

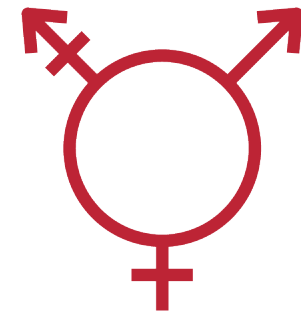
**Peer-learning Webinar**  
**POLICY ANSWERS Gender**  
**Mainstreaming & Inclusiveness**  
**Guidelines**

08 November

2023

11-12 CET

Organised by MIR and FBLU





# Peer-learning Webinar

# POLICY ANSWERS Gender Mainstreaming & Inclusiveness Guidelines

08 November  
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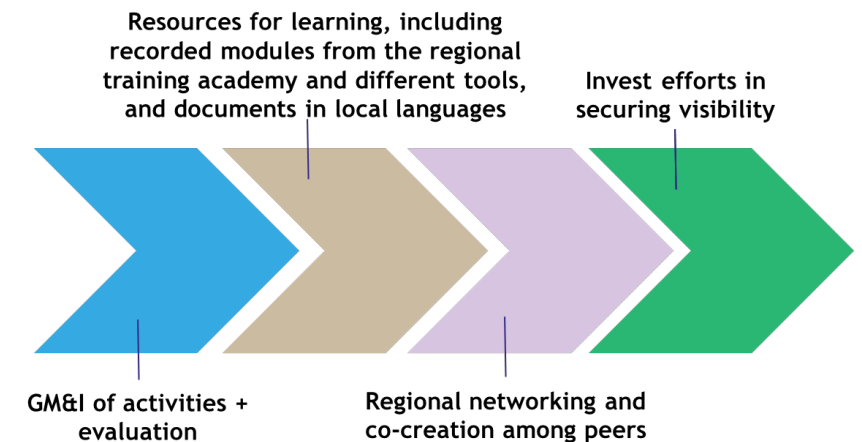
# Content

- POLICY ANSWERS – Guideline on gender mainstreaming and inclusiveness (GM&I)
- Proposed toolbox
- Data collection, roles & responsibilities



# GM&I approach - objectives

1. Securing GM&I of the project activities
2. Build capacities for GM&I
3. Facilitate peer exchanges & discussion on GM&I
4. Increase visibility of GM&I in the Western Balkans



# GM&I in projects - principles & benefits



- **Inclusive Gender Equality:** challenges and dismantles existing gender biases, stereotypes, and discriminatory practices
- **Project Effectiveness:** leading to more relevant and impactful outcomes by considering the different needs, roles, and experiences
- **Social and Economic Development:** empowering everyone and leaving no one behind
- **Governance and Decision-Making:** promoting diverse perspectives, leading to more informed and effective decision-making and participatory governance.
- **Data and Knowledge:** collection and analysis of sex-disaggregated data, evidence-based decision-making, understanding of gender dynamics, more effective project design and monitoring

# GM&I guidelines - the process

## Understanding central terms & concepts

- Defining key terms
- Understanding discrimination (institutional/structural & individual discrimination)
- Understanding gender & intersectionality

## Identifying activities to be mainstreamed

- Undertaking GM&I analysis of the work packages
- Consultation with the work packages' leaders and relevant partners

## Designing GM&I approach for the selected activities

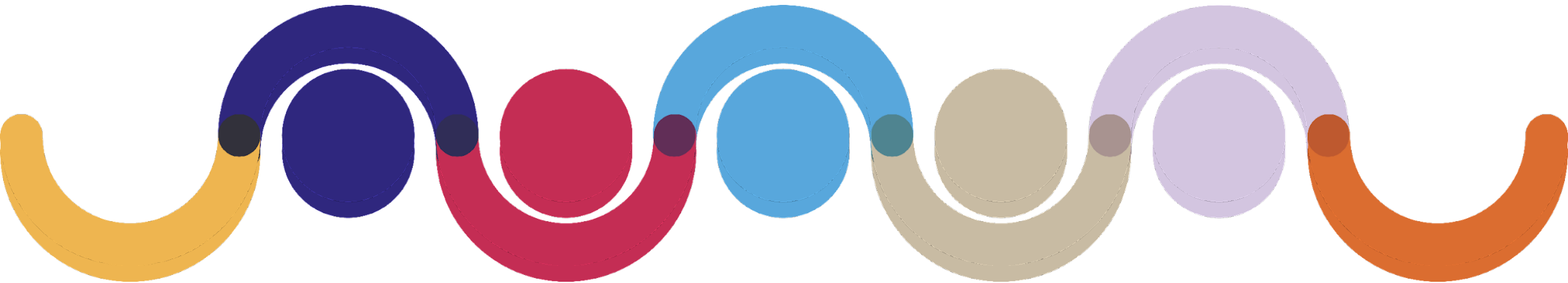
- Defining recommendations / expectations for the selected project activities
- Select and adapt appropriate tools for the GM&I toolbox

