



**D29: Report on Gender Training in All Countries**

**Annex 1: Overview of Gender Training by Country**

## **Annex 1: Overview of Gender Training by Country<sup>1</sup>**

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<sup>1</sup> In this annex, the information on gender training provided by country researchers through the ‘State of the Art’ Report and a following process for gathering further information is presented by country.

## **Commissioners**

### **1. Trainings commissioned by federal governmental bodies**

- **Federal Chancellery**  
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- **Federal Ministry for Health, Families and Youth**  
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- **Federal Ministry for Science and Research**  
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- **Federal Ministry for Agriculture, Environment and Water**  
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- **Federal Ministry for Social Affairs and Consumer Protection**  
Contact person: Edeltraud Glettler  
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- **Federal Ministry for European and International Affairs**  
Contact person: Susanne Keppler-Schlesinger  
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- **Federal Ministry of the Interior**  
Contact person: Marlies Raser-Menhart  
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- **Federal Ministry for Economics and Labour**  
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- **Federal Ministry for Transportation, Innovation and Technology**  
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- **Federal Ministry of Finance**  
Contact person: Elfriede Fritz  
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## 2. Trainings commissioned by federal administrative bodies

- **Federal academy for Public Administration**
  - 1) Basic training  
Contact person: Andreas Buchta  
Email: andreas.buchta@bka.gv.at  
Johannes Taubner: Johannes.taubner@bmlv.gv.at  
Andreas Thaller: andreas.thaller@bka.gv.at  
Gerhard weinreich: Gerhard.weinreich@bka.gv.at
  - 2) Management training  
Vera Jauk: vera.jauk@bka.gv.at  
Petra Draxl: p.draxl@dzconsult.at
  - 3) Gender mainstreaming  
Zita Küng: equality@gendermainstreaming.com
- **Parliament Administrative Unit**  
Mr. Martin Peyerl  
Email: martin.peyerl@parlament.gv.at

## 3. Trainings commissioned by federal judicial bodies

- **Constitutional Court**  
Reinhild Huppmann  
Email: r.huppmann@vfgh.gv.at
- **Administrative Court**  
Sylvia Forster  
Email: Sylvia.forster@vwgh.gv.at

## 4. Trainings commissioned by regional governmental bodies

- **Women's office of the regional government of Carinthian**  
Zita Küng  
Email: equality@gendermainstreaming.com
- **Academy for Public Administration of the City of Vienna**  
Zita Küng  
Email: equality@gendermainstreaming.com

- **Tyrolean regional government, Department on coordination of politics and economy**  
Zita Küng  
Email: equality@gendermainstreaming.com
- **Vorarlberg regional government, Women's department**  
Zita Küng  
Email: equality@gendermainstreaming.com

## **5. Political parties**

- Green Party

## **Trainers**

Most gender trainers come from institutional settings and have an academic background. There are quite a number of gender trainers from private business consultancy companies, a few providers are situated within feminist institutions.

The number of people and institutions offering gender trainings according to the GEM-database (gender mainstreaming coordination platform for gender mainstreaming within the European Structural Fund) is 43.

## **Targets**

- Trainings commissioned by the Green party:
  - Members of parliament
  - Assistants.
- Trainings commissioned by federal governmental bodies:
  - Persons working in leading positions in the respective administration
  - Persons working in various educational institutions.
- Trainings commissioned by Public universities (as public administration):
  - Their staff.
- Context of regional development projects:
  - Persons working for the local or regional administrations
- Training commissioned by Federal Chancellery:
  - Leading personnel (heads of departments)
  - Working group on gender mainstreaming.
- Training commissioned by Federal Ministry of Justice:
  - Leading personnel (heads of departments)
  - Persons charged with gender mainstreaming and equal opportunity
  - Leading public officials

- Top responsible persons of the highest courts and of prisons.
- Training commissioned by Federal academy for Public Administration
  - Persons in leading positions in public service (*Basic training and training on gender mainstreaming*).
  - Members of all ministries who are working with funding and contracting (*Management training*)
  - Women who are potential leaders in public service (*Management training*).
- Trainings commissioned by the Parliament Administrative Unit:
  - Leading personnel
  - Human resources personnel but not politicians
  - Members of parliament or their assistants.
- Training on Gender Mainstreaming commissioned by Women's Office of the regional Government of Carinthia:
  - Female politicians.
- Academy for Public Administration of the City of Vienna:
  - Leading personnel in public service in the Vienna regional government.
- Vorarlberg regional government, Women's department:
  - Leading personnel in public administration service
  - Gender Mainstreaming Support Group in the Vorarlberg regional government.

**Best Example:**

**- Title**

“Women into management: take opportunities”

**- Commissioner**

Federal academy for Public Administration.

**- Target**

Women who are potential leaders.

**- Format**

Ten days, divided into different modules.

**- Content**

Gender mainstreaming.

**- Methodology**

Theoretical input, personality tests, role games, group work, group coaching, and peer groups.

## - Monitoring

Not available.

## Manuals

### - Studies on gender trainings

*German Language*

1. Buchinger Birgit and Ulrike Gschwandtner. 2006. *Der Gender Markt. Eine qualitative Studie zu AnbieterInnen, Strukturen und Standards*. Endbericht erstellt im Rahmen der EQUAL-Entwicklungspartnerschaft 'Qualitätsentwicklung Gender Mainstreaming. Konzepte-Uetzung-Evaluation'. (The gender market. A qualitative study on providers, structures and standards. Final report within the EQUAL-development cooperation 'Quality development Gender Mainstreaming. Concepts, Implementation-Evaluation') Salzburg: Solution.[http://www.qegm.at/downloads\\_members/endbericht\\_solution\\_060206.pdf](http://www.qegm.at/downloads_members/endbericht_solution_060206.pdf)

**Keywords:** gender training, qualitative study, providers, structures, standards.

The aim of the publication is to give an overview over the market of gender services and gender mainstreaming services in Austria. These gender services are understood in a broad sense and encompass e.g. gender trainings, gender workshops, gender seminars, gender consultancies, gender-specific organisational and human resources development, gender-specific coaching, evaluations and supervision. Transparent quality criteria, target groups, methodological and didactical approaches as well as experiences and evaluation standards of the various trainers are outlined and discussed. The findings are grouped according to web-based and qualitative market analysis. It is emphasised that the market is rather heterogeneous and that it is difficult for users to get an overview via web-based information.

### - Gender mainstreaming

*German Language*

2. Bundesministerium für Gesundheit und Frauen. 2006. *Gender Mainstreaming (GM) Leitfäden und Checklisten*. Wien: BMGF.  
[http://www.imaggendermainstreaming.at/c/imag/attachments/9/6/6/CH0133/C1132735871737/gm\\_leitfaeden\\_und\\_checklisten.pdf](http://www.imaggendermainstreaming.at/c/imag/attachments/9/6/6/CH0133/C1132735871737/gm_leitfaeden_und_checklisten.pdf)

This compilation lists all manuals and guidelines for gender mainstreaming that were edited by the various Federal Ministries.

3. Bundesministerium für Gesundheit und Frauen. 2006. *Leifaden 'Gender Mainstreaming in der Spitalorganisation'* (Gender mainstreaming in hospital organisation) Wien: BMGF.

4. Bergmann, Nadja and Irene Pimminger. 2004. *GEM-Leitfaden zur Verankerung von Gender Mainstreaming in Institutionen* (GEM-manual for establishing gender mainstreaming within institutions). Wien: L&R Sozialforschung.
5. Bergmann, Nadja and Irene Pimminger. 2004. *GEM-Leitfaden zur Verankerung von Gender Mainstreaming bei Projektträgern*. (GEM-manual for establishing gender mainstreaming with project coordinators). Wien: L&R Sozialforschung.
6. Bergmann, Nadja and Irene Pimminger. 2004. *GEM-Leitfaden zur Uetzung von Gender Mainstreaming in Programmen*. (GEM-manual for implementing gender mainstreaming in programmes). Wien: L&R Sozialforschung.
7. Bergmann, Nadja and Irene Pimminger. 2004. *GEM-Leitfaden zur Uetzung von Gender Mainstreaming in Projekten*. (GEM-manual for implementing gender mainstreaming in projects). Wien: L&R Sozialforschung.
8. Bergmann, Nadja and Irene Pimminger. 2004. *TEPGEM-Leitfaden zur Uetzung von Gender Mainstreaming in den Territorialen Beschäftigungspakten (TEP)*. (GEMmanual for implementing gender mainstreaming in territorial employment pacts (TEP)). Wien: L&R Sozialforschung.
9. Bergmann, Nadja, Pimminger, Irene and Elke Schmidt. 2004. *GEM-Leitfaden zur Uetzung von Gender Mainstreaming in EQUAL-Entwicklungspartnerschaften*. (GEM-manual for implementing gender mainstreaming in EQUAL development cooperations). Wien: L&R Sozialforschung.
10. Pimminger, Irene. 2001. *Handbuch Gender Mainstreaming in der Regionalentwicklung. Einführung in die Programmplanung* (Manual gender mainstreaming in regional development. Introduction into programme planning), edited by Bundesministerium für Bildung, Wissenschaft und Kultur. Wien.



## English language

11. Federal Ministry for Health and Women. 2006. *Gender mainstreaming in hospital organisation*. Vienna: BMFG.  
[http://www.imaggendermainstreaming.at/c/imag/attachments/7/4/0/CH0148/C1061559219572/leitfaden\\_gm\\_gb.pdf](http://www.imaggendermainstreaming.at/c/imag/attachments/7/4/0/CH0148/C1061559219572/leitfaden_gm_gb.pdf)

## - Gender training

12. Cerwenka, Judith and Maria Moder-Simill. *GEMMA! Leitfaden Gender Training. Basiskonzept für die Durchführung von ein- bis zweitägigen Trainings* (GEMMA! Manual gender training. Basic concept for the implementation of a one or two-day training). Steyr: Frauenstiftung Steyr.
13. Masuch, Gabriele and Alexander Petanovitsch. 2001. *Ausbildungsentwicklung, Standards und Kreativität. Ein Handbuch. Qualifizierungsprozesse erfolgreich gestalten* (Development of education, standards and creativity. A manual. Shaping qualification processes successfully) edited by Wiener ArbeitnehmerInnen Förderungsfonds (WAFF) Wien: WAFF.
14. Pircher, Erika and Ilse König. 1998. *Managing E-Quality. Führungskräftebildung für ein gleichstellungsorientiertes Management* (Managing E-Quality. Training for leaders for a management oriented towards equality), edited by Europäische Kommission/DGV, Bundesministerium für Arbeit, Gesundheit und Soziales/Frauengrundsatzabteilung, Bundesministerium für Frauenangelegenheiten und Verbraucherschutz, Arbeitsmarktservice Österreich und Magistratsabteilung 57/Frauenbüro Wien: Wien.
15. Verein Frauenservice Graz and Männerberatungsstelle. *Impulse für gendergerechte Bildungsarbeit* (Impulses for a gender-sensitive approach in education). Graz.

## - Gender-sensitive language

16. Bergmann, Nadja and Irene Pimminger. 2004. *GEM-Leitfaden zum geschlechtergerechten Formulieren im Bereich Arbeitsmarktpolitik* (GEM-manual for gender-sensitive wording in labour market policy). Wien: L&R Sozialforschung.
17. Bundesministerium für Unterricht und Kulturelle Angelegenheiten. 2000. *Leitfaden zur Darstellung von Frauen und Männern in Unterrichtsmitteln* (Manual for depicting women and men in educational material). Wien: BMUK.
18. Wetschanow, Karin. 2002. *Geschlechtergerechtes Formulieren*. (Formulating in a gender-sensitive way), edited by Bundesministerium für Bildung, Wissenschaft und Kultur. Wien. BMBWK.

19. Wirtitsch, Manfred (Red). 2001. *Sprache und Macht* (Language and power) edited by Bundesministerium für Bildung, Wissenschaft und Kultur. Wien. BMBWK.
20. ÖGB 2006. *Gender Manual. Ich Tarzan – du Jane? Frauenbilder-Männerbilder. Weg mit den Klischees! Anleitung für eine geschlechtergerechte Mediengestaltung* (Gender manual. Me Tarzan – you Jane? Images of women, images of men. Get rid of stereotypes. Manual for creating gender-sensitive media). Österreichischer Gewerkschaftsbund: Wien.

#### **- Gender budgeting**

21. Bergmann, Nadja, Luise Gubitzer, Elisabeth Klatzer, et al. 2004. *Gender Budgeting. Handbuch zur Uetzung geschlechtergerechter Budgetgestaltung* (Gender budgeting. Manual for the implementation of gender-sensitive budgets). Wien: Institut für Volkswirtschaftstheorie und -politik, Abteilung für Institutionelle und Heterodoxe Ökonomie
22. Klatzer, Elisabeth and Michaela Neumayr. 2006. *Das geschlechtergerechte Gemeindebudget. Ein Leitfaden zur Einführung des Gender Budgeting auf kommunaler Ebene* (A gender-sensitive local budget. A manual for the introduction of gender budgeting on the local level). Attnang Puchheim.
23. Buchinger, Birgit, Ulrike Gschwandtner, Christine Mayrhuber et al. 2006. *Gender-Budget-Analyse für Oberösterreich* (Gender budget analysis for Upper Austria) Kurzfassung. Linz.
24. Bundesministerium für Gesundheit und Frauen, Sektion Frauenangelegenheiten. 2006. *Gender Budgeting Fachtagung am 25. April 2005. Strategieentwicklung für eine geschlechtergerechte Budgetgestaltung. Tagungsband* (Gender budgeting. Expert conference on April 25 2005. Development of strategies for a gendersensitive budget), edited by Bundesministerium für Gesundheit und Frauen. Wien.
25. Frauenabteilung der Stadt Wien. 2005. *Gender Budgeting. Wege zur geschlechtergerechten Verteilung öffentlicher Gelder und Leistungen*, (Gender budgeting. Ways to a gender sensitive distribution of public funds), edited by Frauenabteilung der Stadt Wien: Wien.

### **Commissioners**

- **Government of the Walloon Region**  
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- **Federal Ministry of Labour**
- **Government of the Flemish Community and region**  
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- **Federal government**  
Email: info@ofoifa.fgov.be
- **Flemish government Emancipation**  
Email: Ingrid Pelssers@azf.vlaanderen.be
- **Flemish government Equal Opportunities**

### **Trainers**

The initiatives of gender training so far generally had a punctual rather than a structural character, often relying on academic expertise, consultants and in some cases gender trainers from small non-profit organizations. The federal and the Flemish women's policy agencies also work with their own partners. The list provided in the database includes all of these partners, as well as the major partners providing for training on a punctual basis. The total number of trainers is 8.

### **Targets**

- CAP Sciences:
  - Members of public institutions.
- Gendertraining Flora:
  - Organizations that work within the social professional mobilization sector (e.g. the unemployment service VDAB).
- Impuls Vorming, training, procesbeheer:
  - Local decision makers
  - Federal Government (education centre)
  - Flemish government
- Instituut voor de overhead:
  - Local decision makers.
- Gendertraining (personeelsverantwoordelijken en leidinggevenden):
  - Managers
  - Personnel management.

- Gendertraining voor operationale leidinggevendden:
  - Operational managers.
- OFO Opleidingsinstituut van de Federale Overheid:
  - Federal public servants.
- SOFIA Politica Tres:
  - Female politicians.

**Best example:**

**- Title**

“Gender training: personnel managers and managers”.

**- Commissioner**

Not available.

**- Target**

Public personnel managers

**- Format**

One day training course.

**- Content**

This gender training by the Flemish government consists of three parts. The first part goes more deeply into the term ‘gender’ and explains how gender shows within the Flemish community. The second part of this gender training expands on the influence and power of gender and explains how personnel management and educational management can become more effective and qualitative by means of implementing a policy of gender and diversity. The third part provides practical examples of the difference between women and men in a team, and looks at gender policy in private organizations

**- Methodology**

This training is provided in group and consists of a theoretic framework supplemented by actual cases.

**- Monitoring**

Not available.

## Manuals

### *Dutch sources*

1. Instituut voor de Gelijkheid van Vrouwen en Mannen. 2006. *Sekseneutrale functieclassificatie: handleiding* (Sex neutral function classification). Brussel: Instituut voor de Gelijkheid van Vrouwen en Mannen.

**Keywords:** manual, wage gap, legislation, discrimination, function classification system, tools for good practices, competence management, performance interviews, wage negotiations.

Equal pay for equal work is a principle in European and Belgian law. In reality however, the wage gap remains. Via 'EVA-Analytische Evaluatie van functies' (analytical evaluation of functions) several tools were designed which should revise the old function classification system. These tools should disclose discrimination at performance interviews and wage negotiations. This manual addresses staff managers, social secretary staff, employers and employees, inspectors of social security.

2. Borghs, Paul. 2003. *De antidiscriminatiewet: handleiding bij de Wet ter Bestrijding van Discriminatie* (The anti-discrimination law: manual concerning the law to prevent discrimination). Antwerpen: Garant.

**Keywords:** manual, discrimination, positive action, legislation, violence, sexual harassment.

In this book the antidiscrimination law of February 25th 2003 is explained by means of several practical examples. The first part deals with the general regulations: what is discrimination and positive action, to which domains of social life does this law apply.... Paul Borghs also links this law to others concerning violence at work, sexual harassment...

3. Holvoet, Nathalie, Annie Cornet, and Isabelle Cecchini. 2003. *Gendergevoelig budgetteren. Gender Budgeting. Syntheserapport van het project 'gender budgeting' in het kader van het globaal project 'gender mainstreaming' opgericht door het federale beleidsniveau* (Gender sensitive budgeting. Gender Budgeting). Brussel: Instituut voor de gelijkheid van vrouwen en mannen.

**Keywords:** manual, federal, gender mainstreaming, gender budgeting, public policy, theory, practical.

In 2001 the Belgian federal government decided to develop an action plan concerning gender mainstreaming. A team of university researchers was charged with a pilot project 'gender budgeting'. This report is a working instrument for every analysis concerning gender-oriented budget analysis of public policy. The chapters of this report deal with theoretical as well as practical aspects of gender budgeting. This manual is also available in French.

4. Meier, Petra a.o. 2000. *De eer van ons beleid: Emancipatie-Effectrapportage. Een instrument ter bevordering van gelijke kansen op alle beleidsterreinen* (The honour of our policy: Emancipation Effect report. An instrument to improve equal opportunities within all policy areas). Brussel: Ministerie van de Vlaae Gemeenschap.

**Keywords:** commissioned manual, policy analysis, policy tool, gender equality policies, gender impact assessment.

The brochure introduces an updated version of the first Flemish gender impact assessment tool (1997), meant to screen all mayor policy initiatives on the effects they will have on the equality of men and women in order to undermine any negative effects. It explains the concept behind the tool, its internal logic and functioning and describes the tool step by step.

5. Meier, Petra, Meyntjens, Mips and Annick Vander Steene, 1999, *LEER: een instrument voor lokaal beleid op maat van mannen en vrouwen* (LEER: an instrument for local policy tailored to the needs of men and women). Brussel: Ministerie van de Vlaae Gemeenschap.

**Keywords:** commissioned manual, policy analysis, policy tool, gender equality policies, gender impact assessment, local politics.

The brochure introduces a first Flemish gender impact assessment tool especially designed for local politics. The tool is based on the first step of the Flemish gender impact assessment developed for regional politics (1997). It explains the concept behind the tool, its internal logic and functioning and describes the tool step by step.

6. Meier, Petra, and Alison Woodward. 1997. *De Emancipatie-EffectRapportage: Een instrument ter bevordering van gelijke kansen op alle beleidsterreinen* (The emancipation impact assessment: an instrument to improve equal opportunities at all policy domains). Brussel: Ministerie van de Vlaae Gemeenschap.

**Keywords:** commissioned manual, policy analysis, policy tool, gender equality policies, gender impact assessment.

The report introduces a new policy tool to the policy making process of the regional Flemish government, a gender impact assessment tool. The aim consists of putting gender mainstreaming into practice. The tool is meant to screen all mayor policy initiatives on the effects they will have on the equality of men and women in order to undermine any negative effects. The report gives important background information on the development of the tool, describes it and provides four examples of public policies to which it has been applied.

*English sources*

7. Stevens, Ils, and Ilse van Lamoen. 2001. *Manual on gender mainstreaming at universities: 'equal opportunities at universities: towards a gender mainstreaming approach'*. Leuven: Garant.  
[http://awi.vlaanderen.be/documenten/Gender\\_Manualongendermainstreamingatuniversities.pdf](http://awi.vlaanderen.be/documenten/Gender_Manualongendermainstreamingatuniversities.pdf)

**Keywords:** manual, gender mainstreaming, university, policy.

This manual provides the answers for questions concerning the improvement of the number of women in academic careers and female careers at university. It is meant to promote an active policy to promote gender equality in the academia.

8. Woodward, Alison E. 2002. *Going for gender balance*. Strasbourg: Council of Europe Publishing.

**Keywords:** manual, decision making, communication, gender equality.

This manual is intended for decision making channels such as trade unions and NGOs. It throws a light on effective communication skills to make the public and opinion makers aware of gender equality.

## **BULGARIA**

### **Commissioners**

- **Ministry of Labour and Social Policy**  
*Equal Opportunities Department*  
Contact person: Lilia Abadjieva  
2 Triaditza Str., 1051 Sofia, Bulgaria  
Tel: 00359 29872019  
Fax: 00359 29861318  
Emails: equal@mlsp.government.bg, l.abadjieva@mlsp.government.bg
  
- **Ministry of Regional Development and Public Works**  
*Directorate Public Relations and International Relations*  
Contact person: Nadejda Semerdjieva  
"Kiril and Metodii" str., 17 – 19, 1000 Sofia, Bulgaria  
Tel: 00359 29405430  
Email: press@mrrb.government.bg
  
- **Ministry of Justice**  
1, Slavianska Str., 1040 Sofia, Bulgaria  
Tel.: 00359 29237555  
Fax: 00359 29819157  
Email: pr@justice.government.bg
  
- **Ministry of Interior**  
Contact person: Georgi Karadobrev  
29, Shesti Septemvri Str., 1000 Sofia, Bulgaria  
Tel: 00359 29822011
  
- **Ministry of Health**  
Contact person: Tonka Varleva  
5, Sveta Nedelia Square, 1000 Sofia, Bulgaria  
Tel: 00359 29301243  
Email: press@mh.government.bg
  
- **Ministry of Education and Science**  
Contact person: Mariana Bancheva  
2A Kniaz Dondukov, 1000 Sofia, Bulgaria  
Tel: 0059 29217491  
Email: press\_mon@minedu.government.bg
  
- **Institute of Public Administration and European Integration**  
Contact person: Aneta Tousheva  
8 Serdika Str., 1000 Sofia, Bulgaria  
Tel: 00359 29401260 and 00359 29401241  
Fax: 00359 26809679  
Emails: ipaei@government.bg, a.tousheva@ipaei.government.bg
  
- **Association of Danube River Municipalities**  
P.K. 14, ADO Dunav, 5930 Belene, Bulgaria



Tel: 00359 888145972, 00358 65822760 and 00359 65822940

Email: adrm\_danube@abv.bg

- **National Association of Municipalities of Republic of Bulgaria**  
Contact person: Theodora Dacheva  
16-20 Alabin Str., 1000 Sofia, Bulgaria  
Tel: 00359 29800304  
Emails: namrb@namrb.org, T.Dacheva@namrb.org

## **Trainers**

Amongst the 15 contacts of gender trainers (we are still waiting for their consent to be included in the database) most of them are leaders and activists with different background – lawyers, engineers, medics and journalists- from the women's non-governmental organisations. Two of the listed trainers are experts, working in the state administration (Ministry of Labour and Social Policies).

## **Targets**

- Equal Opportunities Department:
    - Leaders
    - Experts
    - Employees from the units for development of the human resources in the ministries and organizations
    - Employees in the Ministries and organizations
    - Responsible for implementation of gender equality policy
    - Members of the national Council for Gender Equality
  - Ministry of Justice:
    - Judges
    - Public prosecutors
    - Magistrates
  - Ministry of Interior:
    - Policemen
    - Magistrates
    - School teachers
    - Medical and social workers
  - Association of Danube River Municipalities (local level):
    - Women mayors
    - Deputy Mayors
    - City councillors
    - Regional and local administration from North East Bulgaria.
- Centre of Women's Studies and policies:
- Women directly involved in the decision-making process at the local level (mayors, deputy-mayors, municipal councillors, general secretaries)

- Women's Alliance for Development:
  - Politicians at the national and the local level
  - Women and men active members of political parties
  - Party leaders
  - Women's NGOs activists.
  
- Bulgarian Gender Research Foundation:
  - Local administration representatives
  - NGOs activists
  - Teachers
  - Labour agencies
  - Labour inspection employees
  - Trade unions representatives
  
- Animus Association:
  - Social workers
  - Psychologists
  - Psiquiatrist
  
- Nadja Centre Foundation:
  - Doctors
  - Psychologists
  - Social workers
  - Women from NGOs

**Best example:**

**- Title**

“Gender integration in economic, social sphere and politics” (Women’s Alliance for Development).

**- Commissioners**

Not available.

**- Target**

Politicians at the national and the local level.

**- Format**

2 days seminar.

**- Content**

Defining the gender concept, gender roles and gender relationships; using gender analysis in the social, economic and policy fields; tools and methods for gender integration (gender analysis, specific gender information, gender sensitive indicators for monitoring and control); practical appliances in planning and decision making process; understanding of the gender factor and the structural causes of gender inequality.

**- Methodology**

Not available.

## - Monitoring

Not available.

## Manuals

1. Gencheva, Mariya. 2005. *Gender discrimination and the burden of proof in EU legislation. Comparative review of the legislation in force and the case law.* Gender Education, Research and Technologies Foundation.

**Keywords:** gender equality manual.

This publication is a part of a project of the Gender Education, Research and Technologies foundation, entitled: "Supporting the Judicial System in the Implementation of the Antidiscrimination Law in Bulgaria through Analysis of existing Policies and Case Law in EU in the field of Gender Equality". The project is implemented within the framework of the Judicial Development Project in Bulgaria (JDP) of the East West Management Institute. The JDP aims to assist Bulgaria in establishing the independence of its judicial system by supporting the democratic processes and the market reform and also, to assist in the country's accession to the EU. The main components of the JDP are the training of the practitioners within the judicial system and the reform of the judicial administration.

2. Filipova, Pavlina and Vasiana Lyapcheva. 2005. Оценка на джендър въздействието. (Evaluation of the gender influence). Sofia: Women's Alliance for Development.

**Keywords:** gender equality manual.

Evaluation of gender influence must be recognized as indispensable by all policy makers. If some policies are considered as "gender neutral", the opportunities of different social groups of men and women would be ignored. This practical manual is prepared with the financial support of Foreign Affairs Ministry of Norway under the project Incorporating Women's Issues in Local Government Agenda. The efforts of the partner's organization were aimed towards increasing civil participation and policy development on the local level.

3. Videva, Diana and Yovka Pashova (ed.) 2005. Заедно в борбата срещу домашното насилие: Знаем..., чуваме за него, виждаме последиците от него!!! (Together fighting domestic violence: we know about it..., hear about it, witness its consequences!!!). Bourgas: Mecenatizdat.

**Keywords:** gender equality manual, domestic violence

This is a publication of "Demetra" Association working at the local level in defence of the victims of domestic violence. The publication includes typical cases of domestic violence worked out together by the Association and the police in Bourgas in help of people working in NGOs and other professionals.

4. Women's Alliance for Development. 2005. Как да работим на местно ниво за утвърждаване на равенството между половете. (How to work on local level for confirming of gender equality). Sofia: WAD.

**Keywords:** gender equality manual, local communities.

The manual is funded through a program of the Foreign Affairs Ministry of Norway under the project Incorporating Women's Issues in Local Government Agenda. The implementation of this project started in September 2004 when WAD Foundation started new partnership project with two organizations from NNEO - "SOS – Families in Disgrace" Association in Varna and European Compass Society in Silistra.

5. Women's Alliance for Development. 2005. Сборник от закони и нормативни документи за борба с трафика на хора. (Collection of legal and normative documents for combating with trafficking of human beings).

**Keywords:** gender equality manual, trafficking of human beings.

The idea for the book rose from the necessity in many professionals to have on one place all legislative documents and reliable data related to combating with trafficking of human beings. This issue was published under the WAD's project "Prevention of Prostitution and Trafficking in Two Bulgarian Municipalities" which started at September 2004 and finished in September 2005 through the Democracy Commission of US Embassy in Bulgaria. Trafficking in Human Beings – The Bulgarian Reply.

6. Stoycheva, Violeta and Daniela Dermendjieva. 2004. Да се учим на ненасилие. (Let's Learn the NonViolence (Educational training to Prevent Violence)). Veliko Tarnovo: Open Door Resource Centre.

**Keywords:** gender equality training manual

The material is prepared as part of the Bulgarian-Swiss project *United Against Violence*. The focus is on the recognising and prevention of different for of violence by the children. It is aimed to assists the teachers in gender education.

7. Stoycheva, Violeta (ed.) 2004. Образование за равни възможности. (Education for Equal Opportunities). Veliko Tarnovo: The European Informational Center.

**Keywords:** gender equality training manual.

Collected materials for gender education teaching anti-discrimination practices. The focus is on tolerance between the sexes in social life. The team of the project "Open Door to Equality" gave trainings to 15 teachers and 200 high school students. The good results encouraged the team to test the training for equal opportunities among the ages (3-19 years old). The publication is the result of efforts of all the participants in the project – teachers, students, experts and trainers.

8. Stoycheva, Violeta. (ed.) 2004. Практикум по джендър обучение. (Practice in gender training: Methodological elaborations). Veliko Tarnovo: The European Informational Center.

**Keywords:** gender equality training guide.

This teachers' guide for gender education is prepared by the team of the project "European Education Initiative for Equal Opportunities" conducted by the European Information Centre (Veliko Tarnovo). The guide is targeted to teachers and trainers and offers variety of interactive methods developing students' critical thinking to overcome the discriminating gender stereotypes. The lessons are suitable for different ages and descriptions of good practices are made. A variant of full gender education program for high schools is included.

9. Vladimirova, Katya, Zoya Slavova and Tatyana Hadjimitova. 2004. Жените в Европа. (Information Kit for Parliamentarians and Media). Sofia: Gender Project for Bulgaria Foundation.

**Keywords:** gender equality manual

The Information Kit is produced by CEE women's NGOs by the initiative of network of East-West Women Polska (NEWW-Polska) and with the financial support of UNIFEM. It applies to women parliamentarians. The main vision of the project is to take advantage of the forthcoming integration with the European Union to strengthen women's economic rights and gender equality. The main objective is to support the socio-economic and gender equality of women from Central and Eastern Europe and to encourage the EU members and the other European countries to cooperate and work together more efficiently. This is a vision of Europe where all citizens are equal regardless of the fact whether they belong to the EU or whether they are male or female. The translation from English and the section about Bulgaria have been prepared by the Gender Project for Bulgaria Foundation. The Bulgarian edition is being published and edited with the financial support of Centre of Women's Studies and Policies in Sofia.

10. Boneva, Bistra, Mariya Neikova, and Teodora Petrova. 2003. Джендър и медии. (*Gender and Media - gender education methodology.*) Gender Project for Bulgaria Foundation. Bul Koreni Publishing House.

**Keywords:** gender equality manual, methodology guide

Produced and written by the Gender Project for Bulgaria Foundation and edited by the Bul Koreni Publishing House in 2003 with the kind support of the Embassy of the Kingdom of the Netherlands in Bulgaria (Matra/ KAP Program). The Gender and Media methodology is for university teachers who would like to devote to gender education and its challenges. On the other hand, it could be used by a wider audience: journalists, professionals and representatives of institutions whose activities are directly connected with resolving the issues of men and women in Bulgaria. The edition covers in four chapters the issues of

gender theory, human rights - gender aspects, education, communication, media and evaluation tests.

11. Gender Project for Bulgaria Foundation. 2003. Ромските жени могат. (Roma Women Can Do It Booklet). Sofia: Gender Project for Bulgaria Foundation.

**Keywords:** gender equality manual, Roma women.

The booklet is a bilingual edition - published in Bulgarian and English and aimed at Roma women. The main topics covered are: politics - woman's way, language is power, techniques of domination, communication and problem solving, stress overcoming, techniques of communication and discussion, creative way of problem resolving, political campaigns and initiatives.

12. Bulgarian Gender Research Foundation. 2002. Добри практики на адвокати (*Good Practices of Lawyers Fighting Domestic Violence.*)

**Keywords:** gender equality manual, domestic violence.

The book presents the experience and good practices of lawyers, working on program for juridical help of women victims of violence.

13. Gender Project for Bulgaria Foundation. 1999. Ръководство по джендър обучение. (Gender Education Manual). Sofia: Gender Project in Bulgaria Foundation.

**Keywords:** gender equality manual, gender education.

The methodology is elaborated with the support of the Embassy of the Kingdom of the Netherlands in Bulgaria (Matra/ KAP Program). In this Manual, addressed to teachers, there are model syllabus for teaching and program for gender education for students in classes IV - XI. The edition includes articles and methods submitted by the American NGO Protector of Human Rights adjusted to the Bulgarian reality as well as the Bulgarian teachers' experience who have experimented successfully the course.

## CROATIA

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### Trainers

10 gender trainers have given their consent to be included in the database. We just know the type of three of them who come from NGOs and private sector.

### Targets

- Public officials.
  
- Policy experts.
  
- Other important actors.

## **Best example**

### **- Title**

“Implementation of gender sensitive policy” (*Provođenje rodno osvijestene politike*).

### **- Commissioner**

Not available.

### **- Target**

Members of the County Commissions

### **- Format**

Two times 3-day seminars.

