

First International Workshop for Gender Advisers in Humanitarian Action



Launching of the Gender Capacity Standby Project

GenCap

*Geneva, Switzerland
27 May – 2 June 2007*

IASC

Gender Advisers in Humanitarian Action

27 May – 2 June 2007
Geneva, Switzerland

Workshop Report

Table of Contents

	Page
Overview	2
Summary of the Workshop Proceedings	3
1. Context	3
2. Participatory Assessment	3
3. Coordination	4
4. Gender-based Violence and Sexual Exploitation and Abuse	4
5. Sectoral Issues	4
6. Advocacy	5
7. Monitoring and Evaluation Framework	5
Management of the GenCap Programme	5
Strengths and Challenges for Future GenCap Workshops	6
Annexes	
1. Terms of Reference for Gender Advisers in Humanitarian Action	8
2. Request Form for Gender Advisers from GenCap	10
3. GenCap: Frequently Asked Questions	13
4. List of Workshop Participants	15
5. Workshop Agenda	17

First International Workshop for Gender Advisers in Humanitarian Action 27 May – 2 June 2007

Overview

The Inter-Agency Standing Committee on Humanitarian Action (IASC) Sub-working Group on Gender and Humanitarian Action, in collaboration with the Norwegian Refugee Council (NRC), convened the First International Workshop for Gender Advisers in Humanitarian Action in Geneva 27 May – 2 June 2007. The main objectives of the workshop were to prepare the newly recruited Gender Advisers for the Gender Capacity Programme – GenCap and to roll-out the *IASC Gender Handbook: Women, Girls, Boys and Men, Different Needs – Equal Opportunities*.

A total of 62 participants attended the workshop; 17 Gender Advisers recruited by NRC plus one Gender Adviser recruited by SIDA and already deployed to Somalia; 15 country-level staff from UN, NGO and Government entities that may host Gender Advisers; and 29 resource persons including UN staff members from headquarters/regional offices and NGOs. Staff members of the Global Public Policy Institute (GPPI) which has been commissioned by the IASC to prepare a monitoring and evaluation framework for GenCap also participated.

The purpose of the workshop was to orient the Gender Advisers on the required knowledge and skills that will enable them to “hit the ground running” when they arrive at their duty stations. The agenda was designed, in consultation with the GenCap Steering Committee and the participants, to explore the terms of reference of the Gender Advisers, drawing in particular on the two principle documents at their disposal, namely the new *IASC Gender Handbook* and the *IASC Guidelines for Gender-based Violence Interventions in Humanitarian Settings: Focusing on Prevention and Response to Sexual Violence in Emergencies*. The intention was to develop the gender advisers’ familiarity with these documents as the normative guidance and standards for their action in the field.



Summary of the Workshop Proceedings

The workshop was designed to address the five key aspects of the terms of reference of the **Gender Advisers**, with attention to additional topics identified during the needs assessment process conducted prior to the workshop. The main areas of work for the Gender Advisers are: information and analysis; programme planning and assistance; capacity building; coordination; and advocacy. Workshop sessions also highlighted: context; participatory assessment; gender-based violence programming; and sectoral work. Given that this training launched the GenCap programme, special attention was paid to the development of the monitoring and evaluation framework, including through one full day focused on reviewing the M&E efforts the Gender Advisers will undertake as part of their assignments. The following is a short discussion of the topics covered and participant reflections on select workshop sessions.

Context

The workshop opened with setting the context in which the Gender Advisers would work and included discussions on the United Nations structure, humanitarian reform issues and debates in humanitarian assistance. An overview was presented of the specific legal context for gender equality considerations in humanitarian situations, which emphasized the participants' recognition of the importance of the human rights foundations of humanitarian action.

The Gender Handbook chapter on The Basics was reviewed to introduce all participants to the ADAPT and ACT Collectively Framework for Gender Equality - a core gender equality programming tool to use with field-based staff.

