



Gender Awareness and Transformation for Equality

Gender Equality in Organizations,
let's navigate into it!



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GUIDE FOR INCLUDING GENDER PERSPECTIVE IN ORGANIZATIONS

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FOR INCLUDING GENDER PERSPECTIVE IN ORGANIZATIONS:

Throughout it, **the eye icon**  and QRs shows you access to different materials to expand content. At the end of the document you could check them out in a **specific QR directory**.

< In addition, you can **download the interactive digital guide via this QR**.



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GATE process is a journey into gender awareness and transformation. We navigate through the seas of gender topics with you, stopping at different aspects in our social life to have a look, understand them better, learn tools to promote equality and be agents of this important transformation.

Given that this is one of the 17 UN sustainable development goals, we want to foster **gender equality** by working on two different levels: **organizational level & personal level**.

This guide is specifically oriented to the **organizational level: the target groups are entities, institutions, businesses, associations, teams, groups and collectives. The goal is to look through the gender lens into the internal life of the organization, to promote internal awareness, development and change**, as gender inequalities are present in our daily working relationships, processes, and structures.

We need to prepare individually and as a team to begin this navigation.

Are you ready?

Why should an organization change towards gender equality?

Organizations reproduce patterns of inequality, as we are still part of patriarchal structures: in the results and objectives they define, the structure they have, the processes they implement to meet the goals, the tasks that are valued and visibilised over the ones that are not, and the relationships between the people. As organizations are a reflection of our society, they tend to multiply gender dynamics that already exist: this is the reason why we need to put special attention to change them. Transformation towards gender equality needs the real commitment and responsibility of everybody, each one being more aware of their own privileges and oppressions.

Working on gender equality at the organizational level will:

- | Promote individual awareness and transformation from the people working in the organization.
- | Promote more equal and fair relationships, that will benefit everybody (women, men, non binary people) as it creates better living and working conditions. It will help to stop the abuses of power that can happen.
- | Prevent violence situations within the organization and have clear procedures in case these acts take place.
- | Working on gender inequality helps dismantle gender binarism and create a real inclusive environment.
- | Diverse workplaces promote people to develop their talents and skills. Different ideas and experiences create a more productive and enriching environment.

What is this guide for?

The main objective of the guide is to promote gender equality in organizations and in working environments.

In order to do this, we will:

- | Provide tools and guidelines for the real incorporation of the gender perspective in organizations: in the formal structure, in their processes and in the relationships between the people.

- | Accompany a pro-gender equality transformation process which includes:

- || detecting and understanding how gender inequalities occur,
- || how they influence the processes and work carried out in your organization, in visible and invisible ways,
- || and to create changes and establish measures to transform them and bring awareness on this topic.

Who can use this guide?

This guide has been created for any organization or group having the will to change their culture in order to create, work and relate in terms of equality and respect.

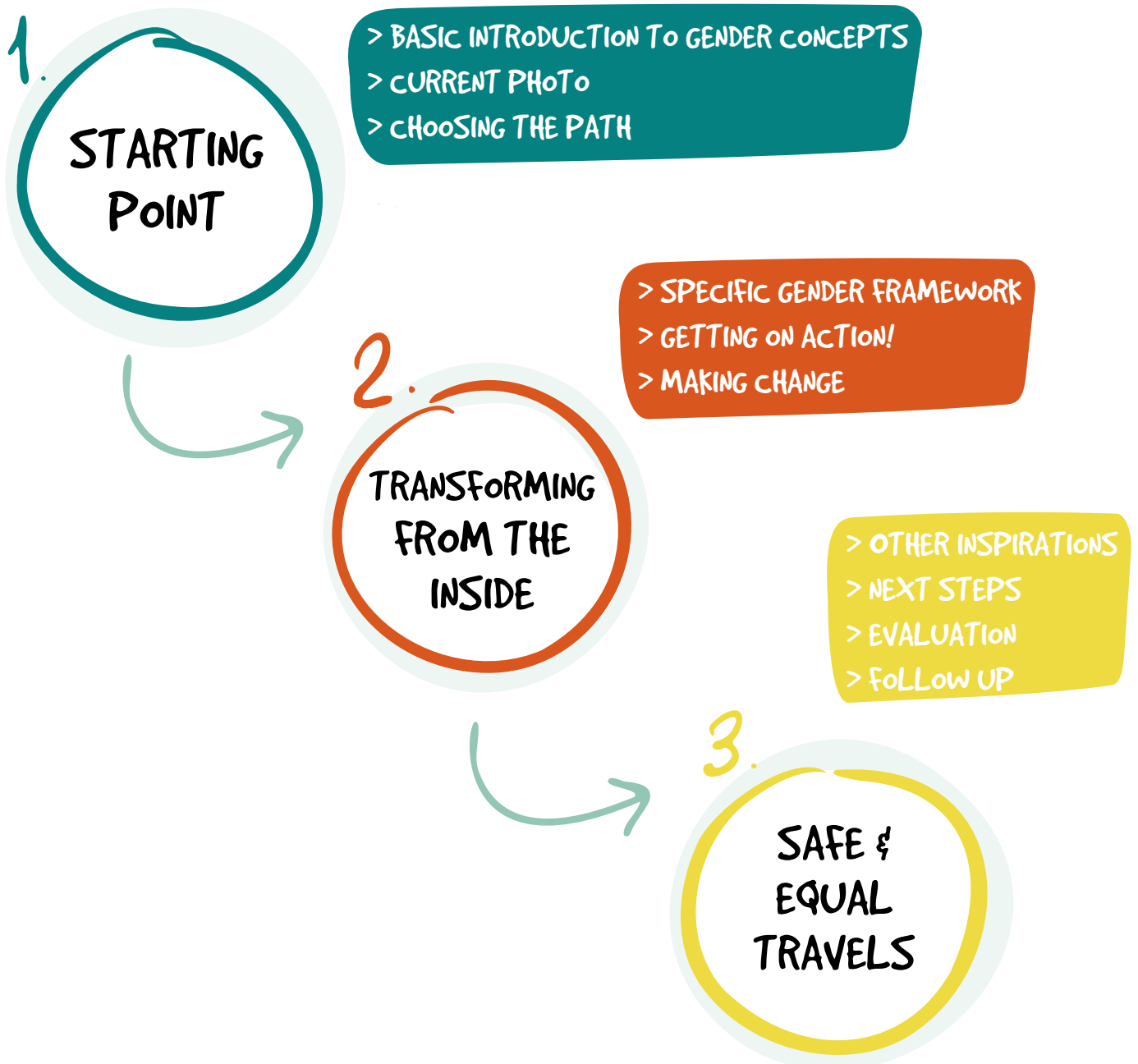
How to use this guide?