## Designing GM&I capacity building programme

- Define training activities & resources
  - Undertake stakeholders' analysis
- Define networking & peer-learning activities

## Implementing the GM&I guidelines

- Define the framework for the periodical assessment
- Using findings for project management, exploitation and dissemination purposes



# Inclusive & gender mainstreamed activities

Key types of activities targeted for implementing inclusiveness:

1. **Engagements** (conferences, meetings, consultations, workshops)
2. **Documents** (reports, policy briefs, dissemination material)
3. **Project management activities**



# POLICY ANSWERS engagements

Type of activities	Objectives/recommendations	Work Package	Task
<b>Engagements</b> <ul style="list-style-type: none"> <li>• Consultations</li> <li>• Meetings</li> <li>• Workshops</li> <li>• Conferences</li> <li>• Mobility</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure women and men can equally participate in project events, collect sex-disaggregated data.</li> <li>• Encourage underrepresented groups to participate.</li> <li>• Make an effort to ensure that all project-related events are held at convenient locations for all participants.</li> <li>• Ensure that women, men, and representatives from various socio-demographic groups have an equal say in the discussions.</li> <li>• Ensure that the participant sample is diverse enough to represent the needs and interests of each target group adequately.</li> </ul>	WP1 Policy Dialogue	All
		WP2 Monitoring for agenda setting	2.4 Foresight and agenda setting
		WP3 Capacity building and supporting the implementation of the WB Agenda	All
		WP4 Aligning priorities	All
		WP5 Regional pilot activities	5.1 Regional grant scheme supporting academia-industry links 5.2 Regional mobility scheme 5.5 Regional innovation academy
WP7 Project coordination and management	All		



# POLICY ANSWERS documents

Type of activities	Objectives/recommendations	Work Package	Task
<b>Documents</b> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Policy briefs</li> <li>• Dissemination material</li> <li>• Info Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Promote the use and/or collection of sex-disaggregated data, whenever suitable and available.</li> <li>• Increase the visibility and representation of women in science and innovation by highlighting female researchers when communicating and disseminating outcomes.</li> <li>• Make project information and services available through media that all target groups are likely to use.</li> <li>• Ensure that project documentation is provided in English and/or local languages, and promote the use of gender-neutral and inclusive language whenever possible.</li> <li>• Take part in EU initiatives promoting diversity in science and innovation.</li> </ul>	<b>WP2 Monitoring for agenda setting</b>	2.1 Stakeholder mapping 2.2 Monitoring of the implementation of the WB Agenda 2.3 Drafting ERA reports 2.4 Foresight and agenda setting 2.5 Policy briefs
		<b>WP5 Regional pilot activities</b>	5.3 Regional promotion campaign for youth 5.4 Regional promoter scheme for research infrastructures 5.5 Regional innovation academy
		<b>WP6 Dissemination, exploitation, and communication info hub</b>	6.1 Task 6.1 Planning and set-up of DEC 6.2 Task 6.2 Implementing information hub 6.3 EU and local media relations 6.4 Infographics and multimedia production

# POLICY ANSWERS project management

Type of activities	Objectives/recommendations	Work Package	Task
<b>Project management</b>	<ul style="list-style-type: none"><li>• Establish goals for equal participation in project activities.</li><li>• Monitor and ensure that project staff use an inclusive and gender-sensitive approach in their activities.</li></ul>	<b>WP7 Project Coordination and Management</b>	All