The context was further explored through **country-level exchange and dialogue**, which the Gender Advisers highlighted as the most valuable segment. In it country representatives briefed the group on the issues pertaining to their respective duty stations, and the kinds of challenges that the Gender Advisers can expect in various contexts. The segment was doubled in duration in response to popular demand. The opportunity for such discussion precisely met the Gender Advisers' principle need to explore the situations that they may encounter, and to reflect upon how their considerable experience will enable them to fulfil their role, and where additional support may be required.

Framework for Gender Equality

- Analyse gender differences.
- Design services to meet needs of all.
- Access ensured for all.
- Participate equally for all.
- Train women and men equally.
and
- Address GBV in sector programmes.
- Collect, analyse and report sex/age disaggregated data.
- Target actions based on a gender analysis.
- Coordinate actions with all partners.

ADAPT and ACT
Collectively to ensure gender equality

Participatory Assessment

The segment on participatory assessment approaches emphasised their essential role in **humanitarian action**. It included: discussion of challenges in making participation a reality during emergency situations; the role of participatory assessment as a basic element of a gender equality strategy; sharing of knowledge of various methods; and sharing of practical ideas on ways to support a country team to undertake gender-sensitive participatory assessment.

First International Workshop for Gender Advisers in Humanitarian Action 27 May – 2 June 2007

The discussions provided further clarification that the work of Gender Advisers will focus on supporting cluster actors to establish mechanisms and approaches for participation with affected populations involving all stakeholders and segments of society. It was noted that the participatory methods set out in the Handbook chapter on Participation and in the UNHCR Tool for Participatory Assessment in Operations (2006) are good tools to assist cluster/sector members work with and ensure participation by all segments of the community.

Coordination

While issues of coordination were raised throughout the workshop, the focused session on this topic emphasised the important role the Gender Advisers will play in strengthening gender equality programming in the gender working group or network (GenNet). After a briefing on the structure and functions of GenNets, participants defined the professional attributes that contribute to good and bad coordination. This served to reinforce again the key message that the principal “clients” of Gender Advisers will be fellow humanitarian staff members especially those working on the roll-out of clusters.



Gender-Based Violence and Sexual Exploitation and Abuse

Attention to GBV issues is a key aspect of Gender Equality Programming and a major area of work for the Gender Advisers. The role of the Gender Advisers is to support the coordination of GBV efforts with government, UN and NGO partners. The two GBV sessions therefore explored in detail several of the challenges inherent in addressing GBV in a coordinated inter-agency manner. Highlighted was the importance of the Gender Advisers’ familiarity with the standard operating procedures on GBV prevailing in his/her duty station, and methods and tools to ensure that they are implemented. The session provided opportunity to consider many of the complex issues surrounding putting the best interests of GBV survivors at the heart of action planning in this area.

The final item in this segment of the workshop was a film and discussion of sexual exploitation and abuse (SEA), which was defined as gender-based violence perpetrated by UN/NGO personnel on members of the community. Gender Advisers will not be directly involved in addressing SEA, as it is a human resource management question. Nonetheless, they do need to know the code of conduct, and how to support adherence to the mandatory reporting requirements provided in the Secretary General’s Bulletin on special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

Sectoral Issues

The highly focused yet comprehensive discussion of sectoral issues was among the most highly evaluated segments of the workshop. Brief case scenarios or “problem statements” on sector-relevant issues that might typically be encountered by Gender Advisers were used to stimulate discussion on what to do and how to use the ADAPT and ACT Collectively Framework as a tool to analyse the problem and develop possible solutions. The sectors covered included: camp coordination and camp management; education; food security; health; livelihoods; non-food items; shelter; and WASH. The cases were presented and discussed in small groups for about 15 minutes each. The presenters rotated to each table in succession, so that all table groups had

First International Workshop for Gender Advisers in Humanitarian Action 27 May – 2 June 2007

an opportunity to discuss each case sequentially. Participants reported the experience comparable to the feeling of pressure at a duty station where decisions must be taken rapidly and with limited information.

Advocacy

A panel presentation by NGO and UN System partners on good practice in advocating for gender equality in humanitarian action provided clear information from experienced advocates. The session also included a table exercise to explore the Gender Advisers' advocacy responsibilities in the context of a specific scenario and the opportunities and challenges that might arise.



