficient time in other dialogue spaces, to provide detailed feedback specifically on gender equality issues.

[1] The Gender Toolkit was developed based on action research led by CARE International and CARE Philippines, which focused on the participation of women's rights organizations in the Philippines' fifth NAP co-creation process in 2019. The research was conducted by a three-person team including Rebecca Haines, Tam O'Neil, and Kara Medina. The research was funded by the Feminist Open Government (FOGO) Initiative -- a program established in 2018 as a platform to advance gender equality in OGP, by the Government of Canada, the International Development Research Centre (IDRC), Results for Development (R4D), and Open Data for Development (OD4D). Several earlier pieces of research on OGP in the Philippines generated valuable insights for the research team, and this Toolkit has been designed to respond to some of the findings from those pieces of work as well. The full findings of the CARE research can be found at: Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative. The other most relevant publications include: Canares, M. P. and Christine, D. I. (2019). "By Design or Mere Happenstance? Role of Women in Open Government in the Philippines." Washington, D.C.: World Wide Web Foundation; and Aceron, J. and F. Isaac (2016). "Going Vertical: Citizen-led Reform Campaigns in the Philippines." Brighton: Institute for Development Studies.

[2] Rebecca Haines, Tam O'Neil, and Kara Medina (2021). "Opening Open Government: Women's Rights Organisations and the Open Government Partnership in the Philippines." Ottawa: Feminist Open Government Initiative.

The 2019 action research team experimented with bringing women's rights and gender equality activists and organizations together in a dedicated workshop during a live OGP action plan co-creation process in the Philippines. Two of the workshop objectives were to:

- Conduct gender analysis of draft action plan commitments, agreeing on key points of feedback in preparation for a multi-stakeholder dialogue with government and wider civil society; and
- Hold a dedicated multi-stakeholder dialogue event focused on providing commitment drafters with feedback on the degree to which their draft commitments reflect gender equality concerns and are robustly gender mainstreamed.

Who should use the workshop materials?

The preparatory workshop materials can be used by civil society or government actors within OGP's leadership, governance, and coordination bodies. They can also be used by a third-party facilitator or resource person with gender expertise, to convene a session or workshop with women's rights and gender equality actors. A third-party facilitator may be best able to: explain concepts to participants, ask probing questions to prompt deeper thinking, moderate the discussion to surface different points of view, and facilitate the development of options for gender-responsive draft commitments.

How to use this gender analysis workshop agenda and accompanying slides (Tool 4b)

This tool contains a sample workshop agenda and accompanying template facilitation slides for a dedicated two-day workshop, aimed at providing a space for a gender analysis of draft action plan commitments by women's rights and gender equality actors, followed by a direct dialogue with commitment drafters.

When to hold the workshop: Given that this workshop and dialogue are focused on analyzing and reflecting on draft action plan commitments, the event should be held during the main action plan consultation period, when full drafts of all of the commitments exist. However, it should not be held so late in the co-creation process that commitments are nearly finalized, when there may be greater resistance to making changes.

Including diverse women's rights and gender equality actors: As with the preparatory workshop with women's rights and gender equality activists and organizations (see Tool 2), attention should be given to ensuring that invited participants reflect the diversity of the women's and gender equality movement(s) in the context. If a preparatory workshop with women's rights and gender equality activists and organizations was held earlier in the co-creation process, the same participants can be invited back for this gender analysis workshop. This approach has the advantage of the participants already having a good understanding of OGP and the action plan co-creation process, based on information shared in the first workshop. However, gaps in representation and inclusion in the first workshop can be remedied within the invitation list for this second workshop.

If a preparatory workshop with women's rights and gender equality actors was not held earlier in the process, workshop organizers should undertake a deliberate process to ensure invitees reflect the diversity within the women's and gender equality movement(s). This can be done by performing a rapid mapping of the women's and gender equality movement(s) (its key branches, issues, and types of entities), including by consulting with gender studies academics/

institutions, gender equality-focused civil society networks, and ministries or government agencies responsible for gender equality issues. After this is done once, OGP leadership/coordination entities can maintain and build on a database to enhance institutional memory across action plan co-creation events and cycles. Workshop organizers could also commit to geographical representation targets or targets for women's rights and gender equality actors representing intersectional issues (e.g., those representing racial/ethnic/religious/gender minorities, etc.).

Many women's rights and gender equality actors will not have the flexible funding to support their attendance in this workshop through internal resources. Planning for funding support, at least for the smallest/grassroots invitees, may be critical to ensuring diverse attendance.

Beyond women's rights and gender equality activists and organizations, representatives from government agencies and other commitment drafters, who have drafted commitments for the action plan, should be invited to the second part of this workshop (the multi-stakeholder dialogue on Day 2).

