

GENDER PERSPECTIVE TOOLBOX

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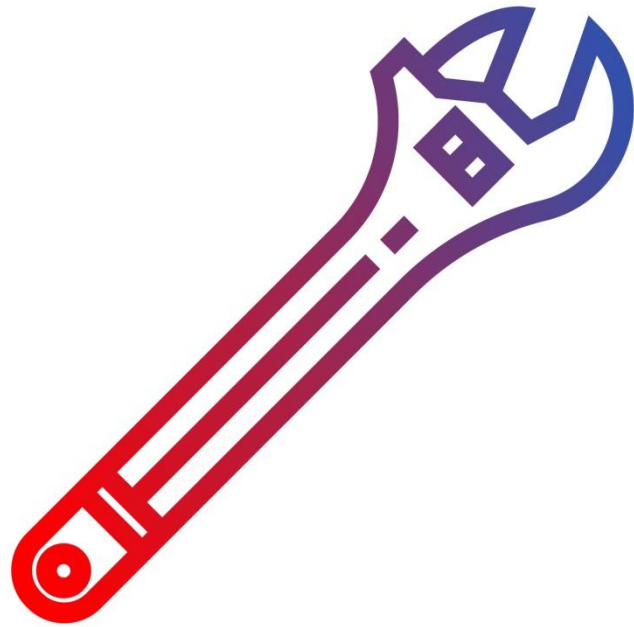
DIVERSIFY

*Include people with different gender identities
and sexual orientations in your teams and
activities.*

Diversity is the spice of life, and it can also vastly contribute to change in your organisation or community. Including people with different backgrounds and coming from different realities will not only empower groups that are traditionally under-represented, but it will bring different perspectives and added-value to your work.

Including gender diversity isn't only about numbers: make sure that the tasks are well balanced, in a way that doesn't perpetuate stereotypes nor distributes decision-making power unevenly. If you are organising an activity, don't forget the impact your team and its examples will have on participants, and showing a diverse team working together and sharing responsibilities is very important

If the topic at hand is gender related, it is perhaps even more important to have a mixed group, to show that gender is not only relevant to one or two gender profiles.



FIX IT

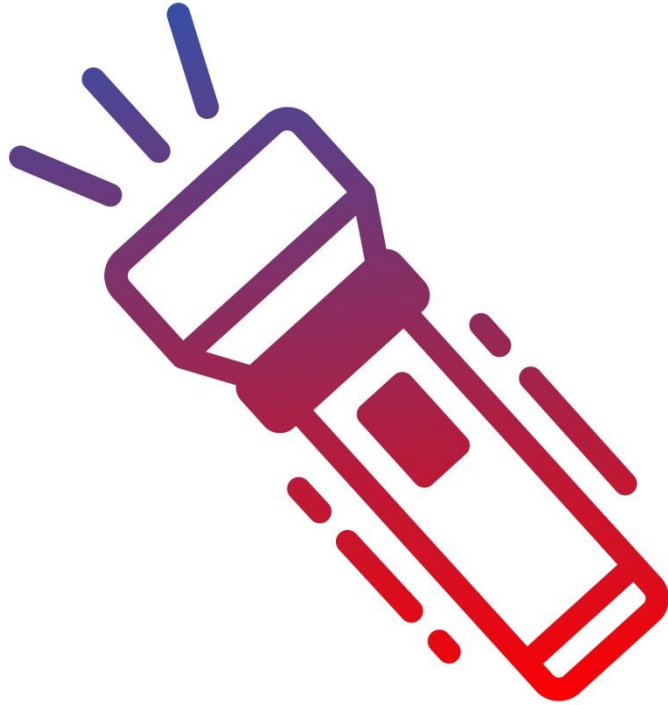
Review icebreakers, getting to know each other games, energisers, etc., ensuring they are inclusive and do not perpetuate stereotypes and heteronormativity.

Much of the success of a non-formal activity comes from the team-building and the mood in the room. Sometimes it can even take the experience to a new level and have a long-lasting impact on the lives of participants.

There are many tools and methodologies available to create these moments where participants get to know each other or just have some fun between sessions. Some of them were created a long time ago and are traditional in youth activities.

With a gender perspective, it's important to look at those exercises with a critical look, making sure they don't leave anyone out and don't put any participants in a tough spot.

For example, if a game makes you divide the group into boys and girls, you might be forcing someone to take a side. Or, if that old song is about men going out to work and women staying at home preparing their food, you might want to revise it.