### **- Content**

- foundations for understanding gender sensitive policies (politics), the Act on gender equality and the National policies for the promotion of gender equality
- basic notions and concepts of gender equality
- national mechanisms for the attainment of gender equality
- institutional mechanisms at local levels
- women and power
- participation of women in politics
- women and the labour market
- visibility and invisibility of women in social and political life
- gender equality and the Croatian integration policies
- cooperation between committees and other organisations.

### **- Methodology**

Face to face and altogether.

### **- Monitoring**

Seminar evaluation through the distribution of questionnaires to participants.

## **Manuals**

*Croatian language*

1. Bijelić, Nataša. 2006. *Tamna strana ljubavi – priča o Tanji i Mariu (The dark side of love – a story about Tanja and Mario)*. Zagreb: CESI.  
<http://www.sezamweb.net/dokumenti/tamna-strana-ljubavi.zip> (accessed March 20, 2007).

**Keywords:** gender-based violence; adolescent relationships; education brochure.

Educational brochure is intended for adolescents and deals with the problem of violence in adolescent relationships. In order to be more interesting and adolescent's friendly it is written in the form of the story of high school students,



young woman and man named Tanja and Mario. Their love relationship with time transfer into abusive one, with various forms of violence present. The brochure's intention is to point at the problem of violence in adolescent relationships, to inform young people and advise them what to do in such situations.

2. Cesar, Sanja et al. 2006. *Bolje spriječiti nego liječiti – prevencija nasilja u adolescentskim vezama (Better safe than sorry – prevention of violence in adolescent relationships)*. <http://www.sezamweb.net/dokumenti/bolje-sprijeciti-negolijeciti.zip> (accessed March 20, 2007). Zagreb: CESI.

**Keywords:** gender-based violence; adolescent relationships; education manual.

Manual is aimed at educators who want to work with adolescents on the theme of gender based violence using interactive approach. Violence in adolescent relationships is serious problem but "invisible" in the society and non-existent in the formal educational system. The manual contains theoretical introduction on gender-based violence and programme of prevention and education on violence in adolescent relationships for high-school students. Eleven school-hours long programme has five modules: Love and Relationships; Sex and Gender; Power and Violence in Relationships; Skills Needed for Quality Relationships; Human Rights – a Right to Live without Violence. Besides that, manual offers concrete propositions how to work with young men and women and parents on this issue and also what to do after implementation of the programme.

3. Štimac Radin, Helena, ed.. 2006. *Putokazi ka ravnopravnosti žena i muškaraca 2006.-2010. (A roadmap for equality between women and men 2006-2010)*. Zagreb: Vlada RH, Ured za ravnopravnost spolova. <http://www.ured-ravnopravnost.hr/slike/File/biblioteka%20ONA/konacno.pdf>.

**Keywords:** Croatia; National Policy for the Promotion of Gender Equality; EU strategy for the promotion of gender equality; policy document

As a part of Croatian National Policy for the Promotion of Gender Equality, the Office for Gender Equality published the new strategy of the EU for the promotion of gender equality 2006-2010.

4. Kašić, Biljana, Janja Marijan and Jasminka Pešut. 2005. *Vodič prema politici rodne jednakosti: izazovi i mogućnosti (A guide towards the policy of gender equality: challenges and possibilities)*. Zagreb: Centar za ženske studije.

**Keywords:** Croatia; EU; gender equality; manual.

The guide brings a chronological overview of different starting points of gender equality in the Croatian context. It also presents the guidelines for the promotion of gender equality from the EU member states.

5. Mamula, Maja and Nera Komarić, eds. 2005. *Seksualno nasilje – teorija i praksa (Sexual violence – theory and practice)*. Zagreb: Ženska soba.

**Keywords:** women; victims of violence; sexual violence; manual.

The publication contains the data on the prevalence of sexual violence obtained by the Center for Prevention, Research and Suppression of Sexual Violence and the NGO Ženska soba (Woman's Room). The manual addresses primarily the professionals who encounter the victims of sexual violence in their work.

6. Obradović-Dragišić, Gordana, ed. 2005a. *Rodna perspektiva u politici i praksi (Gender perspective in politics and practice)*. Zagreb: Centar za edukaciju, savjetovanje i istraživanje. [http://www.cesi.hr/pdf/rodna\\_perspektiva.pdf](http://www.cesi.hr/pdf/rodna_perspektiva.pdf) (accessed March 20, 2007).

**Keywords:** gender equality; gender sensitive policies; manual.

The manual contains issues important for work on gender equality and explanations of basic concepts. It covers the following themes: position of women in the society – social visibility of women; gender mainstreaming – basic concepts; legal and institutional frame of gender equality in the Republic of Croatia; analysis of the current situation and needs assessment; gender budgeting; co-operation between NGO's and gender equality committees and foreign experiences of gender mainstreaming. It is aimed at institutions, NGO's, state bodies and all others working on gender equality.

7. Obradović Dragišić, Gordana, ed. 2005b. *Provonenje politike jednakih mogućnosti (The implementation of the equal opportunity policy)*. Zagreb: CESI. [http://www.cesi.hr/pdf/jednake\\_mogucnosti.pdf](http://www.cesi.hr/pdf/jednake_mogucnosti.pdf) (accessed March 20, 2007). CRO.

**Keywords:** equal opportunity policy; guidelines.

The "Implementation of the Equal Opportunity Policy" is a part of the project which aims to create conditions for realisation of gender equality through implementation of laws and instruments for effective gender policies. The brochure is concerned with the overview of current level of protection of women's human rights at international and national level, and it provides recommendations for changes with special focus on improved participation of women in decision making bodies.

8. Ba.Be. 2004. *'A ko' joj je kriv?' (It's her own fault?)*. Zagreb: Ba.Be.

**Keywords:** domestic violence; women's stories; groups for self-help.

This booklet presents ten true stories of women with an experience of family violence, legal commentaries of their cases, and a list of groups for self-help in case of domestic violence.

9. Barada, Valerija and Željka Jelavić, eds. 2004. *Uostalom, diskriminaciju treba dokučiti!: priručnik za analizu rodnih stereotipa (Nevertheless, discrimination should be abolished!: manual for the analysis of gender stereotypes)*. Zagreb: Centar za ženske studije.

**Keywords:** gender discrimination; stereotypes; prejudices; analytical tool; manual.

In this manual authors try to map, define and provide some models for combating discrimination in four areas, in which discrimination, stereotypes and prejudices are being reproduced (i.e. language, education system, media and violence against women). The manual contains also a comprehensive thesaurus, which defines the terms and social processes mentioned in the texts, and it constitutes a useful analytical tool for the research of discrimination, stereotypes and prejudices.

10. Dubljević, Maja, Sanja Galeković and Gordana Obradović Dragišić, eds. 2004. *Žene i vonenje (Women and leadership)*. Zagreb: CESI.

**Keywords:** women; leadership; education; manual.

The goal of CESI's manual "Women's Leadership" is to present the audience a wider picture of social processes that influence women's position in the society and possible ways of improvement of women's position. The manual presents the theoretical basis of women's leadership, analysis of social, economic and political context and methodology of training offering a model for women's leadership training. Participants of the project "Women's Leadership", trainers and associates participated in the creation of manual.

11. Šimonović, Dubravka, ed. 2004. *Kratak vodič kroz CEDAW – konvenciju o uklanjanju svih oblika diskriminacije žena i njezinu primjenu u Republici Hrvatskoj (Short guide through CEDAW – Convention on the elimination of all forms of discrimination against women)*. Zagreb: Ured za ravnopravnost spolova Vlade RH. <http://www.ured-ravnopravnost.hr/dokumenti/cedaw.pdf> (accessed March 20, 2007).

**Keywords:** Croatia; CEDAW; guide.

The guide contains three parts: the first is a guide through the Convention and the Committee for the Elimination of Discrimination Against Women. The second deals with the Convention's implementation by Croatia, which is presented by representatives of the most important institutions and NGOs for the promotion and protection of women's rights. The third part contains international and national documents relevant for protection of women's rights.

12. Cesar, Sanja et al. 2003. *Eksperimentalan program rodne/seksualne edukacije za učenike i učenicke srednjih škola – izvještaj o primjeni, praćenju i evaluaciji (Experimental programme on gender / sexuality education for high-school students – report on the implementation, monitoring, and evaluation)*. Zagreb: CESI.

**Keywords:** gender and sexual education; experimental program; high school.

The booklet was published following CESI's implementation and evaluation of a pilot project on gender and sexuality education. The programme was

implemented in 18 high-schools throughout the Republic of Croatia, and was conducted by high-school teachers trained by CESI. The programme aimed to promote gender equity and values of non-violence, tolerance and solidarity. The booklet consists of short excerpts from the 10-hour long experimental program, results from the qualitative and quantitative evaluation, and conclusions and recommendations. The evaluation demonstrated that the experimental programme had the greatest impact on students' knowledge of gender issues, while attitudes and behaviours showed a tendency toward change.

13. Hodžić, Amir, Nataša Bijelić and Sanja Cesar. 2003. *Spol i rod pod povećalom: priručnik o identitetima, seksualnosti i procesu socializacije (Sex and gender under magnifying glass: manual on identities, sexuality and the process of socialization)*. Zagreb: CESI.

**Keywords:** identity; sexuality; youth; manual.

The second enlarged edition of "Sex and Gender under the Magnifying Glass", a manual on identities, sexuality and the process of socialisation, is aimed at various experts who work or want to work with adolescents, using an interactive approach, on themes such as: sexuality, growing-up, gender equality, stereotypes and prejudices, and gender based violence. The second edition of the manual is supplemented with a chapter on training methodology as well as with new activities and exercises relating to the following themes: family and the process of socialisation, adolescents' sexuality, and gender equality. Each theme is accompanied by a set of exercises which are introduced by theoretical texts, as in the first edition. Values such as self-esteem, non-violence, tolerance and gender equality make up the conceptual framework for this manual.

14. Cesar, Sanja, Nataša Bijelić and Amir Hodžić. 2002. *Imaš pravo znati – seksualnost i reproduktivno zdravlje od A do Ž (You have the right to know – sexuality and reproductive health from A to Z)*. Zagreb: CESI. <http://www.sezamweb.net/dokumenti/imas-pravo-znati.zip> (accessed March 20, 2007).

**Keywords:** sexuality; reproductive health; adolescents; education brochure.

Educational brochure is intended for adolescents and its purpose was to create interesting and adolescent's friendly brochure and because of that it is written in the form of the story of high school pupils, boy and a girl, named Boris and Hana, who fell in love with each other and begin a relationship which transform into sexual one. The uniqueness of this brochure is in its covering various aspects of sexuality. Besides the information on contraception and reproductive health, young people can find out more about needs, emotions, masturbation, sexual pleasure, sexual orientation, and gender based violence.

15. Mijat, Marijana and Sanja Galeković, eds. 2002. *Osnove interneta – žene on-line (The basic Internet – women on-line)*. Zagreb: CESI.

**Keywords:** women; internet; manual

This manual was originally published by AMARC European Women's Network. The manual is aimed at women and modified according to the needs of women NGOs activists. It offers insight into basic knowledge and skills in using of programmes such as Internet Explorer, Outlook Express, Eudora, but also all the other services that Internet offers and that we use in creating women's activism in the virtual space. Besides described usage of programmes, the configurations of software and hardware are described in order to help them connect to Internet. Additionally, one can also find there Internet providers, web pages of women's groups and many other instructions how to obtain more information and become a part of women's activism on-line.

16. Mamula, Maja and Jurna Kolarec. 2001. *Seksualno nasilje (Sexual violence)*. Zagreb: Centar za žene žrtve rata.

**Keywords:** Croatia; sexual violence; awareness-raising; information

The publication deals with various topics concerning sexual violence. Its purpose is multiple: to raise awareness in the public on the specificities on this form of violence, to provide necessary information to women with the experience of sexual violence and to everyone else working in the chain of providing support and help to these women.

17. Maretić, Andreja. 2001. *Seksualno uznemiravanje i zlostavljanje "od vica do silovanja" (Sexual harassment and abuse "from joking to rape")*. Zagreb: Centar za ženske studije.

**Keywords:** sexual harassment; abuse; Croatia's legal mechanisms

The publication speaks about the form of sexual harassment at universities, types of undesired behaviour and relevant legal mechanisms in the Republic of Croatia.

18. Obradović Dragišić, Gordana and Danijela Babić. 2001. *Za nasilje nema opravdanja: vodič za žene i djevojke (There is no excuse for violence: a guide for women and girls)*. Zagreb: Centar za edukaciju i savjetovanje žena.

**Keywords:** violence against women; awareness-raising manual; media campaign.

The manual's aim is awareness-raising and informing of the public on the form of violence. The manual is a part of a media campaign 'The Right to Life without Violence' that aims at awareness-raising on the problem of violence among women and girls. The manual can be used as education material in seminars and in schools.

19. Annukić, Branislava et al. 2000. *Grupe samopomoći - priručnik za voditeljice (The groups of self-help – a manual for female leaders; Grupet e vetëndihmës – doracak për udhëqës)*. Zagreb: Centar za žene žrtve rata. CRO, ALB

**Keywords:** manual; self-help; refugee women; social work.

The manual is a result of the project 'A Training of Psychosocial Help to Albanian and Kosovar Women for the Work with Refugee Women', which was carried out by the Center's activists in Albania in 1999. The manual presents the basic skills necessary for the establishment and management of groups for selfhelp.

*English language*

20. Ženska infoteka. 2003. *Regional directory of women's groups (Regionalni vodič ženskih grupa)*. Zagreb: Ženska infoteka.

**Keywords:** regional directory; women's groups.

The regional directory gives an overview of basic information on 570 women's groups from twelve countries in the region: Azerbaijan, Bosnia-Herzegovina, Czech Republic, Croatia, Kosovo, Hungary, Macedonia, Moldova, Romania, Serbia, Montenegro and Slovakia.

21. Center for Education, Counselling and Research. 2001. *Rights and status of Roma women in countries in transition (Prava i status Romkinja u zemljama u tranziciji)*. Zagreb: CESI.

**Keywords:** Roma women; transition countries; conference; goals and conclusions.

CESI and Roma Women Association of Croatia "Better Future", in co-operation with the Open Society Institute Croatia have organized International conference in Zagreb on 16-19 June 2000 entitled "Rights and Status of Roma Women in Countries in Transition". About twenty women from several Eastern European countries: Bosnia and Herzegovina, Bulgaria, Yugoslavia, Romania, Hungary and Croatia, have attended the seminar. In the publication are announced goals, speeches of participants and conclusions of the conference.

22. Knežević, Irena and Sunčica Damjanović, eds. 2001. *Directory of women's groups in Croatia (Vodič ženskih grupa u Hrvatskoj)*. Zagreb: Ženska infoteka.

**Keywords:** directory; women's groups; Croatia; guide.

This guide is the first of this kind in Croatia since the beginning of women's movement. It contains information on 39 women's organisations, initiatives, formal and informal groups from all over Croatia and provides short depiction on their activities.

23. Ženska infoteka. 2001. *Thesaurus of women's terminology (Pojmovnik ženske terminologije)*. Zagreb: Ženska infoteka.

**Keywords:** thesaurus; women's terminology.

The Thesaurus of Women's Terminology is a bilingual manual for processing the content of materials in women's information centres. It contains various thematic

fields and, as such, it is extremely important for marking the subject of women's issues. As a specific type of dictionary it is organized according to hierarchical links and associational relations within the specific thematic field.

NOTE: In the moment we were writing the report no more information was available.

### **Manuals**

1. *The Gender and Media Handbook. Promoting Equality, Diversity and Empowerment.* 2005. Scientific Development and Research Krini Kafiris, edited by Spurgeon Thompson, research by Hanife Aliefendioglu and Yetin Arslan, project coordination Myria Vassiliadou. Nicosia: Mediterranean Institute of Gender Studies.

**Keywords:** Handbook, women, activism, Cyprus

The Gender and Media Handbook is an important and much welcomed addition to worldwide efforts to promote gender equality and diversity in and through the media. Written in a lively, engaging and accessible style, it is set to become a "must have" publication for media practitioners, teachers and activists who are committed to effecting change toward gender equality, diversity and empowerment in Cyprus and in other parts of the world. It is a valuable resource and a practical manual containing critical background on the current challenges and opportunities around gender and media issues (representation, employment, ownership, and so on); contemporary activist and academic thinking on how gender issues are linked to questions around media power and social change; advice on how to address gender issues in media institutions in order to transform organisational structures, policies and professional associations; and, finally, it includes information on the important contributions toward gender equality currently being made by activists working in alternative media and in gender and media organisations.

Content: Women's media break with male conventions of reportage, writing styles, topic selection, emphases, Gender and Media Around the World and in Cyprus: Obstacles and Potentials for Equality, Diversity and Empowerment, Gender and the Media: A Wake-Up Call (Gender Issues in Cyprus, Gender and Media in Cyprus: The Turkish Cypriot Study, Gender and Media in Cyprus: The Greek Cypriot Study), Promoting Gender Equality, Diversity, Empowerment and Media: Conceptual Tools and Production Practices (Conceptual Tools: Rethinking Gender, Rethinking Media Power, Rethinking Social Change, Production Practices, Gender Equality in Media Production, Promoting Gender Sensitive Journalism, Promoting Gender Equality in Media Fiction), What to Do to Promote Gender Equality in the Media Workplace( Associations/Networks of Women Media Professionals), Promoting Gender Equality, Diversity and Empowerment: Gender And Media Activism.

2. *Guide to Reference Sources on Trafficking in Women/ Guide to Websites on Trafficking in Women.* 2006. Compiled by Rania Tollefson. Nicosia: Nicosia: Mediterranean Institute of Gender Studies.



[http://www.medinstgenderstudies.org/wp/wpcontent/uploads/traffickinginwome  
n\\_referenceguide.pdf](http://www.medinstgenderstudies.org/wp/wpcontent/uploads/traffickinginwome<br/>n_referenceguide.pdf) (accessed: March 14, 2007).

The aim of the Reference Guide is to identify reference sources in English for trafficking issues worldwide. The aim of the Website Guide is to provide a comprehensive list of websites which deal with the subject of trafficking in Women. Both guides are addressed to students, researchers, policy makers, scholars and/or anyone interested in such issues.

3. *Gender Studies – Cyprus: Guide to Reference Sources* (2006). Nicosia: Nicosia: Mediterranean Institute of Gender Studies.  
[http://www.medinstgenderstudies.org/wp/wpcontent/uploads/cyprus\\_gender\\_ref  
erences.pdf](http://www.medinstgenderstudies.org/wp/wpcontent/uploads/cyprus_gender_ref<br/>erences.pdf) (accessed: March 12, 2007)

**Keywords:** Reference Guide, Gender Studies, Cyprus.

The aim of this guide is to identify some reference sources for gender and women in Cyprus. It is addressed to students, researches, policy makers, academics and/or anyone interested in such issues. Contents: Journal Articles, Books, Book chapters, On-line essays, Reports, Reports from international organizations, Cyprus Governmental Documents, Presentations, Thesis, Surveys, Encyclopaedias/ Dictionaries.

4. *Glossary on Gender* (2006) Compiled by Josie Christodoulou. Nicosia: Nicosia: Mediterranean Institute of Gender Studies.  
[http://www.medinstgenderstudies.org/wp/wp-  
content/uploads/gender\\_glossary1.pdf](http://www.medinstgenderstudies.org/wp/wp-<br/>content/uploads/gender_glossary1.pdf) (accessed: March 12, 2007).

**Keywords:** glossary, gender.

The Glossary ai to contribute towards a general and clearer understanding of some of the frequently used ter and concepts in relation to gender. It is addressed to policymakers, researchers, students and/or anyone interested in such issues. MIGS fully acknowledges that the glossary is neither definite nor complete and that the reader's understandings of these ter will depend on her/his background and experiences. The ter listed below are constantly being developed and changed and we welcome additions.

5. *Leaflets/Posters on Trafficking in Women* (2006). Nicosia: Nicosia: Mediterranean Institute of Gender Studies.

**Keywords:** leaflet, activism, trafficking in women.

The Mediterranean Institute of Gender Studies has published awareness-raising leaflets and posters on trafficking in women. This effort has been funded by the National Machinery for Women's Rights with the aim to inform and sensitise the public and relevant stakeholders on trafficking in women for the purpose of sexual and labour exploitation. MIGS recognizes that trafficking in human beings is a large- scale human rights violation which can take diverse for including trafficking for sexual exploitation, and forced labour. The leaflets aim

to inform and raise awareness among students, policy makers and government officials, as well as the general public about trafficking in women and specifically questions relating to the following: a. What is human trafficking and when does it occur?; b. How many women are victims of trafficking worldwide?; c. Why are women vulnerable to human trafficking?; d. Don't women choose to take these risks?; e. What lives do trafficked women have?; f. What be done to prevent and combat human trafficking?; g. Where to seek more information about trafficking in human beings in Cyprus.

6. Honour Related Violence - European Resource Book and Good Practice (2005) Stockholm: Kvinnoforum, 2005.  
[http://www.qweb.kvinnoforum.se/Documents/Resources/2006/060905\\_HRVresourcebook.pdf](http://www.qweb.kvinnoforum.se/Documents/Resources/2006/060905_HRVresourcebook.pdf) (accessed March 12, 2007).

**Keywords:** Resource Book, Good Practice, violence against women, patriarchy.

This Resource Book is one of the outcomes of a European project regarding honour related violence. The purpose of this Resource Book is to increase and improve the support to those who suffer from honour related violence (HRV), and to prevent the future occurrence of this violence. The Resource Book gives an overview of the present situation of HRV in the respective countries that have participated in this project, and discusses the level of occurrence of HRV. It also points out important findings and gives recommendations for future work against HRV in the participating countries. The Resource Book also provides a presentation of examples of good practice. The authors have chosen to highlight a number of good examples of supportive and preventive work from both authorities and civil society organisations to cover different areas in regard to working against HRV, but there are many more. Additional contacts can be found at the end of each country report in an overview of organisations working against HRV, and the various preventive and supportive work they do. There is also a presentation of initiatives, contact persons or resource groups from different authorities. The material and discussions presented in the report is based on interviews with professionals from different sectors of society and do not claim to be complete, statistically substantiated or provide the 'whole truth', but rather give an overview of the situation based on the interviews conducted. The authors have tried to let as many people as possible have their voices heard regarding HRV in order to give a comprehensive picture. The Resource Book is based on the project "Prevention of violence against women and girls in patriarchal families". The project is an EU-cooperation between seven countries: Sweden, Bulgaria, Germany, UK, Finland, The Netherlands and Cyprus.

7. *Honour related violence. Prevention of violence against women and girls in patriarchal families.* 2005.. Stockholm: Kvinnoforum.  
[http://www.qweb.kvinnoforum.se/Documents/Resources/2006/060905\\_HRVmanual.pdf](http://www.qweb.kvinnoforum.se/Documents/Resources/2006/060905_HRVmanual.pdf) (accessed: March 12, 2007).

**Keywords:** Manual, Honour related violence, patriarchy.

Challenging the parameters of the power dynamics involved in HRV is complex since they are embedded in interpersonal relations, family, community

and culture. For this reason the writers of the Manual emphasise the importance of approaching HRV on the basis of human rights, to be able to find constructive and durable solutions. The strategy to combat HRV must therefore be multileveled and include interventions at the level of the state, community/family, and individuals. Training and co-operation are fundamental parts to this process. The situation in many European countries today provides the opportunity for raising the problem of HRV to the agenda, to develop cross sector co-operation, to make an inventory of the situation of HRV, and thus to alleviate the situation of those suffering from HRV. Many notable initiatives regarding HRV exist today, along with expressed support from society to combat this problem. It is however, vital that the knowledge is spread, the work is co-ordinated and the level of awareness is raised substantially. This Training Manual can serve as an instrument for actors working against HRV, and leads to improved knowledge and increased co-operation to combat violations of human rights committed in the name of honour. For more information about the project contact Dr. Alexia Panayiotou, at [alexiap@ucy.ac.cy](mailto:alexiap@ucy.ac.cy).

## Commissioners

- **Unit for Gender Equality, Ministry of Labour and Social Affairs**  
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## **Trainers**

There are 5 gender trainers found in the Czech Republic. Different types of trainers are represented: members of NGOs, academics, public administration and one from the private sector.

## **Targets**

- Civil servants from ministries and public administration, mainly from human resources.

- Employees of the Magistrate Office of the City of Prague.

- Gender Focal Points at the Ministries.

- Judges.

## **Best example**

In the moment we were writing the report no information was available.

## **Manuals**

### *Czech sources*

1. Foltysová, Michaela, Pavlík Marek, and Lenka Simerská. 2004. *Informativní metodika: rozpočtování z hlediska rovnosti žen a mužů (Informative brochure: gender budgeting)*. Prague: Ministry of Finance and Ministry of Labour and Social Affairs.

**Keywords:** gender budgeting

This brochure explains the method of gender budgeting; why it is necessary and how it can be realised.

2. Asklöf, Cecilia, Birgitta Hedman, Helena Strandberg, and Karin E. Wenander. 2003. *Příručka na cestu: k rovnosti žen a mužů (Handbook for the way towards gender equality)*. Prague: Ministry of Labour and Social Affairs.

**Keywords:** gender equality.

This handbook explains the way towards gender equality; why it is important and how it can be achieved.

3. Asklöf, Cecilia, Helena Strandberg, and Karin E. Wenander. 2003. *Proč a jak vypracovat plán rovnosti žen a mužů (Why and how to create a plan for equal opportunities for men and women)*. Prague: Ministry of Labour and Social Affairs.

**Keywords:** equal opportunities for men and women, plan.

This handbook explains the way towards equal opportunities; why and how to create a plan for equal opportunities for men and women.

4. MPSV. 2000. *Prosazování strategie gender mainstreamingu – zkušenosti z německy mluvících zemí a podněty pro Českou republiku (Endorsement of the strategy of gender mainstreaming – experiences of German speaking countries and stimuli for the Czech Republic)*. MPSV. <http://www.mpsv.cz/cs/942>.

**Keywords:** gender mainstreaming.

This text explains the strategy of gender mainstreaming by giving examples from German speaking countries to create stimuli for the Czech Republic.

5. MPSV. 2000. *Rovné příležitosti pro ženy a muže – nedílná součást české politiky na cestě do Evropské unie. (Equal opportunities – integral part of Czech politics on the way to the EU)*. Prague: Ministry of Labour and Social Affairs. <http://www.mpsv.cz/cs/941>.

**Keywords:** equal opportunities.

This text explains equal opportunities for men and women and its importance during the EU accession process.

6. Hlavní město Praha, and proFem. 2006. *Příručka pro policii ČR a městskou policii “Jak jednat s oběťmi a pachateli domácího násilí”? (Booklet for the police of the Czech Republic and city police “How to treat victims and offenders of domestic violence?”)*. Prague: proFem.

**Keywords:** domestic violence.

This text defines domestic violence and explains the existing legislation. Furthermore, it gives advice and helpful addresses for the victims of domestic violence.

#### *English sources*

7. MPSV, and Swedish National Labour Market Board. 2003. *Final recommendations: improvement of the public institutional mechanism for applying, enforcing and monitoring equal treatment for men and women*. [http://www.mpsv.cz/files/clanky/1598/rec\\_310703\\_en.pdf](http://www.mpsv.cz/files/clanky/1598/rec_310703_en.pdf).

**Keywords:** public institutional mechanism, twinning project, gender mainstreaming.

This document comprises the final recommendations for the twinning project for the improvement of the public institutional mechanism for applying, enforcing and monitoring equal treatment for men and women.

### **Commissioners**

- **Danish ministry of Gender equality**  
*Fuldmægtig / Head of Section*  
*Ligestillingsafdelingen / Department of Gender Equality*  
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- **The municipality of Copenhagen**  
*Gender equality consultant /Ligestillingskonsulent*  
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### **Trainers**

In Denmark the list of trainers is short: “gender trainer” is not a profession as such. There are gender equality consultants employed by *some* of the municipalities and state authorities and these are often responsible for training such as giving lectures and seminars. This means that the separation between commissioners and trainers is causing some problem since these civil servants are doing both. The contacts we have (5) are referred to private sector and the Academy.

## **Targets**

In the moment we were writing the report no more information was available.

## **Best example**

### **- Title**

“The inter-departmental mainstreaming project”  
(Interministerielle mainstreamingprojekt), Minister for Gender Equality.

### **- Commissioner**

Not available.

### **- Target**

The course was given to the employees at the department of the Ministry of Finance.

### **- Format**

A lecture given by Sine Uhd Rønberg at the department of gender equality.

### **- Content**

The gender aspect of allocation of resources/finances was presented by Sine Uhd Rønberg from the division of Gender equality within the Ministry of Social Affairs.

### **- Methodology**

To evaluate data and analyse the consequences for gender equality between women and men. Analyse every decision taken within the budget – is this gender neutral or not? Is it furthering or hindering gender equality? Try to measure the allocation of resources against the goals set up by the government on gender equality. After the presentation given by the department of gender equality, the Ministry of Finance should send in a report to the department of gender equality in which the allocation of resources has been measured in ter of gender and gender equality. This report was then used as a base for the new action plan on gender equality.

### **- Monitoring**

Not available.

## **Manuals**

### *Danish sources*

1. Sjørup, Karen, and C.S Null. 2006. *Civil uddannelse og læring for kønsmainstreaming: Exempler på good practice i uddannelse højdepunkter og faldgruber (Civil education and learning gender mainstreaming. Examples of good practices in education - highlights and traps)*. Bonn: Bundesanstalt fuer politischer Bildung.

**Keywords:** gender, equality, mainstreaming, Denmark.



This book is a report on a project Civil education and learning gender mainstreaming. Examples of good practices in education - highlights and traps.

2. Sjørup, Karen and Cornelia Schmitz, 2005. *Eksempler på good practice I uddannelse - højdepunkter og faldgrupper en håndbog fra projektet: Civil Uddannelse og Læring for Kønsmainstreaming (Examples of good practices in education - highlights and traps - a handbook from a project: Civil education and learning mainsteraming)*. Roskilde Bonn: GEcel - Civil Uddannelse og Læring for Kønsmainstreaming.

**Keywords:** gender, equality, mainstreaming, Denmark.

Handbook compiled from the experiences of the project;: Civil education and learning gender mainstreaming. Examples of good practices in education - highlights and traps.

3. Center for Ligestillingsforskning, *Når kønnet taler med et bidrag til mainstreaming KAD's overenskotarbejde. (When gender is included. A contrubution to gender mainstreaming in KAD)* 2003. Roskilde Universitetscenter: Kvindeligt Arbejderforbund i Danmark, Center for Ligestillingsforskning.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book describes the process and effect of gender mainstreaming and taking gender into the account in planning, etc.

4. Ligestillingsafdelingen. 2003. *Gode råd om mainstreaming - en ny strategi for ligestilling (Advices on gender mainstreaming - a new strategy of gender equality)*. 1. udgave ed. Copenhagen.: Ligestillingsafdelingen (Department of gender equality).

**Keywords:** gender, equality, mainstreaming, Denmark.

This book describes mainstreaming as a new strategy of gender equality and gives advices on mainstreaming practices.

5. Jacobsen, Anne-Marie, Lene Friis Olsen, and Anders Jakobsen. 2002. *En del af hverdagen en antologi om erfaringerne med mainstreamingstrategien i AF (Part of everyday life - experiences with mainstreaming in AF)*, Arbejdsnotat nr. 30. Kbh.: Arbejdsmarkedsstyrelsen.

**Keywords:** gender, equality, mainstreaming, Denmark.

This is an anthology of experiences by different Danish actors on gender mainstreaming.

6. Ligestillingsafdelingen, *Det tværministerielle mainstreamingprojekt. Handlingsplan 2002-2006. The interministerial mainstreaming project. Action*

*plan 2002-2006*. 2002. Copenhagen: Ligestillingsafdelingen (Department of gender equality).

**Keywords:** gender, equality, mainstreaming, Denmark.

This book describes a Danish interministerial mainstreaming project and its action plan for the years 2002-2006.

7. AF-Vestsjælland. 2001. *Mainstreaming - den lige vej (Mainstreaming - the equal way)*. Holbæk: Arbejdsformidlingen, Vestsjælland.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book gives basic information on gender equality mainstreaming and explains the benefits of gender mainstreaming.

8. Lehn, Sine, Mette Lykke Nielsen, and Videnscenter for Ligestilling. 2001. *Mainstreaming fra strategi til praksis. (Mainstreaming from strategy to practice)*. Copenhagen: Videnscenter for Ligestilling.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book describes the process of gender mainstreaming all the way from the stage of strategical planning to the practices of mainstreaming.

9. Lehn, Sine, Mette Lykke Nielsen, and Videnscenter for Ligestilling. 2001. *Metoder til mainstreaming Methods of mainstreaming*. Copenhagen: Videnscenter for Ligestilling (Celi).

**Keywords:** gender, equality, mainstreaming, Denmark.

This book presents different methods and tools of gender mainstreaming.

10. Skjerbæk, Helle. 2001. *Midt i strømmen om ligestilling, mainstreaming og mangfoldighed (In the middle of the stream - on gender equality, mainstreaming and diversity)*. Kbh.: Jurist- og Økonomforbundet.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book looks at how to combine gender mainstreaming activities with diversity training.

11. Arbejdsmarkedets Center for Internationale Uddannelsesaktiviteter. 2000. *Mainstreaming om at udbrede erfaringer og forankre resultater fra udviklingsprojekter (Mainstreaming - exchange of good practices in developing projects)*. Copenhagen: Arbejdsmarkedets Center for Internationale Uddannelsesaktiviteter. ACIU.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book presents results of good practices from gender mainstreaming of various development projects.

*English sources*

12. Nordic Council of ministers, *Gender Budgeting – Integration of a gender perspective in the budgetary process*. Part report: country reports. 2006. In *TemaNord 2006:578*. Copenhagen: Nordic Council of ministers.