This guide offers resources and tools for organizations to create their own process on gender awareness and transformation. We provide some activities that have to be adapted to the specific team, needs and priorities. We pretend this is a guidance that should be flexible, not a fixed and static proposal.

We invite organizations that are interested in promoting gender equality within their working environment and structure, to create a team, the **“Navigation Crew”**, which will facilitate and implement the *GATE process* using this guide.

GATE

process



FACILITATION TIPS

for the *Navigation Crew*

We recommend that the people in the *Navigation Crew*¹ have knowledge, **tools and abilities in group facilitation**. Gender topics are very sensitive topics that can open vulnerable spaces, and the *Navigation Crew* should be prepared to understand these processes and manage them as best as possible.

In this guide we will share some tips and recommendations for facilitating the *GATE process*.

We recommend that each person in the *Navigation Crew* explores and goes deep into gender topics, **works on themselves on how these topics affect them on the personal level, and “process” the feelings, experiences and situations** that relate with gender issues, in order to be more available for what the group will need to give support, and not feel so “triggered” for personal experiences.

A key for this journey is to **create a space** that is a **safer space**², rather than the usual ones, to share personal feelings and experiences. For this, is important to:

- | Promote the **active listening**.
- | Promote **empathy** (putting yourself in someone else’s shoes).
- | Welcome **diversity** of voices and experiences.
- | Promote that each participant takes care of themselves, and of their own **limits and edges**, and pay attention and take care of others*.
- | Share the **Principle of Confidentiality** in the space created: the things that are shared in this space, cannot be reproduced outside, shared with others, or used against the person.
- | **Admit an error**, and ask for apologies if necessary. We can all make a mistake, even when we are facilitating. It is very important in a safer space, to know that we may make an error, and we apologize.

***Respect the limits:** We are working with sensitive content that can make people feel different emotions. We all have our limits. We are not always in a position to work on certain issues that mobilize us, make us feel uncomfortable, ashamed, amuse us, or remind us of sad experiences. Sometimes we are silent, or we get angry, or we laugh out of nerves.

It is necessary to understand that all these emotions and reactions are possible when working on these issues, and they are a sign to go slower, take some space, slow down because the group or the person can be at an edge. Do not push to pass them. **Respect the silence** when someone does not want to participate.

During the process, many new and important topics may arise. It could be helpful to have a place to write them down - we call them **“Fridge of topics”**- and to go back to them when we continue working in this process of gender awareness.

¹Team of 2-3 people from the entity that will facilitate and implement the *GATE process* using this guide.

² Also check the Infograpich “Safer Spaces”




PHASE 1: STARTING POINT

1°GATE: BASIC INTRODUCTION TO GENDER CONCEPTS

To start diving into this gender world, we need to know a little bit more what we are talking about, and establish basic concepts and theoretical background from where to start, that will bring us more awareness about the aspects we want to work with.

We invite all the people of the organization that would like to join the *GATE* process to meet together in a nice space, and share some basic information in Gender issues. It will be a good place to express questions and doubts around this topic, to start sharing some knowledge and challenges, and also some experiences that the people can have.

Possible agenda:

- | Welcoming
- | Check in or warm up activities
(Please check our **warm up activities!**) 
- | Presentation of Gender basic concepts:
includes conceptual framework and practical activities
- | Check out round: How do you leave this session?
What is alive in you?