# Toolbox for Gender and Inclusiveness Mainstreaming



# POLICY ANSWERS tools

Type of activities	Tools for gender & inclusiveness mainstreaming	Work package(s)
<b>Engagements</b> <ul style="list-style-type: none"> <li>• Consultations</li> <li>• Meetings</li> <li>• Workshops</li> <li>• Conferences</li> <li>• Mobility</li> </ul>	<ul style="list-style-type: none"> <li>• Tool 1 – Creating safe space</li> <li>• Tool 2 – Sex-disaggregated data collection</li> <li>• Tool 3 – Inclusive communication</li> </ul>	WP1 Policy dialogue WP2 Monitoring for agenda setting WP3 Capacity building and supporting the implementation of the WB Agenda WP4 Aligning priorities WP5 Regional pilot activities WP7 Project coordination and management
<b>Documents</b> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Policy briefs</li> <li>• Dissemination material</li> </ul>	<ul style="list-style-type: none"> <li>• Tool 2 – Sex-disaggregated data collection</li> <li>• Tool 3 – Inclusive communication</li> </ul>	WP2 Monitoring for agenda setting WP5 Regional pilot activities WP6 Dissemination, exploitation, and communication info hub
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Tool 1 – Creating safe space</li> <li>• Tool 4 – Inclusive project management</li> </ul>	WP7 Project coordination and management

# TOOL1 – Creating safe space

*\*adapted from the UN Women Intersectionality resource guide and toolkit:*

- Preparing for consultations, meetings, interviews, workshops and other forms of engagement.
- Guiding the interaction within the project team and workplaces.

SAFE SPACE = somewhere they can be their true selves, without having to 'filter' what they share or express but also without causing further harm and oppression to others in that space.

# TOOL1 – Creating safe space

- Promote safe and meaningful **dialogue**
- Factor in **accessibility** and reasonable accommodation, event venues, etc.
- Be sensitive to **time and space**
- **Consent** must be free and informed
- Maintain **confidentiality and privacy** at all times
- Ensure **safe feedback mechanisms**
- Be equipped to refer people to **support services**

# TOOL2 – Sex-disaggregated data collection

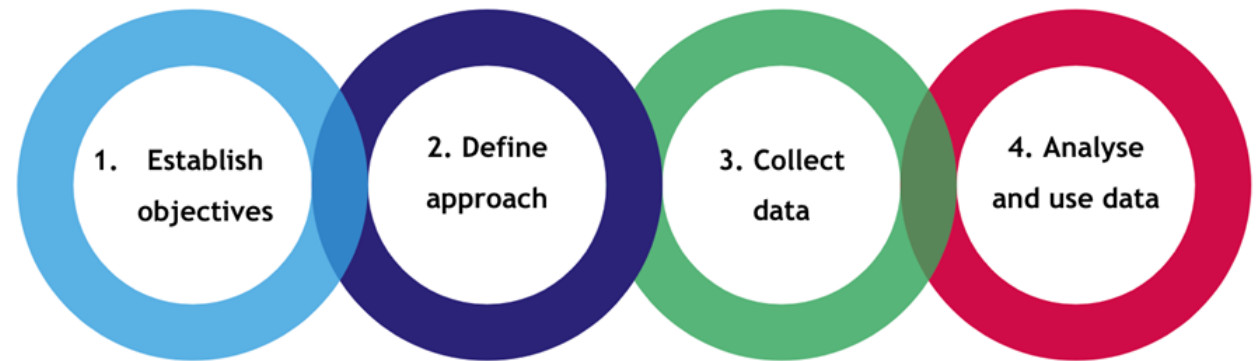
- Sex-disaggregated data is defined as data collected separately for males and females.

*\*Data is disaggregated by “sex” and not by “gender” because when data is collected, it is the biological differences or “sex” of a person that is captured.*

Highlighting the **barriers to women’s inclusion in the R&I policy processes** in the Western Balkans;

Tracking gender differences in the R&I context and providing valuable insights to understand the **needs for capacity building and other types of support**;

Highlighting opportunities for **greater inclusion in the different policy processes and thematic areas** addressed by the project.



# TOOL3 – Inclusive communication

Inclusiveness = communicating and sharing knowledge in a respectful way that reaches, empowers, and is understood by everyone.

- **Inclusive language** = is sensitive, non-discriminative, and treats everyone equally by **choices of words**, **tone** of speech and **manner** of conversation.
- **Inclusive representation** = mirror reality and avoid prejudice and harmful stereotypes.
- **Inclusive dissemination** = disseminating in multiple languages, providing an option to listen to the content, preferring Open Access publications, engaging the public to lower the gaps between the academic community and citizens, representation i.e. room and platform are given to experts from diverse universities, genders, and career stages.