**Keywords:** gender, equality, mainstreaming, Denmark

A Nordic Council of ministers' report on gender mainstreaming used in the budgeting the budgetary process.

13. Schmitz, Catharina. 2006. *Now it's about the money. Mainstreaming a gender equality perspective into Nordic national budgets. Final report 2004-2006*. Copenhagen: Nordic Council of Ministers.

**Keywords:** gender, equality, mainstreaming, gender budgeting, Denmark.

A report on how to use gender mainstreaming in the Nordic national budgets and budgetary process.

14. Emerek, Ruth. 2005. *The Danish national reform programme 2005 and the gender aspect of the Danish employment strategy*. Aalborg: Aalborg University.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book presents The Danish national reform programme 2005 and the gender aspect of the Danish employment strategy.

15. Nordiska Ministerrådet, 2003. *Steg för steg Step by step att arbeta med gender mainstreaming som strategi (Step by step - working with gender equality as a strategy)*, Anp 2003:716. Copenhagen: Nordiska ministerrådet.

**Keywords:** gender, equality, mainstreaming, Denmark.

This report from the Nordic Council of Ministers depicts the gradual process of using gender equality as a strategy.

16. Department of gender equality. 2002. *The Danish interministerial gender mainstreaming project. Action plan 2002-2006. The new gender equality strategy*. Copenhagen: [www.lige.dk](http://www.lige.dk).

**Keywords:** gender, equality, mainstreaming, Denmark.

This book describes a a Danish interministerial mainstreaming project and its action plan for the years 2002-2006.

17. Lehn, Sine, Mette Lykke Nielsen, and Videnscenter for Ligestilling. 2002. *Methods for gender mainstreaming*. Copenhagen: Danish National Research and Documentation Centre on Gender Equality.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book depicts the various methods that can be used for gender mainstreaming.

18. Lehn, Sine, and Mette Lykke Nielsen. 2001. *Gender mainstreaming internal trade union training*. Copenhagen: FIU/LO.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book depicts the gender mainstreaming process within a trade union context.

19. Lehn, Sine, and Mette Lykke Nielsen. 2001. *Mainstreaming examples of best practice*. Copenhagen: Danish National Research and Documentation Centre on Gender Equality (Videnscenter for Ligestilling).

**Keywords:** gender, equality, mainstreaming, Denmark.

This book presents mainstreaming examples of best practice.

20. Sjørup, Karen. 2001. *The case of Denmark I: Gender mainstreaming in the European employment strategy*. Brussels: European trade union institute.

**Keywords:** gender, equality, mainstreaming, Denmark.

This report presents Denmark's implementation of the gender mainstreaming required by the European employment strategy.

21. Sjørup, Karen. 2001. *Examples of best practice in the Danish national plan for employment: EU kommission DG5*.

**Keywords:** gender, equality, mainstreaming, Denmark.

This book presents examples of best practice in the Danish national plan for employment.

## Commissioners

Formal official gender training by public bodies that targets public officials is not regularly organized in Estonia.

## Trainers

We have 12 contacts of gender trainers. Most of them belong to the teaching staff of universities; all of them are women.

## Targets

- Estonia Women's Association: female politicians.
- Phare partnership Project: members of the Estonian Public sector.

## Best example

In the moment we were writing the report no more information was available.

## Manuals

1. Norberg, A., M. Pajumets, Ü.-M. Papp, K. Saks and E. Uverskaja. 2006. *Soolise võrdõiguslikkuse süvalaiendamise strateegia. Käsiraamat* (Strategy of gender equality mainstreaming. Manual). Ed. T. Kaldoja. Tallinn: Ministry of Social Affairs of Estonia. <http://gender.sm.ee/failid/syvalaiendamine.pdf>.

**Keywords:** gender equality, gender equality mainstreaming, policy making, legal system, handbook, Estonia.

The manual aims to introduce strategies that will help to modernize the existing gender system, support socio-economic development and give advice how to apply the strategy of gender equality mainstreaming. The first part summarizes theoretical positions for the analysis of gender relations and explains the key terms used in the field of gender equality. The second part introduces legal and political agreements. The third part describes stages of the integration of gender equality goals within the policy making processes.

2. Perttu, Sirkka. 2006. *Kuidas aidata perekonda, milles esineb vägivalda – juhiseid tervishoiutöötajatele* (How to help the family with present violence – guidelines for medical workers). Translated by Reet Hiimäe. Non-profit association Women's Shelter. Tartu: Triip. Also in: <http://www.naistetugi.ee/Guidebooklayout.pdf>.

**Keywords:** intimate violence, violence, guidelines, health workers, Finland

The handbook introduces the screening method elaborated in Finland. Also, guidelines are given for workers of women's clinics, maternity hospitals and children's hospitals how to recognize intimate violence and help the victim.

3. European Association for Women in Science, Engineering and Technology. 2006. *Stereotüüpe murdes - juhendmaterjal naiste potentsiaali suurendamiseks teaduse ja tehnoloogia valdkondades* (Tackling stereotypes: Maximising the potential of women in science, engineering and technology). Tartu: Unit of Gender Studies. [http://www.ut.ee/gender/doc/TS\\_Estonianreport2006.doc](http://www.ut.ee/gender/doc/TS_Estonianreport2006.doc).

**Keywords:** women, science, technology, gender, higher education, guidelines, Europe.

The publication is practical guiding material for decision makers and implementers of changes in universities and enterprises that uses examples of the experience of increasing women's share and other positive measures in the field of science and technology across Europe. First and foremost, it is guiding material to change the organizational culture in organizations dealing with science and technology, bringing forward positive initiatives and projects that promote and develop women working in science and technical spheres.

4. *Soolise võrdõiguslikkuse süvalaiendamisest. Koolitusmaterjal* (On gender equality mainstreaming. Training material). 2005. Phare partnership project. Tallinn. <http://gender.sm.ee/index.php?097973740>.

**Keywords:** gender equality, guidelines, training material, decision making, and officials.

The manual is directed to instruct the officials and key specialists who are involved in developing and adopting strategic decisions on gender equality, elaborating development plans, developing and offering services.

5. International Labour Office. Programme of promoting gender equality. Series: considering gender aspect in different stages of life. 2004. *Juhendmaterjal: vanemate naistöötajate tööhõive Eestis* (A guide on employment of older women workers in Estonia). Tallinn: ILO. Also: <http://www.ilo.org/public/english/employment/ge/download/estonian.pdf>.

**Keywords:** older women, employment, discrimination, age, policy making, guidelines, Estonia.

The guide is meant for carrying out seminars on topics of employment, schooling and leadership of older women workers, as well as to raise general awareness of the issue. The idea for the guide originates from the analytical research conducted by GENPROM. The research in Estonia showed the existence of double discrimination of older women on two accounts: age and gender. Thus, the guide helps to serve the fight against such double discrimination. Its content is targeted to policy makers, associations of employers and employees, but also for NGOs and civic associations who are dealing with the topic.

6. Ministry of Social Affairs of Estonia. 2004. *Mõjude hindamine sugupoole aspektist: juhendmaterjal* (Assessing influences from the gender aspect: guidelines). Tallinn: Tallinna Raamatutrükikoda. Also in: <http://www.enut.ee/lisa/mojude%20hindamine.pdf>.

**Keywords:** gender equality, policy making, officials, handbooks, European Union, guidelines, Estonia.

The guidelines present legally binding documents that include nor about promoting gender equality and integration of gender equality into policy making and measures. Other handbooks of EU member states, international organizations and theoretical treatments were discussed, but also studies conducted in Estonia, including students' researches. The guidelines are meant for officials and persons who are not specialists of gender equality, but who are responsible in their daily work to foster gender equality – elaborating action plans, projects, measures, policies etc.

7. Pilvre, Barbi, ed. 2004. *Sugu telepildis* (Screening gender). Viljandi: Print Best. [http://www.jrnl.ut.ee/telesugu/stp/sugu\\_telepildis.pdf](http://www.jrnl.ut.ee/telesugu/stp/sugu_telepildis.pdf).

**Keywords:** gender, women, men, media, television, stereotypes, Estonia.

This teaching material ai to develop new ways of thinking how to fairly portray men and women in media. Many surveys, including the current one, have shown that portraying men and women in television is more stereotypical than real life. Since audiences are ever more fragmentized and require TV programmes that would correspond to ever more narrowing interests, portrayal of genders free of stereotypes is an important element in quality programmes. Public television should serve equally different representatives of the wide audience and fair portrayal of men and women means eventually more interesting broadcast for viewers.

8. Ministry of Social Affairs of Estonia. 1999. *Tegevusjuhised naiste ja meeste võrdseks tasustamiseks võrdväärse töö eest* (Guide for equal pay for women and men for equal work). Keila: Nivano.

**Keywords:** woman, men, remuneration, women's rights, guidelines, European Union.

In order to reduce the wage gap between men and women, the guide states that segregation of the labour market should be eliminated and the educational level increased. In addition, women's seniority in office should be lengthened. Discrimination can be decreased also by increasing the competition. Within conditions of intense competition, only employees who hire cheaper work force (or women) with equal qualification will survive.

## **Commissioners**

### **1. European Commission**

- **DG Administration / Directorate B - Staff Regulations: Policy, management and Advisory Services / Unit 4 Equal opportunities and non-discrimination.**  
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- **European Commission DG ADMIN A/3 : Training Unit**  
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- **DG Employment, Social Affairs and Equal Opportunities**  
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Contact person G/2 - Equality, Action against discrimination and legal questions: Daniela Bankier  
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### **2. European Parliament**

- **Equal Opportunities Unit - DG Personnel**  
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## **Trainers**

Within the EU case we can distinguish two fields of gender training: one in the European Commission and the other in the European Parliament.

In the European Commission, there are four actors from the private sector in charge of gender training; all of them are consultants.

In the European Parliament, on the other hand, there are two feminist NGOs in charge of gender training and several (about ten) gender experts and academics which work as gender trainers.



## **Targets**

- European Commission:
  - All managers in the Commission (priority was given to HR directors and HR middle managers), both women and men.
  - Eurostat personnel, both women and men.
- European Parliament
  - Politicians' high hierarchies of the Parliamentary commissions (all members of the EP, women and men).
  - Women who have the potential to become a head of unit.

## **Best example**

### **- Title**

“Equal opportunities for women and men at the European Commission: the role of the manager”

### **- Commissioner**

European Commission

### **- Target**

Mandatory for all managers in the Commission (priority was given to HR directors and HR middle managers).

### **- Format**

It is a seminar-based course. The duration is half a day.

Various such sessions have been organised in Brussels and Luxembourg.

### **- Content**

- Legal basis of the internal policy on equal opportunities for women and men at the Commission
- Terminology and concepts: equal opportunities, positive action...
- Overview of former action programmes for equal opportunities at the European Commission
- Why do we need an action programme on equal opportunities?
- Current situation on equality between women and men at the Commission
- Where are the women? Understanding the structural causes of inequality
- The 4th Action Programme for equal opportunities for women and men at the European Commission
- Addressing the barriers to career development of women
- The role of the manager: what is expected of you?
- Examples of good practices
- Binding measures for 2007

- At the end of the course the participant will be better able to: a) Implement a gender sensitive team management, and b) Fulfil the legal obligations of the policy.

#### **- Methodology**

The learning methods of the course are presentation plus debate.

It is delivered in both English and French.

The trainer uses the following assisting material: a PowerPoint presentation, questionnaires, figures and concrete examples, exchanges between the participants on their experience, a handbook of the content given to participants and articles on the subject matter.

#### **- Monitoring**

After completion of the course all the participants that have attended the course receive a link for an online evaluation, which afterwards is directed to the course manager.

Participants are also encouraged to enrol via our online registration system.

### **Manuals**

1. Appelt Birgit, Verena Kaselitz and Rosa Logar (2004), *Away from violence. Guidelines for setting up and running a women's refuge* (DAPHNE project 2003), Vienna: WAVE (Women against violence in Europe).

**Keywords:** manual; violence against women; setting up and running a women's refuge.

Financial support from the EU Commission (Daphne Programme) and the cofinanciers (the Finnish Ministry of Social Affairs and Health, the Austrian Federal Ministry of Health and Women's Affairs, and the Municipality of Vienna) has made it possible finally to realise a project that had been planned for several years. The WAVE Co-ordination Office / European Information Office against Violence against Women has received innumerable inquiries from women and women's groups intending to establish a refuge and needing basic information on the necessary planning and operational steps. The present Manual is designed to meet this need. *Away from Violence* sets out first and foremost to address the practical issues involved for women who establish, organise, run and work in a refuge, although the publication also deals briefly with the specific theoretical background to violence against women. A team of experts from eight countries contributed to the compilation of the material contained in this Manual".

2. Council of Europe (1998), *Gender Mainstreaming. Conceptual framework, methodology and presentation of good practices*. Final Report of Activities of the Group of Specialists on Mainstreaming (EG-S-), Strasbourg: Council of Europe.

**Keywords:** policy manual; gender mainstreaming.

This text is a report result of the fifth working sessions with the group (EG-S) of mainstreaming specialists. The text integrates sections on the conceptualization of gender mainstreaming, methodology and the presentation of good practices.

3. European Commission - Employment and Social Affairs (1998), *A guide to gender impact assessment*, Luxembourg: Office for the Official Sources of the European Communities.

**Keywords:** policy manual; gender mainstreaming; gender impact assessment.

This guide to gender impact assessment is intended for adaptation to the specific needs of each Directorate-General and policy area, as appropriate. Relevant examples from all Directorates-General (DGs) and policy areas could in the future be annexed to the guide to improve its usefulness.

4. European Commission - Employment and Social affairs (1997), *How to create a gender balance in political decision-making*, Luxembourg: Office for the Official Sources of the European Communities.

**Keywords:** policy manual; gender balance in political decision-making.

This guide is meant to assist governments, political parties and NGOs of the EU countries in putting into action their positive attitude to the empowerment of women into concrete, integrated policies leading to an increase in the number of women in political position and political decision-making.

5. European Commission (1993) *How to Combat Sexual Harassment at Work. A guide to implementing the European Commission code of practice*, Luxembourg: Office for the Official Sources of the European Communities.

**Keywords:** policy manual; sexual harassment at work.

This is a guide to implement the European Commission Code of Practice to combat sexual harassment at work. The Code of Practice is intended to be applicable in both the public and the private sector. For the purpose of QUING, we are interested in this manual as a gender training manual for personnel at the EU public Institutions.

<b>FINLAND</b>
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## **Trainers**

In Finland, according to Act on Equality between Men and Women, every work place that has more than 30 employees has to prepare an equality plan for the work-place. This includes state governed institutions, municipalities and so forth. There is no co-ordinated gender training from above, but each institution is responsible for organising its own gender training. Each municipality, etc., hires their own gender training personnel. In addition, many big companies (whether they are state-owned like for example The Finnish Broadcasting Company or private) have their own gender equality officers, who organise training, give consultation help and so forth. Regarding to the list provided, we have found 10 trainers, most of them coming from the private sector (consultants).

## **Targets**

- Members of Governmental agencies
- Civil servants
- Employees of Companies bigger than 30 workers (state-owned and private).

## **Best example**

### **- Title**

Training package for the promotion of gender equality in NGO development cooperation.

### **- Commissioner**

Not available.

### **- Target**

NGOs who work in the field of development cooperation.

### **- Format**

Not available.

### **- Content**

This training package provides basic information about gender perspective and practical advice about how gender equality can be promoted through NGO projects.

1. Introduction
2. Why gender equality?

3. Basic concepts
4. Ways and means
5. Project stages and gender equality
6. Project Pre-Planning
7. Project Planning
8. Appraising the Project plan
9. Project Finance
10. Project implementation and monitoring
11. Project evaluation
12. Check list for project visits
13. The least you can do
14. Gender Equality in the organisation

**- Methodology**

With the help of concepts, examples and exercises dealing with gender equality and project cooperation, NGOs are offered basic training that will improve the abilities of their own projects to reduce gender inequalities.

**- Monitoring**

Not available.

**Manuals**

*Finnish sources*

1. Haataja, Anita, Maija-Liisa Järviö, Esko Mustonen, and Sosiaali- ja terveystieteiden ministeriö. 2006. *Talousarvion sukupuolivaikutusten arviointi: pilottihanke sosiaali- ja Terveystieteiden ministeriön hallinnonalalla (Assessing gender effects of the budget: a pilot in the Ministry of Social Affairs and Health), Sosiaali- ja terveystieteiden ministeriön selvityksiä 2006:1.* (Helsinki): Sosiaali- ja terveystieteiden ministeriö.

**Keywords:** gender, gender mainstreaming, equality, gender effects, budget social affairs and health

This book is a compilation of the pilot project conducted in the Finnish Ministry of Social Affairs and Health. It deals with assessing the gender effects of the budget.

2. Erkkilä, Marja, and Suomen ammattiliittojen keskusjärjestö SAK. 2005. *Luottamushenkilön tasa-arvo opas : tasa-arvolaki ja yhdenvertaisuuslaki työpaikalla (Gender equality guide for Trustees: Gender equality Act at the work place).* (Helsinki): SAK.

**Keywords:** gender, gender mainstreaming, equality, manual, guide, trustees, gender equality act

This is a gender equality guide for Trustees. The book presents the gender equality act, what it means at the work place, what it requires from the trustee

and how gender equality act should be applied at the work place regarding to discrimination, wages, facilities and so forth.

3. Haataja, Marja-Leena, Eija Leinonen, and Oulun yliopisto. Kajaanin yliopistokeskus. 2005. *Opetuksen ja ohjauksen tasa-arvoiset käytännöt : sukupuolen huomioiva opas kasvatuksen arkeen.* (Equality practices of teaching and supervision: gender manual for Education)(Oulu): Oulun yliopisto, Kajaanin.

**Keywords:** gender, gender mainstreaming, equality, manual, education, good practices.

This is a gender sensitivity guide for the field of education and supervision. The book deals with gender equality in the educational environment, it presents good practices for gender equal education and supervision.

4. Huhta, Liisa. 2005. *Tasa-arvosta lisäarvoa: käsikirja työpaikkojen tasa-arvotyöhön* (Manual for work place equality work) *Tasa-arvojulkaisuja.* (Tampere): Vastapaino.

**Keywords:** gender, gender mainstreaming, equality, manual, guide, work place

This is gender equality manual for the use of working places. The manual presents the gender equality act, what it means at the work place, what it requires from the work place, how gender planning is done and what can a work place benefit from equality work.

5. Ikävalko, Elina, Sinikka Mustakallio, Milja Saari, and Pia Sevelius. 2005. *Toimihenkilöt ja tasa-arvo. Opas tasa-arvosuunnitteluun.* (Functionaries and equality. A guide to equality planning) Helsinki: Toimihenkilöunioni ry.

**Keywords:** gender, gender mainstreaming, equality, manual, guide, equality planning.

This is a guide for gender equality planning for the use of working places. It is especially targeted at functionaries at the work place. The manual presents the gender equality act, what it means at the work place, what it requires from the work place, how gender equality planning is done and what can a work place benefit from equality planning.

6. Erkkilä, Marja, and Suomen ammattiliittojen keskusjärjestö SAK 2004. *SAK:n tasa-arvo-opas ja opas valtavirtaistamiseen* (Trade union SAK's guide for equality and gender mainstreaming). Helsinki: SAK.

**Keywords:** gender, gender mainstreaming, equality, manual, guide, equality planning.

This is a guide for gender equality planning for the use of working places. The manual presents the gender equality act, what it means at the work place, what it requires from the work place, how gender equality planning is done and what

can a work place benefit from equality planning, and how gender mainstreaming at the workplace proceeds.

7. Gaspard, Françoise, Jacqueline Heinen, Anne Maria Holli, Eeva Luhtakallio, and Eeva Raevaara. 2004. *Kunnallispolitiikan tasa-arvo-opas (Gender Equality Guide for Regional politics)*.

**Keywords:** gender, gender mainstreaming, equality, guide, regional politics

This is Gender Equality Guide for Regional Politics. Women are still underrepresented in regional politics bodies and gender effect of decisionmaking on regional level has not been sufficiently addressed. This guide gives advice on how to increase women's participation and with the help of a number of examples drawn from every-day life shows how gender effects can be taken into account in regional politics.

8. Horelli, Liisa, and Milja Saari. 2002. *Tasa-arvoa valtavirtaan : tasa-arvon valtavirtaistamisen menetelmiä ja käytäntöjä (Equality into the mainstream. Methods and practices of mainstreaming equality)*. Vol. 11, *Sosiaali- ja terveystieteiden tutkimuskeskuksen selvityksiä* Helsinki: Sosiaali- ja terveystieteiden tutkimuskeskus.

**Keywords:** gender, gender mainstreaming, equality, manual, guide

This book presents different methods and practices that can be used in the gender equality mainstreaming work. It helps to answer questions why gender mainstreaming is needed and what it is. It presents how gender equality effects are assessed in a law proposal and tells what benefits an enterprise can get from gender mainstreaming; it also sheds light on the role of NGO's in gender mainstreaming.

9. Horelli, Liisa, and Janne Roininen. 1998. *Rakennepolitiikan tasa-arvoarviointi (Gender equality assesment of structural policy) ESR-julkaisut, 32*. Helsinki: Työministeriö.

**Keywords:** gender, gender mainstreaming, equality, structural policy

This book deals with gender equality assessment in the context of structural politics. It presents the proble and solutions: how gender can be better taken into account in structural policy and what are its benefits.

#### *English sources*

10. Brunila, Kristiina, Mervi Heikkinen, and Pirkko Hynninen. 2005. *Difficult but doable : good practices for equality work*. (Kajaani): Oulu University, Kajaani University Consortium.

**Keywords:** gender, gender mainstreaming, equality, manual, guide

This book is a contribution to discussion on gender. It was written on the basis research on equality projects implemented over the past thirty years. The aim

was to study why the results of equality projects and the practices created in them would not spread. Identifying the obstacles to the advancement of equality and finding tools to eliminate these obstacles became the practical research objective.

11. Vainio-Mattila, Arja (1999a) *Navigating gender: A framework and a tool of participatory development*. Finland: Ministry for Foreign Affairs, Government of Finland.

**Keywords:** gender, gender mainstreaming, equality, manual, guide

Gender analysis is used to examine the impacts of development on both women and men, and is used as the basic tool to develop policy and action towards gender equality. Manual can be used both as an individual study guide, and as a basis for discussion in groups. Manual is aimed at project planners/implementers, participants in development interventions, policy developers and researchers.

12. Vainio-Mattila, Arja 1999b. *Gender analysis training*. Helsinki: Ministry for Foreign Affairs, Department for International Development Cooperation. Government of Finland.

**Keywords:** gender, gender mainstreaming, gender analysis equality, manual, guide.

Gender analysis is used to examine the impacts of development on both women and men, and is used as the basic tool to develop policy and action towards gender equality. Manual can be used both as an individual study guide, and as a basis for discussion in groups. Manual is aimed at project planners/implementers, participants in development interventions, policy developers and researchers.



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### **Trainers**

In France there is a huge overlap between the category of “gender experts” in NGO’s and the provision of training in gender issues. This explains the difficulty experienced in listing “gender experts” and “training organisations” separately in the French case. It would seem that most “gender experts” in this country are involved, in one way or another, in training.

Training on equal opportunities in employment, the work/life balance issue and the under-representation of women in the public sphere is provided by trade union organisations, women’s NGO’s, academics and, increasingly, by private-for-profit companies or consultancy firm. Secondly, they address the questions of gender-based violence. In this case, we found no sign of private-for-profit companies.

We could gather 8 trainers and 7 organizations providing gender training.

### **Targets**

Most training initiatives on gender equality are targeted at civil servants.

- Training promoted by governmental bodies:
  - Trainings for the staff of the ministry of Ecology, durable development and arrangement
- Other training initiatives devoted to:
  - Pupils and parents at school
  - Actors of the school system
  - Career counsellors, human resource managers, company directors
- Training held by NGOs’ organizations:

- Social workers and all the professionals confronted with the phenomenon of violence against women: ONGs, the legal or medical professions or the police.
- Women; Administrators in several Ministries.
- Both for social actors (Association for women victi of violence, MFPF – Mouvement Français pour le planning familial, schools, CIDEF...) and in local politics (trade unions, political organization...), administrators in territorial community.
- NGO's, fir, public administrations, trade unions, local government.
- ANPE (Agence nationale pour l'emploi / National agency for employment), state agents.
- State agent, C2RP, Regional Councils, European programme, ANPE – Agence nationale pour l'emploi / National agency for employment.
- Women, trainers, trainers, youth workers and social workers, State agents, staff in the territorial community
- Social workers and other professionals confronted with the phenomenon of violence against women (ONGs, the legal or medical professions or the police).

### **Best example**

#### **- Title**

“The promotion of equality in private companies” (La promotion de l'égalité en entreprise). “Equality in daily life” (“Egalité au quotidien”)

#### **- Target**

Managers of public services or private companies, personnel managers, civil servants and others professionals working in public administration, anyone who wants to be trained in equality issues.

#### **- Commissioner**

HALDE (Haute Autorité de Lutte contre les Discriminations et pour l'Égalité)

#### **- Format**

Two e-learning modules accessible on the HALDE website (<http://www.halde.fr/>). The first session is aimed at managers of public services or private companies and seeks to promote equality at work. The second one is aimed at a large public in order to promote equality in all sphere of daily life.

The first session lasts about 1h30 and the second one about 40 min.

#### **- Content**

##### **► First session:**

This first training session deals with discrimination at work and offers tools and knowledge for promoting equality within workplace.

With the aim of increasing awareness about equal opportunity issues and promoting diversity, this e-learning module is mainly based on discriminations on the basis of sex, age and ethnic origin, but also takes discriminations according to family situation, pregnancy, state of health and sexual orientation into account. Based on texts of law, statistics and theoretical notions, it seeks to increase awareness about the different for of discrimination in the workplace and at different stages of a professional career.

Likewise, this training session also addresses the following questions:

- What is discrimination? This session begins with the definition of different concepts and situations that are punishable by the law (discrimination, direct discrimination, indirect discrimination, harassment, retaliation). Then it gives information about the French legislative framework concerning recruitment, job offers, integration within the workplace, career advancement (...).
- Work/life balance. It outlines the importance of facilitating and promoting the reconciliation of the professional and family spheres and illustrates how work/life balance issues can be seen as a form of indirect discrimination.
- The “glass ceiling”. Based on statistics and theoretical analysis, the e-learning module provides basic information about women’s career advancement.

It thus proposes examples of non-discriminatory practices and suggests useful electronic links, a brochure, a kit of integration within the workplace, documents to download...

At the end of the session, the e-learning module proposes a diploma in equality promotion (“diplôme théorique d’acteur pour la promotion de l’égalité”)

► **Second session:**

The second training session deals with discrimination in the different spheres of daily life. The first part of this module starts with the definition of stereotyping and other concepts such as discrimination, racism, homophobia and sexism.

Then, it deals with three discriminatory situations in the following areas:

- Education: Explaining the construction of stereotyping mechanisms, this part retraces the history of girls’ education and the process of stereotyping. It outlines the consequences on women’s retirement pensions, salary, quality of job and access to the labour market.
- Housing: It offers different examples of illegal discriminatory practices in relation to access to housing according to sexual orientation and family situation.
- Goods and services; through practical exercises, this part of the e-learning module seeks to bring to light the different elements that affect the daily life of handicapped persons. It also insists on the fact that public services are obliged by law to provide access to handicapped persons.

**- Methodology**

Interactive e-learning with practical exercises, quizzes.

**- Monitoring**

A final test for the first session

## Manuals

### - Studies on gender trainings

1. Houadec, Virginie, and Michèle Babillot. 2007. *50 activités pour l'égalité fille - garçon à l'école*. (50 activities for gender equality in schools) CRDP.

**Keywords:** Gender training manual; School books; Sexist representations;

Based on the idea that the construction of gendered references starts from childhood, this manual seeks to fight against stereotyping and representations of gender that children have and that hinder the equality process. It insists on the potential contribution of teachers and youth workers to increasing awareness of these gendered stereotypes. Thus, this gender training manual constitutes a useful tool for the reflection on gender equality and is targeted to teachers and youth workers. It proposes a bibliography of non-sexist children books and 50 activities for young pupils.

2. APIAF. 2006. *Prends garde à toi*. (Take care of yourself) Toulouse: APIAF.

**Keywords:** Documentary film, Domestic violence, child protection

This documentary film seeks to sensitize the general public and social workers, lawyers and the police to issues of domestic violence and child protection. It illustrates the difficulties faced by women who have experienced domestic violence and have left their violent partner when they have to negotiate access rights to children with their ex-partner. The idea that a child is “entitled to his/her two parents” is becoming increasingly popular in France and this is particularly problematic when the father has a history of violent behaviour towards his partner and/or children.

3. Duclos, Hélène (coord.). 2005. *S'il te plaît, dessine-moi un monde rural paritaire. Petit guide pratique pour l'implication citoyenne à l'usage de toutes et tous*. (Please draw me a gender equal rural world. A small guide to women's citizenship) CFPPA de Carmejane.

**Keywords:** Gender mainstreaming manual; Women's citizenship;

This gender training manual has been financed by the FSE under the EQUAL programme. A team of six French experts has contributed to this manual with the main aim of sensitizing individual men and women or institutions to the women's citizenship issue. It therefore offers practical guidelines for the improvement of women's participation in political, ONG and professional sphere. This manual includes:

- An introduction on the project “women's success in a rural context” of the EQUAL programme,
- A presentation of the theoretical foundations of women's citizenship issues,
- A basic knowledge on the factors that hinder or facilitate women's citizenship,
- Concrete propositions and tools in order to increase awareness to the gender issue in all the sphere of social life and to improve women's citizenship.

4. Service des droits des femmes et de l'égalité. 2005. *Lutter contre la violence au sein du couple – le rôle des professionnels*. (Fighting domestic violence – the role of professionals) Paris : Ministère délégué à la cohésion sociale et à la parité.

**Keywords:** Guide; Violence against women; Fight against domestic violence; Legislative framework; Methodological tools.

Elaborated for the French delegated ministry of social cohesion and parity, this guide is designed both to inform about and to act against domestic violence. Targeted to all the professionals confronted with this phenomenon (ONGs, the legal or medical professions or the police), its aim is to provide a basic framework on the rights of victi and on the obligations of institutions. After providing figures and the legal background to the phenomenon of domestic violence, this guide proposes to identify the role of each professional implicated in the fight against domestic violence and to give them operational tools for a better understanding of these situations. It thus proposes a series of measures in order to help victi to denounce the facts and to facilitate their recognition and reintegration.

5. Silvera, Rachel, N. Buseyne and V. Donlevy-Gomes. 2004. *Articuler vie professionnelle et vie personnelle, les expériences des projets Equal français 2001-2004*. (The articulation of professional and personal life, experiences from French EQUAL projects 2001-2004) *Les cahiers Racine*, 2004.

**Keywords:** Policy report; Work/life balance; Gender equality policy in employment; gender equality policy in family

This study reviews the different experiences conducted from 2001 to 2004 and initiated by different French projects under the Equal programme in relation to work/life balance. If the authors mention the contrasted consequences of those initiatives in term of concrete impact on men and women lives, they also show that the real implication of new actors and the diversity of propositions confirm the positive dynamic initiated by such projects.

6. Confédération française démocratique du travail. 2003. *Négocier l'égalité professionnelle entre les hommes et les femmes*. (Negotiating gender equality in employment) CFDT productions.

**Keywords:** gender equality in employment; equal opportunity resources in employment; negotiation

This document is published by the CFDT Trade Union (Confédération Française démocratique du travail/ French democratic confederation of work). Its main sources are existing legislative and institutional resources, and more particularly the French Genisson law on equality in employment. The document explains how this law can be used as a tool for trade unions and other groups for negotiating professional equality in organizations, in the private or in the public sector. Thus, the guideline insists on the right for any worker to have access to

the “comparative situation report” which all French companies must provide on a yearly basis on the respective situation of women and men in its organization with regard to: training, promotion, qualifications, working conditions, pay, etc. and to the measures elaborated to promote gender equality. It also presents the different public funding mechanisms for the promotion of gender equality in employment.

6. Gresy, Brigitte, Dominique Thierry, Françoise Nallet, Jacqueline Laufer, Marie-Thérèse Lanquetin and Nicole Pery. 2003. *Agir pour l'égalité professionnelle entre les femmes et les hommes : guide d'appui à la négociation au sein des entreprises et des branches*. (Action for gender equality in employment: a manual for negotiation in enterprises) Secrétariat d'État aux droits des femmes et à la formation professionnelle.

**Keywords:** Equality training manual

This book is one of the first gender training guides to present several methodological tools for negotiating gender equality in the workplace. It is prepared by political actors, researchers and academics specialized in gender issues on the labour market with the aim of presenting the main actions under the Gennisson law. This resources book thus presents the main factors that hinder the process of gender equality. It also includes sociological and economical analysis of the issues surrounding gender equality in employment. Likewise, it thus attempts to give operational tools for increasing awareness to gender issue and methodological tools for all future negotiators of equality in companies.

7. Bonnefoi, Christine. 2002. *Le guide de l'égalité entre les femmes et les hommes dans les fonds structurels*. (Gender equality in the structural funds: a manual) FDFE.

**Keywords:** Gender training Guide; Equal opportunity legislation; Gender inequality in employment and in society

This guide is prepared by a specialized lawyer and constitutes a useful pedagogical tool for gender equality in the framework of structural funds. The main objective of this guide is to offer a basic framework for understanding the political and legislative context of gender equality tools. The guide also proposes specific actions and measures of the F.S.E and the F.E.D.E.R. The annexe include a glossary of frequently used concepts related to equal opportunities between men and women, useful web-sites and a bibliography on gender equality, key statistics...

