



INTERVIEWS

Once the questionnaire was sent, and people answered it, it is necessary to analyze the results and with this information prepare for an interview with a smaller group of the entity that may be coordinating this process.

The general goal of this interview is:

- | To identify which are the main gender inequalities among the organization.
- | To recognize the level of awareness on the identified issues.
- | To build a stronger relationship with the team in the entity.
- | To create a safer space to start the GATE process
- | To understand better the results of the questionnaire, and look for information that is missing. If there is an hypothesis already of which should be the path to work with, share this view and collect the feedback: is that path appropriate for them? Is there any other important aspect missing?

BEFORE THE INTERVIEW

- | The interviews should be a **safe space** where people can freely express themselves. In order to do this, we need to create a good and close atmosphere.
 - || It is necessary to prepare a comfortable place, in a calm space where there are no disturbance or interruptions. Another idea is to meet in a park, in a more relaxed atmosphere.
 - || Allow the participants to select the most convenient time and place to meet.
- | **Adapt to the organizational culture** of the entity during all the process. Be aware of the language, and the starting point in this topic (for example, if there are not measures about gender perspective at all, it is not necessary to ask all the specific questions about specific processes and tools)
- | The person in charge of interviewing should **know the topics** that are going to be asked. Make sure to read the [GATE Basic Introduction to Gender Issues](#), to understand well the dimensions and approach, and previously define which are the questions that would be interesting to be asked based on the results of the questionnaire.
- | As it is a semi-structured interview, you will have written questions, but **be open to add more or to take out** to follow the process.

DURING THE INTERVIEW

- | Introduce yourself and the **GATE process**. Explain about the steps already done, and which is the objective of this meeting: getting more information to establish a proposal for the Action Plan, and make sure the team agrees with the **path** chosen.
- | To create a **safe and close space** in the interview we need to create a good and close atmosphere. For this, you can check the [infographic Safer Spaces](#).

| Some important tips:

- || Be aware that many of these topics are sensitive and very personal issues, keep in mind to be empathic: try to put yourself in their shoes, being open to listen, to understand, to learn about the other persons' impressions, points of view, feelings.
- || To make sure you understand what the person says: clarify, paraphrase (say what you understood with other words), summarize at the end of a topic.
- || Create a friendly -not so formal - space to talk.
- || Mention that all what will be shared will be **confidential**.

| At the end, check if the person is ok with the information shared (pay attention to what they say, and also the body language), and if there is something else to say, or to take care. Explain also the next steps: preparing the proposal of the **Plan of Action**, and present it to the entity, for validating it. And thank for the time and space offered.

AFTER THE INTERVIEW

With this information, and the information of the questionnaire, it is time to **define which of the PATH** the Plan of Action will focus on.



QUESTIONS THAT COULD BE USED IN THE INTERVIEW

General

- 1 Do you have any written document which contains a commitment of the organization to Equal Opportunities? (if they have, which ones, for ex. Equality Plan)
- 2 Do you have any specific budget allocated to the design and implementation of equality measures?
- 3 Do you think/feel there are actions developed for the promotion of an organization culture based on equal opportunities?
- 4 Do you have a criteria for the use of non-sexist language in the organization's style manual and/or communication plans?
- 5 Do you have mechanisms to ensure that written communication (internal and external) is used in a non-sexist manner?

Organizational change

- 6 Do you think the distribution of the tasks in your entity is equitable in relation to productive and reproductive tasks, responsibilities, care work?
- 7 Are there specific spaces where women and non binary people can meet and share (from a feminist perspective)?
- 8 Do you have any mechanisms for collecting and systematizing data segregated by sex, by job/task category, work area or department?
- 9 Do you use neutral selection techniques that omit personal information in the selection processes? (marital status, family responsibilities, etc.).
- 10 Do you have any mechanism to guarantee equal opportunities and non-discrimination based on sex in personnel selection processes?
- 11 Are you taking positive actions to achieve a balanced presence of women, and non-binary people in the different job categories, areas or departments, especially the high level ones?

Care work / conciliation

- 12 Do you have within your organization measures and services to facilitate the compatibility of work time and personal time (continuous working hours, flexible working hours, reduction of working hours)?
- 13 Do you think work-life balance is part of the organizational culture?
- 14 In your team, do you mention who does care work outside your organization? (Flexibility/ predictability (part-time work) and gender pay gap)
- 15 Is there in the organization any services for people that facilitate the reconciliation of work and personal time (childcare tickets, restaurant tickets, company canteen, health services, company nursery, etc.).
- 16 Do you include the concept of *mental load* in the task distributions?

Gender violence

17 Has **any kind of study been carried out** within the organisation to detect possible situations of harassment, both psychological and sexual? If so, what are the conclusions?

18 Has the organization made an **institutional declaration** in which it explicitly states its commitment for the eradication and prevention of sexual harassment and harassment based on sex?

19 Do you consider that work has been done in the organization to promote conditions that prevent sexual harassment and harassment based on sex?

20 In the event of a possible situation of sexual harassment or harassment based on sex within the organisation, are mechanisms for reporting and penalisation in place?

21 If so, are the persons responsible for dealing with those who make a complaint or report in the area of sexual and gender-based harassment clearly identified?

22 Are the people who deal with complaints trained for the work they do?

23 Do you consider that situations/actions/language/behavior that could be considered aggressions or microaggressions are clear within the organization?

24 Do you consider that situations of microaggressions are identified in the organization and are discouraged and penalized?