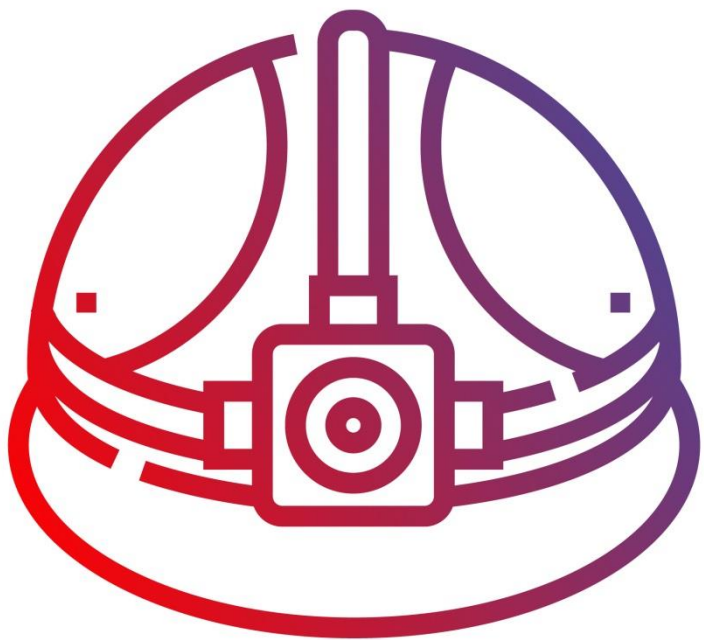
GET SOME LIGHT

Reach out to other organisations with relevant experience and/or expertise

The discussion on gender has seen recent developments in the way it is understood and approached by society, but some organisations have been working and reflecting on it for a long time.

Some organisations have developed expertise and content on this topic, while others are not experts but have experience with it and have introduced a gender perspective in their work.

Enriching your own activity with the experience and expertise of others is always a good way to improve and create new partnerships. Someone else might have found a solution for a challenge you are faced with now, so why not work together? You will find everyone is available to help and support you.



BE SAFE

Establish a gender code of conduct, creating a safe space where everyone can express themselves freely, with simple understandable rules.

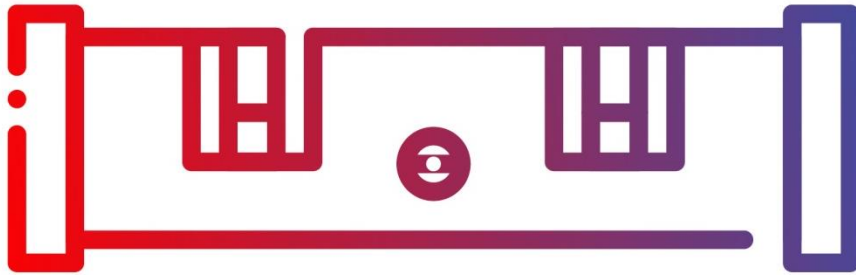
Depending on your organisational culture and background, accommodating a gender perspective in your work can take time and may not be immediately clear or obvious to everyone. You might need a set of guidelines or a reference text to help you and others make sure everyone has a good time, feels included and safe and that there are no uncertainties. It is also a good opportunity to agree on gender-sensitive language to use overall or during a project.

Creating a gender code of conduct (or a general one that includes gender) offers a space for everyone to feel safe but also a guide to those who are not familiar with the topic and might unwillingly step out of line.

It should also include procedures and policy for when something happens, so that you are prepared to deal with unfortunate situations and the implications are known in advance.

A code of conduct should be easily understandable, easily accessible and ideally presented to everyone in the activity to make sure everyone knows it.

If you have the opportunity to involve as many people as possible in creating a gender code of conduct, this will create more ownership among participants or members and the discussion itself can be a good way to introduce some concepts and practices.



FIND A REFERENCE

Appoint a gender watch group/gender moderator in the organisation or throughout the activity.

You might find that sometimes involving a person or a group can be the best way to make sure a gender perspective is integrated in your work. They can have specific tasks throughout the project, like monitoring or supporting the implementation of guidelines, or be someone participants and team can go to for guidance or clarification.

They might have knowledge or experience with the topic, and their exact role should reflect the needs of the group and adapt to the reality. Support from other organisations with similar practices can be useful in setting up such a position or body.

Their tasks can include:

- ◆ Set up (or draft) a gender code of conduct
- ◆ Act as a mediator in case of need
- ◆ Monitor the integration of a gender perspective
- ◆ Measure speaking times and space given to different genders
- ◆ Review the program to make sure it's inclusive