8. Bensalah, Karim and Thissa d'Avila. 2000. *Ça fait pas partie du boulot*. (Not part of the job) AVFT.

**Keywords:** Documentary film; Gender-based violence; Sexual harassment in the workplace

This documentary film was prepared by the AVFT (European association against gender violence at the workplace) with the aim of providing knowledge about the reality of sexual violence and sexual harassment in workplace. Targeted at professionals in the field of fight against gender-based violence and at companies that want to sensitize employers to this kind of violence, the film is also a useful tool for understanding sexual harassment in the workplace. It takes a systematic look at the different aspects of this gender-based violence: impact on the victim's professional and personal life. This short film also insists on the economic and moral pressure engendered by sexual violence in the professional sphere.

9. Délégation Régionale aux droits de la femme. 2000. *Guide méthodologique pour l'intégration d'une dimension d'égalité des chances Hommes/Femmes dans les projets soumis à financements européens* – (Guidelines for the integration of a gender perspective in European Union funded projects) Marseille.

**Keywords:** Gender mainstreaming guide; Guideline for a gender analysis of context; Methodological tools

This guide has been prepared with the aim of providing a methodology and indicators for gender mainstreaming. It thus provides a systematic look at the gendered dimension of the project in order to apply for European financing. The first part is a state of the art of equal opportunities at the European, national and regional level. The second part proposes a methodological guide in order to analyse and evaluate the level of gender equality awareness of the project. A last part aims at proposing concrete solutions for taking the gender issue into account.

10. Ministère de l'emploi et de la solidarité. 2000. *Egalité de rémunération femmes-hommes : enjeux et perspectives*. (Equal pay for women and men: challenges and perspectives) Paris : Ed. Liasons.

**Keywords:** Guide; Equal opportunities resources; Remuneration

Elaborated for the French superior council of equality in employment (Ministry of employment and solidarity), this guide has been prepared with the collaboration of social partners, researchers and academics specialized in gender. Its aim is to be a useful and operational tool for preparing negotiations related to equal pay.

11. CORIF and F.P.S. 1999. *Répertoire d'outils de formation pour l'égalité professionnelle entre les femmes et les hommes*. (Education tools for gender equality in employment).

**Keywords:** Guide; Methodological tools; Gender equality in employment

This guide aims to increase awareness on issues on gender equality opportunities in employment. It is intended to be useful for all trainers working on gendered social practices in the workplace.

A first objective aims to increase awareness of gendered stereotypes related to women's place on the labour market. The second objective is to reflect on the

“gender of professions” in order to contribute to the diversification of women’s professional choices.

12. Rignault, Simone and Philippe Richert. 1997. *La représentation des hommes et des femmes dans les livres scolaires: rapport au Premier ministre* (Gender representation in school books) Paris : La Documentation française.

**Keywords:** School books; Sexist stereotypes; Sexual division of social roles

This report has been prepared with the aim of providing a basic framework for understanding the gender stereotypes that abound in French school books and manuals. The study offers a general reflection on the content of books and manuals used in schools, for teaching language skills, history of hard sciences. Then it draws up a balance sheet of the actions against sexist stereotypes that have been conducted since the 1980’s. The last chapter presents a list of recommendations for teachers or anyone working in schools in order to fight against these persisting sexist stereotypes.

13. Leijenaar Monique. 1996. *Comment créer un équilibre entre les femmes et les hommes dans la prise de décision politique*. (How to create a gender balance in political decision-making. A guide to implementing policies for increasing the participation of women in political decision-making) Emploi & Affaires Sociales, Commission Européenne.

**Keywords:** Mainstreaming guide; Decisional sphere; Gender impact assessment of policies

This guide is a French version of a report prepared by a European expert network, adapted for a French audience by Françoise Gaspard. The main objective of this report is to offer government agencies, political parties, trade unions, NGOs, etc. a tool to increase women’s participation in the political decision-making process, with the help of a gender mainstreaming. A first part of the book is based on proposals for national governments in order to improve the tools of gender mainstreaming. The first chapter analyses the current situation of women in politics and decision-making and then argues in favour of their increased participation. The second chapter aims at explaining this under-representation of women and presents the concrete individual and institutional obstacles that affect their participation rates. Another part presents the possible tools and policies according to the societal context. This part is enhanced by a qualitative analysis of their application in some European countries that have already tested them.

14. Dow Jane. 2005. *Agir sur les représentations sexuées des valeurs du travail et de l’argent*, 5<sup>ème</sup> programme communautaire pour l’égalité des chances entre les hommes et les femmes (Guidelines for awareness and training actions related to gendered representations of work and money).

**Keywords:** Pedagogical guide; Methodological tools;

This CD-rom is the most important result of the DOW JANE project operated within the 5<sup>th</sup> action programme on equal opportunities between men and



women by 13 Belgium, Italian and French organisations specialized in gender equality. It is a tool for supporting awareness and training actions related to gendered representations of work and money. Its aim is to provide a basic knowledge for understanding gender inequalities related to money and to promote the mobilization of individuals and institutions for the reduction of gender inequalities related to this issue. Two groups are targeted:

Men (30-35%) and women (65-70%) of any age group in a situation of insertion, re-insertion, mobility or professional evolution

Career counsellors or advisors that are in charged of gender equality actions in employment.

15. Gaspard, Françoise and Heinen, Jacqueline. 2004. *Guide pour l'intégration de l'égalité des sexes dans les politiques locales*, Gaspard and Heinen Ed.

**Keywords:** Good practice guide; Gender Mainstreaming; Equal gender impact assessment in local policies

The objective of this guide prepared by researchers in the framework of the European project “Gender and local management of change in seven EU countries” is to facilitate the promotion of gender equality in local government. According to this guide, the local level is a strategic area for the analysis of gender discriminations and for the elaboration of gender equality policies. It is therefore addressed to all policy makers of state, regional and local administrations, territorial communities... The content of the guide is based on examples of “good practices” in place in the different European countries studied.

**Commissioners**

**1) Ministries**

- **Federal Ministry of Families, Senior Citizens, Women and Youth (Bundesministerium für Familien, Senioren, Frauen und Jugend BMFSFJ)**  
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### **Trainers**

The GenderCompetenceCenter has in conjunction with others involved in consultancy and research developed a database, called the Gender Mainstreaming Expertise Database, comprising of approx. 100 national experts in Gender Mainstreaming, Gender Analysis, Gender Consultancy, and Gender Training.

Searching the Database<sup>2</sup> under the criteria of 'public administration/service', 22 trainers were identified as conducting gender trainings for public administration. In the QUING database we gathered 28 trainers.

### **Targets**

Each department within the federal government is itself responsible for the implementation of measures agreed upon. During the project phase 1 (2000-2003) this included that all ministries organise, 'on their own responsibility, further training and sensitisation measures for their staff and executives' (BMFSFJ 2004: 2) as well as work on a pilot project following gender mainstreaming principles. With regard to the achievements, it is stated that the 'ministries have carried out numerous measures to inform and sensitise their staff. Some ministries have included gender mainstreaming modules in their in-house further training events.' A total of 34 pilot projects was carried out or at least launched at the ministries. At the end of 2003, the pilot project phase was almost completed.

- Trainings commissioned by the Federal Ministry of Family, Senior Citizens, Women and Youth (Federal) for its staff.

- Trainings commissioned by the Federal Centre for Political Education (Bundeszentrale für Politische Bildung) for its staff.

- Training commissioned by different municipalities for its staff.

- Trainings commissioned by Senate for Justice, Berlin (Senatsverwaltung für Justiz Berlin) for its staff.

- Training commissioned by the Institut für Verwaltungsmanagement Berlin on gender mainstreaming and Gender Budgeting for high ranking public personnel (State).

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<sup>2</sup> Accessable at [www.genderkompetenz.info/eng/center/database/](http://www.genderkompetenz.info/eng/center/database/)

- Training commissioned by the Ministry for Employment and Social Affairs, Niedersachsen (State), the Ministry for Employment; Technology in Nordrhein-Westfalen (State), the Federal Agency for Environment (Federal) for their staff.

- Training commissioned by the Parliamentary Group The Greens (Bündnis 90/Die Grünen), Sachsen for Party members at the state level.

- Training commissioned by the State of Nordrhein-Westfalen, Ministry for Inter-Generation and Family Affairs, Women and Integration and devoted to all stakeholders of major infrastructural projects.

- Training commissioned by the Ministry of Construction Nordrhein-Westfalen for its staff.

- Training commissioned by unions for its members.

- Training commissioned by the State Administration of Lower Saxony for all Administrative Staff.

- Training commissioned by the Ministry for Environment, Nature Conservation, Agriculture and Consumer Protection Nordrhein-Westfalen ( State) for its Executive Staff.

- Training commissioned by the Technical University Berlin for its Lecturers.

- Training commissioned by the Agency for Social Affairs, Family, Health and Consumer Protection Hamburg (Communal and State) for Politicians and Public Personnel.

- Training commissioned by Sachsen-Anhalt, Mecklenburg Vorpommern (State) for their High Executives.

- Training commissioned by Land Nordrhein-Westfalen (State) – initially the Commission for the Advancement of Women (Referat Frauenförderung); later on and currently via the Academy of the Ministry of Interior Nordrhein-Westfalen (Fortbildungsakademie des Innenministeriums des Landes Nordrhein-Westfalen) targeted at Public personnel in the administration

- Training commissioned by heads of agencies, equal opportunity commissioners and staff council (Personrat) for High Level Public Personnel in Departments of Education; Family; Social Affairs; Health

- Training commissioned by the Ministry for Social, Women's and Family Affairs and for Health of Lower Saxony (State), targeted at Multipliers; High Executive Staff, Project Managers of the Ministry.

### **Best example**

In the moment we were writing the report there was no information available.

## **Manuals**

### **- Studies on gender trainings**

1. Blickhäuser, Angelika and Henning von Barga. 2005. *Gender Mainstreaming-Praxis. Arbeitshilfen zur Anwendung der Analysekategorie "Gender" in Gender Mainstreaming-Prozessen.* (Gender mainstreaming-practise. Tools for gender analyses in gender mainstreaming processes) Berlin: Heinrich-Böll-Stiftung.
2. Blickhäuser, Angelika and Hennig von Barga. 2004. *Qualitätsstandards für Gender Trainings – Gender-Kompetenz.* (Quality standards for gender trainings – gender competence) Berlin: Heinrich Böll Stiftung.
3. Netzwerk Gender Training, ed. 2004. *Geschlechterverhältnisse bewegen – Erfahrungen mit Gender Trainings* (Moving gender relations – experiences with gender trainings) Königstein.
4. Blickhäuser, Angelika and Hennig von Barga. 2003. *Wege zu Gender-Kompetenz: Gender-Mainstreaming mit Gender-Training uezten* (Paths to gender competence – implementing gender mainstreaming through gender trainings) Heinrich Böll Stiftung.
5. BMFSFJ. 2003. *GM-Checkliste zum Prüfverfahren von ESF-Projekten des BMFSFJ.* (Checklist gender mainstreaming for projects of the BMFSFJ / European Structural Funds)
6. Frey, Regina. 2003. *Gender im Mainstreaming. Geschlechtertheorie und Praxis im internationalen Diskurs* (Gender in mainstreaming. Gender theory and practise in international discourse) Königstein.
7. Burbach, Christiane and Heike Schlottau, eds. 2001. *Abenteuer Fairness – Ein Arbeitsbuch zum Gendertraining* (Adventure fairness – a handbook for gender trainings) Göttingen.
8. Baur, Esther and Madeleine Marti. 2000. *Kurs auf Gender Kompetenz* (Envisaging gender competence) Basel.

### **- Handbooks**

9. Schweikert, Birgit and Susanne Baer. 2002. *Das neue Gewaltschutzrecht.* (The new violence protection act) Baden-Baden: Nomos.

**Keywords:** Policy History, Rationale, Violence Protection Act 2002

This publication, intended as a handbook for practioners working in fields related to domestic violence, demonstrates options for action opened by the new law. Starting with a demonstration of deficits in former civil and police law, the authors show how the actual provisions, elaborated in close cooperation with NGOs, answer the identified regulatory gaps.

Key features of the law comprise go-orders, contact bans, fast-tracking, preventive detention and the allocation of housing space to the victim.

### **Commissioners**

- **General Secretariat for Gender Equality (G.G.I)**  
Contact person: Anastasia Sotiriadou  
Head of the Department of Education-Training  
Tel: 210-3315291-5 (int. 116)  
Email: asoti@isotita.gr
- **Research Centre for Gender Equality (K.E.TH.I.)**
- **Ministry of Employment and Social Protection**
- **Ministry of Justice**
- **Ministry of Public Order**
- **Training Institute of the National Centre of Public Administration (INEP – EKDD)**
- **The Ministry of Interior, Public Administration and Decentralization**
- **Ministry of Health and Welfare**
- **Ministry of Exterior**
- **The Municipality of Athens Shelter for Abused Women**

### **Trainers**

Formal official training on gender is provided mainly by the *Research Centre for Gender Equality* (K.E.TH.I.). We could gather 5 organizations which provide gender training and one trainer.

### **Targets**

Gender training is targeted mainly at civil servants (either in Education, the Judiciary or Law Enforcement).

- Training commissioned by the General Secretariat for Gender Equality targeted at educators.
- Training commissioned by the Research Centre for Gender Equality targeted at Lawyers
- Training commissioned by the Ministry of Employment and Social Protection targeted at employment inspectors



- Trainings commissioned by the Ministry of Justice targeted at Judges and Public Prosecutors

- Training commissioned by the Ministry of Public Order targeted at Police personnel and police officers

- Trainings commissioned by the Training Institute of the National Centre of Public Administration (INEP – EKDD), targeted at Judges and Public Prosecutors

- Training commissioned by the Ministry of Interior, Public Administration and Decentralization targeted at Civil Servants

- Training commissioned by the Ministry of Health and Welfare targeted at scientific personnel of the National Centre of Emergency Social Care

- Training commissioned by the Ministry of Exterior targeted at various civil servants

- Training commissioned by the Municipality of Athens Shelter for Abused Women targeted at Medical students, civil servants working in health and social work

### **Best example**

**- Title**

Not available

**- Target**

Educators (both men and women)

**- Commissioner**

General Secretariat for Gender Equality

**- Format**

Face to face, access voluntary, one-time

**- Content**

Incl. material: directed at policy implementation; meaning of gender as a structure, material used: mostly academic

**- Methodology**

Plenary discussions, mock exercises on issues such as: career choices and school performance; marriage, family life and family tasks; gender and free time activities; gender stereotypes in the media.

**- Monitoring**

Systematic evaluation, no follow up, internal

### **Manuals**

**- Studies on gender trainings**

1. National Thematic Network for Reconciliation of Family Life and Work. 2005. *A guide for good practices for the reconciliation on family life and work*. Athens: Equal –Andromeda.

**Keywords:** gender training manual, reconciliation

This edition is one of the results of the project “Good practices for the reconciliation of family life and work” operated within the Fourth Action Plan for Equal Opportunities of Men and Women, organized by the Women’s Institute, an autonomous organization of the Ministry of Labour and Social Issues of Spain. This publication is quite important since combining a family and a career constitutes an important problem faced by women and men. The difficulties that women, especially mothers, face in order to find and keep a paid job, the deep rooted prejudices according to which women are responsible for caring for the family, and cultural traditions that want men to be the family breadwinners all constitute factors that can heighten inequality. Aim of this Guide is to contribute towards a more sensitive approach regarding the issue of reconciliation on work and family life, and disseminate its content among those social and economic actors who, directly or indirectly participate in this field. These include trade unions, public administration, equality organizations, judges, inspectors of labour and social security, NGOs, private business, the media, and in short every woman and every man.

2. Koronaiou, Alexandra and Phani Papadopoulou. 2005. *Exercises for the sensitizing of the counsellors of integrated interventions*. Athens: Research Centre for Gender Equality (KETHI).

**Keywords:** gender training manual, education

This guide is a tool in order to sensitize on issues of gender equality in education, family, work and society. It is used at the KETHI seminars for the Counselor of Integrated Interventions (C.I.I.) contributing towards the detection and realization of social representations and stereotyping of gender. At the same time, its ambition is to help counselors realize the impact of gender in the family, for the formation of gender identities, at the labor market and employment opportunities, with the ulterior motive to make more efficient the supply of services for the women that will benefit from this program.

3. Liapi, Maria and Maria Tzavara. 2004. *Guide for the application of equality plans*. Athens: Diotima.

**Keywords:** gender training manual, employment

This guide is a specialized tool for the implementation of equality policies in the work environment and is targeted towards anyone who decides to design, suggest and implement part of or an entire Equality Plan on the inside of a business environment. Moreover, this guide is an information and sensitization tool for all those wishing to learn more on gender discrimination at the workplace, on the measures for good practices already applied and on the

necessary preconditions and steps in order to design, apply and monitor an Equality Plan.

4. Research Centre for Gender Equality. 2003-2004. *Guide for the implementation and administration of teacher training and intervention projects, 2003-2004*. Athens: Research Centre for Gender Equality (KETHI).

**Keywords:** gender training manual, education

This guide is part of the Project “*Sensitization of Educators of Secondary Public Education and Interventional Progra for the Promotion of Gender Equality*” (Action 4.1.1.a.), is implemented in Priority Axes 4 of EPEAEK II (“Measures to improve the accessibility and status of women in labour market”) and it ai at the promotion of gender equality in the field of Secondary Education and Initial Vocational Training, by introducing the relevant questioning in the educational procedure with the materialization of Vocational and Interventional Progra For the succeed implementation of this main target, Educators’ (men and women) sensitization through Vocational Progra is judged as crucial so that, when they detect gender stereotypes, inequalities and discriminations within the educational system, they will be able to intervene by developing scientific speech and good practices within the framework of the school program.

5. EYSEKT. 2003. *Guide for the implementation of gender equality policies in the design and the evaluation of actions of operational programmes funded by ESF*. Athens: Ministry of Labour and Social Security.

**Keywords:** gender training manual

This guide ai to promote gender mainstreaming in the implementation of the 3<sup>rd</sup> ESF, by offering technical expertise to those involved in the design and evaluation of the Operational Progra at all levels (management authorities, final beneficiaries, work contractors). More specifically, this guide is addressed to the administrative authorities that are in charge of designing, readjusting observing and evaluating, the 25 Operational Progra that are part of the 3<sup>rd</sup> ESF. The guide includes methodology, criteria and indicators for the design and evaluation of all actions included in every policy area of the 3<sup>rd</sup> ESF. This work contributes towards the promotion of gender mainstreaming in the implementation of the 3<sup>rd</sup> ESF, augmenting the effectiveness of the actions funded by the ESF.

6. Research Centre for Gender Equality. 2002. *Good practice guide on the effective exercise of gender equality rights*. Athens: Research Centre for Gender Equality (KETHI).

**Keywords:** gender training manual, Austria, France, Germany, Greece, Italy

The present publication of the Good Practice Guide promotes and ensures the enforcement of gender equality rights across the 5 partner countries (Greece, Austria, France, Germany, and Italy) enriched with some general reflections and proposals for future action addressed primarily to policy makers. It is intended to be also a useful tool for all actors involved directly or indirectly in the pursuit of

gender equality rights: State, regional and local administrations, equality organisations, labour inspectors, union officials, employers' organisations, non governmental organisations, employers and individual women and men. Actually, this Guide is one of the results of the project "Equality Rights: from legislation to Everyday Life", run within the framework of the Fourth Community Action Programme on Equal Opportunities for Women and Men and promoted by the Research Centre for Gender Equality (KETHI). The elaboration of the content of the Guide was based on a questionnaire addressing the key issues in the field of enforcement of equality rights and which actually correspond to the headings of the 9 chapters of the Guide.

7. Research Centre for Gender Equality. 2002. *A good practice guide for reconciliation of family and work*. Athens: Research Centre for Gender Equality (KETHI).

**Keywords:** gender training manual, reconciliation

Aim of this guide is to contribute towards a greater sensitizing on the issue of reconciliation of family and work, and disseminate its content to those social and economic partners that directly or indirectly participate in this field.

**Commissioners**

- **Department of Adult and Vocational Training, Ministry of Social Affairs and Labour (Felnőttképzési és Szakképzési Főosztály, Szociális és Munkaügyi Minisztérium)**  
1054-H, Budapest, Alkotmány utca 3, Hungary  
Tel: 0036 14728076
  
- **Department of Equal Social Opportunities between Men and Women, Ministry of Social Affairs and Labour (Nők és férfiak társadalmi esélyegyenlősége, Szociális és Munkaügyi Minisztérium)**  
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- **Educational and Methodological Directorate, Governmental Training Center for Personnel Services and Public Administration, formerly known as Hungarian Institute for Public Administration (Oktatási és Módszertani Igazgatóság, Kormányzati Személyügyi Szolgáltató és Közigazgatási Képző Központ, korábban Magyar Közigazgatási Intézet)**  
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- **Main Department of the Policies of Defence, Ministry of Defence (Védelempolitikai Főosztály, Honvédelmi Minisztérium)**  
Contact person: László Tanai  
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- **Metropolitan Equal Opportunity Methodology and Program Office (Fővárosi Esélyegyenlőségi Módszertani Iroda és Programiroda)**  
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- **Ministry of Culture and Education (Oktatási és Kulturális Minisztérium)**  
1055-H, Budapest, Szalay utca 10-14. Hungary  
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- **National Employment Foundation (Országos Foglalkoztatási Közalapítvány)**  
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Tel: 0036 15552900  
Email: ofakht@ofakht.hu

## **Trainers**

Generally speaking gender training provided for public administrators and/or civil servants, is quite sporadically planned, organized or commissioned by the state in Hungary, since there is no clear obligation defining which public institutions should undertake the responsibility to provide such trainings. Most gender trainers come from the NGOs sector or from international organizations. We could gather 3 gender trainers and one organization.

## **Targets**

- Trainings commissioned by the Ministry of culture and education targeted at those who are interested in public education and in the development and supervision of equal opportunity plans at public educational institutions as well as at their providers (mostly local governments)

- Trainings commissioned by Main Department of the Policies of Defence, Ministry of Defence, targeted at experts of security policy dealing with the European Security and Defence Policy (ESDP)

- Trainings commissioned by the Ministry of Social Affairs and Labour Public targeted at governmental and civil organizations, local governments in Sárbogárd, Enying, Bicske micro-regions

- Training commissioned by the Department of Adult and Vocational Training, Ministry of Social Affairs and Labour, targeted at office-holders of all local governments

- Training commissioned by the National Employment Foundation, targeted at members of civil organizations

- Training commissioned by the Metropolitan Equal Opportunity Methodology and Program Office targeted at employees of state-owned organizations employing more than 50 people, being in charge of compiling an equal opportunity plan according to the Act CXXV/2003

- Trainings aimed at those who usually meet victims of domestic violence during their work, like police(wo)men, judges, social workers, or representatives of local governments dealing particularly with family issues

- Training commissioned by Branch office of the Western Transdanubian Regional Authority for Public Administration in Vas County, targeted at local civil servants

- Training commissioned by the Branch office of the Western Transdanubian Regional Authority for Public Administration in Zala County, targeted at local civil servants

- Training commissioned by the Central Transdanubian Regional Authority for Public Administration for local civil servants.

- Training commissioned by the Branch office of the Central Transdanubian Regional Authority for Public Administration in Veszprem County, targeted at local civil servants

- Training commissioned by regional and state authorities at a regional level targeted at civil servants, public notaries and administrator, leaders interested in economic issues, controllers

### **Best example: 1**

**- Title**

Expert training for equal opportunities in public education

**- Target**

Those who are interested in public education and in the development and supervision of equal opportunity plans at public educational institutions as well as at their providers (mostly local governments)

**- Commissioner**

Ministry of Culture and Education

**- Format**

Not available.

**- Content**

Not available.

**- Methodology**

Not available.

**- Monitoring**

Not available.

## **Best example: 2**

### **- Title**

Equal Treatment and Equal Opportunity in Public Administration

### **- Target**

Office-holders of all local governments

### **- Commissioner**

Department of Adult and Vocational Training, Ministry of Social Affairs and Labour

### **- Format**

Not available.

### **- Content**

Not available.

### **- Methodology**

Not available.

### **- Monitoring**

Not available.

## **Manuals**

### **- Studies on gender trainings**

1. Kőszegi Erika. 2007. Forthcoming. *Esélyegyenlőségi ABC (The ABC of equal opportunities)*. CD-ROM.

**Keywords:** vulnerable groups, legal framework, basic concepts

This manual provides an introduction to the basic concepts and expressions of equal opportunities and equal treatment. It presents the Hungarian legal framework of the topic, as well as the related EU Directives. The operation of the Opportunity Houses in Hungary is demonstrated, and it also includes chapters focusing on the most vulnerable groups of the society, like women, disabled, elderly, Roma, homosexuals, and refugees. It even highlights the specific issues of consumer protection.

2. Organization of Women for Women Together against the Violence (NANE). 2006. *Miért marad? Kézikönyv a családon belüli erőszakról elsősorban szakmai csoportoknak. (Why does she stay? Manual on domestic violence primarily for professional groups)*.

**Keywords:** domestic violence against women, social workers, shelter

This manual is primarily offered to those who during their work usually meet violated women, or who are devoted to help for the victims of domestic violence. It



describes the several forms of domestic violence, shows some data and statistics on the topic, and attempts to eliminate some related misbeliefs. It presents the dynamics and the process of the emergence of domestic violence, and reveals the reasons why women cannot just leave their harmful partnership arrangements. The manual illustrates the possible ways of help, and the principles that have to be kept in mind whilst encroaching into the relationship of the perpetrator and the victim.

3. Metropolitan Equal Opportunity Methodology and Program Office. 2004. *Mi az esélyegyenlőségi terv? (What is the equal opportunity plan?)* CD-ROM.

**Keywords:** organizational development, equal opportunities, legal obligations

This material is a guideline primarily dedicated to institutions and economic organizations which have to develop an annual equal opportunity plan, as per the law. It provides samples of this kind of documentation, introduces the legal and international background of the whole issue, includes orientating questionnaires, and demonstrative tables on the process of promoting equal opportunities within an organization.

4. Diana Madsen. 2003. *A nemek közötti társadalmi egyenlőség érvényesítése - Az alkalmazott legjobb gyakorlatok központi szinten (The validation of equal opportunities between genders – best practices applied centrally).*<sup>3</sup> Budapest: Ministry of Employment Policies and Labour, HRDOP.

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<sup>3</sup> The provision of this manual was supported by the Danish Research Center of Equal Opportunities, and however it is currently not available, it is expected to be annotated.

## **IRELAND**

### **Commissioners**

- **Equality Authority**  
2 Clonmel Street, Dublin 2, Ireland  
Tel: 00535 14173333  
Email: [info@equality.ie](mailto:info@equality.ie)
  
- **Gender Equality Unit, National Development Plan, Department of Justice, Equality and Law Reform**  
Bishop's Square, Redmond's Hill, Dublin 2, Ireland  
Tel: 00353 14790267  
Email: [equalityinfo@justice.ie](mailto:equalityinfo@justice.ie)
  
- **Equality Unit, Department of Finance**  
Government Buildings, Upper Merrion Street Dublin 2, Ireland  
Tel: 00353 16767571  
Email: [webmaster@finance.irlgov.ie](mailto:webmaster@finance.irlgov.ie)

### **Trainers**

In Ireland there is no clear cut definition or difference in practice between commissioners and trainers, they tend to overlap. Most of the gender equality training is carried out within public bodies without external trainers, hence the commissioners are also the trainers. Moreover, institutions or civil society organisations rather than individuals are acting as trainers, which suggest that gender equality training is fairly established and institutionalised in Ireland. We gathered four organizations which provide gender training.

### **Targets**

Some of what is labelled gender training, or training referred to as 'gender training' or 'gender equality training' found in Ireland is actually directed towards women, which typically identify women as the problem. Programmes under the Equality for Women Measure (funded by the Government) target women, not policy makers. Examples of such programmes include "Access to employment, education and training, with a particular emphasis on retraining and upskilling of women", "Career development for women" and "Entrepreneurship among women".<sup>4</sup> This is not to say that there are no program or no training directed towards policy makers, but it's important to note what is being emphasised.

- Trainings commissioned by Public body Equality Authority targets policy makers and internal governmental staff as well as civil servants.

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<sup>4</sup> The Equality for Women Measure was set up to support work that specifically focuses on improving opportunities for women in Ireland. The Measure is funded by the Irish Government and part-financed by the European Union, under the National Development Plan 2000-2006. The Measure is administered by the Department of Justice, Equality and Law Reform. 'Improving the conditions for women' generally mean changing women, not social power relations. <http://www.ewm.ie/>

- Training commissioned by the Public body Gender Equality Unit in the Department of Justice, Equality and Law Reform targets policy makers and others involved in implementing National Development Plan programmes and measures.

- Civil Society organisation Rape Crisis Network Ireland provides training on sexual violence issues targeting all rape crisis centres, supporting the staff and volunteers of rape crisis centres.

- Civil Society organisation Women's Aid provides training on Domestic Violence and targets service providers, civil servants and implicitly trains policy makers by submitting comments on policy consultations and organising meetings with policy makers.

### **Best example: 1**

#### **- Title**

Not available

#### **- Target**

Target group included those involved in the design and delivery of policies and programmes within local governments and organisations.

#### **- Commissioner**

Dept. of Justice, Equality and Law Reform NDP Gender Equality Unit

#### **- Format**

Not available

#### **- Content**

The content of the training aimed at designing and delivering Gender Proofing Training to local governments (aka Board members) in order to enable the local governments to gender proof the ten year strategies that were being drawn up. As a result of the trainings, a handbook was produced aiming to provide information and practical assistance to those planning to gender proof strategies or development plans.

The *content* was based on theoretical understanding of gender inequalities (interpreted as differences between women and men), gendered statistics and information about domestic and EU legislation and policy, thus locating gender inequality in a broad policy context. Knowledge about the internal organisation and structural obstacles for gender equality and gender proofing was also a part of the training.

**- Methodology**

As part of this work a gender proofing handbook was produced, which includes practical examples on how to gender proof different policies.<sup>5</sup>

Awareness rising was used as a key word in ter of *methodology*.

**- Monitoring**

Not available

**Best example: 2**

**- Title**

Violence against women: from practice to policy

**- Target**

Leaders/advocates and policy makers. The course was thus targeting individuals who were likely to work with women and men who in turn were likely to work with the victi of violence against women.

**- Commissioner**

No information available.

**- Format**

The *format* of courses also varies, but the courses offered by online registration on Women's Aid's website constitute half-day introductory sessions, a four day intensive training for trainers or a series of courses.

**- Content**

Their training draws on national and international research, experience and material. The Training Unit is partly funded by the Eastern Regional Health Authority and through course fees. While the trainings are based on the recommendations of the Irish Task Force on Violence Against Women (1997) but also developed in partnership with the service providers to be trained, therefore the *content* of the courses varies from time to time, depending on the needs of each particular group. However, the courses aim to raise the level of consciousness around domestic violence; develop awareness of the causes, patterns and effects of domestic violence; women's experience of managing or leaving abusive relationships; options and obstacles that effect women's choices; share knowledge and experience; provide a framework for understanding the complexities of domestic violence and to recognise differences and similarities between women and multiple discrimination. Women's aid further explicitly promotes interagency work between voluntary and statutory agencies.

**- Methodology**

The *methodology* is a mixture of theoretical presentation, experience based examples and practical exercises. Active participation.

**- Monitoring**

No information available.

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<sup>5</sup> Handbook: [http://www.ndpgenderequality.ie/publications/toolsgender/publications\\_01.html](http://www.ndpgenderequality.ie/publications/toolsgender/publications_01.html)

## **Manuals**

### **- Studies on gender trainings**

1. Gender Equality Unit NDP Department of Justice Equality and Law Reform. 2006. Training Factsheets. Dublin Gender Equality Unit NDP Department of Justice Equality and Law Reform.  
<http://www.ndpgenderequality.ie/aboutus/aboutus.html>

**Keywords:** training factsheets, gender equality

This is a set of training fact sheets on gender equality in a wide range of areas, including community, crime, infrastructure, peace, enterprise, agriculture and rural development, housing, transport, arts and culture, environment and waste, film and media, IT, sports and leisure, tourism, urban development and youth services.

2. Gender Equality Unit NDP Department of Justice Equality and Law Reform. 2002. Gender Proofing. Dublin Gender Equality Unit NDP Department of Justice Equality and Law Reform.

**Keywords:** training handbook, gender proofing, gender equality

This handbook was developed as an outcome of a gender proofing training between May and December 2001. The handbook outlines why gender proofing is necessary, how to plan a gender proofing training programme, and includes a Five-Step Gender Proofing process with worked examples. Gender Proofing is being understood as “the means by which it is ensured that all policies and practices within organisations have equally beneficial effects on men and women”, thereby moving beyond a process focus to an outcome focus. It contains definitions, guidelines and templates for best practices.  
[http://www.ndpgenderequality.ie/publications/toolsgender/publications\\_01.html](http://www.ndpgenderequality.ie/publications/toolsgender/publications_01.html)

3. McGauran, Anne-Marie. 2005. *Plus ça change? Gender mainstreaming of the Irish national development plan*. Dublin: The Policy Institute, Trinity College Dublin.

**Keywords:** gender mainstreaming, national policy

McGauran provides an account of the development of gender mainstreaming in the Irish National Development Plan in such a way that it could be used as a manual for action, although it is probably not intended to be such. She reviews the meaning of gender mainstreaming, its location in the National Development Plan, identifies the main players, key mechanisms and practices, considers underlying challenges, and concludes with recommendations for effective implementation. By so doing, she identifies the key processes that are necessary for the development of gender mainstreaming as a policy.