Monitoring and Evaluation Framework

This segment of the workshop presented and solicited feedback on the emerging monitoring and evaluation framework for GenCap that has been commissioned by the IASC. The consultants preparing the framework briefed the group on the rationale behind its design, and led small group and plenary discussions on relevant indicators of GenCap objectives, and the electronic monitoring and reporting tools included in the framework. The level of understanding and experience of evaluation methods was in general quite high among the participants, so the discussion of the issues was very substantive. Concerns were expressed that the methodology would become an end in itself, and also a surrogate for measuring Gender Adviser performance.

There was general recognition of the strategic insight of GenCap in seeking to develop a strong M&E framework so that good practices and lessons learned from the programme can be applied to the sustainable and effective deployment of Gender Advisers in humanitarian situations in future. The consultants were urged to make the framework as "light" as possible, with a realistic expectation of the available time to enter the needed information, consistent with deriving useful information to measure the impact of the GenCap programme. It was also suggested that the planning tools have a standard format that could be shared with partners in the field. In particular, reductions in the number of indicators, and simplification of the various tools were suggested.

Management of the GenCap Programme

The structured opportunity to discuss issues related to deployment resolved a good deal of uncertainties on this issue. This took place in a dedicated session led by NRC on the first evening of the workshop, and during question-answer sessions with the Facilitation Team and NRC. In addition there were considerable informal opportunities to discuss these questions.

During the closing phases of the workshop Gender Advisers requested self-directed sessions to discuss among themselves issues of shared concern. They found this to be important both as a team-building mechanism, and as a means to strengthen their understanding of both the substantive and logistical dimensions of their position. The provision of such sessions at an earlier point in the proceedings should be regarded as a requirement for future meetings.

First International Workshop for Gender Advisers in Humanitarian Action 27 May – 2 June 2007

The optimum duration of assignments received some attention, with a broad consensus that from the operational point of view six months should be regarded as a minimum assignment. The question as to whether assignments would be most effective if divided into two segments (i.e. an initial assignment, with follow-up after an agreed period) has obvious cost implications whatever its operational merits, and was left open. Decision should be reached on this matter however, and future Gender Advisers informed accordingly.

The Steering Committee's use of the workshop as an opportunity to match Gender Advisers with potential duty stations was not fully clear to all participants. It would have been valued by the Gender Advisers to have this explicitly stated as part of workshop, and for there to be structured opportunities for them to meet with the programme organisers on a one-to-one basis to discuss employment/deployment issues.

Strengths and Challenges for Future GenCap Workshops

Overall the workshop was evaluated by participants as meeting the stated objectives and their own personal expectations. The following are some key strengths of the workshop and suggested changes to the agenda and format to improve future workshops. In addition to this report, a full facilitator's guide with all session plans has been prepared for use in future Gender Advisers workshops.

Strengths of the Workshop:

1. **The documentation provided to the workshop was broadly praised by the participants.** The IASC Gender Handbook and the CD-Rom containing the electronic version of the Handbook and all documents referenced in it was especially appreciated. Also noted with appreciation was the IASC GBV Guidelines, and the diverse collection of other resources brought by participants and by cluster leads and Steering Committee members. Electronic versions of these documents are being collected and will be included in a GenCap Toolkit CD-Rom for Gender Advisers.
2. **The sectoral discussions**, using the ADAPT and ACT Collectively Framework as a tool to analyse the problem and develop possible solutions, were identified as one of the high points of the workshop. The small-group rotating methodology is recommended for use in future workshops, and could be expanded by involving Country Representatives more systematically in describing sectoral/cluster issues as they pertain in their respective duty stations.
3. **The opportunity for country representatives to brief Gender Advisers** was highly rated by all Gender Adviser respondents to the evaluation, and was felt to be extremely helpful in visualizing the best ways that they could prepare for deployment. This should be retained in future meetings. In the future country representatives could be asked to prepare information on sectoral/cluster issues as they play out in their respective duty stations, and also to facilitate discussions on these issues.