Basic Gender Training Presentation

- | Some activities to dive into gender issues included in the presentation:

- || Who am I? 
- || Activities that support, or not, life 
- || Self-test: Privilege & rank 



2°GATE: CURRENT PHOTO

Once we all have gone through the basic gender introduction, we hope we have a more clear notion of what we are trying to address during this process. It is time to go into our own organization and have a look on **how things are working right now**, especially regarding:

- | The formal structure
- | The processes to arrive to the results
- | The relationship dynamics between the people in the organization.

Questionnaire:

To assure a safer space, where people can answer freely about their experience, we created an **anonymous questionnaire** to send to all the people who are participating in the *GATE process* or interested to respond in the organization. The answers will guide the focus of the implementation of this process: which are the most important aspects to work on at the moment.

GATE Questionnaire

Group interview: (optional step)

After receiving all the answers of the questionnaire, another optional step could be meeting with a specific group of people from the organization to have a **group interview**.

GATE Guideline for interviews in organizations

TIP

Make sure that the questions are not very personal, that could put people in an uncomfortable and unsafe place with the group.

This could be an appropriate space for asking information about the structures and processes that the organization has.





3°GATE: CHOOSING THE PATH

Finally, once the *Navigation Crew* has collected and evaluated all the information from questionnaires and interviews, based on these answers, they will **propose to focus on one** (or more) **specific topic** of the 3 different paths of the *GATE* process for organizations.

How to decide which path to work on?

We need to identify where are the main tensions or challenges that people mention in the questionnaire and interviews:

| **PATH 1 Structure of the organization - ways decisions are taken:** in the structure of the organization, the formal processes, the meetings and the ways decisions are taken.

| **PATH 2 invisible tasks:** in the invisible tasks that are not recognized, difficulties to deal with personal and professional life, differences in value on different tasks and jobs.

| **PATH 3 internal dynamics - relationships between people:** in the internal dynamics, in relationships between people, conflicts, jokes and uncomfortable comments, violent situations.

The *Navigation Crew* meets the rest of the group to make their proposal, receives feedback about it, and together define in this encounter which will be the **path** they will take.

TIP

It is **not** recommended to give the results of the questionnaire. Just mention some of the most relevant aspects, but do not offer a report, because even if it is anonymous, maybe some of the answers could be supposed, and this would affect the confidentiality and safety of the process.

2.

TRANSFORMING
FROM THE
INSIDE


PHASE 2: TRANSFORMING FROM THE INSIDE

We are now ready to navigate the selected **path**. We will dive together into a specific training, activities and proposals (on the personal and group level) in order to question some aspects, understand better others, debate, share experiences and gain more awareness on gender topics.

4°GATE: SPECIFIC GENDER FRAMEWORK

To enter into the specific **path**, we need to become familiar with the specific concepts and theoretical framework regarding our chosen focus.

We encourage the *Navigation Crew* to create a learning space for the people participating in the training, where some theoretical aspects are presented, and where there are spaces for personal reflection and group debate.

You can check the following **Conceptual Framework** document  for an understanding of basic knowledge related to these topics.

This could be a useful space to detect which are the main interests and needs of the group, as well as the availability for the process, in order to define the work proposals.

TIP

Because of the sensitivity of the topic, for group sharing, always give the possibility not to share, so people feel free to say something or not, as they prefer.

5°GATE: GETTING ON ACTION

This is the moment when the *Navigation Crew* has to establish the journey, this means, which activities and proposals will be offered in this process. Considering the focus path chosen, the needs and interests, and also the time available, they have to build the plan.

! These are proposals for activities that can help the group to bring more awareness, but it is **necessary to adapt to the reality of the group**, their needs and interests. These are some ideas of activities that could help. Also, as part of the *Navigation Crew*, each person should recognize what processes and spaces can facilitate, and which are too much or just do not feel comfortable to hold.

How to build this Navigation?

| Think of the whole process, including BEGINNING, DEVELOPMENT, and CLOSING. Think of this journey as a PROCESS: we need to start creating an adequate atmosphere for people to enter the path in a smooth way.

| In the beginning, make sure to mention the key needs and aspects that, as a group, you should take care of in order to create a SAFER SPACE.

Download **“Guideline for Safer spaces”** 


And add on these aspects from personal needs of participants.

| Include different levels of work:

- || Personal reflection
- || Couples or small groups
- || Big group activities

PATH I: ORGANIZATIONAL CHANGE

This path proposes to go deeper in the structure of the organization: the formal and also the informal or invisible structure, in order to detect if the organigram, the leadership and the processes established present gender dynamics to pay attention to. We will also understand a bit better how power dynamics play an important role.

Name	MAP OF HIERARCHY
Objectives	1. Map the social characteristics of the formal structure of our organization. 2. Reflect on equal opportunities in our organization and think about collective strategies to improve them.
Time	90'
Materials	Annex: Basic introduction to Gender framework  Other materials <ul style="list-style-type: none"> Blackboard or flip chart Markers Blank sheets Sticky notes. Gomets

Process

1. Personal reflection:

Identify the different work roles that exist in the organization according to their hierarchy (For example, members, workers, board of directors, coordinators, volunteers, etc.).

Identify the people that are in the different positions of this formal structure.

Identify how many of these people on each of the steps are:

- | Male, female, or non-binary people
- | Of the same nationality of the company or foreign nationality
- | People with functional diversity
- | Young people, adults and elderly.