4. Equality Authority. 2005. Guidelines for equal status policies in enterprises. Dublin: The Equality Authority.

**Keywords:** practice guidelines, employment, enterprises, equal status

This is a set of guidelines for equal status policies in enterprises produced by the Irish Equality Agency, itself a tri-partite body based on contributions from government, employers and trade unions. It is a basic guide to good equality practices at the level of the enterprise. It outlines the rationale for such policies (compliance with the law, quality customer service and staff benefits) and how to develop them. This includes allocating responsibility for developing the policy, an assessment of what equality means for customers, accessing sources of information and advice, consulting with trade unions and staff, and with customers. The recommended content of an equal status policy includes a statement of commitment to equality and mainstreaming, taking action across a range of activities including those relevant to customers, accommodating diversity and promoting equality.

[http://www.equality.ie/getFile.asp?FC\\_ID=237&docID=506](http://www.equality.ie/getFile.asp?FC_ID=237&docID=506)

5. Rape Crisis Network Europe. 2003. Best practice guidelines for NGOs supporting women who have experienced sexual violence. Dublin: Rape Crisis Network Ireland for Rape Crisis Network Europe.

**Keywords:** Best practice guidelines, NGOs, sexual violence

This is a guide to best practice for NGOs supporting women who have experienced sexual violence. It is the outcome of work by the Rape Crisis Network Europe, coordinated by Rape Crisis Network Ireland. It draws on a series of reports from various European countries. Best practice is defined as action that proved successful or achieved positive outcomes for users of their services. It draws out five elements that are considered necessary to deliver effective services: ideological foundations or organisational ethos; a client-centred approach that focuses on the needs of the woman in crisis; an accessible and broad range of services for victi/survivors; promotion of awareness and values that challenge myths about sexual violence; and improving societal responses to sexual violence through education, awareness raising, advocacy and lobbying. Case studies are provided.

<http://www.rcne.com/downloads/RepsPubs/BstPrctce.pdf>

6. Rape Crisis Network Europe. 2003. Models of training and strategies for accreditation. Dublin: Rape Crisis Network Ireland for Rape Crisis Network Europe.

**Keywords:** Training models, accreditation strategies, sexual violence

This is a guide to models of training and to strategies for accreditation for those involved in helping those who have been raped. It is based on an EU-wide project financed by Daphne, for the Rape Crisis Network Europe (RCNE), with a case study on Ireland, where the Rape Crisis Network Ireland also acted as the coordinator for the project. The objectives of RCNE are to provide information,

conduct research, influence education services through educators, policy makers and improving the curriculum, provide training for volunteers, workers and professionals, improve and establish models of delivery of training through exchanging practices, materials, mentoring and developing guidelines, operate international linkages and develop international best practice, and lobby for change in legal provisions, services, and resources. This document compares and discusses practices, drawing conclusions as to the best ways forward.

<http://www.rcne.com/downloads/RepsPubs/Training.pdf>

7. Equality Authority. 2003. Equality impact assessments: Initial guidelines for the city and county development boards. Dublin The Equality Authority.

**Keywords:** equality impact assessment, guidelines, city and county

This is a guide to doing equality impact assessment for city and county boards. Gender is one of nine aspects or grounds of equality that is covered. Each ground is separately identified. The document provides definitions and a step by step approach. The focus is as much on avoiding adverse impact as on a positive promotion. The steps are: selecting the action, screening (for the most relevant grounds), collecting relevant data on the identified grounds, assessment of impact, formal consultation, the decision, and monitoring.

8. O'Connor, Monica and Niamh Wilson. 2002. Vision action change: Feminist principles and practice of working on violence against women. Dublin: Women's Aid, Ireland.

**Keywords:** domestic violence, violence against women, practice, principles

This is a guide to good practice in working on violence against women, developed in collaboration with various Women's Aid organisations in Ireland. It sets out good practice guidelines in the context of a feminist analysis of violence against women. Good practice: maximises women's safety; understands the trauma of violence and supports women's increasing autonomy; is informed and knowledgeable about rights, entitlements and options for women and ensures referral is appropriate and responsible; advocates for women's rights; addresses additional barriers and discriminations that women experience; is committed to ensuring justice for the victim and accountability of and sanctions against violent men; recognises that the best form of child protection is woman protection; supports women to move from crisis to safety and independence; commits to action for political and institutional change; encompasses key feminist principles within the philosophy and ethos of the organisation. These principles are supported by very detailed practical guidance. This is further supported by case study examples.

**Commissioners<sup>6</sup>**

- **National Department of Public Administration**  
Program for innovation in Public Administration; Women and Leadership  
Via del Sudario, 49 00186 Rome, Italy  
Tel: 0039 0668997523  
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- **Formez, Center for Training and Studies Department of Public Administration**  
Tel: 0039 0685330741  
Email: pariopportunita.roma@formez.it
  
- **ISFOL, Institute for the Development and professional training of workers, Gender Equality Unit**  
Contact person: Elena Murtas  
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- **Ministry for Equal Opportunities, National Department for Equal Opportunities**  
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- **National Committee for Equality/Ministry of Labour**  
Via Fornovo, 8, 00192 Rome, Italy  
Tel: 0039 0636751
  
- **National Counselor for Gender Equality**  
Contact person: Isabella Rauti  
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<sup>6</sup> Many commissioners are regional, provincial and local authorities.



## **Trainers**

In Italy trainers belong both to the public bodies in charge of commissioning Gender training (such as Formez, Isfol), to the academia, to NGOs, to international bodies, such as ILO and they are as well individual consultants. We gathered 11 names.

## **Targets**

Gender trainings are very often targeted at Public administration staff. Gender training is most of the times only one step in a more complex process or in a set of support services/consultancies that are offered to public administrations, within what is called “technical assistance” for the implementation of policies. Training is often strictly linked to research, project designing and to setting up new services or structures, and/or in fostering organizational changes. This characteristic is ascribed to gender training when offered to PA from entities different from Universities.

Training is often organised for a mixed range of beneficiaries not necessarily for employees and personnel from PA. This feature is mainly characterizing training offered by Universities through MA courses or other typologies.

Other possible targets are Equal Opportunities public authorities, women politicians, public and private sector employees.

- Trainings commissioned by National Department for Public Administration within the Program named “Cantieri” (*construction sites*) targeted at Public Administration Units and aimed at integrating a gender based approach into Human Resource Management (HRM) and Development, to promote positive actions for women and/or work life balance’s measures.

- Training commissioned by regional and local authorities and open to the public even if they are mainly targeted at personnel from the public sector.

- Training commissioned by Equal opportunities Commission of Veneto Region for actors involved in gender equality policies, from Committees of employees for Gender Equality within local/public authorities and universities, to Provincial and municipal Commissions for Equal Opportunities, Women’s’ Centres, Ombudsmen for Equality, NGOs etc.

- Training courses have also been held as part of Equal/Interreg/Daphne Projects. Equal and Daphne have as prior goal to reach and benefit final beneficiaries, unemployed women and victi of violence.

- Training to police officers to use risk’s assessment methodologies.

## **Best example**

### **- Title**

Aspasia. Di pari passo: percorsi delle Pari Opportunità

### **- Target**

Equality Counsellors of the region Piemonte

### **- Commissioner**

Equality Counsellor Region Piemonte and Network of Equality Counsellor Region

Piemonte. The project was financed by the Region Piemonte (Programme 2000-2006 of the European social Fund, obj. 3).

### **- Format**

70 women involved voluntary access, plenary seminars, and individual interviews and focus groups interviews.

### **- Content**

The project aimed at assessing training needs of local counsellors for equality and the content depended on the needs of the participants. The main themes proposed are the following:

- Equal Opportunities between men and women and gender perspective: basic concepts;
  - International, European and Italian legislation on Equal Opportunities;
  - Assessment and projects in a gender perspective;
  - Sensitizing, information and network;
  - Identifying and using gendered statistics;
  - Equal Opportunities policies;
  - Elements of economy and analysis of labour market to promote Equal Opportunities;
  - Management and Organization;
  - Information and Communication Technologies for the Equal Opportunities network;
  - Strategies, methods, techniques and instruments for training, information and sensitization on Equal Opportunities.
  - Other monothematic seminars are offered
- The training, in all phases, aimed at underlying the “silent” and transversal competencies (communication, listening, analysis skills; problem setting and solving; project work)

### **Methodology**

The project was developed mainly through the methodology of experiential learning, focusing on the experiences and biographies of the participants.

- A survey was carried out in order to depict the background of equal opportunities actors.
- Focus groups
- In-depth interviews

#### **- Monitoring**

No monitoring has taken place, since the project was developed just in the assessment phase.

### **Manuals**

#### **- Studies on gender trainings**

1. Catemario, Maria Giulia, ed. 2005. *Sperimentare in un'ottica di genere. Le amministrazioni pubbliche verso una cultura organizzativa che valorizza le differenze*. Napoli and Roma: EIS (Experimenting with a gender perspective. Public administrations towards an organisational culture that values differences)

Keywords: mainstreaming a gender approach into human resources development and management in public administration with a gendered approach; gender training

From 2003 to 2004 the National Department for Public Office has promoted and financed a series of experimental courses and projects targeted at Public Administration Units (100 entities involved) and aimed at integrating a gender based approach into HRM and Development. The methodology was based on self enquiry, training, project designing up to the experimental phase of projects' realization. Focus of this action research process was the absence of women in top management position, difficulties in balancing work and life-care especially for women, discriminations mainly in training opportunities offered to a shorter extent to women employees. The two days training offered at the beginning of the project to managers of P.A. is not described in the book, even if it includes the tools which were offered for self assessment of the internal organizations' charts and organizational styles (mainly questionnaires). Training, the setting up of Equal Opportunities Committees (Law 215/1991) and flexibility in working hours have been identified as the best possible solutions to be adopted.

2. Appelt Birgit, Verena Kaselitz and Rosa Logar. 2004. *Via dalla violenza. Manuale per l'apertura e la gestione di un centro anti violenza. Progetto Daphne WAVE (Women against violence in Europe)*. Vienna. (Away from violence. Guidelines for setting up and running a women's refuge (DAPHNE project 2003))

Keywords: manual; violence against women; setting up and running a women's refuge.

'Financial support from the EU Commission (Daphne Programme) and the co-financiers (the Finnish Ministry of Social Affairs and Health, the Austrian Federal Ministry of Health and Women's Affairs, and the Municipality of Vienna) has made it possible finally to realise a project that had been planned for

several years. The WAVE Co-ordination Office / European Information Office against Violence against Women has received innumerable inquiries from women and women's groups intending to establish a refuge and needing basic information on the necessary planning and operational steps. The present Manual is designed to meet this need. "Away from Violence" sets out first and foremost to address the practical issues involved for women who establish, organise, run and work in a refuge, although the publication also deals briefly with the specific theoretical background to violence against women. A team of experts from eight countries contributed to the compilation of the material contained in this Manual.'

3. Commissione Nazionale per le pari Opportunità tra uomo e donna. 2004. *Kit Candidata*. Roma: Edizioni Giacomo F. Rech.(Woman Candidate Kit)

Keywords: woman candidate kit; manual for women candidates; equal opportunities resources and policy areas; equal opportunities legislation.

The National Commission for Equal Opportunities between men and women has prepared this kit for women candidates in view of Italian national elections. The manual includes a wide range of resources for women (potential) politicians. It covers many different areas among which are the following: guidelines on how to organise an electoral campaign (which goes from suggestions on how to gather funds to how to speak in public media); existing legislation and institutional resources not only concerning the electoral process but also on different areas of equal opportunities policies (reconciliation, work, violence, etc.); information on the situation of women's political representation and decision-making in Italy; specific sections on gender, employment and job training; reconciliation of work and family; women's entrepreneurship; women and new technologies; family policies; women and health; women and age; women and school; migration; multiculturalism; violence (sexual violence, family violence, harassment, trafficking and prostitution). Finally the manual includes information on existing legislation on equal opportunities and institutional mechanisms for equality in Italy.

4. ISFOL. 2004. *Indirizzi operativi per l'attuazione delle linee guida VISPO. I libri del Fondo Sociale Europeo*. Catanzaro: Rubbettino. (Practical directives to implement VISPO guidelines. Books of the European Social Fund)

Keywords: mainstreaming manual; gender impact assessment of policies.

The main objective of the manual is to offer public authorities a methodological support in gender impact assessment of policies not only in the intermediate stages of policy process but at the planning stage. The manual provides practical guidelines for the implementation of the gender impact assessment approach promoted by the Department of Equal Opportunities through the VISPO guidelines. The manual explicitly refers to gender mainstreaming for the selection of projects. Annex includes a series of criteria of the strategy and indicators of implementation of a gender mainstreaming approach.

5. Fellini, Ivana, Daniela Oliva, Flavia Pesce and Manuela Samek Ludovici. 2002. *Un sistema di monitoraggio e valutazione in un'ottica di genere. Un manuale per l'uso*. Bolzano: Provincia Autonoma di Bolzano/IRS. (Monitoring and evaluation system with a gender perspective. Manual for use.)

Keywords: gender impact assessment manual; gender monitoring and assessment system; gender analysis of policy cycle.

The manual describes the gender monitoring and assessment system elaborated by the autonomous province of Bolzano with the help of IRS (Institute for Social Research). It includes a section on theoretical and methodological definition, another section on operation and management articulations, and another section on concrete strategic actions. The manual identifies the analysis of the policy cycle as the starting point for an effective gender impact assessment (GIA). In particular the most relevant stages of the policy cycle in view of a GIA are the following: the ex-ante evaluation of programmes that should be based on participation, resources and nor and values; the analysis of ex ante selection mechanis for choosing specific projects; the integration of a gender perspective throughout the whole monitoring process; and the evaluation stage in which results and impact of programmes are assessed on the basis of indicators. The manual is a more concrete and usable elaboration of the VISPO document published by the Department of Equal Opportunities. It highlights the importance for the evaluator to adopt a critical perspective of programmes, also by reconstructing the mechanis through which a programme interacts with target groups and society.

6. OIL, Centro Internazionale di Formazione. 2002a. *Accrescere la cultura di parità nelle istituzioni, nel mercato del lavoro e nella formazione*. Report Progetto Aspasia. Di pari passo. Percorsi nelle pari Opportunità. Regione Piemonte. Torino. [www.itcilo.it](http://www.itcilo.it) (*Increasing a culture of parity in the institutions, the labour market and training. Aspasia Project Report.*)

Keywords: project report; experiences of experts in equal opportunities; professional profile of equal opportunities expert; training curriculum in equal opportunities; gender mainstreaming.

The declared objective of the study prepared by ILO training centre in Piemonte is to spread a culture of parity within institutions and local (public and private) contexts. With this aim in mind, the study has selected a number of experts in equal opportunities (legislation, training, employment), who give their own account of the experience achieved in their profession, the obstacles they have encountered, and the strategies they have devised to overcome obstacles in their work as equal opportunities experts within existing institutional structures. The second objective of the report is to define competences, content, and methodologies to plan a training action targeted at completing competences (and training) professional actors such as 'Consigliere di Parità' (Equality Councillors) or other institutional roles related to gender equality. The study offers a map of competences needed for the professional role of equal opportunities expert by reconstructing a professional profile of equal opportunities expert that can then be adapted to individual personal

characteristics. The project has enabled the creation of networks of gender experts operating in different social areas (institutions, trade unions, companies). The third section includes a review of positive actions projects together with an assessment of the reasons for the success or failure of the latter. At the end of the report there is a timeline of crucial moments for the development of equal opportunities in Italy and in Piemonte region in particular, including legislation.

7. OIL, Centro Internazionale di Formazione. 2002b. *Elementi per la definizione di un profilo di esperta/o in pari opportunità*. Report Progetto Aspasia. Di pari passo. Percorsi nelle pari Opportunità. Regione Piemonte. Torino. [www.itcilo.it](http://www.itcilo.it) (Elements for a definition of a profile of expert in equal opportunities)

Keywords: project report; professional profile of equal opportunities expert; training curriculum in equal opportunities; gender mainstreaming.

The objective of the report is to reflect on the analysis of a profile of gender expert in order to identify specific Areas of competences required, to collect existing experiences and competences of people who work in the area of equality policies, and to transfer such competences and knowledge to other people. The background of the study is the creation of the institutional role of 'Consigliera/e di parità' (Equality Ombudswoman) through the Legislative Decree 196/2000. The study offers a map of competences needed for the professional role of equal opportunities expert by reconstructing a professional profile of equal opportunities expert that can then be adapted to individual personal characteristics. Methodologies used are those of experiential learning by following different gender experts along their different training curriculum. As part of the mainstreaming strategy, a participatory approach was employed in order to involve different socio-political actors in the project (equality institutions, public administrations, universities, research institutes, private companies, trade unions). Methodologies to collect elements of a gender expert profile included questionnaires, focus groups, personal interviews, whose results are analysed in the study. Finally in the third part the report draws profiles of a gender expert, including Areas of competence, diversification of possible professional roles. Annexes include the text of the questionnaire, texts of the interviews, schemas of the specific competences required for each area (political, economic, administrative, educational, etc), description of a gender audit methodology, as well as text of relevant legislation.

8. Dipartimento per le Pari Opportunità. 1999. *Vispo. Valutazione Impatto Strategico Pari Opportunità. Linee Guida. Attuazione del principio di pari opportunità per uomini e donne e valutazione dell'impatto equitativo di genere nella programmazione operativa. Fondi Strutturali 2000-2006*. [www.pariopportunita.gov.it](http://www.pariopportunita.gov.it) (Equal Opportunities Strategic Impact Assessment. Guidelines. Implementation of the principle of equal opportunities for men and women and equal gender impact assessment in operative planning)

Keywords: guidelines for a gender analysis of context; gender impact assessment in the design and planning of policies.

The document, elaborated by the Equal Opportunities Department of the Italian Government, includes guidelines for carrying out a gender impact assessment in the design and planning of policies. Its main sources are European Union documents. The general guidelines which are offered are focused at how to make a context-related diagnosis of the situation for which policy planning is required. Some specific indications on how to carry out a gender impact assessment are also provided. They include a list of global and specific objectives to achieve through the gender impact assessment strategy and a methodological proposal for carrying out the gender impact assessment of a given programme. The latter specifies different stages to follow in the analysis. However, it does not include guidelines concerning which criteria could be employed to assess whether the gender impact of a programme has been positive or negative.

## LATVIA

### Commissioners

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### Trainers

Most substantial training organisation is Latvian School of Public Administration that provides regular training for civil servants. Other institutions run courses on gender equality for specific target groups and usually on project basis. Most of the training has been delivered within the ESF programmes.

Most trainers belong in most to state and non-governmental organisations, private training companies provide their own training programmes on project base. We gathered 3 names of gender trainers.

### Targets

- Public administration staff and local government specialists.
- NGOs.
- Employment specialists.
- Un-employed.
- Unions partner organisations.
- Young people.



- Students.

**Best example**

**- Title**

Twinning Light programme

**- Target**

Civil servants and social partners

**- Commissioner**

Not available

**Format**

4 modules

**- Content**

1. Facts on gender inequality and examples of gender stereotypes. It aims at drawing attention and developing sensitivity in relation to gender equality questions. It stresses statistical data on different positions of men and women in society, family obligations, work conditions, political representations, health and economic situation.
2. Requirements for gender mainstreaming in normative acts, EU directives, CEDAW. Those civil servants working with gender equality questions are obliged to know the legal and political principles of equal opportunities at a national, European and international context. Achieving the transposition of EU regulation is not enough, successful implementation becomes the main challenge of gender equality policies.
3. What is gender mainstreaming? Methods, general approach, targets. The module shows strategic theoretical bases. Three gender mainstreaming aspects are discussed: participation, diversity and gender mainstreaming in all spheres of life. It discusses the application of gender mainstreaming in relation to real life situation and taking into account ethical diversity, sexual orientation and gender. Teaching encompasses planning gender mainstreaming interventions, evaluation project proposals according to gender equality criteria, monitoring and evaluating interventions from a gender equality perspective, Gender mainstreaming in organisations.
4. Examples of good practice: Iceland, France, Denmark and Ireland. The aim of the module is to motivate leaders and co-workers to undertake the responsibilities for gender mainstreaming at their workplace. This allows connecting the abstract and theoretical political aspect of gender mainstreaming and share concrete and clear examples of implementation of gender mainstreaming. The examples also show the diversity of this approach in different EU countries.

**- Methodology**

Not available

**- Monitoring**

Not available

## Manuals

### - Studies on gender trainings

1. Ministry of Welfare, Department of European and Legal Affairs, Gender Equality unit. *Vienādu iespēju prioritāte 2007-2013. gadu programmēšanas periodā.* (Equal opportunities priority in programming period 2007-2013) [http://www.lm.gov.lv/doc\\_upl/4.26.DzL\\_horizont\\_priorit\\_ieverosana\\_2007\\_2013.pdf](http://www.lm.gov.lv/doc_upl/4.26.DzL_horizont_priorit_ieverosana_2007_2013.pdf) (accessed March 14, 2007)

**Keywords:** gender mainstreaming, policy.

This is a short manual on integrating the priority of gender equality in operational programmes of National Development Plan. It stresses the importance of gender equality and offers practical tools assessing gender mainstreaming in different policy sectors.

2. European Commission. 2004. *Equal vadlīnijas dzimumu līdztiesības integrētās pieejas nodrošināšanai.* (EQUAL gender mainstreaming guide) [ec.europa.eu/employment\\_social/equal/data/document/gendermain\\_lv.pdf](http://ec.europa.eu/employment_social/equal/data/document/gendermain_lv.pdf) (accessed March 14, 2007)

**Keywords:** gender mainstreaming, policy, methods.

Though produced as guide for evaluating EQUAL projects, the manual gives an overview on gender mainstreaming history, principles and methodology as well as introduces into EU gender policies.

3. Sorosa Fonds, Latvija. 2003. *Metodiskās rekomendācijas/ atgādināju visiem darba tiesisko attiecību dalībniekiem.* (Recommendations to all participants in legal labour relations). Rīga, "Imanta".

**Keywords:** labour, rights, gender.

The manual gives an overview on legal rights and obligations in labour relations, as well as direct and indirect forms of discrimination, gender discrimination included.

4. Mize, Vivita. 2002. *Rokasgrāmata dzimumu līdztiesības principa integrēšanai uzņēmuma personālvadībā.* (Manual for gender mainstreaming in human resource management) Ministry of Welfare, Department of European and Legal Affairs, Gender Equality unit. [www.lm.gov.lv/doc\\_upl/rokasgramata\\_dzlidzt\\_21.10.2003.doc](http://www.lm.gov.lv/doc_upl/rokasgramata_dzlidzt_21.10.2003.doc) (accessed March 14, 2007)

**Keywords:** gender mainstreaming, gender equality, legal acts.

The manual was created as part of the EC project "Promoting gender mainstreaming in Latvian policies". The manual is targeted at employers and

gives an overview on gender equality in labour market. The first part of the manual lists the benefits of ensuring gender equality in enterprises. The second chapter enlists international and national legal acts regulating gender equality. The third chapter lists the obligations of employers and practical implementation tips. The final chapter gives recommendations to those employers who not only ensure fulfilment of current legal obligations but want to promote long-term gender equality strategy in their enterprises.

5. **Neimane, Astrīda, 2001. *Dzimumu līdztiesības integrēšana praksē (Gender mainstreaming practice)* UNDP.**

[http://www.undp.lv/uploaded\\_files/publikacijas/GM%20manual.pdf](http://www.undp.lv/uploaded_files/publikacijas/GM%20manual.pdf) (accessed March 14, 2007)

**Keywords:** gender equality, manual, policy, gender mainstreaming.

The manual is targeted at policy makers who are not experts at gender equality but want to integrate in within their organisation/policy. The manual is designed also as an aid for consulting on gender equality and training. The first part of manual offers practical steps of gender mainstreaming in policy implementation and monitoring. The second part of the manual gives an overview on problem of gender mainstreaming in different policy sectors, gives recommendations for introducing gender mainstreaming and reporting progress.

6. **Neimane, Astrīda, 1999. *Dzimu un tautas attīstība Latvijā. (Gender and human development in Latvia)*. UNDP; [http://www.un.lv/html\\_e/gender.htm](http://www.un.lv/html_e/gender.htm) (accessed March 14, 2007)**

**Keywords:** gender inequality, causes, human development, democracy.

Though not designed as a training manual, it explores the evolution of gender equality in Latvia and analyses how gender influences basic building blocks of human development — economics, health and education. It also explores the questions of democracy, governance and participation as vital components of human development. This volume has been still used for consulting on gender policy.

## **Commissioners**

- **Office of Ombudsperson for Equal Opportunities**

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## **Trainers**

Most substantial training organisation is the Office of Ombudsperson for Equal Opportunities Latvian, which have its own trainers, even if some of them belong to NGOs or to the Academia. We have gathered 6 gender trainers' names.

## **Targets**

Mainly female civil servants.

In general, the audience is women, because still gender issues are considered by society as women's issues. However, in EU funded projects, the organizers request 50 percent of women and 50 of men. By now at least 25-30 percents of men are taking part in the gender mainstreaming seminars. Practice shows, that top level managers, politicians, policy makers are not attending gender mainstreaming and gender equality trainings. Therefore, the audience is middle range of civil servants female who rarely have power of decision making.

## **Best example**

- **Title**

Women and Men in Public Administration

- **Target**

Civil servants

- **Commissioner**

Ombudsperson for Equal Opportunities

- **Format**

Each semester 8 hours seminar (this course is not very often attended by the civil servants and only 8-10 persons attend at the best once in half a year).

- **Content**

International, EU and national legal acts on equal opportunities, gender machinery, concepts of gender equality and gender mainstreaming, gender stereotypes, gender-based discrimination at work.

### **- Methodology**

Lectures and practical exercises.

### **- Monitoring**

Evaluation of trainer's theoretical and methodological competence, content of the course, knowledge obtained.

## **Manuals**

### **- Studies on gender trainings**

1. Davidavičius, Algis, ed. 2006. *Šeimai palanki darbo aplinka: geros praktikos gairės darbuotoja, darbavioje ir politika* Vilnius  
Davicavičius, Algis, ed. 2006. *Guidelines of good practice in reconciling family and work for workers, employers and policy makers*. Vilnius

**Keywords:** gender inequality, reconciliation of work and family, work environment, gender equality policies

These two guidelines were published in Lithuanian and English and contains material on consequences of gender inequality in welfare state and positive impacts of practicing family friendly policies. It is written in everyday language, based on practical real examples in four countries (Denmark, Iceland, Italy and Lithuania) and without much theoretical argumentations.

2. Mackevičiūtė, Indrė, comp. 2005. *Lyčių lygybės principo įgyvendinimo gairės Lietuvos savivaldybė* (Gender mainstreaming guidelines for municipalities in Lithuania). Vilnius.

**Keywords:** gender mainstreaming, gender equality, legal aspects, gender equality policies, municipalities, 3R method

This manual presents theoretical and practical tools of gender mainstreaming in municipalities. Based on Swedish experience, it introduced 3R (Representation, Resources and Reality) method which helps to measure gender inequality in municipal work. By using this method the municipal civil servants are encouraged to make small- scale research in their work place and find the solutions how to deal with the gender imbalances in their work environment.

3. Jankauskaitė, Margarita and Indrė Mackevičiūtė. 2005. *Lyčių dialogui atvira bendruomenė. Kodėl reikia ir kaip galima siekti lyčių lygybės?* (Community open for gender dialogue. Why and how can we implement gender equality?)

**Keywords:** gender mainstreaming, gender equality, gender stereotypes, gender roles, 3R method

This manual provides practical information why gender equality is important for women and men in everyday life, what are the costs of gender imbalance in public and private sphere and the methods to overcome gender inequality.

## **LUXEMBOURG**

### **Commissioners**

- **Ministry of Equal Opportunities**  
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### **Trainers**

Trainers can be state actors, NGOs' members and independent consultants. In the moment we were finalising the database, no consent to include the names were received.

### **Targets**

- Public institutions

### **Best example**

#### **- Title**

Gender Kompetenz Training

#### **- Target**

Not available

#### **- Commissioner**

Not available

#### **- Format**

This course consists of seminars which were organized according to the needs of the participants.

#### **- Content**

The course concerned the equality of chances, wanted to sensitize and draw the attention to discrimination, and went more deeply into gender mainstreaming as a strategy.

#### **- Methodology**

Not available.

#### **- Monitoring**

Not available.

## **Manuals**

### *French language*

1. Wagner, Françoise, trans. 1996. *274 Adresses pour femmes. Luxembourg et régions limitrophes* (274 addresses for women. Luxembourg and its neighbouring countries). Luxembourg: Centre d'Information et de Documentation des Femmes "Thers Bodé". FR

**Keywords:** guide, manual, women, gender, equal opportunities

This is a reference guide on institutions and services for women in Luxembourg and its neighbouring countries. It contains the recent addresses, priorities and publications of different institutions and organizations. The guide is divided in parts on: 1) official bodies, 2) groups, associations and networks, 3) meeting places and information centres, 4) consultation services and women's houses, 5) training and schooling, 6) archives and documentation centres, 7) art and 8) hobbies. The guide also exists in German.

### *German language*

2. Ministère de l'Égalité des chances (ed.). 2004. *Gender Training*. Luxembourg: Ministère de l'Égalité des chances.  
[http://www.mega.public.lu/publications/1\\_brochures/2004/gender/Gendertraining.pdf](http://www.mega.public.lu/publications/1_brochures/2004/gender/Gendertraining.pdf) GE

**Keywords:** manual, gender training

This book is edited by the ministry of Equal Opportunities. Its authors are people who took the course 'train the trainer in gender' and are known to be certified gender trainers. Their contributions discuss among other things gender training as an instrument for gender mainstreaming, the combination of work and family, gender and management, gender in the development of organizations.

## **MALTA**

### **Commissioners**

- **ETC (Employment and Training Cooperation ) Gender Unit**  
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- **NCPE (National Commission on the Promotion of Equality)**  
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- **Former Department of Women in Society (1999-2003)**  
Contact person: Renee Laiviera (Former director of the DWIS)  
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### **Trainers**

We could collect 15 gender trainers, who come from the public administration sector, the academia, the NGOs sector as well as from international organizations.

### **Targets**

- Public servants and officers
- HR managers
- Unions' members
- Senior Civil Service officials
- Permanent Secretaries
- Directors General
- Chairmen of parastatal organisations
- Directors of government departments
- Workers of private enterprises



## **Best example**

### **- Title**

Regional training programme on equality issues for good governance in the Maltese and Cypriot public service

### **- Target**

Top governmental officials members of the Equality Committees of their respective Ministry

### **- Commissioner**

Not available

### **- Format**

Training seminar was therefore organised on three consecutive days

### **- Content**

The training programme presented a detailed definition of gender mainstreaming and the tools that can be used to achieve positive results. The concept of mainstreaming was subsequently applied to equality and diversity throughout, thus also covering racial or ethnic origin, religious or other belief, sexual orientation, disability and age.

### **- Methodology**

During the three-day programme, ample time was dedicated for group discussions and workshops in order to ensure that the participants internalise the concepts and discuss any contentious issues that they could have. Various case studies were also worked out in groups amongst others covering instances of gender discrimination and multiple discriminations.

### **- Monitoring**

Not available.

## **Manuals**

### **- Studies on gender trainings**

1. National Commission for the Promotion of Equality (NCPE). 2007 (forthcoming). *Gender sensitivity manual directed towards educators, counsellors, and Heads of Schools*. The manual will be made available later on in the year 2007.

**Keywords:** gender sensitivity manual, education

Topics covered in this manual: historical background, gender beliefs and attitudes, nature/nurture debate, gender identity, gender role, the role of educators as agents in the sensitisation of gender issues, teachers' attitudes, the root of the problem – sex stereotypes, textbooks, the curriculum, society's preference for boys, guidelines for eliminating sexism from textbooks, eliminating gender bias and a checklist: What is appropriate?

2. Employment and Training Corporation (ETC). 2006. *Manual for employers: making work better for organisations and for employees*. Malta: ETC.  
<http://etc.gov.mt/docs/manual%20content.pdf> EN

**Keywords:** manual for employers, anti-discrimination, flexible work arrangements, equality legislation, samples of equal opportunities policy and harassment prevention policy

This manual has been prepared for those employers and HR managers who wish to improve their business through having fair and equal organisations, as well as introducing flexible work arrangements. The manual contains: A checklist to avoid discrimination including examples of good and bad practices, updated information on equality legislation of relevance to the labour market, a sample of an equal opportunities policy, a sample of a harassment prevention policy, a glossary of terms and useful links.

3. National Commission for the Promotion of Equality (NCPE). 2005. *Sexual Harassment: A Code of Practice*.  
[http://www.p.gov.mt/documents/wis/sexual\\_%20harass\\_practice.pdf](http://www.p.gov.mt/documents/wis/sexual_%20harass_practice.pdf) EN

**Keywords:** manual on sexual harassment, employers, employees, general public

This Code of Practice is intended to disseminate information to employers, employees and the general public about the meaning of the term 'sexual harassment' and the relative rights and obligations of employers and employees. In particular, it is meant to ensure that sexual harassment at the workplace is prohibited and that it is clearly understood that it can give rise to serious consequences if it does in fact subsist. However, this code is not merely a sensitization document; it is also a 'code of practice, since the document ends with a specimen sexual harassment policy that could be used in practice by employers.

4. Employment and Training Corporation (ETC). 2004. *Manual for Gender Sensitive Vocational Guidance*. Malta: ETC.  
<http://etc.gov.mt/docs/Manual%20for%20Gender%20sensitive%20vocational%20guidance.pdf> EN

**Keywords:** manual for gender sensitive vocational training, education

Research shows that gendered roles still largely shape the vocational development of both sexes and unless assumptions about gender roles are challenged they risk being perpetuated. For this reason ETC felt it necessary to produce this manual which will help teachers to check and move away from biases based on traditional roles which can limit choices and hamper aspirations. In this manual they touch upon how gender impacts on our development, and how gender tends to shape our expectations of ourselves and of others throughout our life in the family, at school and at work. They also provide facts about the local labour market that may serve to provoke thought, as well as guidelines for practical use. ETC hopes that this manual for gender sensitive vocational guidance will be a useful tool which can be consulted and used time

and time again by those who believe in the potential of persons without gender impositions and limitations.