Challenges for Future Workshops:

1. **Strengthen pre-workshop consultation on the objectives and the agenda for the workshop.** Future workshops should provide clearer description of the respective roles and contributions of Gender Advisers, Country Representatives and HQ/Regional UN Staff to ensure best possible atmosphere to learn and participate. The Gender Advisers arrived with the expectation that this would be a workshop for them only, while country

First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007

representatives expected to learn about gender equality programming and assist the Gender Advisers to better understand the real life situation on the ground and the types of gender-related problems that exist at field level.

2. **Expand the participatory dimensions of the workshop.** A lesson learned from this pilot, and based on the experience of the Gender Adviser group, was to emphasize a more participatory approach, increasing the various kinds of small group discussion and giving more responsibility to the participants to bring their issues to the table and manage/facilitate workshop sessions.
3. **Many participants suggested that it would be appropriate to identify an alternative venue** with strong conference support capability and closer to Geneva or better still closer to a humanitarian setting where more field staff and cluster actors could participate and help orient the Gender Advisers.

Annex 1
Terms of Reference for Gender Advisers
in Humanitarian Action

POSITION TITLE	Gender adviser
GRADE	L-4/ L-5
DURATION	3 – 6 months
REPORTS TO	The HC and/ or the HoO of the receiving UN agency.

MAJOR TASKS INCLUDE:

Provide technical leadership and support on Gender Equality Programming through close collaboration with humanitarian actors and building on existing resources in the following main areas of work:

1. Information and Analysis

- 1.1. Conducting (and/ or consolidating), with relevant local and national partners and stakeholders, a rapid analysis of the main gender (in)equality issues and concerns on the ground, identify gaps in the current programmes/activities; assisting sector actors to assess the quality and effectiveness of the existing gender equality programmes in the different sectors' humanitarian response; and using this information to develop, in cooperation with partners, strategies to address the gaps identified in the initial analysis. It will be important to work with each sector/ cluster group.
- 1.2. Providing technical support to the collection and analysis of sex- and age disaggregated data throughout all humanitarian programmes, in partnership with the Humanitarian Information Centre and others.
- 1.3. Promoting and facilitating the inclusion of gender dimensions into needs assessment frameworks.

2. Programme Planning Assistance

- 2.1. Facilitating and supporting the integration of gender perspectives in the overall strategic planning and programming of various sectors/clusters by providing direct technical policy and programmatic support to various sector actors in order to improve service delivery.
- 2.2. Assisting agencies in setting up or adapting existing monitoring systems to monitor the progress in gender mainstreaming by using *inter alia* the framework and checklists in the gender handbook and guidelines, adapting the checklist items to existing monitoring and reporting mechanisms as well as to the specific socio-cultural context and target groups.
- 2.3. Assisting implementing actors to incorporate gender equality in Consolidated Appeals and other appeal processes and documents.

3. Capacity Building

- 3.1. Providing (and/or facilitating) training/ orientation on and promoting the use of the IASC Gender Handbook in Humanitarian Action and the IASC Guidelines for Gender-Based Violence Interventions in Humanitarian Settings in all sectors/ clusters.
- 3.2. Advising and assisting in the development of gender-sensitive training orientation materials and the adaptation of existing training resources to the local context and support their integration into internal and external training initiatives in the relevant language(s).

First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007

4. Coordination

- 4.1. Facilitating the smooth coordination of an inter-agency gender network.
- 4.2. Liaising with gender advisers and gender focal points in other agencies and organisations (including governments, INGOs, local NGOs and women's groups) and in peacekeeping missions in-country.
- 4.3. Providing support to cluster leads to fulfil gender commitments as articulated in the Cluster Lead Terms of Reference
- 4.4. Building strategic alliances with other key actors internally and externally to advocate for gender sensitive programming.

5. Advocacy

- 5.1. Routinely providing the HC/RC with support to the development of briefing materials for his/her advocacy with national authorities to ensure that international and national legal and policy commitments to gender equality and the rights of women and girls are given priority for implementation. The briefings should be based on regular consultations with key informants.
- 5.2. Providing information to relevant actors for related national and international awareness-raising and advocacy efforts.
- 5.3. Advocating for adequate allocation of human and financial resources for effective mainstreaming of gender equality programming, including targeted gender equality and women's and girls' rights programmes in agencies' budgets.