2. Work in small groups. Reflect on the following questions:

- | What can we observe in this mapping? Is there something that catches our attention?
- | Is there more representation of men in the top roles? Why could this be happening? Which invisible difficulties could other people have to access these top positions?

3. In the big group: Share the difficulties identified.

[Moving from awareness to transformation]

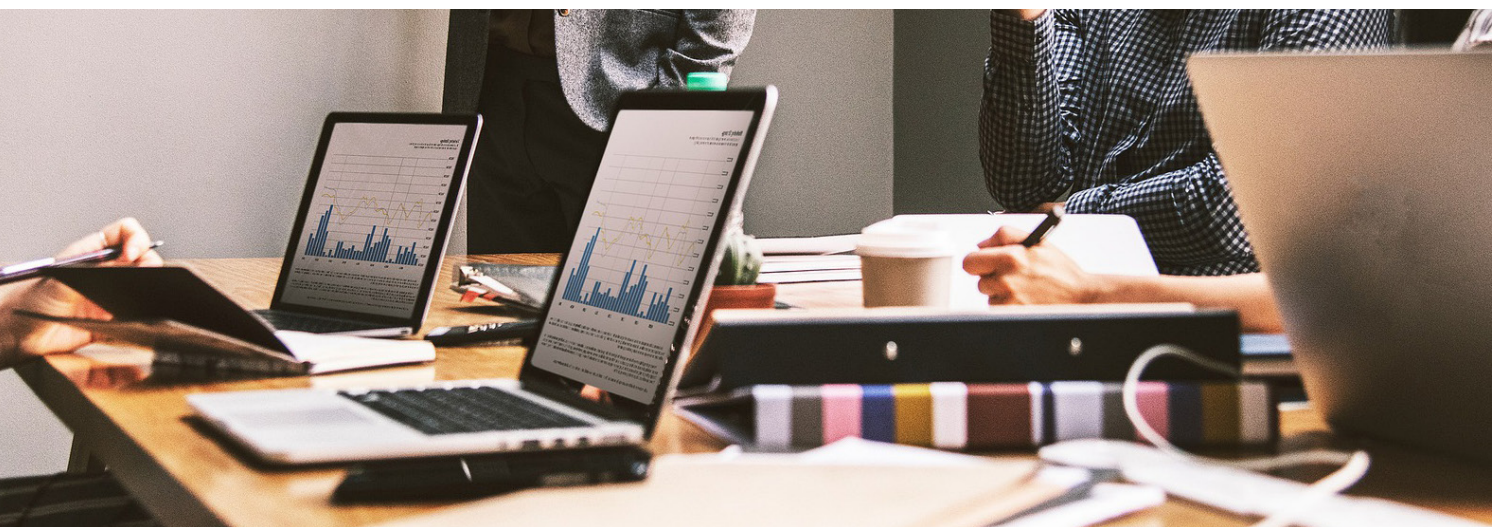
4. In the big group: How can we compensate or overcome these difficulties to promote equal access to opportunities?



Think of ideas or proposals that respond to the difficulties detected.

Write down the ideas.



Use 5 gomets per person to prioritize between the different proposals.


It is recommended that these proposals are taken to a decision-making space so that the organization begins to implement measures that change these dynamics.



Name	POWER AND RANK
Objectives	Carry out a self-exploration regarding the invisible power I have in the group and the use I make of it. Increase group awareness of the organization's rank dynamics.
Time	60'
Materials	<ul style="list-style-type: none"> Read the section of Power and Rank of the  Organizational Framework (p.6) Self-test: Privilege & rank → one per person  Pens
Process	<ol style="list-style-type: none"> 1. Group explanation of rank from the perspective of Process Work³. Framing of the work to be done. 2. Reflect individually about your socio-personal characteristics in relation to the rest of your team and complete the form. <ul style="list-style-type: none"> Is there anything about these aspects that particularly caught your attention? Is there something you haven't thought of before? 3. Identify some situations in which: <ul style="list-style-type: none"> You are satisfied with the use you made of your rank in a group situation. How did you handle it? You are not satisfied with the use you made of your rank in a group situation. What could have been changed? How could you use it in a more satisfying way? 4. Share in small groups the reflections or learnings that you have had and you would like to share. 5. Share in large group the highlighted and common learning shared in the small groups.

³ Process-oriented psychology, also called process work, is a depth psychology theory and set of techniques developed by Arnold Mindell and associated with transpersonal psychology, somatic psychology and post-Jungian psychology. https://en.wikipedia.org/wiki/Process-oriented_psychology.