5. Callus, Angela and Miriam Mamillieri. 2000. *Gender mainstreaming in the Malta Public Service. A manual for action*. Malta: Commission for the Advancement of Women, Government Printing Press.  
[http://www.p.gov.mt/documents/wis/manual\\_gend\\_mainst.pdf](http://www.p.gov.mt/documents/wis/manual_gend_mainst.pdf) EN

**Keywords:** gender mainstreaming manual

The manual was disseminated to public officers during training programmes on the inclusion of a gender perspective in the work of the Public Service. The areas covered in this document include: gender mainstreaming, responsibility for action, prerequisites for successful implementation, and proposals for action. The appendices cover two OPM circulars, one on gender mainstreaming and the other on sex equality. Other appendices include performance management programme, training, guidelines on gender impact assessments, monitoring and evaluation and guidelines on annual reports on gender equality initiative.

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## **Trainers**

In contrast to the situation in some European countries (e.g. in some new EU member states), international organizations do not offer gender training in the Netherlands. Five institutions that offer or have offered gender training for public officials have been identified.

## **Targets**

- Civil servants.

## **Best example: 1**

### **- Title**

“Workshops given by the Netherlands Emancipation Review Committee at every individual Ministry”.

### **- Target**

Female and male participants, civil servants as target group.

### **- Commissioner**

Ministries.

### **- Format**

Face to face, compulsory<sup>7</sup>, one time, two day parts consisting of around 2-3 hours.

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<sup>7</sup> Since the government has ordered the creation of the Netherlands Emancipation Review Committee, it can be expected that the Ministries were obligated to take part in the activities organized by the VCE. During the investigation however some of the departments appeared to be not so very cooperative, so it could be that not everyone was present at these workshops.

### - Content

Material: existing files / policy documents of the different departments of the Ministries; the workshop was directed at policy development and policy implementation.

▪ In the build-up to the workshops the VCE send a request in writing to the permanent secretaries of all the Ministries to collect and summarize ten files which had to meet the following criteria:

- The files had to concern general policy, not specific equality policies.
- The files had to come from the different departments within the Ministry if possible.
- The files should not concern the relation between governmental authorities.
- They also shouldn't relate to comprehensive policy areas but rather concrete policies.
- In principal the files should not concern personnel management (with the exception maybe of the Ministries of the Interior and Kingdom Relations, Defense and External Affairs).
- In principal it shouldn't concern files that have recently already been subjected to a gender analysis.

In addition to these conditions, the VCE indicated it to be desirable if the files concerned:

- Areas of which the department thought that differences between men and women (or particular groups of men and women) *were* an issue.
- Areas of which the department thought that differences between men and women (or particular groups of men and women) *were not* an issue.

Together with the letters of the VCE a special format for the summary of the files was added.

**Formatiert:** Nummerierung und Aufzählungszeichen

- Besides some general information, the VCE asked what were the primary and secondary problem which had to be solved with the policy that was developed.
- They asked for the (concrete) primary and secondary objectives of the policy and for the period of time within which the results were to be expected.
- The departments had to write down the target groups of the policy in question.
- And they had to fill in which tools were to be used.

Out of these ten files, the VCE made a selection of 6 files which formed the point of departure in a set of two workshops offered to the separate Ministries (3 files were studies per workshop).

### **- Methodology**

Case studies, questionnaires which could electronically be filled in by the individual participants, plenary discussion and practical exercises

The workshops were set up according to a fixed pattern. The following topics were discussed:

- Which gender differences are of influence in this area of policy?
- Does the existing policy take these factors sufficiently into account?
- What could be the possible consequences when gender is or is not taken into account?

The participants were asked to fill in a questionnaire and the results were orally discussed. The advantage of this method was that swiftly and efficiently the opinions of the representatives of the Ministries as well as of the external experts could be listed while at the same time both parties could interact.

### **- Monitoring**

Systematic evaluation, no follow up<sup>8</sup>.

## **Best example: 2**

### **- Title**

“Group model building as a Gender Mainstreaming Instrument”

### **- Target**

Not available.

### **- Commissioner**

Not available.

### **- Format**

Face to face; seated in a half circle in front of a screen, number of participants: 6, two men and four women with different hierarchical positions and a different (social) scientific background, 5 sessions of 2-hours (this was an experiment only).

### **- Content**

Not available.

### **- Methodology**

Plenary discussion in a friendly environment

- The model building process is coordinated by a discussion leader. He or she concentrates on the procedure, rather than on the content. The model is built on the basis of questions like:
  - What is the problem exactly?
  - How is it caused?

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<sup>8</sup> The foundation of the VCE was a one-time project which has now ended, but the concluding report of the commission has given new impetus to the Ministries which becomes clear in the account given above.

These questions help to make the problem not only explicit but also concrete and clear cut.

- The answers are visualized on a screen with help of system dynamics software. The problem has to be translated in ter of positive or negative feedback loops. This means that the causes given can not be abstract or general. It has to be explicit how a concrete situation reinforces or stabilizes the situation.
- The causal loops in the models are checked by making explicit the reasoning behind each loop on paper.
- The resulting model can be very complex. In that case the model can be simplified by determining the most important loops and concentrating on those.
- Then you can start to look at potentially effective actions:
  - What would you do if you could take one specific measure to make a change?
  - Which element of the model would you choose to intervene in?

Obstacles / limitations of this way of modelling:

- The Group Model Process forces you to frame the problem of gender inequality in concrete, empirical practices. This carries with it the risk of reconfirming dichotomous interpretations of gender relations during this process. In theory, gender mainstreaming is meant to go beyond the sameness-difference dichotomy . In practice, it was found that the status quo of gender inequalities based on average statistics was reproduced. This didn't do justice to the variety and multiplicity of gender relations, nor to the ambiguities and subtleties that are also part of the daily gendered practices in organizations.
- In the model building process, sight is lost of potential other relevant aspects of workplace inequality and gender is analysed as if it were the most or even the only relevant category.
- Another obstacle may be found in the fact that Group Model Building assumes diversity of opinions within a management team. In this *experiment* diversity was consciously constructed by mixing gender specialists with scientists with a different background and by mixing men and women with different hierarchical positions in the organization. A friendly environment was also consciously constructed. The question remains if a management team consisting of solely or mainly men would reach the same conclusions or what the effect will be if the gender expertise team comes from outside the organization.

**- Monitoring**

Not available.



## Manuals

1. Marktplan Adviesgroep & E-Quality. 2006. *Instrument voor doelgericht begroten. Methode voor het uitvoeren van een Gender Budget Analyse.* (Instrument for purposeful budgeting. Method to perform a gender budget analysis). Den Haag: Marktplan Adviesgroep & E-Quality.  
<http://www.emancipatieweb.nl/uploads/2092/InstrumentDoelgerichtBegroten.pdf> DU

**Keywords:** gender budget analysis instrument

Commissioned by the Ministry of Social Affairs and Employment, Marktplan Adviesgroep and E-quality have developed an instrument for the execution of gender budgeting on the basis of pilotstudies in 6 municipalities. The instrument is supposed to be used by municipalities.

2. Directie Coördinatie Emancipatiebeleid. 2005. *Handleiding emancipatie-effectrapportages. Herziene editie.* (Guidelines for gender impact assessment. Revised edition) Den Haag: Directie Coördinatie Emancipatiebeleid (DCE).  
[http://www.emancipatieweb.nl/uploads/1558/eer\\_2.pdf](http://www.emancipatieweb.nl/uploads/1558/eer_2.pdf) DU

**Keywords:** gender impact assessment manual

The guidelines for gender impact assessment in the Netherlands enables the reader to decide whether or not a Gender Impact Assessment (GIA) is desirable or necessary in a specific case and describes the basic principles and method for carrying out a GIA. The guidelines for gender impact assessment are meant for policymakers at central government level and for heads of departments, who have to decide whether a GIA will be commissioned, as well as for researchers and executive departmental staff, who will be guided through the actual steps that have to be taken when carrying out a GIA. The guidelines were published by the Department for the Co-ordination of Emancipation Policy of the Dutch Ministry of Social Affairs and Employment.

3. Directie Coördinatie Emancipatiebeleid. 2003. *Budgettering vanuit een man/vrouwperspectief: een verslag van drie pilots* (Gender budgeting: report on three pilots). Den Haag: Directie Coördinatie Emancipatiebeleid (DCE).  
<http://www.emancipatieweb.nl/uploads/1084/GBAnederlands.pdf> DU

**Keywords:** gender budget analysis instrument

Gender budget analysis is one of the gender mainstreaming instruments used to integrate emancipation goals into regular policy-making. This report describes three pilot studies that were carried out at the Ministry of Social Affairs and Employment, the Ministry of Housing, Spatial Planning and the Environment and the Ministry of Finance. The instrument of gender budgeting that is being described in this report developed itself in the course of the research in the form of a list of (sensitizing) questions. By means of practical application the instrument has to be refined further.

4. Directie Coördinatie Emancipatiebeleid. 2003. *Handleiding gender mainstreaming* (Manual on gender mainstreaming). Den Haag: Directie Coördinatie Emancipatiebeleid (DCE)  
[http://www.emancipatieweb.nl/uploads/139/GMHandleiding2003\\_BINNENWERK.pdf](http://www.emancipatieweb.nl/uploads/139/GMHandleiding2003_BINNENWERK.pdf) DU

**Keywords:** gender mainstreaming manual

This manual is a revised edition of the 2000 edition. The manual is first of all addressed to emancipation workers, members of internal emancipation commissions, directors and other managers who want to integrate gender mainstreaming within their unit, directorate or department. By means of this manual one can check whether gender mainstreaming has been sufficiently ingrained in the organization and which instruments could be used to improve this. The whole process of gender mainstreaming is being dealt with, from policy preparation to policy development to policy evaluation. For each phase it is being indicated which instruments are suitable and what can be achieved during this phase. Next to this, the manual provides a multitude of (practical) examples. Furthermore, list with literature, organizations and experts are included in the annexes.

5. Sneller, A. Agnes and Agnes Verbiest. 2002. *Bij wijze van schrijven. Over gender en trefzeker taalgebruik*. (By means of writing. On gender and accurate language). Den Haag: SDU, 2002

**Keywords:** manual on gender neutral writing

Many texts are not formulated in a gender neutral way. To give an example: certain concepts or vocational indications are always masculine. This writing manual advises journalists, formulators of policy texts and writers on how to use language in a more gender neutral way.

6. Holtmaat, R. 1999. *Seksuele intimidatie op de werkplek: een juridische gids*. (Sexual intimidation. A juridical guide.) Nijmegen: Ars Aequi Libri. DU

**Keywords:** legal guidebook, sexual intimidation at work, sexual harassment, the Netherlands

This juridical guidebook on sexual intimidation and harassment at work consists of three sections. The first one describes the juridical possibilities in combating sexual intimidation at work. In the second section two manuals to be used by companies, institutions and organisations are formulated. One is a model for policy development. The other one is a manual on the development of a complaint procedure. The final section of the book offers an overview of jurisprudence.

7. Ministerie van Sociale zaken en werkgelegenheid and Directie Coördinatie Emancipatiebeleid (coordinators). 2004. *Mixed management. Handboek diversiteit m/v*. (Mixed management. A manual on male/female diversity). Den

Haag: Ministerie van Sociale Zaken en Werkgelegenheid. [http://www.mixed-equal.nl/uploads/1077/Mixed\\_management.pdf](http://www.mixed-equal.nl/uploads/1077/Mixed_management.pdf) DU

**Keywords:** (gender) diversity management manual

This is a practical manual and a source of inspiration for managers who want to work towards achieving a better balance between women and men in their organization and to get more women in higher positions. In this publication 9 human resource instruments are being discussed. Among them are instruments that focus on the organizational culture, on the individual employee and on the institutionalization of the female/male policy of the organization. A multitude of concrete products like step-by-step plans, training modules and (digital) tests are developed in the framework of 'mixed management' and put to the test by thirty very diverse organizations. The manual can be ordered for free.

8. Onderzoeks- en Adviesbureau van de Vereniging van Nederlandse Gemeenten (SGBO). 2004. *Handreiking aanpak huiselijk geweld : 55 vragen over de rol van de gemeente*. (Assistance guide concerning the approach to tackle domestic violence: 55 questions on the role of municipalities). Den Haag: VNG Uitgeverij.

**Keywords:** assistance guide, directing role of municipalities, domestic violence

This guide ai to assist municipalities to come to an approach to tackle domestic violence. Much attention is being paid to the directing role of the municipalities and the way they can cooperate with the partners involved. The aim of this guide is not to present *the* best formula for municipalities. After all, the local and regional situation always asks for a unique approach. The guide primarily provides suggestions about how to fill in the directing role. Practical examples illustrate the different possibilities. Also included is an overview of the financing aspects and the establishment of advisory and assistance points.

9. Eggen, Annette. 2006. *Handboek huiselijk geweld & allochtone gezinnen*. (Manual on domestic violence & allochtonous families). Almelo: Equivalent, Experts in Emancipatie. DU

**Keywords:** domestic violence manual, municipalities, allochtonous families

This manual was published by 'Equivalent experts in emancipation' in cooperation with the minority assistance point of the province of Overijssel. It ai to assist professional practitioners to acquire skills in the field of domestic violence in allochtonous families. Next to this, it is a guide that should assist municipalities in the initiation and execution of their directing role in regarding domestic violence.

10. Beveren, Jacintha van, and Thera van Osch and Sheila Quinn. 2004. *Begroten met een menselijke bril. Handboek voor gender budget initiatieven*. (Budgeting in a humane manner. Manual on gender budget initiatives). Utrecht: Vrouwen Alliantie. DU/EN

**Keywords:** Gender budgeting manual

This is the first Dutch practical manual for administrators (of companies, organizations or governments) or local groups who would like to start with gender budgeting. It comes as a useful device when developing or evaluating budgets. The different chapters successively deal with: the technique of gender budgeting, awareness of equality as a vital aspect of policy making, some foreign examples, directives for local groups and instruments to be used. The manual is also translated into English.

11. Benschop, Yvonne (project coordinator). 2005. *Fempowerment*. Nijmegen: Radboud University, Nijmegen School of Management.  
<http://www.fempowerment.nl/Default.aspx> DU

**Keywords:** digital online instrument, self-diagnose, obstacles women face in organisations, female/male balance in organisations

The digital online instrument 'FemPowerMent' was commissioned by 'The Glass Guide' organization ([www.TheGlassGuide.org](http://www.TheGlassGuide.org)), developed by the Nijmegen School of management and funded by the European Social Fund (EQUAL) and the Dutch Ministry of Social Affairs and Employment. It offers education institutes, care institutes and government institutes a unique instrument of self-diagnose that helps to map the chances and obstacles that women face in an effective way.

12. Ministerie van Sociale Zaken en Werkgelegenheid. *Glazen plafond index*. (The Glass ceiling index). Den Haag: Ministerie van Sociale Zaken en Werkgelegenheid. DU

**Keywords:** digital measuring device, self-diagnose, glass ceiling

The 'glass ceiling index' is a digital device that measures the career development of women within a certain company/organization. How thick is the glass ceiling? On the website [www.glazenplafondindex.nl](http://www.glazenplafondindex.nl) companies/organizations can take an anonymous test. On the basis of this test one immediately receives the results, comparisons with other organizations and advice on ways to improve the situation. The index has been developed very recently.

13. Radar Advies. *Toolkit Participatie*. (The participation toolkit). Aterdam: Radar Advies. [www.toolkitparticipatie.nl](http://www.toolkitparticipatie.nl) DU

**Keywords:** toolkit on the emancipation and integration of women from ethnic minorities

The participation toolkit is a set of instruments that has been developed recently by Radar, a consultancy on social questions. The toolkit ai to assist municipalities in developing or refining their policies on the emancipation and integration of women from ethnic minorities.

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<sup>9</sup> Plenipotentiary is a part of Ministry of Labor and Social Policy

<sup>10</sup> Voyevoda is a head of local government.

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## **Trainers**

Almost all women NGO's and gender studies groups at academia offer gender trainings for women. During the trainings women can increase knowledge on gender equality, cultural patterns of femininity, get practical skills useful at the labor market or receive legal advices. There are much psychological training aimed at women's empowerment, teaching how to build tea, be a leader, work in organizations etc. However, there are very few organizations that offer gender training prepared especially for civil servants, politicians, public administration, social workers or police.

## **Targets**

- Civil servants working in the Work Offices (local and regional) - administrative staff, people responsible for creating trainings increasing professional abilities of unemployed, but also higher administration responsible for creating strategy of dealing with unemployment. People taking part in the training are also responsible for creating strategies on the local level of dealing with unemployment and activation of unemployed.

- Civil servants and administrative staff of Gdańsk City Council and local Councils of Gdansk region. It targeted civil servants of various levels responsible for creation of City budget and its implementation.

- People active in the social and political life: various levels of decision- makers (plenipotentiaries of equal status of women and men in local governments as well as for employers of public administrations), for representatives of NGO's who deal with prople that should take under consideration gender perspective and young leaders affiliated at political parties.

- Army representatives (teachers in Military Academy, Army psychologists, administrative staff).

- People dealing with gender- based violence in everyday work: policemen, judges, lawyers, social workers, NGO activists and other people working with violence victi

## **Best example**

In the moment we were writing the report ther was no information available.

## **Manuals**

1. Spiconsult, Koalicja Karat. 2006. *Ramy prawne gender mainstreaming*. (Legal framework of gender mainstreaming). Warszawa: Spiconsult, Koalicja Karat.

**Keywords:** gender equality training manual

Textbook prepared for a training „Gender Mainstraming w instytucjach rynku pracy”. Contains the most important legal acts- Polish and European, aimed at assuring gender equality.

2. Branka, Maja, Urszula Hermanowicz, and Maciej Tański. 2005. *Koedukacyjna armia. Zagadnienia równości płci dla kadry pedagogicznej szkół wojskowych*. (Co-educative army. Gender equality for army education). Warszawa: Fundacja „Partners” Polska.

**Keywords:** gender equality training manual

The book analyses the most important issues of women’s presence in the army, in legal and psychological dimension. It contains dictionary of gender- equality issues and practical examples of equality solutions in US Army.

3. Borowska, Małgorzata, Maja Branka. 2005. *Polityka Równości Płci na Poziomie Lokalnym*. (Gender equality policy on local level).Warszawa: Oska.

**Keywords:** gender equality training manual

The training book written as a part of Oska’s project “Akademia Równości Kobiet” (Women’s Equality Academy’). Contains the most important data on gender equality, Polish and European gender equality legislation and practical advices on employing gender equality in everyday life.

4. European Commission, 2005. EQUAL Guide on gender mainstreaming. Polish translation: *Polityka równości płci. Przewodnik inicjatywy wspólnotowej EQUAL*. Warszawa: Fundacja Fundusz Współpracy.

**Keywords:** gender equality manual

The textbook contains the most important information of European equality policy, together with practical examples of its implementation.

5. NEWW- Polska. 2005. *Analiza gender budget. Budżet wrażliwy na płęć*. (Analysis of gender budgeting. Budget sensitive for gender perspective). Gdańsk: NEWW- Polska

**Keywords:** gender equality manual, gender budget

Authors present the most important idea of gender budgeting. Using city Gdańsk as a practical example, they present how gender sensitive budget can be created. the textbook is a part of gender training conducted by NEWW- Polska.



6. Stowarzyszenie Lambda. 2005. *Przeciwdziałanie dyskryminacji. Pakiet edukacyjny dla trenerów i trenerek*. (Anti- discrimination package for trainers). Warszawa: Lambda.  
[http://warszawa.lambda.org.pl/dokumenty/pakiet\\_przeciw\\_dyskryminacji.pdf](http://warszawa.lambda.org.pl/dokumenty/pakiet_przeciw_dyskryminacji.pdf)  
(accessed March 18, 2007).

**Keywords:** gender equality training manual

The manual contains information how to conduct gender equality trainings. Contains theoretical information on gender discriminations and practical exercises for trainings.

7. MacKenzie, Muriel. 2003. *Praktyczny poradnik w zakresie równego traktowania kobiet i mężczyzn w funduszach strukturalnych*. (Practical textbook on gender equality). Warszawa: Ministerstwo Pracy i Polityki Społecznej

**Keywords:** gender equality training manual

Textbook explains the most important issues of gender equality, explains importance of equality policy and presents advices how to employ it in practice. Contains a brief review of EU structural progra containing equality perspective.

**Commissioners**

- **Instituto do Emprego e Formação Profissional (IEFP) (Employment and Vocational Training Institute)**  
Av. José Malhoa, 11  
1099-018 Lisboa  
Portugal  
Tel: 00351 218614100  
Fax: 00351 217227013  
Email: antonieta.romao@iefp.pt; maria.viegas@iefp.pt  
Website: [http://portal.iefp.pt/portal/page?\\_pageid=117,1&\\_dad=gov\\_portal\\_iefp&\\_schema=GOV\\_PORTAL\\_IEFP](http://portal.iefp.pt/portal/page?_pageid=117,1&_dad=gov_portal_iefp&_schema=GOV_PORTAL_IEFP)
  
- **Instituto para a Inovação na Formação (IQF) (Institute for Innovation and Training)**  
Contact person: Fernanda Ferreira  
Av. Almirante Reis, n.º 72  
1150-020 Lisboa  
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Tel: 00351 218107000, 00351 218107012  
Fax: 00351 218107191  
Email: iqf@iqf.gov.pt, fernanda.ferreira@inofor.gov.pt  
Website: <http://www.inofor.pt/default.asp?SqlPage=default>
  
- **Comissão para a Igualdade no Trabalho e no Emprego (CITE) (Commission for Equality in Labour and Employment)**  
Avenida da República, n.º 44, 2.º e 5.º  
1069-033 Lisboa  
Portugal  
Tel: 00351 217803700  
Fax: 00351 217960332  
E-mail: cite@cite.gov.pt, equal@clix.pt  
Website: <http://www.cite.gov.pt/default.htm>
  
- **Comissão para a Cidadania e Igualdade de Género (CIG) (Commission for the Citizenship and Gender Equality)**  
Contact person: Manuel Albano  
Av. da República, 32 - 1.º  
1050-193 Lisboa  
Portugal  
Tel: 00351 217983000, 00351 217983017  
Fax: 00351 217983098  
Email: cidm@mail.telepac.pt, mjalbano@mail.telepac.pt  
Website: <http://cidm.madbug.com/?ToplevelID=1>

- **Instituto Nacional de Administração Pública (INA) (National Administration Institute)**  
 Contact person: Helena Rato  
 Palácio dos Marquês de Pombal  
 2784-540 Oeiras  
 Portugal  
 Tel: 00351 214465422  
 Fax: 00351 214465478  
 Email: did@ina.pt  
 Website: <http://www.ina.pt/>
  
- **Associação Portuguesa de Apoio à Vítima (APAV) (Portuguese Association of Victims' Support)**  
 Serviços centrais de Sede  
 Rua José Estêvão 135 - A -Piso 1  
 1150 - 201 Lisboa  
 Portugal  
 Tel: 00351 213587900  
 Fax: 00351 218876351  
 Email: [apav.sede@apav.pt](mailto:apav.sede@apav.pt)  
 Website: <http://www.apav.pt/apav.html>
  
- **União de Mulheres Alternativa e Resposta (UMAR) (Union for Alternative and Proactive Women)**  
 Rua de S. Lázaro, 111 – 1º  
 1150 – 330 Lisboa  
 Portugal  
 Tel: 00351 218867096  
 Fax: 00351 218884086  
 Email: [umar.lisboa@netcabo.pt](mailto:umar.lisboa@netcabo.pt)  
 Website: <http://umar.no.sapo.pt/principal.htm>
  
- **Associação de Mulheres Contra a Violência (AMCV) (Association of Women Against Violence)**  
 Tel: 00351 213802165  
 Fax: 00351 21 3802169  
 Email: [ca@amcv.org.pt](mailto:ca@amcv.org.pt)  
 Website: [http://www.amcv.org.pt/amcv\\_files/homemain.html](http://www.amcv.org.pt/amcv_files/homemain.html)
  
- **Centro de Estudos e Formação (CEF) - Fundação Bissaya-Barreto (Center for Studies and Training of the Bissaya-Barreto Foundation)**  
 Quinta dos Plátanos  
 Bencanta  
 Apartado 7049  
 3041-801 Coimbra  
 Portugal  
 Tel: 00351 239800490  
 Fax: 00351 239800495  
 Email: [cef@fbb.pt](mailto:cef@fbb.pt)  
 Website: <http://www.fbb.pt/index2.php>

- **Associação Portuguesa de Mulheres Juristas (APMJ)**  
Rua Manuel Marques 21-P  
1750-170 Lisboa  
Portugal  
Tel: 00351 217594499  
Fax: 00351 217594124  
Email: apmjsede@apmj.org  
Website: <http://www.apmj.org/index.html>

## **Trainers**

Most trainers are academic, administrators and NGO's members. We could gather the consent of 13 trainers.

## **Targets**

- Public administrators.
- Trainers and potential trainers.

## **Best example**

### **- Title**

“Formação Inicial para a Igualdade de género” (Initial Training for Gender Equality)

### **- Target**

All Ministries' employees.

### **- Commissioner**

CIG (still CIDM at the time)

### **- Format**

Face to face.

Number of participants: they were expecting to have between 15 and 20 participants.

Access voluntary: CIDM asked each ministry whether its employees would be interested in receiving gender training. Each ministry could decide whether to participate or not.

This course took place three times in 2006. The initial plan was to do it four times during that year.

Number of hours of sessions: in total the course lasted for 24 hours. It is composed by 6 modules, whose duration varies between 1, 30 hours and 9 hours. It took place in a period of 4 days (2002, separated by one week).

### **- Content**

Material used: they provided a large list of documents necessary for the course, which includes many CIDM and CITE publications and some EU and European Council documents.

### **- Methodology**

In the first two days: presentation with power point and specific videos, using statistical support.

In the last two days: a more active methodology is used.

**- Monitoring**

Not available.

**Manuals**

1. Vieira, Cristina Maria Coimbra. 2006. *Educação familiar. Estratégias para a promoção da igualdade de género* (Family education. Strategies to promote gender equality). Colecção Mudar Atitudes. Lisbon: CIDM.

**Keywords:** gender equality manual.

This gender training book is organized by the Commission for Equality and Women's Rights (CIDM), and it is directed at mothers, fathers, and educators in general. Its goal is to provide a manual about family education in accordance with the II National Plan for Equality. In this book gender stereotypes in socializing boys and girls are challenged and new for of gender –neutral socialization are proposed.

2. Perista, Heloísa and Alexandra Silva. 2005. *Impacto em função do género: avaliação de medidas de política* (Gender impact: policies evaluation). Colecção Bem me Quer 10. Lisbon: CIDM.

**Keyword:** gender mainstreaming.

This manual is organized by Commission for the Equality and the Rights of Women (CIDM). It is mainly directed at Public Administration employees in charge of applying gender mainstreaming. It can also be useful for NGOs, fir, researchers, policies evaluators, development agents, gender equality trainers, among others. Its goal is to contribute to the application of a gender mainstreaming perspective in all public policies and in the actions that result from them.

3. Perista, Heloísa and Alexandra Silva. 2006. *Guia para o mainstreaming de género na cooperação com os países da CPLP* (Guide for gender mainstreaming in the cooperation with CPLP countries). Colecção Bem me Quer 16. Lisbon: CIDM.
4. Perista, Heloísa and Alexandra Silva. 2006. *Guia para o mainstreaming de género – cidadania e inclusão social* (Guide for gender mainstreaming – citizenship and social inclusion). Colecção Bem me Quer 15. Lisbon: CIDM.
5. Perista, Heloísa and Alexandra Silva. 2006. *Guia para o mainstreaming de género na actividade profissional e na vida profissional* (Guide for gender mainstreaming in professional activity and in family life). Colecção Bem me Quer 14. Lisbon: CIDM.

6. Perista, Heloísa and Alexandra Silva. 2006. *Guia para o mainstreaming de género na saúde* (Guide for gender mainstreaming in health). Colecção Bem me Quer 13. Lisbon: CIDM.
7. Perista, Heloísa and Alexandra Silva. 2005. *Guia para o mainstreaming de género na cultura* (Guide for gender mainstreaming in culture). Colecção Bem me Quer 12. Lisbon: CIDM.
8. Perista, Heloísa and Alexandra Silva. 2005. *Guia para o mainstreaming de género na comunicação social* (Guide for gender mainstreaming in the media). Colecção Bem me Quer 11. Lisbon: CIDM.
9. AAVV. 2001. *Guia de boas práticas para a conciliação da vida familiar e profissional*. (Guide to improving practices of balancing family life with work life). Lisbon: CITE.

**Keywords:** good practices on gender equality manual.

This guide results from the implementation of the IV Program of Community Action for Equal Opportunity of Men and Women (IV Programa de Acção Comunitário para a Igualdade de Oportunidades entre Homens e Mulheres) promoted by the “Instituto de la Mujer” (Spain) and edited by the Commission for Equality in Labour and Employment (CITE). This guide is the result of an international collaboration of different national and international organizations and its goal is to decrease gender inequality at work.

10. Guerreiro, Maria das Dores, Vanda Lourenço and Inês Pereira. 2000. *Boas práticas de conciliação entre vida profissional e vida familiar - Manual para as empresas* (Guide to improving practices of balancing family life with work life – Fir manual). Lisbon: CITE.

**Keywords:** good practices on gender equality manual.

The manual is organized by the Commission for Equality in Labour and Employment (CITE). It is directed at fir (empresas) and its goal is to provide a guide of practices and measures that fir should engage in order to improve equal opportunity for men and women in the workforce.

11. CD-ROM *Formação de formadores em igualdade entre mulheres e homens* (Gender Equality Training), Colecção 1 – Uma família “normal”; Colecção 2 – Igualdade de género no mercado de trabalho. Lisbon: CITE.

**Keywords:** gender equality.

This CD-Rom is directed at families, especially fathers. Its goal is for fathers to be more involved in the family, share housework, and also improve gender equality practices at work.

## Commissioners

### 1. Trainings commissioned by federal governmental bodies

- **Commission for Equality of Opportunities between Women and Men, Chamber of Deputies**  
Contact person: Minodora Cliveti (President)  
Email: [cliveti@cdep.ro](mailto:cliveti@cdep.ro)  
General contact:  
Tel: 004 0214021890, 004 0214021891  
Fax: 004 0213160335  
Email: [opegal@cdep.ro](mailto:opegal@cdep.ro)
  
- **Commission for Equality of Opportunities between Women and Men, Romanian Senate**  
Tel (counselers): 004 0213110642, 004 0214012699, 004 0214012733, 004 0214012530  
Tel (Cabinet of the President): 004 0213121023, 004 0214012732  
Email: [egalitate-sanse@senat.ro](mailto:egalitate-sanse@senat.ro)
  
- **National Association of Citizens' Counseling Bureaus (Asociatia Nationala a Birourilor de Consiliere pentru Cetateni)**  
Contact person: Ioan Tanase  
Splaiul Unirii, Nr. 8, Bl. 4, Sc. 1, Et. 2, Ap. 6, Sector 4, 040032 Bucuresti, Romania  
Tel: 004 0213134006, 004 0314016770  
Fax: 004 0213134007  
Email: [anbcc@robcc.ro](mailto:anbcc@robcc.ro)
  
- **National Agency for Equal Opportunities between Women and Men**  
Contact person: Ana Maria Rusu (Inspector)  
Email: [ana.rusu@anes.ro](mailto:ana.rusu@anes.ro)  
Bulevardul Gheorghe Magheru nr. 6-8, Etajul 5, Sector 1, București, Romania  
Tel: 004 0213162044  
Fax: 004 021316 2043  
Email: [informatii@anes.ro](mailto:informatii@anes.ro)  
Website: [www.anes.ro](http://www.anes.ro)
  
- **National Agency for the Protection of the Family**  
Contact person: Mihaela Tanase  
2-4 D wing, Dem I. DOBRESU Street, sector 1, Bucharest, Romania  
Tel/ Fax: 004 0213148322  
Email: [presedinte@anpf.ro](mailto:presedinte@anpf.ro)  
Website: <http://www.anpf.ro/>

## **Trainers**

The most significant providers of gender training for employees of public bodies in Romania have so far been NGOs, particularly the Center Partnership for Equality ([www.cpe.ro](http://www.cpe.ro)), international NGOs, and international organizations. National equality bodies have not yet become active in the field of gender training, although there are indications that they will develop such activities in the future. Mainly institutions were mentioned as trainers.

## **Targets**

In the moment we were writing the report there was no information available.

## **Best example**

### **- Title**

Equal opportunities training for 112 councilors from the Citizens' Counseling Offices (public servants), 2004

### **- Target**

The main beneficiaries of the courses were the councilors, ten of whom were also trained as trainers. The target group of the project were also citizens, who are direct beneficiaries of the programmes and information activities of the Counseling Offices.

### **- Commissioner**

Not available.

### **- Format**

Interactive courses were organized with councilors from the Citizens' Counseling Offices (public servants).

### **- Content**

A course curricula was developed for the training sessions. The following publication comprises at least part of the curricula for the training sessions:

Livia Aninoșanu, Florentina Bocioc, Dana Martiș and Irina Sorescu. 2004. *Ghid de informații și bune practici în domeniul egalității de șanse pentru femei și bărbați*. (Guide to information and best practices in the field of equal opportunities between women and men). București: Centrul Parteneriat pentru Egalitate.