MEASURE

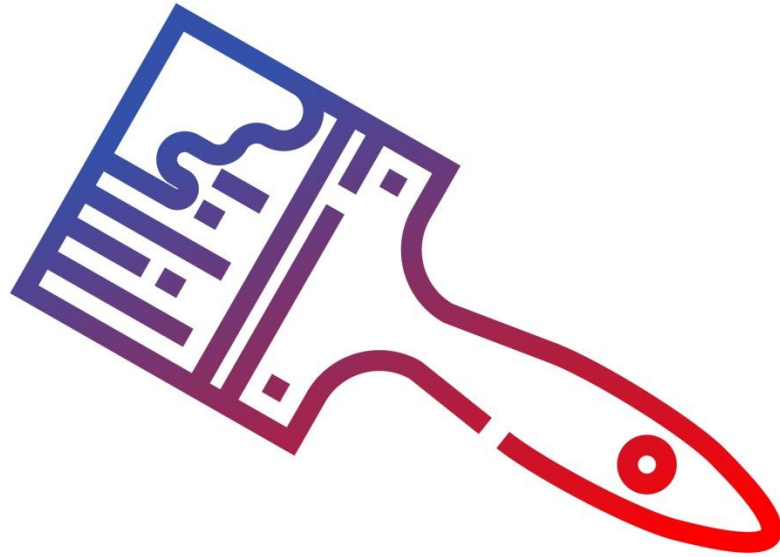
Set up a gender timer or other similar tools to measure the space given to different genders throughout an event.

A gender timer is a specific tool that tracks speaking slots and times according to gender. It can be extended to include other elements like gender representation in groups, or their presence at a specific moment or during a session.

The aim of a gender watch is mainly to provide data so that it is possible to assess the situation or monitor results when new measures are implemented, for example.

A gender counter needs to be prepared from an early stage. There needs to be a way for participants to identify themselves with different genders (or none) so that their participation can be tracked based on those differences. It is very important to give that possibility to participants and never work with assumptions, as someone's gender expression doesn't necessarily match their identity and as such cannot be included in a gender based on appearance.

Make sure there is a safe space for participants to identify themselves during registration but also during the event itself, since it is the only way to properly track their participation.



PAINT IT WELL

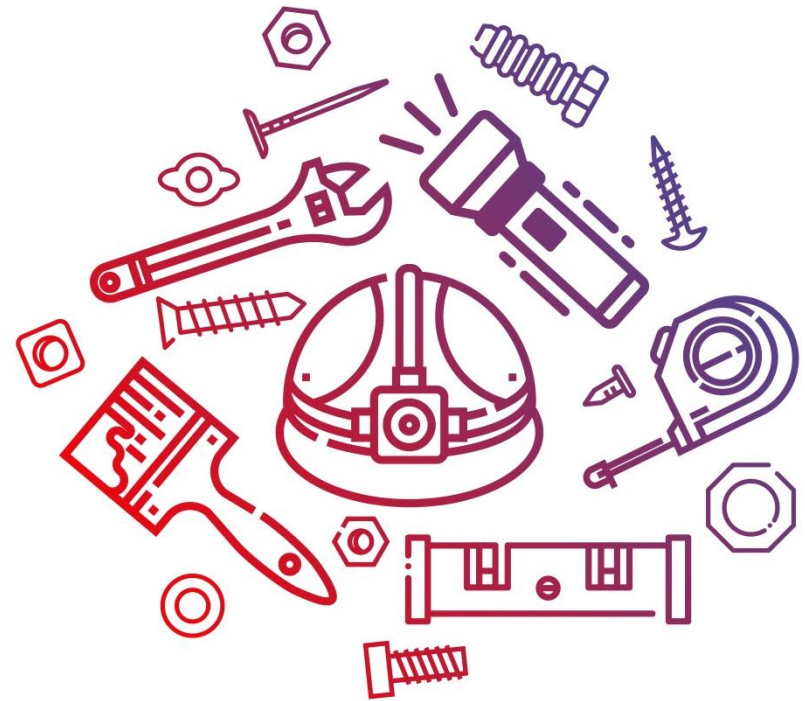
Define or review the communication policy, including photos on social media, that are gender aware and don't perpetuate stereotypes or discrimination.

Communication is an essential part of a project, during preparation and promotion of the project itself but also to share its outcomes and best moments.

Photography is of course a good way to convey those elements, but if a picture is worth a thousand words, don't forget that can be a good or a bad thing. Make sure all your pictures are representative and, most importantly, are respectful of who is depicted.

You ideally have a diverse group of participants, including gender diversity, so make sure that is visible. It not only reflects your event more accurately, but also sends out the right message.

Not all pictures are flattering of those depicted, but some situations have more consequences than just a bad picture, especially when it comes to minorities and discriminated groups. So make an effort to avoid stereotypes, prejudice and of course no forms of bullying. Share these guidelines with the whole group and maybe even include them in the code of conduct in order to make sure you are creating a safe space.



This toolbox has been developed by the European Youth Foundation (EYF), partly inspired by the conclusions of the Gender Equality Matters! Seminar, organised by the Youth Department in June 2016 in Strasbourg.

It has been created and piloted in March 2017 and revised and updated in January 2019.

Find more information on gender and resources developed by the Council of Europe and EYF-supported youth NGOs in our gender page at <http://eyf.coe.int/gender>

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