Name	MEETINGS and GENDER
Objectives	Analyze the invisible power dynamics that take place in our work meeting, in relation to gender.
Time	90' (in more than one session)
Method	<p>1° moment: Big group → for division of tasks Execution of the analysis work, carried out by volunteers individually</p> <p>2°moment: Group analysis work.</p> <p>The volunteers collect the information in different meetings. It is recommended that there will be at least 4 meetings.</p>
Materials	<p> Organizational Framework  </p> <p> Meeting observation sheet  </p> <p>Room disposition: Meeting room, better without a table, in a circle.</p>
Process	<p>First moment: Explain the related infographics. The group has to decide to carry out the analysis of the interactions and interventions that take place in the team meetings according to gender. Several volunteers will be asked to carry out this registration in different meetings. The group in the meeting must be notified, but not know in which meetings the registration will take place. Registration can be done at meetings of the same team or of different teams in the organization. This file can be adapted to other socio-personal characteristics that we want to analyze, or to the needs of the group. The volunteers collect the information in different meetings, it is recommended that there will be at least 4 meetings.</p> <p>Second moment Again with the big group, present the information obtained. Reflect on common patterns or conclusions from the registrations.</p> <p>[Moving from awareness to transformation]</p> <p>In groups of 3 or 4 people, make at least two proposals that can help us balance the differences in the participation and use of common space in our team. (For example, a person in a facilitating role, someone who takes turns for talking, make interventions in a round where all people have a say, establish a rule that someone cannot interact again without asking the rest if they want to contribute something new, etc.)</p> <p>Share the proposals in the big group and choose the proposals you would like to implement in the team meetings.</p>

Name	RE-THINKING LEADERSHIP
Objectives	Reflect on the type of leadership we want to promote in our organizations and how we can empower them.
Time	90'
Materials	Annex: Basic introduction to Gender framework 
Process	<ol style="list-style-type: none"> In small groups reflect on the following questions: <ul style="list-style-type: none"> What characteristics are attributed to a leader from a classical point of view? Give an example of a world-renowned leader that meets these characteristics. What characteristics do we want or think a person who exercises leadership should have? Think of an example that meets these characteristics. How does leadership relate to gender stereotypes? How can we enhance and revalue some important characteristics for leadership in our organization usually connected to feminine characteristics, such as empathy, relationship skills, emotional management? In the big group, share the reflections and learning of the different groups.


Name	GLASS CEILING⁴
Objectives	Reflect on the obstacles that women and others have to work through when in leading positions.
Time	30'
Process	<ol style="list-style-type: none"> Search in the internet the members of: <ul style="list-style-type: none"> Supreme courts in Latin America. International Bank. Chamber of commerce of your country/ International chamber of commerce. Leading positions in 5 big multinational companies. Talk and share if you identified gender inequalities. In couples, talk about the possible obstacles women have to get to leading positions. And non-binary people? Share the answers in the big group.



⁴This activity can be used for path 1 or 2



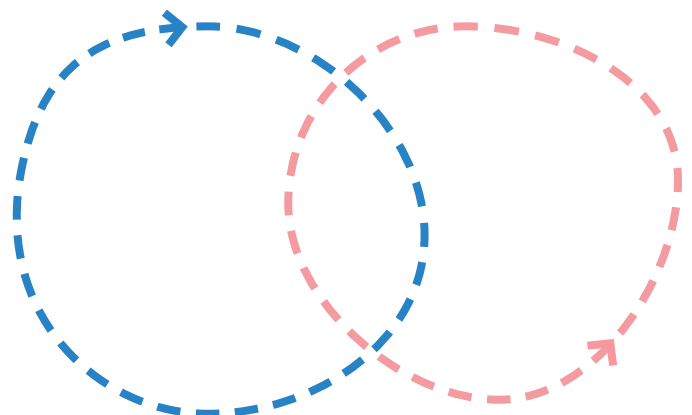
PATH II: RECONCILIATION AND CARE WORK

During this path we intend to make visible all the different tasks that are usually invisibilized in our society, at work and also in our personal lives, and that have traditionally been the responsibility of women. We will also reflect on how this affects work, and how it can be changed.

Name	CREATING AWARENESS FOR HOME CARE
Objectives	Creating awareness for challenges of people who do home care.
Time	90'
Materials	<ul style="list-style-type: none"> Pens Post-its GATE Care work test 
Process	<ul style="list-style-type: none"> Brainstorm: What is care work? (5') Presentation of the topic. Explanation of what is mental load (10'). Personal reflection: fill out the test. Get together in small groups . Talk about the results, if something surprised you. Debate: Which challenges arise considering care work in relation to work? (15') [Moving from awareness to transformation] What can we do in the organization in order to provide better reconciliation? (15') In big group: presentation of group findings and proposals (30')


Name	REPRODUCTIVE AND CARE TASKS AT WORK
Objectives	Visibility for reproductive work at work and its distribution.
Time	free'
Materials	<ul style="list-style-type: none"> GATE Questionnaire  GATE Care work test 
Process	<ul style="list-style-type: none"> Explain productive and reproductive work. Provide examples (5') Personal reflection: fill out the test (10'). In small groups, talk about the results: <ul style="list-style-type: none"> Was everyone aware of all the tasks listed? Is there someone from the team who is regularly taking care of them? Identify to what degree reproductive tasks are visible, equally distributed and valued (paid). Who is doing most of the reproductive tasks? Focus on gender biases in the results. Is everyone in the team ok with the distribution? What tasks should be carried out by all people? [Moving from awareness to transformation] In big group: propose a model for reproductive tasks in your organization. Maybe it could also work to have a team that prepares a proposal, and then you all discuss it. You may pilot the proposal for a period of time and then meet again to do a follow-up. (40')


Connecting 1st and 2nd path: leadership and care work emphasize the structural problem and the links between the dimensions



PATH III: PREVENTION OF GENDER-BASED VIOLENCE

Gender-based violence is a large concerning theme in our societies, and very present in our work atmospheres. We would like to understand in which moments and situations they occur, bring awareness on microaggressions, and implicate everybody to stop them.