The publication is a legislative and institutional guide to equal opportunities between women and men in Romania, compiled for the use of councilors working in the Citizens' Counseling Offices, a special public information structure that functions within each municipality in Romania. The following fields are included:

- a. Equality of opportunities between women and men
- b. Equality of treatment on the labor market in: access, training, professional development, wages, firing and sanctions
- c. Maternity protection
- d. Sexual harassment
- e. Violence in the family
- f. Trafficking in human beings



g. Education, culture and health

**- Methodology**

The training courses were designed as an interactive learning experience to enable the following results:

- develop the capacity of the citizens' councilors to identify the situation when gender discrimination occurs and the offer adequate information and counseling to citizens who approach the offices;
- improve the quality of services provided by the Citizens' Counseling Offices:
- increase the role of the Citizens' Counseling Offices in the process of promoting and applying the principles of equal opportunities between women and men by integrating a gender perspective in the information and counseling activities of the centers;
- develop the range of information and training services offered by the National Agency of Citizens' Counseling Offices, by including a gender perspective.

**- Monitoring**

Not available.

**Manuals**

*Romanian language*

1. Ministerul Integrării Europene. 2005. *Ghidul egalității de șanse* (A guide to equal opportunities), <http://www.mie.ro/index.php?p=264> (Accessed March 7, 2007)

This is a general-use guide, which is intended for public information on equal opportunities between women and men. It has been produced by the Ministry of European Integration, in partnership with the Ministry of Labor, Social Solidarity and Family, the National Council for Combating Discrimination, the Center Partnership for Equality, the Center for Curriculum Development and Gender Studies – FILIA, and the National Association of Citizens' Counseling Offices.

The following fields are covered in the guide:

- I. Equality of opportunities
- II. Discrimination
- III. Labor market
- IV. Rights of working parents, protection of mothers, parental leave
- V. Harassment, sexual harassment, sex-based discrimination
- VI. Responses to discrimination on the labor market

2. Bălan, Elena, Elena Anghel, Marcela Marcinschi-Călineci și Elena Ciohodaru. 2005. *Fete și băieți. Parteneri în viața publică și privată* (Girls and boys. Partners in public and private life). București: Nemira.

The guide is a practical instrument that provides definitions, some theoretical aspects, methods, activities and exercises for teaching gender partnership. It has

been produced by the Center Partnership for Equality, for the use of high school teachers.

3. Centrul de Resurse Juridice. 2005. Manual antidiscriminare (Anti-discrimination handbook), <http://www.crj.ro/files/ManualAntidiscriminare.pdf> (accessed March 19, 2007).

This handbook is a comprehensive guide to anti-discrimination work that includes national and European legislation in the field of anti-discrimination, example of jurisprudence, and an overview of responsible institutions and their attributions. The handbook is intended for general use, and it offers several useful practical exercises for teaching anti-discrimination legislation and practice.

4. Livia Aninoșanu, Florentina Bocioc, Dana Martiș and Irina Sorescu. 2004. Ghid de informații și bune practici în domeniul egalității de șanse pentru femei și bărbați. (Guide to information and best practices in the field of equal opportunities between women and men). București: Centrul Parteneriat pentru Egalitate.

The publication is a legislative and institutional guide to equal opportunities between women and men in Romania, compiled for the use of councilors working in the Citizens' Counseling Offices, a special public information structure that functions within each municipality in Romania. The following fields are included:

- h. Equality of opportunities between women and men
  - i. Equality of treatment on the labor market in: access, training, professional development, wages, firing and sanctions
  - j. Maternity protection
  - k. Sexual harassment
  - l. Violence in the family
  - m. Trafficking in human beings
  - n. Education, culture and health
5. Oancea, Ana Maria, Alexandru Postu și Diana Calenic. 2004. Ghid de educație pentru prevenirea traficului cu femei (Training manual for preventing trafficking in women). București: Nemira.

This is a guide to the prevention of trafficking in women. It contains useful information for personnel that works with girls who are placed in foster care institutions. It has been produced by the Center Partnership for Equality.

6. Bursuc, Bogdana, Domnica Petrovai, Elena Salomia, Raluca Anca, Raluca Tătaru. 2004. Fii european: promovează și susține egalitatea de gen! (Be European: Promote and support gender equality!). București: Centrul Parteneriat pentru Egalitate.

This is a civic education guide, which has been produced for the use of high school teachers. It offers examples of actions to promote and support the gender balanced representation of women and men in education, on the labor market, in

decision-making processes and in social life. It has been produced by the Center Partnership for Equality.

7. Bocioc, Florentina, Doina Dimitriu, Roxana Teșiu, Cristina Văileanu. 2004. Gender mainstreaming. Metode și instrumente (Gender mainstreaming. Methods and instruments). București: Neva.

This guide offers a comprehensive picture on gender mainstreaming, the national and European legal frameworks on gender mainstreaming, the methods of implementing the strategy of gender mainstreaming, and various concrete examples of practical implementation of gender mainstreaming. It has been produced by the Center Partnership for Equality.

8. Centrul de Resurse Juridice. 2002. Politici sociale și ocuparea forței de muncă (Social policy and employment). București: Centrul de Resurse Juridice.

This is a legislative guide for the use of civil servants, with a chapter on equality of opportunities between women and men. It has been produced by the Center for Legal Resources.

9. Munteanu, Emilia. 2002. Violența domestică – Ghid de recunoaștere și asistare (Domestic violence – A guide to identification and response). Iași: CC.

10. Văduva, GrațIELA. 2002. Analiza și prevenirea violențelor în familie (The analysis and prevention of violence in the family). București: Editura Ministerului de Interne.

This is a guide to the legal framework, methods of prevention and response to domestic violence and practical examples of intervention for the primary use of police.

11. Bălașa, Mirela, Georgeta Cîrstea, Liliana Coica, Eugenia Haida. 2001. Drepturile femeii angajate. (The rights of employed women). București: "Solidarity".

12. Council of Europe. Directorate General II – Human Rights. 1998. Abordarea integrată a egalității între femei și bărbați (Gender mainstreaming). București: Centrul de Informare și Documentare al CoE.

This is the Romanian translation of a Council of Europe publication of gender mainstreaming. The guide offers an introduction to the conceptual framework, the methodology and some best practices of gender mainstreaming. It has been produced by the Council of Europe expert group on gender mainstreaming.

13. Moroianu-Zlătescu, Irina. 1996. Șanse egale, Șanse reale: Studii și cercetări privind drepturile femeii. (Equal chances, Real chances: Studies and research on women's rights). București: Institutul Român pentru Drepturile Omului.

*English language*

14. Neimanis, Astrida. 2005. *Gender mainstreaming in practice: A Handbook* (Second edition). Bratislava: UNDP Regional Center.

This is a comprehensive guide to gender mainstreaming with a special focus on the UN institutional system. The handbook is divided into two main parts. The first one offers a general discussion of gender mainstreaming, while the second part, while the second one provides guidelines for mainstreaming gender in the following specific sectors: macroeconomics and trade; governance and participation; labor; education; health; poverty; justice and human rights; science, research and information and communication technologies; mass media; environment and sustainable development; defense, conflict and peace building. The handbook is designed specifically for policy-makers who are not experts in gender issues, but who nonetheless are charged with the day-to-day responsibility of gender mainstreaming, according to organizational mandates. The handbook is meant to guide these professionals in their work.

**Commissioners**<sup>11</sup>

**Note:** There are no organisations specialising on gender trainings. Organizing gender trainings for only a part of activities of women's NGO's. The activity of state institutions in this regards is rather scarce.

- **Občianske združenie rókych žien Lucia (Civic Association of Roma Women Lucia)**  
Hlavná 68, 040 01 Košice  
Tel: 00421 05562 500 30, 00421 0907191809  
Fax: 00421 0556250030
  
- **OZ VOKA – Vidiecka organizácia pre komunitné aktivity (Rural Organization for Community Activities)**  
Námestie Štefana Moyzesa 4,  
974 01 Banská Bystrica  
Tel: 00421 484151691/2  
Fax: 00421 484151693  
Email: voka@voka.sk  
Website: <http://www.voka.sk>
  
- **Živena – spolok slovenských žien (Živena – Slovak Women's Association)**  
Hviezdoslavova 21,  
036 01 Martin  
Tel: 00421 4341326442  
Fax: 00421 434286309
  
- **Ženy Kysúc (Women of Kysuce Region)**  
Podzávoz 1147, 022 01 Čadca  
Tel: 00421 414334898  
Fax: 00421 414334898  
Email: zeny\_kysuc@nextra.sk
  
- **Urobme TO! (Let's do IT!)**  
ACEC – Asociácia pre kultúru, vzdelávanie a komunikáciu  
Laurinská 2, 811 01 Bratislava  
Tel: 00421 254417212  
Fax: 00421 254419069  
Email: aac@rainside.sk  
Website: <http://www.urobmeto.sk>

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<sup>11</sup> It is not so clear which institutions are commissioners and which are trainers. It seems that they are both. We included all institutions as commissioners and the trainers (people) as trainers.

- **Gender Equality Agency, Odbor rodinnej a rodovej politiky, Ministerstvo práce, sociálnych vecí a rodiny SR (Department of Family and Gender Policy, Ministry of Labour, Social Affairs and Family of the Slovak Republic).**  
Contact person: Viera Kusendová-Hanuláková (head of the Department)  
Špitálska 4-6,  
816 43 Bratislava  
Email: kusendova@employment.gov.sk
  
- **Aliancia žien Slovenska (Alliance of Women of Slovakia)**  
Nábělkova 2, 841 05 Bratislava  
Tel / Fax: 00421 265428147  
Email: alianciazien@alianciazien.sk
  
- **Feminist educational and publishing project ASPEKT**  
Mýtna 38, 811 07 Bratislava  
Tel: 00421 252491639, 00421 911265408, 00421 918479677  
Fax: 00421 252624621  
Email: aspekt@aspekt.sk
  
- **Centrum rodových štúdií (Gender Studies Centre at the Faculty of Philosophy, Comenius University)**  
Gondova 2, 818 01 Bratislava  
Tel: 00421 5924 4120  
Email: genderstudies@fphil.uniba.sk  
Website: <http://www.genderstudies.fphil.uniba.sk>
  
- **EsFem**  
Website: <http://www.esfem.sk/?setLang=en>
  
- **Fenestra**  
P. O. Box F-12, 042 92 Košice  
Tel: 00421 557297504  
Fax: 00421 557297505  
Email: fenestra@fenestra.sk  
Website: <http://www.fenestra.sk>
  
- **Občan a demokracia (Citizen and Democracy)**  
Ul. 29. augusta 38, 811 09 Bratislava  
Tel: 00421 252920426  
Fax: 00421 252925568  
Email: oad@oad.sk  
Website: <http://www.oad.sk/>
  
- **Profesionálne ženy (Professional Women)**  
Laurinská 2, 811 08 Bratislava  
Email: profiwom@zutom.sk  
Website: <http://www.zutom.sk/profwomen>

- **Spoločnosť pre plánované rodičovstvo (Slovak Family Planning Association)**  
 Palisády 44, 811 06 Bratislava  
 Tel /Fax: 00421 254430889  
 Email: mail@rodicovstvo.sk  
 Website: <http://www.rodicovstvo.sk/>

## **Trainers**

Most of the gender trainers in Slovakia are NGO's members. Our database is composed by 6 gender trainers which have given their consent to be included. As far as we know there is no magazine or a public forum where gender experts would exchange their ideas on regular basis.

## **Targets**

- NGO's members.
- Gender equality public policies
- Various groups of professionals: women lawyers; policepersons; social and legal consultants; helpline for victi of violence against women employees.
- Lawyers.

## **Best example**

In the moment we wrote the report there was no information available.

## **Manuals**

**Note:** We have no knowledge about any gender training books and manuals being created or used in accordance with gender training activities in Slovakia. No public administration is active in this area; however, there are some teaching/ learning books, prepared by Slovak NGOs, partly substituting the lack of this kind of literature.

*Slovakian language*

1. Cviková, Jana, Jana Juráňová, and Ľubica Kobová, ed. 00 the authors of the concept. 2006. *Žena nie je tovar: Komodifikácia žien v našej kulture. / Women are not commodities: Commodification of women in our culture*. Bratislava: Aspekt. Contents available at [http://www.aspekt.sk/znjt\\_contents.php](http://www.aspekt.sk/znjt_contents.php).

**Keywords:** gender training book

The publication focuses predominantly on widespread contemporary ways of converting women into commodities, at the same time it traces their historic roots. It brings novel studies by Slovak and Czech authors, manifold mix of selections from theoretical essays, fiction, and media, and impulses for teaching and learning practice as well. Instead of giving prefabricated answers it asks questions. Various aspects of sensitive issues such as representations of women's body in advertising, sexism in advertising, communication styles of

women's magazines, professional beauty qualification, definitions and for of femininity and masculinity, women's self-respect, developing positive attitude towards one's body, sexual harassment, prostitution, trafficking in women are the focus. Textual and picture materials in the publication draw attention to historical links and structural patterns of momentous social institutions, such as marriage, repeatedly.

2. Cviková, Jana, and Jana Juráňová, ed. 00 the authors of the concept. 2005. *Ružový a modrý svet: Rodové stereotypy a ich dôsledky. / Pink and blue world: Gender stereotypes and their consequences*. Bratislava: Aspekt – Občan a demokracia. Contents available at <http://www.pinkandblueworld.sk/?no=471>.

**Keywords:** gender training book

The book was published in a second edition as part of the project “pinkandblueworld.sk”. The book itself was the impulse for the project and is the base for its widespread activities. The structure of the book is very specific. Its base is formed by a number of expert studies written on some special topics, such as relation between sex and gender, maternity, beauty myth, violence on women, gender sensitive pedagogy, and some others, all of them focused on gender stereotypes and their role in the socialization of women and men. All studies are complemented by a collage of additional materials, such as extracts from children books, fiction and nonfiction books, quotations, pictures, working materials for pupils and students, etc. The story of a girl in her teens, named Babeta is also a part of the book itself; later on it was also published as a separate book for children. The book, as well as the project itself, is not aimed at schools exclusively. It is used mainly at secondary schools and universities, also by professional pedagogic staff, and others.

3. Debrecéniová, Janka, Igor Obuch, Ivan Rapoš, and Milana Zacharovský. 2004. *Metodická príručka: Právo na každý deň. / Methodic handbook: Law in everyday life*. Bratislava: Občan a demokracia.

**Keywords:** gender training handbook

The handbook serves as a teaching material in courses that NGO Citizen and Democracy (OaD – Občan a demokracia) experts offer to prison and law professionals in Slovakia. Each of the separate volumes of the handbook consists of a more theoretical part explaining the basic concepts, legal framework of issues concerned, and a “practical” part giving an overview of various teaching methods that can be used. The practical tasks are commented by professionals from the fields of psychology and law that explain the choice and meaning of the particular method. The following volumes were published until now: freedom of speech, domestic violence, right of information, right of privacy, discrimination, EU law.



4. Ondrisová, Sylvia, Marianna Šípošová, Ivana Červenková, Paula Jójárt, and Gabriel Bianchi. 2002. *Neviditeľná menšina: Čo (ne)vieme o sexuálnej orientácii. / Invisible minority: What we do (not) know about sexual orientation*. Bratislava: Občan a demokracia.

**Keywords:** gender training book

The publication introduces the issue of homosexuality and bisexuality in human rights context in order to inform the broad public and more particularly, to serve as a teaching material in high schools. Therefore the articles included contain general information as well as information on the situation in Slovakia. Chapters explain the most common concepts in the field, such as: sexual orientation, human rights, history of homosexuality, homophobia and heterosexism, cultural constructions and opinions on homosexuality, cultural constructions and opinions on gender roles, coming out, internalized homophobia, sexual minorities in legal context, gay and lesbian parenting, gay, lesbian and bisexual movement. The theoretical part is supplemented with teaching methods and worksheets.

5. Pötz-Neuburger, Susanne, Renate Egger, and Petra Ledvinková. 1999. *AdvoCats for Women: Dokumentace: Odborný trénink pro právničky a právnický vzdělané ženy k tématu Násilí na ženách a Ženská práva. / AdvoCats for women: Documentation: Professional training for lawyers and women in law professions on issues of "Violence against women" and "Women's rights"*. Praha – Bratislava – Hamburg: ProFem – Aliancia žien Slovenska – Amnesty for Women. Shortened version of gender training book is available at <http://www.alianciazien.sk/files/AdvoCats.pdf>.

**Keywords:** gender training book (Germany, Austria, Czech Republic)

The documentation of a professional training is divided into four parts: domestic violence, trafficking in women, women's rights and report from a study visit. The first part on domestic violence consists of expert presentations from Germany, Austria, Czech Republic, and Slovakia. It gives an overview of existing legal frameworks and possible intervention schemes. In the other two parts basic concepts introducing the issue of trafficking in women and understanding of women's rights as human rights are given.

6. *Pomoc ženám v situáciách domáceho násilia. / Helping women in situations of domestic violence*. November 1996. Košice – Humenné: Asociácia poradcov pre jednotlivca, pár a rodinu – Pro Familia.

**Keywords:** gender training book

The collection of texts was prepared as material for the participants of a seminar that took place in November 1996 in Humenné. It consists of four parts. First, an article by Renate Egger, an Austrian expert on violence against women, on legal

and administrative measures to be taken to suppress domestic violence against women is translated. Furthermore, general conclusions and recommendations from a seminar on intolerance and violence against women, which took place in October 1994 in Bratislava, are reprinted. Also materials from other seminars on the issue of domestic violence from 1996 are attached. In the fourth part, materials authored by Elfriede Froeschl and Sylvia Loew are translated.

7. Stiegler, Barbara. 2002. *Ako uplatňovať rodové hľadisko: Aspekty stratégie Európskej únie. / Gender mainstreaming: Aspects of EU strategy*. Bratislava: Aspekt. Available at <http://library.fes.de/pdf-files/bueros/vifaost/a03-01959.pdf>.

**Keywords:** gender mainstreaming training book

The translation of a publication of a German expert aimed to introduce the issue and the ,at the time, new concept of gender mainstreaming to the Slovak public. Interestingly, the editors explain the translation of the concept in the context of establishing gender-relevant terminology in Slovak environment. The publication explains what gender mainstreaming is, the background of this approach, its relation to other gender policies and gives examples of some concrete steps as well.

8. Fröschl, Elfriede, and Sylvia Löw. 2000. *Konať proti násiliu na ženách. / Acting against violence against women*. Bratislava: Aspekt.

**Keywords:** gender training manual

The publication is a translation of an Austrian original. It consists of 17 worksheets aimed at various aspects of violence against women. Although the publication was in the first stance used in the Austrian context, it includes necessary actualizations in all important respects. Most valuable are information sheets targeted at policepersons, lawyers, teachers, and contact addresses of counselling centres in Slovakia.

9. *Modelové stratégie a praktické opatrenia na elimináciu násilia voči ženám v oblasti prevencie criminality a trestnej justície: Manual. / Model strategies and practical measures on the elimination of violence against women in the field of crime prevention and criminal justice: Resource manual*. 2000. Bratislava. <http://www.icclr.law.ubc.ca/Publications/Reports/VAWMANUA.PDF>

**Keywords:** resource manual

The resource manual is a translation of a Canadian original. The manual has been translated for the needs of members of the Expert Group for Prevention of Violence against Women established at the Governmental Council for Prevention of Criminality. As to our knowledge, it was not used in any trainings or seminars. Its distribution was limited to the expert group members.

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### **Trainers**

There are no gender training organizations in Slovenia. There are also no private agencies, free-lance gender experts or specialized non-governmental organizations, which would offer formal official trainings on gender. Gender equality issues have been tackled in different projects of NGOs (Equal Project), which included “gender sensitizing activities” mostly prepared for employers (for example in reconciliation of work and family life). However, these activities were not official gender trainings.

### **Targets**

- Public administration, companies and NGOs.

### **Best example**

#### **- Title**

“Gender training course 2006”

The training took place on 18<sup>th</sup> of January 2006. It was organized and carried out by two employees of the Office for Equal Opportunities (Maruša Gortnar and Sonja Robnik).

#### **- Target**

The training was targeted at the coordinators for equal opportunities on the local and national levels (background: in 2002 the Equal Opportunities for Women and Men Act is adopted. Among others the act introduced a network of coordinators for equal

opportunities of women and men from all the ministries and municipalities. These coordinators are responsible for gender mainstreaming – integrating the principle of gender equality into the fields of their ministries or municipalities.)

**- Commissioner**

Office for Equal Opportunities

**- Format**

The training was organized in the form of a 6-hour workshop. The participation was voluntary. 15 female coordinators participated at the workshop.

**- Content**

The full content from the training (power point presentation) is available (in Slovenian language) from here:

[http://www.uem.gov.si/fileadmin/uem.gov.si/pageuploads/Delavnica\\_\\_18.1.2006.ppt](http://www.uem.gov.si/fileadmin/uem.gov.si/pageuploads/Delavnica__18.1.2006.ppt)

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The first part of the workshop included presentations on priority goals of the Office for Equal Opportunities for 2006 and presentation of the achievements of coordinators for equal opportunities on local and national level in 2005. The second part of the workshop (which can be classified as gender training) included:

1. Differentiation between sex and gender

The participants formed two groups and tried to answer the following questions:

- What do I do because I am a woman/men
- What don't I do because I am a woman/men

At the end the trainers presented sociological definition of sex and gender (and its differences), using academic materials.

2. Gender stereotypes

The participants were presented with several gender stereotypes and asked to comment on it. Examples of stereotypes:

- Men are better suited for important, responsible jobs as they are not burdened that much with family work. Women, on the other hand, are mothers, they focus on their children and for these reasons they are not very career ambitious.
- In the local communities it is important to deal with economical issues and issues of developments first; only then issues of equality between men and women can be discussed.
- Women are better informed about gender equality. For this reason men shouldn't deal with this.

At the end trainers presented results from various researches on these topics, pointing out topics such as reconciliation of work and family life, domestic work, care work, what gender equality contributes to the society and its development etc. Here they used sociological material but also EU directives, recommendations and documents.

3. Work in groups

Participants were organized in two groups, discussing the following issues:

- Reconciliation of work and family life
- Social inclusion

They were given excerpts from the state of art analysis on these issues in Slovenia and asked to define measures for gender equality in these two issues.

- Methodology

The methodology of the work can be traced from the contents (see above). Case studies, work in groups, and presentations were the techniques used in the gender training.

- Monitoring

There was no evaluation or follow up organized.

## **Manuals**

1. Greif, Tatjana. 2006. *Ukrepi proti diskriminaciji v zaposlovanju za sindikate (Anti-discrimination measures in employment for trade unions)*. Ljubljana: Škuc-LL, [http://www.ljudmila.org/lesbo/EQUAL/pdf/Ukrepi\\_proti\\_diskriminaciji\\_SINDI\\_KATI.pdf](http://www.ljudmila.org/lesbo/EQUAL/pdf/Ukrepi_proti_diskriminaciji_SINDI_KATI.pdf) (accessed March 15, 2007).

**Keywords:** Labour market, sexual orientation

The manual, which presents various forms of discrimination on the basis of sexual orientation, is aimed at trade unions to learn how to recognize these forms and what measures they can take. Although the focus of the manual is sexual orientation, it also deals with gender (as gender and sexual orientation are practically inseparable).

2. Greif, Tatjana. 2006. *Ukrepi proti diskriminaciji v zaposlovanju za delodajalce (Anti-discrimination measures in employment for employers)*. Ljubljana: Škuc-LL, [http://www.ljudmila.org/lesbo/EQUAL/pdf/Ukrepi\\_proti\\_diskriminaciji\\_SINDI\\_KATI.pdf](http://www.ljudmila.org/lesbo/EQUAL/pdf/Ukrepi_proti_diskriminaciji_SINDI_KATI.pdf) (accessed March 15, 2007).

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3. *GemCITE*. 2005. *Priročnik za razvoj in izboljšanje kakovosti v izobraževanju/usposabljanju na področju IT z upoštevanjem načela enakosti spolov (A manual for development and improvement of the quality of education/qualifying in the field of IT in regard to gender equality)*. Graz: GemCITE.

**Keywords:** IT, gender equality, Germany, Italy, Sweden, Slovenia, UK

The manual is a result of the GemCITE project, which aimed at improving the quality of education in the field of IT with regard to gender equality. It shows how IT can contribute to gender equality. The manual is meant for organizations, which provide educations or additional education for women in the field of IT.

4. Košir Prosen, Katarina. 2005. *Delavnice od blizu – priročnik za izvajanje preventivnih delavnic (A close-up of workshops: a manual for performing preventive workshops)*. Ljubljana: Društvo za nenasilno komunikacijo.

**Keywords:** workshops, gender equality

The manual presents a variety of workshops that were performed by the Association for non-violent communication in Slovenian high-schools in the past few years. Some of the workshop are tackling the issues of gender equality and are meant to sensitize pupils about equal opportunities for men and women.

5. Ministrstvo za delo, družino in socialne zadeve. 2005. *Smernice za integracijo načela enakosti spolov v strukturnih skladih v Sloveniji (Directions for integration of gender equality in structural funds in Slovenia)*. Ljubljana: MDDSZ, [http://www.mddsz.gov.si/fileadmin/mddsz.gov.si/pageuploads/dokumenti\\_\\_pdf/smernice\\_enakost\\_spolov.pdf](http://www.mddsz.gov.si/fileadmin/mddsz.gov.si/pageuploads/dokumenti__pdf/smernice_enakost_spolov.pdf) (accessed March 15, 2007).

**Keywords:** legislature, gender mainstreaming

The aim of this manual is to foster the harmonization of Slovenian politics with the EU objectives in the field of gender equality and equal opportunities of men and women. It presents the legal basis for the harmonization and some good practices in how to do that.

6. Franković, Romana. 2004. *Človekove pravice žensk: priročnik za učitelje (Human rights of women: A manual for teachers)*. Ljubljana: Amnesty International.

**Keywords:** Women's human rights

The manual, which also includes a VHS and a DVD, is designed to be used in school settings in order to discuss human rights of women and gender equality. It is based on a book – a collection of various legal documents on human rights of women – which was published by the Amnesty International and Peace Institute. The manual mainly focuses on violence against women.

7. Hrženjak, Majda and Renata Šribar. 2004. *Priročnik za medije o upoštevanju načela enakih možnosti spolov (A manual for media on gender equality)*. Ljubljana: Peace Institute.

**Keywords:** Media, gender equality

The manual presents how gender is represented in daily news media. The authors analyze some alarming practices, but also present some good ones. The manual is aimed at media creators in order to make them sensible for gender equality dimensions in media reporting.

8. Horvat, Dalida, Doroteja Lešnik Mugnaioni and Maja Plaz. 2004. *Psihosocialna pomoč ženskam in otrokom, ki preživljajo nasilje (Psychosocial help for women and children, victi of violence)*. Ljubljana: Društvo SOS telefon za ženske in otroke – žrtve nasilja.

**Keywords:** women and children, victi of violence

The manual is designed for anyone dealing with women and children, victi of violence. It is a complete guide to the issues of (gendered) violence, the ways to combat and prevent it.

9. Urad za enake možnosti. 2003. *Moje pravice: enaka obravnava žensk in moških v Zakonu o delovnih razmerjih (My rights: equal treatment of women and men in labour legislature)*. Ljubljana: Urad za enake možnosti, [http://www.uem.gov.si/fileadmin/uem.gov.si/pageuploads/Moje\\_pravice\\_\\_2004.pdf](http://www.uem.gov.si/fileadmin/uem.gov.si/pageuploads/Moje_pravice__2004.pdf) (accessed March 15, 2007).

**Keywords:** labour market, legislature

The manual presents the new labour legislature from 2004, which introduced a variety of gender equality measures. It is at employers and employees to know their rights and obligations. It is also a sensitizing tool for gender equality in work sphere.

10. Hazl, Vanja. 2002. *Smo Slovenke na trgu delovne sile enakopravne?* Ljubljana: Pospeševalni center za malo gospodarstvo, <http://www.japti.si/upload/other/PRIROCNIKPODJETNISTVOZAZENSKE.pdf> (accessed March 15, 2007).

**Keywords:** Labour market, gender equality

The manual first presents demographical data about the social characteristics which frame the position of women at workplace. The manual also presents some governmental initiatives for the improvement of women's status at workplace. The manual is therefore meant to be stimulation for business people to contribute to a more equal position of genders in work sphere but also in society in general.

11. Urad za enake možnosti in Delovna skupina Pakta stabilnosti za jugovzhodno Evropo za enakost spolov. 2002. *Ženske to zmoremo II (Women can do it II)*. Ljubljana: Urad za enake možnosti.

**Keywords:** Women's politicians

The aim of the manual is to teach women politicians how to forward special women's issues and issues concerning gender equality within the political parties. It is also aimed at broader public awareness of gender equality issues.

12. Dobnikar, Mojca. 2001. *Priročnik za svetovalno delo z ženskami in otroki, ki so doživeli nasilje* (A manual for counseling women and children, victi of violence). Ljubljana: Društvo SOS telefon za ženske in otroke, žrtve nasilja.

**Keywords:** violence

The manual – which is actually a collection of papers – was produced by the NGO with the longest tradition of helping and counseling women and children, victi of violence in Slovenia. It presents their rich experiences in the field and is aimed at anyone dealing with these issues.

13. Božič, Sonja, Jana Uršič, Ana Ziherl and Ana Bučar. 1999. *Poti iz nasilja* (Ways out from violence). Ljubljana: Pravno-informacijski center nevladnih organizacij.

**Keywords:** Women, victi of violence

The manual is based on practical experience the authors obtained while working with women victi of violence. It brings answers to the most frequent questions these women had and presents the information these women most often lack (for example, where to look for help, what are the legal means for fighting against domestic violence, etc.).

14. Kozmik, Vera. 1999. *Kako se spopasti s spolnim nadlegovanjem na delovnem mestu* (How to fight sexual harassment at work place). Ljubljana: Urad za žensko politiko.

**Keywords:** Sexual harassment at work place

The manual defines sexual harassment, presents legal issues connected to sexual harassment, shows different types of sexual harassment, and suggests possible solutions.

15. Kozmik, Vera. 1998. *Ženske to zmoremo* (Women can do it). Ljubljana: Urad za žensko politiko.

**Keywords:** women's politicians

The manual is a translation of original Norwegian booklet, which served as a very successful material of training for generations of Norwegian women politicians. Slovenian edition includes an additional Slovenian introduction to the manual.

16. Urad za žensko politiko. 1998. *Odpiramo vrata ženskam* (Opening the doors to women). Ljubljana: Urad za žensko politiko.



**Keywords:** women and labour market

The manual consists of short, practical (legal and non-legal) advises for those – especially women – who are looking for a job or are worried about their job situation. It also brings information on the rights one has in connection to pregnancy and parenthood.

17. Kozmik, Vera and Jasna Jeram. 1995. *Neseksistična raba jezika (Non-sexist use of language)*. Ljubljana: Urad za žensko politiko.

**Keywords:** sexism in language

The manual is at the abolishment of sexist use of Slovenian language and therefore at establishing equal opportunities for men and women. It combines theoretical discourse analysis of language (by Igor Ž. Žagar and Mirjam Milharčič Hladnik) and practical examples from public debates and newspapers.

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### **Trainers**

Gender training is quite developed in Spain and therefore there is a considerable number of trainers. We could gather 22, despite the fact that a lot more could be added. The trainers come from different backgrounds, but most of them are academic and administrators.

### **Targets**

- Civil servants and public administrators at all levels.

### **Best example**

#### **- Title**

“Curso de Prevención de la Violencia de Género” (Training Course for the prevention of Gender Based Violence)

#### **- Target**

This training is targeted at administrators active in policy making, more specifically administrators in directive and pre-directive positions within the Spanish public administration.

Among the participants of this specific course, which was made in two different times last year (one in Murcia, and other in Granada), we could find 22 men and 17 women the first time, and 30 men and 5 women in the second time.

- **Commissioner**

INAP –Instituto Nacional de Administración Pública (National Institute of Public Administration)

**- Format**

Face to face format.

35 to 40 participants.

Compulsory access.

Series of two sessions in a total of 13 hours and a half: one session of 8 hours and another session of 5 hours and a half.

**- Content**

Directed to policy implementation;

Main contents: the meaning of gender based violence; legal and judicial foundations; media treatment; available resources for women; the psychosocial aspects and intervention; action protocols.

**- Methodology**

Presentation; Communications; Debate; Concluding Remarks

**- Monitoring**

Not available.

**Manuals**

1. Dirección general de la Mujer. 2007. *Guía práctica de intervención en violencia de género* (Practical manual on intervention in gender based violence cases). Dirección general de la Mujer: Cantabria.

**Keywords:** Training manual. Gender based violence.

This practical guide intends to contribute with the specific resources to get to know the key factors on intervention in gender based violence cases. It covers special communication skills, attitudes as well as main key strategies to prevent and advice citizens on gender based violence issues. The guide mainly caters for victi, professionals, family victi and aggressors.

2. Instituto Andaluz de la Mujer. 2006. *7 Lenguaje administrativo no sexista* (7 Non-sexist language in the administration). Madrid: LIKADI.

**Keywords:** Manual on the use of non-sexist language.

Tackling the proble of linguistic sexism, this manual develops several strategies and alternative solutions to the use of administrative sexist language. The guide also introduces a Decalogue on non-sexist language and relevant additional documentation on this particular topic.

3. Instituto Andaluz de la Mujer.2006. *8 La igualdad de género como factor de calidad* (8 Gender equality as a quality factor). Madrid: LIKADI

**Keywords:** Gender manual on quality and management.

The main objective of this manual is to guide and orientate technical staff to integrate a gender perspective to the system of quality management. The synergies created by addressing quality from a gender perspective, will most definitively result in a substantial improvement of public services management.

4. Instituto Andaluz de la Mujer. 2003. 1 *Introducción al enfoque integrado o mainstreaming de género. Guía básica* (1. Introduction to the gender perspective or gender mainstreaming. Basic guide). Madrid: LIKADI.

**Keywords:** gender mainstreaming manual.

Gender mainstreaming and equal opportunities between women and men have become one of the priorities in the European political agenda. This manual is the first of a series of support guides directed to technical personnel and it ought to provide practical formulas to integrate a gender perspective in the planning and managing of policies towards a more equal public administration.