Inclusive materials and formats: In order for the multi-stakeholder dialogue on gender equality (the second day of this workshop) to be meaningful, it is important that the latest and most complete versions of each draft commitment be circulated ahead of the workshop, to be used in the gender analysis preparation portion of the workshop (the first day). Furthermore, dialogue break-out groups during Day 2 should be guided by gender-aware reflection questions, such as those provided in Tool 3 in this Toolkit.

Finally, this agenda is based on a workshop format and sessions that were part of the FOGO-funded CARE International action research that has informed the Toolkit. Workshop conventions in different contexts vary, including the timing and flow of typical workshop days, and the style and format of sessions. Both this agenda and the accompanying slides (Tool 4b) should be adapted by OGP actors to suit the context.

OGP Action Plan Gender Analysis Workshop

DAY I: The Open Government Partnership and Gender Equality

Venue:		**Date:**
8:00 – 8:30	**ARRIVAL/REGISTRATION**	
8:30 – 9:00	**Introductions and Overview of Workshop**	

Welcome and introductions

Overview of the workshop agenda

Discussion of workshop objectives

Facilitator's Notes: *It may be useful to introduce the idea of two people playing the roles of the "eyes" and "ears" of the workshop, looking out for any participation challenges, and being available for anyone in the workshop to approach with feedback or concerns. Facilitators should check in with these people at lunch time and the end of the day on both days of the workshop to listen to feedback about how the workshop is going.*

Consider setting up the room with everyone sitting in a circle or semicircle to set the tone that everyone is equal and that the workshop is participatory and focused on group discussion. Also consider any additional access needs participants may have because of, for example, disability or language comfort levels. (And remember to include a question about access needs in participant registration processes to gather this information in advance.)

It is important to clarify what the planned workshop outputs are and how they will be concretely used in the action plan co-creation process. In particular, explain how the first day of the workshop will prepare participants for the second day (the multi-stakeholder dialogue) and how the gender analysis produced in this workshop will be used in the overall action plan co-creation process. This will require prior discussions with OGP leadership.

9:00 – 10:00	**Session 1: Getting to Know Each Other**

Group Introductions Exercise: As a way of getting to know each other, and starting to surface various priorities and issues from different organizations, participants will:

- Produce drawings that represent their organizations/work and post them around the room; and
- Write and post two colored cards each, naming a) a key theme or sector they work on, and b) a current goal or project.

Facilitators should then help participants do a "real-time" clustering of their cards on the wall, grouping cards based on similar key sectors/themes and current goals/projects. After clustering, participants should then gather around the wall for a discussion around shared priorities, linkages, overlapping work, etc.

Facilitator's Notes: *If all/many of the workshop attendees have participated in an earlier session during the action plan co-creation process, this session may be unnecessary. It may be more appropriate to do a shorter round of introductions, and then jump more directly into the main workshop content.*

If this kind of exercise is deemed valuable, as the workshop participants may not be that familiar with each other, the facilitation team should support by hanging the individual drawings and by helping to cluster cards on the wall during the latter part of the exercise. The clustered cards should form somewhat of a "light-touch," real-time visual mapping of who is in the room and their various priorities and technical backgrounds. It may be useful to photograph the clustered cards on the wall for documentation.

Group Activity

15 minutes for drawing a picture and hanging it up around the room, then 15 minutes to write and post two cards per person

The rest of the session will involve clustering the cards and discussing them together as a group