Name	PYRAMID OF VIOLENCE
Objectives	Identify and recognize the different types of violence and microaggressions that can take place in organizations.
Time	50'
Materials	<ul style="list-style-type: none"> Blackboard or cardboard or flipcharts Markers Infographic: Pyramid of violence 
Process	<ol style="list-style-type: none"> 1. Personal reflection: Write down which kind of violences could happen in a work space. 2. In big group: Discuss and share the violences. Put them in one of the levels of the pyramid of violence, depending on where you think they should go 3. After the pyramid is done, discuss in group: <ul style="list-style-type: none"> What do you think may be the main causes of gender-based violence? Which are the characteristics of the bottom violence? What can we do to take care of it? What personal attitudes favor or strengthen the various expressions of gender-based violence? Through what mechanisms and instruments is sexist violence sustained and, therefore, the patriarchal system reproduced or reinforced? What other more subtle forms of violence could you identify? <p>[Moving from awareness to transformation]</p> <ul style="list-style-type: none"> Which measures do you know can solve and eradicate gender-based violence? And at a personal or group level, what commitments or proposals can we adopt? Each person reflects on 3 personal actions and 3 team actions that can be implemented. Share in the big group.

Name	VIOLENCE IN ORGANIZATIONS - WORLD CAFÉ
Objectives	Reflect on the types of violence that can occur within organizations, the ways to prevent them and possible ways to improve the work environment.
Time	60-75'
Method	<p>1° moment: Small groups (3 rounds, different groups) 2° moment: Big group</p> <p>Methodological note: World Café is an easy-to-use method from <i>Art of Hosting</i>⁵ for creating a living network of collaborative dialogue around questions that matter.</p>
Materials	<ul style="list-style-type: none"> Infographic pyramid of violence  Blackboard or cardboard or flipcharts Markers Post-its
Process	<p>First moment: Seat 4-5 people at small Café-style tables. The groups must be formed with gender variety. In each group, one person will be the host, and will stay the 3 rounds in the same table. The rest of the people, travelers, can move in the next rounds to different tables. Encourage participants to write, doodle and draw key ideas on their tablecloths or papers. The hosts should take notes of the key ideas of each round.</p> <p>First round: What kind of violent situations do you think can take place in organizations?</p> <p>Second round: the hosts stay in their table, and the rest move to other tables, no need to keep the same group⁷. What actions/measures you imagine can help to prevent violence/microaggressions/sexual harassment in organizations?</p> <p>Third round: How do you imagine an organization with no violent situations, and equity among gender?</p> <p>In the big group, the hosts of each table present the main ideas of each round. It is here when patterns can be identified, collective knowledge grows, and possibilities for action emerge.</p> <p>Feel free to adapt the World Café to your needs, time available and questions the group is interested to answer collectively.</p>

⁵ <http://www.theworldcafe.com>

⁷ The travelers carry key ideas, themes and questions into their new conversations, while the table host welcomes the new set of travelers.

Name	ROLE PLAY - MICROAGGRESSIONS AT WORK
Objectives	Understand how gender power dynamics take place in organizations - and uncover their intersectional impact.
Time	90'
Materials	<p>Description of possible situations of microaggressions at work: (or create your own) For example:</p> <ul style="list-style-type: none"> Someone comments “You look so beautiful!” “That dress looks really nice on you”. Someone interrupts another woman while she is speaking. A man repeats what has already been said by a woman, and takes all the credit. After a meeting, men don’t clean up, they have something very important to do, and women take care of the space. When a woman leads, men show resistance. The recognition for the work a woman does is: “You are always very nice with everybody, always listening, taking care of us. You are very important for the team”, without doing any recognition to the actual work she does⁸.
Process	<ol style="list-style-type: none"> 1. In couples, you receive a description of a situation that could happen at work. Think about it, adapt it and prepare an acting⁹. <i>Careful: it should be realistic, not as a joke!</i> 2. Act the scene shortly in front of the rest of the group (less than 1’ per couple). 3. After the scene, debrief with the group: <ul style="list-style-type: none"> What is happening? Why is this happening? How can we change this? <p>Harvest the different proposals.</p> 4. Open a final reflecting circle: <ul style="list-style-type: none"> How are we feeling? Which emotions came up during this process? <p>[Moving from awareness to transformation]</p> <ul style="list-style-type: none"> Draw a comic with a microaggression or “benevolent sexism”¹⁰ situation that could happen in an organization. Put together and share the comics to create awareness in the organizations. Can we think of proposals or measures we want to work on to avoid these situations?

^{8 y 10} “Benevolent sexism”

<https://www.theguardian.com/books/2020/aug/13/benevolent-sexism-a-feminist-comic-explains-how-it-holds-women-back>

⁹ You can also play with taking the opposite gender role.