# TOOL4 – Inclusive project management

- **Diverse** project/research teams
- Project team as a **safe space**
- **Inclusive leadership** (cultural intelligence and collaboration)



# POLICY ANSWERS capacity building and peer networking programme

Specific objectives	Action	Expected Results
<ul style="list-style-type: none"> <li>Contribute to building capacities for gender mainstreaming and inclusion</li> </ul>	<p>Gender mainstreaming and inclusiveness capacity building programme</p>	<ul style="list-style-type: none"> <li>Regional training programme (at least four modules) prepared and training academy organised</li> <li>Resources (tools, publications, guidelines, etc.) on gender mainstreaming, GEP, inclusion, inclusive innovation policy and alike, created in local Western Balkans' languages.</li> </ul>
<ul style="list-style-type: none"> <li>Facilitate peer exchanges and discussion on gender mainstreaming and inclusion</li> </ul>	<p>Peer exchange and policy actions</p>	<ul style="list-style-type: none"> <li>Stakeholders' analysis undertaken</li> <li>3 peer learning webinars organised</li> <li>1 regional consultation meeting held; brief/communiqué prepared</li> </ul>
<ul style="list-style-type: none"> <li>Increase visibility of gender mainstreaming and inclusion in the Western Balkans</li> </ul>	<ul style="list-style-type: none"> <li>Promotion and awareness raising actions</li> </ul>	<p>Promotional articles on gender mainstreaming and inclusiveness dimensions prepared</p>

# Periodical assessment - collection of data

- Assessment **checklist** = done annually by MIR in coordination with the QA team, and consultation with WP leaders (if needed)
- **Spreadsheet** for collecting sex-disaggregated data = collected by FBLU



Quick assessment of whether gender and inclusiveness concerns have been integrated into the relevant tasks, including:

- Organizing events and piloting activities
- Preparing invitations and announcements
- Preparing reports, and
- Disseminating messages.

# Checklist for periodic assessment of GM&I guidelines

## Engagement (consultations, meetings, workshops, conferences, mobility)

CRITERION	Yes	No	N/A	Comment
Does the call for participation/application encourage under-represented groups to apply?				
Are the event documents (agenda, invitations, announcements) gender balanced and inclusive (e.g., use of appropriate terminology and language that do not reflect gender stereotypes and do not assume only two genders)?				
Does the registration form have a dedicated field for collecting <ul style="list-style-type: none"> <li>sex-/gender-disaggregated data?</li> </ul> specific needs on accessibility?				
Does the reporting <ul style="list-style-type: none"> <li>show how many of the participants/beneficiaries were women and men, and from which hierarchical levels or sectors they were?</li> <li>consider gender and inclusiveness aspects when collecting feedback from participants.</li> </ul>				
Are there any complaints related to gender or inclusiveness dimensions? If yes, are there any follow-up/corrective measures planned/undertaken?				
Has attention been paid to inclusiveness and gender balance when considering speakers and keynotes/panellists?				

## Documents (reports, policy briefs, dissemination material)

CRITERION	Yes	No	N/A	Comment
Does the document use gender-sensitive language?				
Does the document use data that is disaggregated by sex?				
If there are visual images, are these gender-sensitive, inclusive, balanced and non-stereotypical?				
Are indicators disaggregated by sex (e.g., monitoring indicators)? (when appropriate)				
Are targets disaggregated by sex when appropriate (e.g., dissemination targets)?				

## Project management

CRITERION	Yes	No	N/A	Comment
Are sex-disaggregated data collected?				
Is the project team balanced regarding sex and diversity (nationality, age, origin, status, academic age)?				
Is the gender balance in the project team duly considered?				
Are all points of view heard and all members heard in the team?				
Are tasks in the team circulated or distributed in a way that does not reproduce gender or any other stereotype?				

# Periodical assessment - analysis of data

- Many **YES** = the work undertaken in POLICY ANSWERS is gender and inclusiveness-sensitive
- Many **NO** = re-perform analysis and introduce additional efforts and/or tools, build capacities and resources.
- Providing recommendations for addressing identified gaps
- Highlighting good practices





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**THANK  
YOU!**