MORNING TEA/COFFEE BREAK	
10:15 – 10:45 | **Session 2: Review of OGP Objectives, Structure, and Processes**	
Review of OGP Objectives, Structure, and Processes: As some of the participants may be new to OGP and to the action plan co-creation process, this session will walk participants through a summary of: • What OGP is, and what is required of OGP members; • The OGP "standard" action plan co-creation and implementation processes; • An overview and highlights from previous action plans and co-creation processes in the given context (if any); and • An update on what has taken place so far and what further plans are in place for the current action plan co-creation process.. ***Facilitator's Notes:*** *The degree to which this session needs to cover the above in detail will depend on how many participants are new to OGP. If the action plan co-creation process has included a preparatory workshop with women's rights and gender equality actors earlier in the process (like the one outlined in Tool 2), some of the participants may have received similar presentations in that earlier workshop. Presentations from the earlier workshop can be reused, but information should be adapted/condensed to strike a balance between a necessary review and levelling for newer people, versus too much repetition for those who have already attended an earlier workshop.* *If some participating women's rights and gender equality actors have participated in previous OGP action plan co-creation processes (including an earlier preparatory workshop), inviting them to share their experiences is a good way to secure their participation in the session without it becoming too repetitive for them. If no workshop participants have participated in OGP co-creation processes before, it may be useful to invite a guest speaker from wider civil society to provide some insights into being a civil society participant in an action plan consultation/dialogue event.*	**Possible presentation(s) from OGP Government Point of Contact and/or Civil Society Co-lead** **Possible experience-sharing from workshop participants who have already participated in previous OGP co-creation processes** *15 minutes of presentation(s), then 15 minutes of Q&A, sharing and discussion*
10:45 – 11:30 | **Session 3: Overview of Action Plan Draft Commitments**	
In this session, participants will be introduced to: • The commitment template/key sections; and • An overview of the full list of draft commitments and a brief summary of the focus of each commitment. ***Facilitator's Notes:*** *Throughout the day, each participant will have the opportunity to work on two commitments. Facilitators should provide enough information in this overview session to ensure that participants can make judicious decisions about which two commitments they most want to work on. However, not all participants may be able to work on their top two preferences -- facilitators will need to ensure that all commitments that will be discussed on Day II have a group of workshop participants performing gender analysis on them on Day I.* *It may be that not all draft commitments will be discussed on Day II, either because workshop facilitators choose not to include some of them due to a lack of relevance to women's rights and gender equality actors or because the respective lead government agencies or commitment drafters are unable to send a representative to participate in the dialogue event on Day II. In any case, by the end of this session, facilitators should divide participants into groups for the first round of commitments they will analyze.*	**Presentation and discussion in plenary** *Presentations (30 minutes -- divide the available time by the number of draft commitments to be presented) and clarifications (10 minutes) then create groups for first round of gender analysis (5 minutes)*

11:30 – 12:30	Session 4: Analysing the First Round of Draft Commitments	
In this session, participants will perform gender analysis on the first round of draft commitments (half of the commitments that will be part of the dialogue event on Day II). Participants will work in groups, with a set of guiding reflection questions, to prepare key points of feedback they will provide to government stakeholders/commitment drafters. ***Facilitator's Notes:*** *Sample guiding reflection questions can be found in Tool 3 of this Toolkit.*		**Group Work**
LUNCH		
13:30 – 14:00	**Session 5: Summarizing Key Points for the First Round of Draft Commitments**	
As a wrap-up of the analysis performed before lunch, groups will consolidate their key points and strategize how they might want to approach the dialogue on Day II, including who might say what, etc.		**Group Work**
14:00 – 15:00	**Session 6: Analyzing the Second Round of Draft Commitments**	
In this session, participants will perform gender analysis on the second round of draft commitments (the other half of the commitments that will be part of the dialogue event on Day II). Participants will work in groups, using the same set of guiding reflection questions, to prepare key points of feedback they will provide to government stakeholders/commitment drafters.		**Group Work**
AFTERNOON TEA/COFFEE BREAK		
15:15 – 15:45	**Session 7: Summarizing Key Points for the Second Round of Draft Commitments**	
As a wrap-up of the analysis performed before the afternoon break, groups will consolidate their key points and strategize how they might want to approach the dialogue on Day II, including who might say what, etc.		**Group Work**
16:15 – 16:30	**Session 8: Sharing Observations**	
In the final session of the day, participants will come back into plenary and share some of their overall observations of the commitments they analyzed. It may be that overall patterns can be identified and highlighted across the draft commitments, in terms of gender mainstreaming needs.		**Plenary Discussion**
16:15 – 16:30	**Closing**	
Closing questions and looking ahead to Day II Administrative reminders ***Facilitator's Notes:*** *After the workshop, check in with the "eyes and ears," to ensure there is time to adapt for Day II if needed.*		

DAY II: Gender Multi-stakeholder Dialogue		
Venue:		**Date:**
8:30 – 9:00	**ARRIVAL/REGISTRATION**	
9:00 – 9:30	**Introductions and Overview of Workshop**	
Welcome and introductions Overview of the multi-stakeholder dialogue ***Facilitator's Notes:*** *It is important to clarify how the first day of the workshop has prepared the women's rights and gender equality civil society participants for the multi-stakeholder dialogue event (giving some insight into the preparatory work that was done on Day I for those who were not there), and how the analysis and feedback provided during the multi-stakeholder dialogue will be used in the overall action plan co-creation process.*		
9:30 – 10:15	**Session 9: Overview of OGP, Action Plan Co-creation, and the Multi-Stakeholder Consultation**	
In this session, OGP country or local/subnational unit leadership/coordination representative(s) (from the government side) should provide a presentation on: • The current action plan co-creation process; • The purpose of the multi-stakeholder dialogue/consultation; • How the dialogue event will work today; and • How the feedback will be used in the remainder of the action plan co-creation process.		**Presentation from OGP government leadership/focal point, and discussion in plenary** *Presentation (25 minutes) and clarifications (20 minutes)*
MORNING TEA/COFFEE BREAK		
10:30 – 11:00	**Session 10: Gender Equality and OGP**	
This session aims to frame the subsequent dialogue by providing an overview of: • Why gender equality matters to open government and the OGP; • How gender equality has been integrated into OGP processes in the given country or local/subnational unit to date; and • Recommendations and/or global examples on how to advance gender equality in OGP. ***Facilitator's Notes:*** *This session should provide the basic argument for why taking a gender perspective is critical for advancing open government objectives (and how open government reform processes can advance gender equality objectives). This session may work best when concrete examples are included to help participants see more concretely what gender-responsive open government initiatives might look like. To prepare for this session, explore current information (here and here) on OGP's progress toward addressing gender equality issues. Here OGP provides information on all commitments to date that have addressed gender equality issues and highlights strong global examples of gender equality issues reflected in OGP action plans. Participants may find these examples help to make the concept of gender-responsive open government more concrete.*		**Presentation from a gender expert within OGP government or civil society leadership, and discussion in plenary** *Presentation (20 minutes) and plenary discussion (10 minutes)*