After diving into the paths and gaining more awareness about the gender inequalities in organizations, it is time to make specific proposals of measures in the structure and processes of the organization that promote gender equality.

To finish this 2° phase, we propose to think together and create proposals for changes, transformations or new ways that we can include in the life of our organization, to take more care about gender issues.

Name	TAKE ACTION!
Time	1 h 45'
Process	<p>1 The <i>Navigation crew</i> offer a short summary on how the whole GATE process has been until now, and which activities and topics you have worked on. Meanwhile, each participant reflects on which possible measures, changes and proposals can be done to promote gender equality in the organization (considering the structure, the processes and the relationships between the people). Think of as many ideas as you can: it doesn't matter if it is a very crazy idea, not easy to implement, or ridiculous, this is time for being creative! Afterwards, we will have time to select some. (10')</p> <p>If in the activities before (from each path) you have been working on proposals for transformation, you can include them here.</p> <p>2 After, in groups of 3, participants share their ideas. Put those similar together, give feedback and continue developing some ideas in the small group. (25')</p> <p>3 Now, each small group proposes 3 ideas they would like to develop in the organization, considering it is possible to implement, realistic, and any other criteria you need to add. (15')</p> <p>4 Group the similar ideas.</p> <p>5 Make small groups to work on each idea. Ask the people to join the one they would like to be part of and develop. Maybe you want to choose one to start with, or maybe you want to work in more detailed proposals for the most supported ones, and then choose which to start implementing.</p> <p>6 In the small groups, define better the idea: (20')</p> <p>What we want to do? • When? • Who is involved? • How is it implemented? Process, dates, tasks. • Materials and resources needed • Follow up, etc.</p> <p>7 Share all the proposals in the group. Discuss any challenge you see, or any improvement that can be done. (30')</p> <p>8 From all the proposals, define which one/s will be implemented in the following months.</p> <p>9 Define the implementation plan.</p>

3.

SAFE &
EQUAL
TRAVELS

PHASE 3: SAFE AND EQUAL TRAVELS

7°GATE: OTHER INSPIRATIONS

Maybe during this gender navigation within the organization there were some issues that popped up and there was no time to dive into them separately (and you put them in the “*fridge of topics*”). So, before finishing, it could be good to mention all these topics, and maybe you can:

- | Present some good practice or inspiring cases that people can also check, if they are interested
- | Plan next meetings to dive into these topics
- | Make small groups to prepare a presentation of some topics, etc.

In our website you can find:

- | An example of a **Protocol for prevention of gender-based violence** in organizations, that you can adapt as you want an implement, it is a very good tool to have to prevent and also to know how to act in case of gender-based violence.
- | A **poster about inclusive language** in organizations, that it is a very important and transversal topic: if we want to change the way we relate, we need to pay attention to the way we communicate! 👁️
- | **And other really interesting infographics** about gender issues that you can print, post, share! 👁️

8°GATE: NEXT STEPS

And now that this GATE process together is coming to an end, it is very important to have a space to define together how to make the **follow up** of the actions and measures that have been established in the organization, and which are the **next steps** to continue into the process for Gender Equality.

Name	FOLLOW UP OF THE IMPLEMENTATION				
Time	15'				
Process	Establish how will you take care of the implementation of the measures: Establish meeting for following up Set the responsables of tasks, a calendar with advances, etc.				
	What we have?				
	What we need?				
	Need	tasks	responsables	when	comment
	Group sharing in a circle: <i>Are we committed as an organization to continue this process? How will this process continue in the organization to be sustainable?</i>				

Name	MY PERSONAL COMMITMENT: WHAT CAN I START DOING TOMORROW?
Process	<ol style="list-style-type: none"> 1. Personal reflection on which are the actions, attitudes and situations that I will take more care and be more aware about in my daily life (and/or in work) regarding gender issues. 2. Share in couples or small groups. 3. Group circle: if you want to, share your commitments, main learnings or insights during this process.

After this process together, it is important to **reflect**:

- | How are we feeling now?
- | Which are the main learnings we take?
- | Which were the challenges we faced during the process?
- | And also which are those aspects that help you during the process, and which aspects would you improve or change?

Here we include one way you can reflect all together:

| **Group Circle** to share about our personal transformation: pass a talking piece (for example: a stone, a flower, a special object). The person that has it can talk and share if they want, the rest listen actively. When the person finishes, they pass the talking piece to the next person and so on. A recommended time could be a good way to take care of the time (ex: 3 min)

Some questions for the Group Circle could be:

- || What has changed in the organization?
- || Which challenges, difficulties or obstacles have you faced? What did you do?





10°GATE: FOLLOW UP

We propose that you **meet after 3-6 months** to understand how the implementation of the measures are going on. This meeting can be also helpful to give support in any challenge or difficulties, to adjust the plan and promote the commitment for doing more steps towards gender equality.

Here there are some ways of following up the process:

→ Do a **questionnaire** after 2 or 6 months to ask how the implementation is going.