Annex 2

Request Form for Gender Advisers from the IASC Gender Capacity Standby Project (GenCap)

Overview of GenCap: Senior level Gender Advisers can be deployed through GenCap to UN-agencies with Memoranda of Understanding (MOUs) with the Norwegian Refugee Council (NRC) on short-term missions of up to 6 months in order to support country teams. The primary role of a gender adviser is to facilitate the establishment of sustainable inter-agency mechanisms and build capacity to ensure that the needs and capabilities of women, girls, boys and men are taken into consideration in the planning and implementation in all sectors/clusters of an emergency response.

The GenCap Advisers can provide technical leadership and support on Gender Equality Programming through close collaboration with humanitarian actors and building on existing resources in the following main areas of work:

- Information and Analysis
- Programme Planning
- Capacity Building
- Coordination
- Advocacy

The IASC Gender Handbook *Women, Girls, Boys and Men - Different Needs, Equal Opportunities* will form the standards and norms for the work of the Gender Advisers.

Gender Advisers remain employees of the NRC but requesting agencies are responsible for personnel during assignment and must provide all necessary administrative and operational support.

1. Basic Information

<i>Requesting agency</i>		<i>Country</i>	
<i>Duty station</i>		<i>Security phase in country / duty station</i>	
<i>Requested date of deployment</i>		<i>Requested length of deployment</i>	
<i>Existence of gender theme group/GenNet</i>		<i>Existence of GBV working group</i>	

2. Terms of Reference

Terms of reference should reflect the generic terms of reference annexed to this form.

2.1. Objectives and expected output

[In light of the generic terms of reference for Gender Advisers, please describe the objectives and expected output of the deployment]

2.2. Main duties and responsibilities

[In light of the terms of reference for Gencap Gender Advisers please describe main duties and responsibilities of the post, and attach a specific TOR for this deployment.]

First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007

2.3. Priority to the 5 main areas of activities described in the generic TOR (Information and Analysis; Programme Planning Assistance; Capacity Building; Coordination; and Advocacy).

[Please detail the UNCT's priorities for the gender adviser's work on a scale from 1-5 where 5 is "extremely important" and 1 is "not at all relevant". You can give the same score to more than one working area.]

1. Information and Analysis __
2. Programme Planning Assistance __
3. Capacity Building __
4. Coordination __
5. Advocacy __

2.3. Reporting and Supervision

[The gender adviser should be deployed to the Humanitarian Coordinator's Office and report to the HC. Please describe additional lines of reporting, if applicable.]

3. Background Information

3.1. Current humanitarian situation in the country concerned

[Please give a short description of the humanitarian situation in the country of deployment. Please include a description of possible gaps in gender equality programming and a short description of the current protection situation, with specific attention to GBV.]

3.2. Existing strategies and mechanisms for gender equality programming

[Please give a short overview of existing strategies and mechanisms for gender equality programming (IASC, UNCT, within individual clusters) and explain the intended role of the Gender Adviser in relation to these]

3.3 Current internal capacity gender equality programming

[Please give a short description of the current gender capacity in the IASC country team and the UNCT, including information about staffing levels and available operational and administrative support]

4. Other Information

[Please state any other relevant information, such as valuable personal skills and competencies, including language skills]

**First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007**

5. Contact Information

Please provide name, title, telephone number and e-mail address

<i>Humanitarian or Resident coordinator</i>	
<i>Country Representative of requesting agency</i>	
<i>Supervisor of deployment (if other than Representative)</i>	
<i>Agency HQ focal point and HQ gender focal point (for pre-departure briefing)</i>	
<i>Agency field focal point (if other than supervisor)</i>	

Requests must be approved by the country representative of the requesting agency and should be endorsed by the Humanitarian Coordinator.

Approval by country representative	Date:	Endorsement by the HC/RC	Date:
Signature:		Signature:	

Once completed this form should be sent to your agencies' stand by partner focal point and the gender focal point. Decisions about deployment are made by an inter-agency steering committee facilitated by OCHA and will depend on need and availability.