11:00 – 12:30	Session 11: Presentation of Commitments	
In this session, one representative from each commitment-drafting group will share an overview of their draft commitment by way of a "lightning talk" -- a brief, timed overview. ***Facilitator's Notes:*** *The length of each "lightning talk" presentation will depend on how many commitments will be presented in the timeframe. Remember, the women's rights and gender equality actors who will be giving feedback on specific commitments have already looked at the commitments in detail the day before. While it is useful to hear the commitment-drafter's own words describing the commitments, those giving feedback will already be quite familiar with commitment content.* *In the final ten minutes of the session, facilitators should explain that participants should go directly into their first dialogue group after lunch. Women's rights and gender equality actors should go to the group looking at the commitment from their first round of preparatory group work on Day I. Facilitators should clarify where each group will be (room, corner, area, etc.).*		**Commitment drafters give "lightning talk"–style overviews of their commitments** *Approximately 7 to 10-minute presentations of each included commitment* *Some time should be reserved for clarification questions* *Then 10 minutes to explain the dialogue format and logistics (which will take place after lunch)*
LUNCH		
13:30 – 15:00	**Session 12: Gender Multi-Stakeholder Dialogue Groups on First Round of Draft Commitments**	
Groups will break out into different areas of the workshop venue. Women's rights and gender equality actors who worked on gender analysis on Day I should go to the group examining the first commitment they worked on, along with the relevant commitment drafters. Break-out group facilitators should introduce themselves and facilitate a round of introductions among group members. The facilitator will then use an agreed series of reflection questions to guide participants through a feedback session on the assigned draft commitment. ***Facilitator's Notes:*** *It may be useful to establish ground rules for the break-out group dialogues that will enable all participants to hear and be heard (e.g., raising hands to speak, allowing those who have not spoken to speak, not holding side conversations, deferring to the group facilitator, etc.). Where translation is possible/necessary, allow participants to speak in their preferred language. Workshop organizers should ensure that each group has a means of capturing detailed feedback (e.g., on flip charts, by a designated note-taker). Tool 3 of this Toolkit provides an example of the types of consultation questions that can be adapted for use in the dialogue sessions. Break-out group facilitators should have both gender expertise and familiarity with OGP.*		**Break-out group dialogues with women's rights and gender equality actors and government stakeholders**
AFTERNOON TEA/COFFEE BREAK		

15:15 – 16:30	Session 13: Gender Multi-Stakeholder Dialogue Groups on Second Round of Draft Commitments	
Groups again break out into different areas of the workshop venue for dialogues on a second round of commitments. Women's rights and gender equality actors who worked on gender analysis on Day I should go to the group examining the second commitment they have worked on, along with the relevant commitment drafters. Break-out group facilitators should again introduce themselves and facilitate a round of introductions among group members. The facilitator will then use the same reflection questions to guide participants through a feedback session on the assigned draft commitment. ***Facilitator's Notes:*** *As above, it may be useful to establish ground rules for the dialogue that enable all participants to hear and be heard (e.g., raising hands to speak, allowing those who have not spoken to speak, not holding side conversations, deferring to the group facilitator, etc.). Where translation is possible/necessary, allow participants to speak in their preferred language. Workshop organizers should ensure that each group has a means of capturing detailed feedback (e.g., on flip charts, by a note-taker).*		**Break-out group dialogues with women's rights and gender equality actors and government stakeholders**
16:30 – 16:45	**Session 14: Plenary Reflection**	
The break-out groups should come back into plenary, and facilitators should invite participants to share overall comments about how the dialogues went and anything they learned.		
16:15 – 16:30	**Closing**	
Closing remarks, including information on any further consultations that participants can join as part of the co-creation process, and how the feedback from the day's dialogues will be used going forward.		

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