- | How successful has been the implementation of the measures decided during the GATE process? (from 1-5, and comment)
- | Which are the main challenges that you have faced?
- | How did you face these challenges?
- | Which are the main learnings you have had?
- | Which were the main transformations you had seen in your organization?
- | Which would be the next steps from now?

→ Do a **following-up session** to work with the evolution of the process, and the next steps for implementation. You can use the same questions to plan your session.

GATE

process

Who we are?

GATE process is a European partnership of social organizations that gathered with the objective of preventing gender violence in the youth field and promoting change in the organizations towards equality.

As organizations working with social innovation we are concerned about gender inequalities and power dynamics within organizations.

This project was developed specially focused in the youth level, although the results are applicable to all organizations.

It is based in Non Formal Education and Social Innovation: it was created through a collective process of innovation, pilot implementation, adjustments and adaptations.

This guide has been developed through a collaborative innovation process between all the partners and local associations in each country. We have been creating the process in online meeting and presence encounters, and doing pilots of the proposal with the local associations in their organizations, where we learned and adapted the guide with the improvements from the implementations.





The organizations involved with *GATE* process are:


 The logo for Altekio features the word 'altekio' in a stylized, lowercase font. The letters are colored in shades of purple, green, and blue, with 'al' in purple, 'te' in green, and 'kio' in blue.

Altekio, iniciativas hacia la sostenibilidad, S.Coop.Mad.

is a non-lucrative workers cooperative created in 2008 with the idea of offering solutions from an integral perspective to the social, ecological and economic problems of the communities and territories. We generate ideas and develop projects in the areas of environment, community development and social economy. The initiatives towards sustainability are our work, the common work in which each person of the cooperative contributes with their baggage and their future.


 The logo for Social Impact consists of a circular icon on the left made of six colored segments (red, orange, yellow, green, blue, purple) and the words 'SOCIAL IMPACT' in bold, uppercase, grey letters to the right.

The non-profit **Social Impact** is one of the largest support organizations for inclusive & social entrepreneurs in Germany. Founded in 1994 under the name 'iq consult', Social Impact provides expert start-up consultancy and to date several thousand companies have been set up with the support of Social Impact. By cooperating with diverse public and corporate partners, Social Impact has established a unique infrastructure to support start-ups and entrepreneurs with various backgrounds. In addition to its 10 incubators across Germany, SI is involved in advocacy, research and transnational projects supporting the inclusive and social entrepreneurship development in Germany, Europe and beyond. Social Impact also offers foundation programs for special target groups (e.g. migrants, young unemployed people and people with disabilities).


 The logo for Xena features a blue globe with a red double-headed arrow crossing it, and the word 'Xena' in red lowercase letters. Below the logo is the text 'Centro scambi e dinamiche interculturali' in blue.

Xena is a non-profit cultural association founded in 1995. It promotes local and international initiatives to develop personal and social growth, intercultural learning and active participation in society. It combines twenty five years of experience with constant updating that aims at innovation in its areas of interest. It has always achieved significant results in creation and implementation in its main fields: transnational internships (VET), training of citizens and operators, non-formal education of young people and adults, especially in projects in the frame of the European Program Erasmus +, starting with the European Voluntary Service. It is characterized and recognized for the work on international mobility, both abroad as reception in Italy, also in order to make it more accessible to different targets through information, guidance and planning.

Altekio Association CH generates innovative spaces for knowledge dialogues between a wide diversity of actors, professional fields and methodological approaches. Through these bridges and connections, we accompany and facilitate processes of eco-social transformation at a personal, organisational and territorial level with a fresh and close style and pursuing the greatest impact. We listen to the needs of groups, organisations and networks and design the best possible way to achieve the desired objectives. We are an international association that work in 4 main areas: social ecology and sustainability; group facilitation; social innovation and citizen participation; and social and solidarity economy. We do this work through trainings, innovation, research, intervention, consultancy and projects of various kinds, and always trying to blend the areas into more integral projects for eco-social transformation. We created this association inspired and supported by Altekio S.Coop. Mad, a social cooperative based in Madrid and working worldwide.



altekio
swiss
suisse
schweiz
svizzera

To strengthen our local impact and gain experience in organizational transformation processes, we are glad to collaborate with **local associations**:

- | **Asociación Cultural La Kalle, Madrid**
- | **Janainas e.V., Berlin**
- | **Collettivo Kosmos, Padova**
- | **Il Sestante Cooperativa Sociale, Padova**
- | **Il Sindacato degli Studenti, Padova**
- | **SottoSopra, Padova**
- | **À Part Entière, Delémont**



QR directory

ANNEXES AND MATERIALES TO EXPAND CONTENT



[Warm up activities!](#)



[Basic Gender Training Presentation](#)



[Who am I?](#)



[Activities that support, or not, life](#)



[Self-test: Privilege & Rank](#)



[GATE Questionnaire](#)



[GATE Guideline for interviews in organizations](#)



[Conceptual Framework](#)



[Guideline for Safer spaces](#)



Infographic: Gender Concepts



Meeting observation sheet



GATE Care work at work test



GATE Care work at home test



Infographic: Pyramid of violence



Poster about inclusive language



GATE Basic Introduction to Gender Topics



Model of PROTOCOL for Prevention of gender-based violence in organizations