Annex 3
IASC Gender Capacity Standby Project (GenCap)
FREQUENTLY ASKED QUESTIONS

What is the GenCap?

The IASC Gender Capacity Standby Project (GenCap) is a pool of gender advisers at a P-4/ P-5 level to be deployed on short notice to support the United Nations Humanitarian Coordinator/Resident Coordinator (HC/RC), the humanitarian country teams (UNCT) and gender networks in the initial stages of humanitarian emergencies. The Norwegian Refugee Council (NRC) is administering the project.

What is the primary role of the GenCap Advisers?

The primary role of the gender advisers is to facilitate the establishment of sustainable inter-agency mechanisms and build capacity to ensure that the needs and capabilities of women, girls, boys and men are taken into consideration in the planning and implementation in all sectors/clusters of emergency response.

The GenCap Advisers can provide technical leadership and support on Gender Equality Programming through close collaboration with humanitarian actors and building on existing resources in the following main areas of work: information collection and analysis; programme planning; capacity building; coordination and advocacy

The expected output of the gender Advisers work is an effective gender equality programme in the first phases of an emergency.

How many gender advisers are available on the GenCap roster?

GenCap will consist of two full-time and fifteen standby gender advisers.

How long is each deployment?

Each deployment will be made for 3-6 months. Extensions can be made but one deployment should not exceed 7 months. In cases of new emergencies, one of the full-time gender advisers could be deployed for the initial period and then hand over to one of the gender advisers on the standby roster. However, if an office needs a more permanent gender adviser presence it should go through its regular recruitment procedures.

The GenCap is an initiative of the IASC Sub-working Group on Gender and Humanitarian Action.

How does GenCap differ from ProCap?

The Protection Standby Capacity Project (ProCap) is a roster of protection advisers and GenCap is copying many of ProCap's governing structures. GenCap will also have a separate page on ProCap online. While protection issues such as GBV is a part of the GenCap advisers' ToRs they will have a broader role in facilitating gender equality programming in all sectors/clusters of humanitarian response. GenCap will remain a separate roster for an initial period of 2-3 years after which a merge with ProCap will be considered.

**First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007**

Who can make requests for a GenCap Adviser?

All UN agencies with a MoU with the Norwegian Refugee Council (NRC) can make a request for a GenCap adviser to the HC/RC's office or to another UN entity.

How do I make a request for a GenCap Adviser?

Requests must be made from a country office to the agency's standby partner focal point as well as its gender focal point (or GenCap steering committee representative in cases where the two are not the same) at headquarters. The standby partner focal point will forward the request to NRC. In order to ensure that all actors on the ground are aware that this resource is coming in and what it will be used for, the UNCT should take part in the discussions on adapting the standard ToR and the HC and the headquarters desk officer should approve the request before submission. Requests with an inter-agency scope of work will be given priority.

Questions can be directed to the GenCap secretariat in OCHA (gencap@un.org). The inter-agency GenCap Steering Committee can be consulted on how to develop the request before it goes to the NRC, and formally approves the request before a deployment is made.

Can a request be made for a GenCap Adviser to work on a specific agency's programme or do they need to sit with the HC?

The requester must adhere to a minimum of the elements in the generic ToR, which includes several tasks related to inter-agency functions and the role of the HC. However, gender advisers could also sit with another UN entity to support inter-agency processes or be deployed to agencies/programmes needing specific gender equality programme support if there is capacity available on the roster.

Who does the gender adviser report to?

The gender adviser follows two lines of reporting: one to the Humanitarian Coordinator; and one to NRC. As the nature of deployments may vary, additional reporting lines - for example reporting through the deploying agency to the HC - will have to be decided on by the UNCT in consultation with the GenCap steering committee on a case-by-case basis. The gender adviser will also send regular progress reports to an independent consulting firm in charge of monitoring the GenCap project. The HC and relevant cluster leads will sign off on the reports.

What is the responsibility of the requesting agency?

The requesting agency is responsible for providing the adviser with an office space, computer, vehicle and interpreter (if necessary); and for covering internal travel. The HC's office is responsible for the gender adviser's safety and security. NRC covers the gender advisers' salary, insurance and travel to and from the place of deployment.

What is the role of the GenCap Steering Committee?

The Steering Committee is made up of a core group of UN agencies and NGOs and oversees the operations of the GenCap. The Steering Committee considers and approves requests for deployments and has the final responsibility for monitoring and evaluation of the project.

**The entities with MOUs with NRC are: IOM, OCHA, OHCHR, UNDP,
UNESCO, UNFPA, UNHCR, UNICEF, UNRWA, WFP and WHO.**

**First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007**

**Annex 4
List of Workshop Participants**

Overall	
Gender Advisers	18
Country Participants	15
IASC SWG Members	31
Total	64

Gender Advisers						
		Last Name	First Name	Country of Origin	Email	Phone
1	f	Abdela	Lesley	UK	Lesley.abdela@shevolution.com	(+ 44 1435 882655
2	m	Al Hussainy	Nizamuddin	Bangladesh	nizam.alhussainy@gmail.com	(+88) 028619162
3	f	Anselmo	Chiara	Italy	chiara_anselmo@hotmail.com	(+39.02.27004752
4	f	Edgren- Schori	Maud	Sweden	Maud.edgren-schori@socarb.su.se	(+ 4687679952
5	f	Foran	Siobhán	Ireland	siobhanforan@yahoo.ie	(+) 353 1 8366419
6	f	Geary	Kristen	US	kristengeary04@yahoo.com	
7	f	Kajser	Cecilia	Sweden	kajser@un.org	
8	m	Lundius	Jan	Norway	janlundius@hotmail.com	(+39)06 574 50 58
9	f	Margerison	Ruth	New Z'land	ruthm@orcon.net.nz	(+64) 3 389 7277
10	f	Nelson	Gayle	Canada	nelsongayle@hotmail.com	(+1)-250-384-5405
11	m	Opolot	Simon	Uganda	a-train@africamail.com	(+256) 772861116
12	f	Ouimet	Anne	France	aouimet@neuf.fr	(+33-5) 59-61-2876
13	f	Pender	Elizabeth	US	elizabethpender@yahoo.com	(+1)805-915-7214
14	f	Pennells	Linda	US	pennells@islandnet.com	(+1)-250-381-5676
15	f	Rommelzwaal	Catherine	South Africa	ca@remm.net	+27 (0)84 8765886
16	f	Sarkar	Madhumita	India	madhumita_sarkar1@rediffmail.com	(+91-11-65752138
17	f	Tahira	Bilquis	Pakistan	bilquis.tahira@gmail.com	(+92)-51 2875990
18	f	Tarfa Ugbe	Sintiki	Nigeria	sbtarfa@yahoo.com	

Country/Regional Representatives							
		Last Name	First Name	Agency	Base	Email	Phone
1	f	Addou	Hodan	UNIFEM	Nairobi	Hodan.Addou@unifem.org	+254-20-762-4365
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10	f	Mechecha	Destá	UNFPA	CAR	mechecha@unfpa.org	
11	f	Miquel	Jennifer	UNFPA	Nairobi	Miquel@unfpa.org	+254 02 0762 4401
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15	m	Van Maastrigt	Marcel	UNHCR	Chad	maastrigt@unhcr.org	+235 6372567

**First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007**

IASC Gender Sub-working Group/GenCap Steering Committee							
		Last Name	First Name	Agency	Base	Email	Phone
1	f	Ashong	Paulette	UNHCR	Geneva		
2	f	Azar	Miriam	UNICEF	Geneva	miazar@unicef.org	+4122 909 5629
3	f	Bigio	Jamille	OCHA	New York	bigio@un.org	+1 917 367 4362
4	f	Brodal	Inger	OCHA	New York	brodal@un.org	+1 917 367 9497
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First International Workshop for Gender Advisers in Humanitarian Action
27 May – 2 June 2007
Annex 5: Workshop Agenda

27/05 17:30-19:00 Registration and Orientation

Time	Day 1 (28/05)	Day 2 (29/05)	Day 3 (30/05)	Day 4 (31/05)	Day 5 (1/06)	Day 6 (2/06)
Theme	Context	Participation and Assessment	Coordination	Evaluation & KIM	Consolidation	Closure & Moving Forward
Session 0 8.30- 9.00	Opening: 8.30-9.15 NRC and IASC	Reflection on previous day. Announcements	Reflection on previous day. Announcements	Reflection on previous day. Announcements	7.30 – 9.00. Participatory Assessment Tools from SEAGA programme (FAO)	Reflection on previous day. Announcements
Session 1 9.00-10.45	1.1. 9.15-10.45 Stocktaking <i>Review of successful gender mainstreaming, and conditions for success</i>	2.1. Legal Framework <i>Central issues in global commitments for protection of women and girls</i>	3.1. Coordination <i>To understand Chap 3 of Handbook & related issues,</i>	4.1. Monitoring and Evaluation Framework <i>Overview of the Monitoring and Evaluation Framework Q & A</i>	5.1 Advocacy <i>To understand the role of communication and advocacy in GA activities</i>	6.1, GA Feedback Country-level experience-sharing II <i>CAR; Chad; Haiti; Myanmar; Uganda;</i>
10.45-11,00	BREAK					
Session 2 11.00 – 12.30	1.2. UN Structure <i>Review of UN structure at global and country levels, including sector/cluster approach</i>	2.2. Participatory Assessment. <i>Review of Chapter 2 of Handbook and methods of participatory Assessment</i>	5.2 GBV. <i>Review of GBV issues in H. emergencies. PPT presentation and discussion</i>	4.2. Monitoring and Evaluation Framework continued. <i>Discussion of indicators. Working group review & comment on draft indicators</i>	5.2 Gender Advisers' Self-managed meeting <i>Planning for on-going communication as a group</i>	6.2. GenCap and Handbook CD-Rom and Tool Kit CD-ROM <i>Presentation; Q & A Evaluation and closing</i>
12.30-14.00 LUNCH		Steering Committee Meeting	<ul style="list-style-type: none"> • Informal meeting on Legal Framework • Film on women in Nepal 	<ul style="list-style-type: none"> • Informal meeting on Legal Framework • Film on Women in CAR 	<ul style="list-style-type: none"> • Informal Meeting on Gender, Culture and Religion 	
Session 3 14.00-15.30	1.3 Debates in Humanitarian Emergency <i>Presentation and table discussion.</i>	2.3. Participatory ADGM Assessment continued <i>Table exercise and report-back</i>	3.3 GBV Continued <i>As above</i>	4.3 Monitoring and Evaluation Framework continued <i>Discussion of specific planning, monitoring and reporting tools</i>	5.3 Country-level experience-sharing I <i>Discussion of GA TOR specifics in country contexts: Nepal; N. Caucasus; OPT; Zimbabwe</i>	
15.30-15.45	BREAK					
Session 4 15.45-17.15	1.4. Basics <i>Review of Chapter 1 of Handbook, with emphasis on Gender Equality Programming Diagram and ADAPT and ACT Framework</i>	2.4 Introduction to Sectoral Issues <i>Five case vignettes, rapid table discussion and plenary discussion: CCM; Registration; Education; Non-food items; Shelter</i>	3.4 Introduction to Sectoral Issues <i>Four case vignettes as 2.4: WATSAN; Food Security; Health; Livelihoods</i>	4.3. Capacity Building. Four topics: <ul style="list-style-type: none"> • Needs Assessment; • Capacity building for management • 1325 as CD Instrument • Formal and Informal methods 	5.4 Gender Advisers' Self-managed Meeting II <i>Review and discussion of terms of reference in light of insights developed during the meeting</i>	
17.15-17.45	Review of the Day Evaluation of the day	Review of the Day Evaluation of the day	Review of the Day Facilitation Team meets	Review of the Day	Review of the Day	
evening activities	Briefing on GA deployment issues Facilitation Team meets	Facilitation Team meets	3.5. Conduct, discipline and SEA	Reception hosted by Government of Norway Facilitation Team meets	Facilitation Team meets	