5. Instituto de la Mujer. 2003. *Presupuestos públicos con perspectiva de género* (Gender public budgeting). Madrid: LIKADI.

**Keywords:** gender budgeting manual.

This manual introduces first of all, a theoretical revision of what are public budgeting then moving to gender sensitive public income and public spending from a gender perspective. The guide provides a clear insight into the importance of gender friendly budgeting in order to improve gender equality.

6. Instituto Andaluz de la Mujer. 2004. 5 *Indicadores de género* ( 5 Gender indicators). Madrid: LIKADI.

**Keywords:** Gender indicators manual.

This manual compiles definitions and uses of gender indicators as well as the process of constructing them. The guide focuses on practicality offering three different cases; gender indicators in the building of a sanitary infrastructure (the case of a hospital), gender indicators in a project on help services to residences and gender indicators in benefits to self-employment.

7. Instituto Andaluz de la Mujer. 2005. 6 *Guía para identificar la pertinencia de género* (6 Guide to identify gender impact). Madrid: LIKADI.

**Keywords:** Gender impact manual.

The manual introduces first and most, the intuitional context and normative in which this guide is framed. It then explores the definition of gender impact and the basic elements to analyse it. Offering several practical cases on gender impact, it also provides with key recommendations to satisfactorily identify gender impact.

8. Instituto de la Mujer. 2004. *4 Urbanismo con perspectiva de género* (4 Urbanism with a gender perspective). Madrid: LIKADI.

**Keywords:** Gender mainstreaming manual, gender and urban space, gender and urbanism.

Why is it important to integrate a gender perspective in urbanism? This manual assesses the differential impact that conventional urban planning has on women and men. The guide makes substantial recommendations and offers a case study at regional level.

9. Instituto de la Mujer. 2004. *3 Género y Salud* (3 Gender and health). Madrid: LIKADI.

**Keywords:** Gender mainstreaming, health sector, gender and health.

This manual firstly introduces a theoretical background on the social construction of women's health in an andocentric world and its consequences. It follows by introducing the integrated gender perspective as a strategy and tool to reduce and remove social inequalities in the health system. The text advocates and provides with techniques to avoid gender inequalities promoting a gender mainstreaming approach and a gender perspective on all issues concerning women's and men's health.

10. Instituto Andaluz de la Mujer. 2002. *Mainstreaming o enfoque integrado de Género: Manual de aplicación en Proyectos de Empleo*. (Mainstreaming or integrated gender perspective: A manual for employment projects). 2ª edición. Madrid: LIKADI.

**Keywords:** gender mainstreaming manual.

This text comprises tools on gender mainstreaming or the integration of a gender perspective in all the actions conducted by personnel of public institutions. This manual focuses particularly on employment.

11. Comisión Europea. 2001-2005. *Hacia una Estrategia Comunitaria sobre Igualdad entre Hombres y Mujeres* (Towards a communitarian strategy on equality between men and women)

**Keywords:** communitarian action plan on gender equality

This text reproduces the Commission's proposal on the 7th June 2000 "Towards a common communitarian frame strategy about equality between men and women (2001-2005) and the decision by the commission 20th December 2000 where a common action program is established. This text is available in eleven EU official languages.

12. EMAKUNDE. 2000. *Buenas prácticas de igualdad de oportunidades en los proyectos de empleo y formación* (Good practices in equal opportunities projects on training and employment). Vitoria- Gastéis.

**Keywords:** Good practices on gender equality employment projects.

The text comprises good practices on equal opportunities on employment projects and training. EMAKUNDE is the Basque Women's Institute.

13. Pérez Pérez, F. 2000. *Estudio sobre la aplicación del mainstreaming en programas sociales en la ciudad de A Coruña* (A study about the implementation of gender mainstreaming in social progra in the city of A Coruña). A Coruña: Fundación Mujeres.

**Keywords:** Gender mainstreaming

This text defines gender and describes how it is a dimension that has to be incorporated in all policies, planning and processes. Thus, gender is considered as part of the general analysis of all the activities, policy, programme, event or process. The text explains how gender ought to be mainstreamed and should not be considered as a separate issue.

14. Lorenzo García, F. 1999. *Manual de procedimientos. Desarrollo de proyectos integrales de empleo dirigidos a mujeres*. (Manual of procedures. The development of integrated employment projects for women). Madrid: Fundación Mujeres.

**Keywords:** Gender training manual

This manual is intended to be used by personnel in public institutions seeking procedural guidance for developing employment projects for women.

15. VV.AA. 1999. *Mainstreaming de género. Marco conceptual, metodología y presentación de "buenas prácticas"* (Gender mainstreaming. Conceptual frame, methodology and "good practices"). Instituto de la Mujer. Madrid.

**Keywords:** Gender mainstreaming manual.

The first part of the text is an introduction to the conceptual framework of gender mainstreaming. The second part explains the conditions that facilitate gender mainstreaming and the essential requirements to integrate it. The text also describes the most relevant available elements to mainstream gender and maps the main actors involved in the process. The third part is effective for supporting specific gender mainstreaming actions. It covers the aspects that should be taken into account (gender awareness) before and while developing actions as well as indications to manage the process. It finally comprises several examples on gender mainstreaming initiatives.

16. VV.AA. 1999. *Guía para una selección de personal no sexista* (Guide for a non-sexist selection of personnel) EOI. Madrid: Instituto de la Mujer.~

**Keywords:** Gender training manual.

This text brings together good practices and guidelines for a non-sexist selection of personnel. The manual challenges traditional approaches to recruitment in employment and introduces innovative perspectives to promote gender equality in employment.

17. EMAKUNDE. 1998. *Guía metodológica para integrar la perspectiva de género en proyectos y programas de desarrollo* (Methodological guide to integrate a gender perspective in development projects and progra) Vitoria-Gastéis: Emakunde.

**Keywords:** manual on gender and development.

This guide compiles methods to integrate gender mainstreaming in the development processes taking into account social, economic, political and cultural factors. The text acknowledges the gender gaps in the international cooperation activities, projects and progra and announces specific targets towards gender equality that need to be introduced in the development progra

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### **Trainers**

We have 15 trainers for Sweden, which is not at all an exhaustive list. According to the QUING Swedish reasercher, the names on the list are gender trainers that have a gender perspective in their work.

### **Targets**

- Civil servants and administrators in both public administration and private enterprises.
- Politicians.
- People working with gender equality issues.

## **Best example**

### **- Title**

“Processutbildning i jämtegrering” (Process oriented training in gender mainstreaming), 2001

### **- Target**

Managers, civil servants and elected local government officials (with the mandate and will to develop a more gender equal organization)

### **- Commissioner**

Local Governments

### **- Format**

The course is offered each year to all Local Governments with a maximum number of participants at 26. Participation is voluntary.

The course is face to face and comprises a total of 14 days, distributed over seven sessions from March 2001 to May 2002. The course thus takes place over the period of a year, the first meeting being three days long, the subsequent meetings being two days each. To this is added one occasion with individual tutoring between the third and fourth meetings. The purpose of extending the course over such a period is to allow for processes of both learning and implementation. During the course, participants are expected to lead a gender mainstreaming project in the own organization.

### **- Content**

The overarching goal is to provide the participants with tools so as to be able to improve the quality of the work at the Local Government organizations in ter of integrating a conscious perspective on gender in the ordinary, every day work. Here, ‘gender’ refers to power relations between women and men. The course includes information on gender equality politics, theories on gender, knowledge on developmental work, methods (primarily the 3 R-method<sup>12</sup>) and statistics. Intersectionality is not explicitly dealt with in this course.

There is no information about the material used in the course. However, judging from the invited lecturers I would guess that the material primarily consists of academic, official and political texts.

### **- Methodology**

In the course, the participants are given both lectures and workshops with practical exercises. Group discussions are also part of the course. Participants are furthermore expected to produce a gender mainstreaming action plan during the course, for which they receive tutoring. Included in this work, participants are to map out their home organization, based on the 3 R-method. Finally, during the last days of the course, the

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<sup>12</sup> The 3 R-methodology taught in the course was developed by Gertrud Åström, researcher at the Stockholm University in cooperation with the Swedish Association of Local Authorities and Regions. The method has been tested and developed through practical application in Swedish local governments and organizations. The method gives the tools for doing a systematic review and analysis of organizations with the purpose of making visible women’s and men’s, girls’ and boys’ conditions as users of local government organizations.

participants are given the opportunity to present their gender mainstreaming action project work to the rest of the participants.

Invited researchers lecture and share current research and theory. They provide the participants of the course with knowledge to be able to problematize and analyze women's and men's varying conditions. The course gives a background to why and how to work with gender mainstreaming, and presents a method for this called the 3 R-method. Participants are trained and tutored in how to do statistics divided by sex in order to be able to produce new knowledge about the conditions of the organization in which one works. The participants are also given advice on how to construct a project, regarding things such as planning, project leading and gaining approval of the project. Participants are furthermore taught how to approach difficulties and resistance that they might encounter. Tutoring is given both in groups and individually. The course is directed at personal competence with an emphasis on helping participants to develop an action plan for the continued mainstreaming work at the home organization.

#### **- Monitoring**

The evaluation of the course is summative and consists of a survey with a set of statements to which participants are to take a position. Respondents also have the choice of adding comments to each question. In the evaluation, the respondents are asked to consider and comment on their overall impression of the course, the practical arrangements, the contents, the participants' own work on the action plan, on work for change, the 3 R-method and the leaders of the course.

### **Manuals**

*Swedish language*

1. Blom, Annika, and Länsstyrelsen i Stockhol län. 2005. *Tjej eller kille - spelar roll? : Tillsammans för en jätälld skola (boy or girl - doesn't matter?: towards a gender equal school)*. Stockholm: Länsstyrelsen i Stockhol län.

**Keywords:** School, Sweden, Gender equality

This is a gender training book on how to create a gender equal school.

2. Bäck, Hanna, Richard Öhrvall, and Svenska kommunförbundet. 2004. *Det nya seklets förtroendevalda: om politikerantal och representativitet i kommuner och landsting 2003 (Elected representative of the new millenium - number of politician and representativity in municipal and county council)*. Stockholm: Svenska kommunförbundet.

**Keywords:** Elected representative, politician, municipal and county council

In this report analysis of politician and representativity in municipal and county council 2003 is investigated.

3. Ekström, Helen, and Jätälldhetsombudsmannen. 2004. *Att göra en jätälldhetsplan (Developing a gender equality plan)* Rev. (utg.) ed. Stockholm: Jätälldhetsombudsmannen (JämO).

**Keywords:** Gender equality, Labour market, Sweden.

This gender training book is a guide on how to develop a gender equality plan.

4. ———. 2005. *Att arbeta fram en jämställdhetsplan (Developing a gender equality plan)*. Rev. (utg.) ed. Stockholm: Jämställdhetsombudsmannen (JämO).

**Keywords:** Gender equality, Labour market, Sweden.

This gender training book is a guide on how to develop a gender equality plan.

5. ———. 2006. *Att arbeta fram en jämställdhetsplan: grundbok (Working out a gender equality plan: basics)*. Rev. (utg.) ed. Stockholm: Jämställdhetsombudsmannen (JämO).

**Keywords:** Gender equality, Labour market, Sweden.

This gender training book is a guide on how to develop a gender equality plan.

6. Eliasson, Mona, Barbro Ellgrim, and Sveriges kommuner och landsting. 2006. *Mäns våld mot kvinnor i nära relationer en kunskapsöversikt ( Men's violence against women in intimate relations - a knowledge inventory)* Stockholm: Sveriges kommuner och landsting.

**Keywords:** Battered Women, Domestic Violence, Violence, Sweden, Abused women, Wife abuse, Abusive men.

This is a knowledge inventory on men's violence against women in intimate relations.

7. Eriksson, Maria, Helene Biller, and Dag Balkman. 2006. *Mäns våld - barns upplevelser. En kartläggning av interventioner, kunskap och utvecklingsbehov (Men's violence - childrens experiences. A mapping of interventions, knowledge and development needs)*. Place Published: Integrations- och jämställdhetsdepartementet <http://www.regeringen.se/sb/d/6320/a/67602> (accessed.

**Keywords:** Men's violence, childrens experiences

The report gives account of findings regarding a three folded mission. Firstly to map and describe activities that are supposed to make abusive men stop their abusive behaviour towards women and children. Secondly map and describe activities aiming at girls and boys living close to men's violence against women. Thirdly to suggest how the knowledge generated in these activities could be developed and spread and also how it could be integrated with knowledge generated within activities aimed towards abused women.

8. Gustafsson, Yvonne, Politikerroll i förändring (projekt), Landstingsförbundet, Svenska kommunförbundet, and Tema demokrati (projekt). 1999. *Sen då? : Uppföljning av projektet Politikerroll i förändring (And after that? a follow up*

on the project *Changed political roles*) Stockholm: Landstingsförbundet: Svenska kommunförbundet.

**Keywords:** Politician, political roles

This is a follow up on the project *Changed political roles*.

9. Harriman, Anita, Carin Holm, and Jätälldhetsombudsmannen. 2004. *Analys lönelots : enkel och snabb metod för bedömning av arbetskrav (analysis of a wage tool : a fast and easy way to evaluate work demands)*. 3., (rev.) uppl. ed. Stockholm: Jätälldhetsombudsmannen.

**Keywords:** Labour value, Wages, Sweden.

In this book a analysis of a wage tool is developed that is a fast and easy way to evaluate work demands.

10. Johansson, Monica, Agneta P. Blom, Lena Eckerström, and Landstingsförbundet. 1999. *Våga diskutera genus: med fokus på ledarskap : ett presentationsmaterial från Landstingsförbundet ( Venture gender discussions - with focus on leadership - a material from county council union)*. Stockholm: Landstingsförb.Socioeconomic factors

**Keywords:** Sex characteristics, Gender, Division of labour, Sex-typing of jobs, County councils, Managers

This is a book from county council union about the importance of venture gender discussions with focus on leadership.

11. JÄMO. 2007. *Kunskapsöversikt - sexuella trakasserier och trakasserier på grund av kön (overview of knowledge - sexual harassment and harassment due to gender)*. <http://www.jamombud.se/arbetslivet/kunskapsoversik.asp>.

**Keywords:** sexual harassment, harassment due to gender

This is a overview of knowledge about sexual harassment and harassment due to gender.

12. ———. 2007. *Rapporter Om föräldraskap (reports on parenthood)*. <http://www.jamombud.se/arbetslivet/rapporteromfora.asp>.

**Keywords:** parenthood, gender equality, working life

This is information material from the gender equality ombudsman about working life and parenthood.

13. Jätälldhetsdepartementet, Integrations- och. 2004. *Nya vägar: Organiseringen av jätälldhetsarbetet i Sverige (new ways - the organisation of gender equality work in Sweden)*. Place Published. <http://www.regeringen.se/sb/d/258/a/46692>

**Keywords:** gender equality work, Sweden

This is a text about the organisation of gender equality work in Sweden.

14. ———. 2006. Jätälldhetsintegrering i Regeringskansliet - fokus för arbetet år 2006 (Gender mainstreaming in the government office - focus on work in 2006). Place Published. <http://www.regeringen.se/sb/d/6319/a/68192> (accessed).

**Keywords:** gender mainstreaming, government office

A text on gender mainstreaming in the government office - focus on work in 2006.

15. Jätälldhetsombudsmannen. 1999. *JämOs handbok om aktivt jätälldhetsarbete (JämOs manual on active gender equality work)*. (Ny, rev. utg.) ed. Stockholm: Jätälldhetsombudsmannen (JämO)

**Keywords:** Gender equality, Labour market, Sweden, Gender equality work.

Manual on active gender equality work

16. ———. 2005. *Alla människor har lika värde: ett utbildningsmaterial från DO, HO, HomO och JämO (Everyone is equal - a training material from the Parliamentary Ombudsmen)*. Stockholm: Jätälldhetsombudsmannen (JämO).

**Keywords:** Human rights, Sweden.

A training material on human rights from the Parliamentary Ombudsmen.

17. ———. 2005. *Likabehandlingsplanen: Om högskolans arbete med att främja lika rättigheter oavsett kön - ett material från JämO (Equal opportunities plans - colleges and universitys work to promote gender equality)*. Stockholm: Jätälldhetsombudsmannen (JämO).

**Keywords:** Equal opportunities plans, Discrimination, students, universities, Equality university colleges Sweden 21st century.

A guide on how to work to promote gender equality on colleges and universities.

18. Landstingsförbundet. 1999. *Focusprogrammet: ett hjälpmedel i arbetsplatsens förändrings- och utvecklingsarbete: arbetspärm för planering och genomförande av arbetsplatsutveckling med ett genusperspektiv (The focusprogram - a manual in change and development management from a gender perspective)*. Stockholm: Landstingsförbundet.

**Keywords:** Organizational innovation, Sex characteristics, Leadership, Inservice training.

A manual in change and development management from a gender perspective

19. ———. 2002. *Könsuppdelad statistik: ett instrument för jättldhet och mainstreaming (sexsegregated statistics - a gender equality and mainstreaming tool)*. Stockholm: Landstingsförbundet.

**Keywords:** Statistics, Sex distribution, Health care, Medical care, Sweden.

A manual on how to use sex segregated statistics as a gender equality and mainstreaming tool.

20. Landstingsförbundet, and Svenska kommunförbundet. 2004. *Hälsa, arbete & kön : kompendium (health, work and gender. compendium)*. Stockholm: Svenska kommunförbundet: Landstingsförbundet.

**Keywords:** Health, Work, Equality Sweden, Statistics, gender, Work.

A working guide on health, work and gender.

21. Larsson, Annika, Eva Nikell, and Jättldhetsombudsmannen. 2004. *Att våga hoppa jämfota: rapport från ett jättldhetspedagogiskt projekt (On both feets - report from a gender equality educational project)*. Stockholm: Jättldhetsombudsmannen (JämO).

**Keywords:** Single-sex classes (Education), Single-sex schools, School equality, Master suppression techniques, Relations pupils teachers, Attitudes to gender roles girls boys, Equal opportunities projects.

A report from a gender equality educational project.

22. Larsson, Birgitta, and Katarina Svenhammar. 1998. *Focus : arbetsplatsutveckling med ett genusperspektiv : projektbeskrivning och utvärdering (Focus - a manual in change and development management from a gender perspective)* Stockholm: Landstingsförbundet.

**Keywords:** Equal opportunities projects, Gender, County councils, Sweden, Caring professions, Work environment, Mentorship, Equality, Evaluations.

A manual in change and development management from a gender perspective.

23. Lorentzi, Ulrika, Gun Hedlund, and Malin Rönnblom. 1998. *Delad kommunal makt : en rapport från programberedningen Kommunerna och jättldheten om jättldhet och demokrati (Shared municipal power - a report from the program committee Municipal and Gender Equality on gender equality and democracy) Kommunerna och jättldheten,*. Stockholm: Svenska kommunförb. : Kommentus.

**Keywords:** Sweden, Local authorities, Equality, Democracy, Representation, Politics, Decisions, Feminism, Political activities, Power.

A report from the program committee Municipal and Gender Equality on gender equality and democracy.



24. Länsstyrelsen Östergötland. 2006. *Jätälldhet i fysisk planering och byggd miljö : ett nytt perspektiv på vardagsmiljö ( gender equality in physical planing and building environment: a new perspective on everyday environment)*. Linköping: Länsstyr. Östergötlands län.

**Keywords:** Gender equality, Sweden, Östergötland, Physical planing

A manual on how to regard gender equality in physical planning and building environment.

25. Nordström, Syvonne, Dan Humble, Annakarin Wennerberg, Camilla Simonsson, and Länsstyrelsen Jämtlands län. 2006. *Motboken: motstånd mot jätälldhetsarbete (opposebook - opposition against gender equality work)*. 1. uppl. ed. Östersund: Länsstyrelsen Jämtlands län.

**Keywords:** Gender equality, working life, opposition

A manual on how to handle opposition against gender equality work in working life.

26. Olofsson, Rikard, Sensus studieförbund, and Länsstyrelsen i Västerbottens län. 2005. *Utväg: guider om kön, makt och dig som person ( The way out - a guide about gender, power and you)*. Älvsjön Umeå: Sensus studieförbund; Länsstyrelsen Västerbotten.

**Keywords:** Equality, Upbringing gender roles, Sex discrimination, Sex role, Gender identity, Equality, Sex discrimination, Gender power, Women's freedom from molestation.

A guide on how to work with sex discrimination, gender identities and gender equality.

27. Olsson, Jeanette, Gunilla Wolde, Svenska kommunförbundet, Tema demokrati (projekt), and Landstingsförbundet. 1999. *Den demokratiska dialogen : arbetsformer för kvinnor och män i politiken ( the democratic dialog - working for for women and men in politics)*. Stockholm: Landstingsförb. : Svenska kommunförb. : Kommentus.

**Keywords:** Gender equality, Sweden, Municipal democracy, Local democracy.

A guide on how to create a democratic dialog - working for for women and men in politics

28. Persson, Josefin, and Länsstyrelsen i Skåne län. 2006. *Jätälldhet som "svensk" självklarhet: en rapport om jätälldhet i kommunal introduktion av nyanlända flyktingar och invandrare (gender equality as a "swedish" matter of course - a report on gender equality in the municipal introduction of new refugees and immigrants)*. Malmö: Länsstyrelsen i Skåne län.

**Keywords:** Gender equality, Sweden, Refugee reception, Municipal

A report on gender equality in the municipal introduction of new refugees and immigrants.

29. Pingel, Birgit, Hans Robertsson, and Landstingsförbundet. 2002. *Män i hälso- och sjukvården: gränsöverskridande nätverk för män: beskrivning och utvärdering av ett projekt i Örebro läns landsting (Men in healthcare - male bordercrossing networks - description and evaluation of a project in Örebro county council)*. Stockholm: Landstingsförb.

**Keywords:** Caring professions, Female dominated occupations, Networks, Sweden, Gender identity, Health personnel, Men, Nurses, male.

Description and evaluation of a project in Örebro county council about male border crossing networks in health care

30. Svenska kommunförbundet, and Landstingsförbundet. 2004. *Hälsa, arbete & kön.Handledning (Health, work and gender. instruction)*. Stockholm: Svenska kommunförbundet: Landstingsförbundet.

**Keywords:** Health, work, gender, manual

A manual on health, work and gender.

*English language*

31. International Union of Local Authorities and Svenska kommunförbundet. 1998. *Women in local government = Les femmes dans le gouvernement local = Las mujeres en el gobierno local*. The Hague Stockholm: International Union of Local Authorities; Svenska kommunförbundet.

**Keywords:** Local authorities, County councils, politicians, Representation International surveys.

A study on women in local government.

32. Jätälldhetsdepartementet, Integrations- och. 2004. *Moving Ahead: The Organisation of Gender Equality Work in Sweden* Place Published. <http://www.regeringen.se/sb/d/258/a/46697>

**Keywords:** Organisation, Gender Equality Work, Sweden

An information material on the Organisation of Gender Equality Work in Sweden.

33. ———. 2006. *Moving Ahead: Gender budgeting in Sweden*. Place Published. <http://www.regeringen.se/sb/d/6319/a/65322>

**Keywords:** Gender budgeting, Sweden

A guide to gender budgeting in Sweden.

34. Larsson, Birgitta, and Katarina Svenhammar. 2000. *Focus: workplace development with a gender perspective: a summary of the project: description and evaluation*. Stockholm: Landstingsförb.

**Keywords:** Workplace, gender equality.

Description, evaluation and a summary of the project: workplace development with a gender perspective.

## **TURKEY**

### **Commissioners**

- **Kadının Statüsü Genel Müdürlüğü (General Directorate for Women's Status) KSGM**  
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Website: [http:// www.ksgm.gov.tr](http://www.ksgm.gov.tr)
  
- **United Nations High Commissioner for Refugees (UNHCR) - Turkey**  
Contact person: Umut Kuruç  
Sancak Mahallesi, 12. Cadde, 212. Sokak No: 3  
06550 Ankara/Türkiye  
Tel: 0090 3124411696, 0090 3124097000  
Fax: 0090 3124412173  
Email: kurucu@unhcr.org  
Website: [www.unhcr.org.tr](http://www.unhcr.org.tr)
  
- **Devlet Planlama Teşkilatı Müsteşarlığı (State Planning Organisation)**  
Contact person: İbrahim Kuzu  
Email: ikuzu@dpt.gov.tr  
Necatibey Cad. No: 108  
06100 Yücetepe Ankara/Türkiye  
Tel: 0090 3122945000  
Email: bilgi@dpt.gov.tr  
Website: [www.dpt.gov.tr](http://www.dpt.gov.tr)

### **Trainers**

In Turkey, there is not any organisation specifically established by or for gender trainers. Although there exists various e-mail groups established to discuss specific or general gender issues, in which gender experts and trainers also contribute to discussions, no specific gender trainer websites or periodicals through which gender trainers communicate could be located. Although, in Turkey, many gender related training courses and seminars have been held in the recent past, they are mostly organised by NGOs and university departments (such as gender studies programmes) and mainly target civil society and/or individual women. As such many of these can not be covered within the scope of Opera. We have 14 trainers for Turkey.

## **Targets**

- Police Departments and Police Academy students.
- Public bodies and NGOs.
- Civil society and/or individual women.

## **Best example: 1**

### **- Title**

“KSGM – Kadının Statüsü Genel Müdürlüğü - General Directorate for Women’s Status” (Gender training organised by the national machinery)

### **- Target**

Personnel of State Planning Organisation (DPT – Devlet Planlama Teşkilatı)

### **- Commissioner**

Kadının Statüsü Genel Müdürlüğü (General Directorate for Women’s Status)  
KSGM

### **- Format**

The training course was a one-time, face-to-face training course for two days, organised for the staff of the DPT, who hold an expert position in the institution. Participation in the training course was encouraged. The trainers were Turkish academics working on gender issues.

### **- Content**

It was targeting at gender policy development directed at the target group, those in the staff of DPT holding the position of “expert”. The programme of the training course was adapted to the character and needs of the institution. While there was no particular attention given to matters of intersectionality, whenever the issue was raised by the participants or result in discussion, the focus was nonetheless returned to gender issues. A manual produced by KSGM for this purpose was used in the course.

### **- Methodology**

The theoretical input was kept limited to an extent and exercises deemed fitting for the nature of the participants were chosen from the manual. Mostly participants were kept in small groups, and occasionally gathered in plenary sessions for reflection, discussion and evaluation.

### **- Monitoring**

No follow up of the training was made, since it was a pilot project. However, at the end of the training course an evaluation was made and accordingly some changes were made in the manual used in the training.

## **Best example: 2**

### **- Title**

Training of Trainers, organised by the national machinery (KSGM – General Status for Women’s Status

### **- Target**

The ToT included a total number of 100 participants, 20 in each of the five training courses. The participants have been from the following categories:

- Ministries: *Ministry of Interior* (General Directorate of Police Forces; of Gendarmerie, of Local Governments; of Population and Citizenship Affairs; of Provincial Administration; Education Unit; Foreign Affairs and EU Unit); *Ministry of Justice* (General Directorate of EU, and of Laws); *Ministry of Labour and Social Security* (General Directorate of Labour; EU Coordination Unit; Directorate of Social Security; Turkish Employment Organisation); *Ministry of Education* (General Directorates of Primary, Secondary, Higher, Pre-School, Girl’s and Boy’s Technical, Special Education, and Vocational Education; of Teacher Training; of Foreign Affairs; of Education Research and Development); *Ministry of Health* (General Directorate of Basic Health Services; of Mother-Child Health and Family Planning; of Health Education; of EU Coordination Unit); *State Planning Organisation* (General Directorate of EU Affairs, of Social Sectors and Coordination); *General Directorate on Social Services and the Protection of Children* (SHÇEK);
- Centres and Graduate Programmes for Research on Gender and Women’s Problem in various universities;
- Women’s NGOs (associations and foundations dealing with women’s issues and problem);
- Professional Organisations such as Turkish Union of Bar Associations and Turkish Medical Association;
- Municipalities;
- Provincial Administrations;
- Trade Unions and Employers’ Associations (both for public and private employees).

Organisations/Institutions Invited to the ToT:

<b>Category</b>	<b>Number of institutions invited</b>
Ministries	34
Universities	11
Women’s NGOs	27
Professional Organisations	3
Municipalities	25
Provincial Administrations	5
Trade Unions / Employers’ Confederations	8
<b>Total</b>	<b>113</b>

**- Commissioner**

Kadının Statüsü Genel Müdürlüğü (General Directorate for Women's Status)  
KSGM

**- Format**

ToT is a series of five identical face-to-face training courses, of 3 days for each. There are 20 participants in each training which sum up one hundred in total at the end of the series. Participants are invited through official invitation letters to their respective institutions and their participation is encouraged by their respective institutions. The required profile of the participants is also stated in the invitation letters, including expectations from the potential participants (for example, participants who are working or willing to work on gender issues; who are enthusiastic; who are able to mobilise their institutions for gender trainings; and who are experienced, even if to a limited extent). The programme of the ToT can be found at the end of this section.

**- Content**

Since it is organised for trainers that are expected to give trainings to policy makers in the future, the training can be considered as targeting enhancement of personal competence. Meaning of gender is based mostly on Council of Europe conceptual input. Other inequalities are on purpose kept out of the programme in order not to shift attention away from gender. However, a section on discrimination is included in the programme. The trainers and the documents are provided by the Dutch partner. The material used include EU documents, Council of Europe sources (especially in ter of theoretical and conceptual input on gender mainstreaming), examples of good practices and a state of the art report on Turkey, prepared by KSGM. The training included training techniques and implementation/pilot projects.

**- Methodology**

The training included presentation of theoretical input, practical exercises and small groups work, as well as plenary sessions in which reflection and discussions are made.

**- Monitoring**

Evaluation for are prepared by the Dutch team and are given to the participants everyday. There is also a joint evaluation. Some of the trainers trained in this course are expected to take part in future training courses to be organised by KSGM, which can be considered as a follow up of this course.

**Manuals**

1. Atauz, Akın, Filiz Kardam, Ayse Saktanber, and Halil İbrahim Yalın. 1999. *The gender education handbook*. Ankara: Directorate General for Status and Problem of Women (DGSPW).

**Keywords:** Turkey, gender, gender roles, education

The Gender Education Hand Book is produced as a document for everyone who wants to think on gender issues and take gender into consideration during the processes of producing, working or planning to work in this area. In this sense target readers are general readers, government/policy makers, academicians. The

material consists of 10 chapters; including basic concepts as gender, gender roles; notes for trainers how to prepare of gender education progra and techniques of adult education; beginning activities like life stories, meaning of name, sharing gender experiences; gender roles, relations and needs; improving of gender sensibility; estimation of institutions with gender perspective; planning and policy making with gender perspective; exchange strategies; working and producing together and evaluation of progra

2. İlkkaracan, İpek, Pınar İlkkaracan, Filiz Kerestecioğlu, Zülal Kılıç, Ferhan Özenen, and Gülşah Seral. 1998. *Kadının insan hakları eğitimi: Eğitici el kitabı* (Women's Human Rights Training: Training Manual). İstanbul: Women for Women's Human Rights-New Ways.

**Keywords:** women's human rights, training manual, violence

The Human Rights Education Program for Women (HREP) was developed in 1995 by WWHR-New Ways to combat against violations of women's human rights and violence against women in Turkey. In this context, this book is a manual for gender trainers working within the project.

3. Sancar Üşür, Serpil, Selma Acuner, İlknur Üstün, Aksu Bora, and Lara Romaniuc. 2006. *Bir de buradan bak: cinsiyet eşitsizliği bir 'kadın sorunu değil', toplumun sorunudur* (Another point of view: gender inequality is not a 'woman issue' but a societal problem). Ankara: Ka-Der (Association for the Support and Training of Women Candidates).

**Keywords:** UNDP, gender training, development plans

This booklet is prepared specifically for the use of UNDP personnel—developmental project developers and project executives and also ai to be used by public officials and policy-makers to acquire gender awareness and related skills.

4. Işık, Nazik. 2004. *Kadınlar ve kadın kuruluşları için kadınlara karşı her türlü ayrımcılığın önlenmesi sözleşmesi ve ihtiyari protokol "başvuru el kitabı"* (The guideline on CEDAW for women and women's organizations). Ankara: Uçan Süpürge (Flying Broom).

**Keywords:** CEDAW

This manual was prepared to be a guide for women who cannot solve their proble within the existing Turkish legislation and need to use the CEDAW procedure in order to secure their vested rights. This basic guidebook ai to help all women and women's NGOs fighting against violence towards women.

5. Bora, Aksu. 2000. *Gücümüzü farketmek: Kadınlarla grup çalışması için rehber* (Realizing our power: A guideline for workshop with women). Ankara: Ankara Üniversitesi KASAUM (Ankara University Research and Implementation Centre on the Proble of Women).



**Keywords:** gender awareness, women's participation

This guide aims to promote gender awareness and encourage women to participate into politics. It is specifically used to raise consciousness among women and to strengthen women's position in the society.

6. Bora, Aksu, and Ceren İřat. 2006. *Düğüm bilgisi* (Knowledge on deadlock). Ankara: Ka-Der (Association for the Support and Training of Women Candidates).

**Keywords:** local politics, local organisation, women's solidarity, local agenda 21

The booklet introduces the problem of women's participation in politics in Turkey and outlines the ways in which women can improve their involvement in local politics. Becoming a local women's organisation, local actors and grand problem and accessible solution are the main parts of the booklet. It also has an introductory part on the Turkey Local Agenda 21 Programme.

7. Tokman, Yıldız, and Sema Kendirci. 2006. *Yerel yönetimlere ilişkin yasal düzenlemeler çerçevesinde kadınlara yer açmak* (Providing space for women within the legal framework on local government). Ankara: Ka-Der (Association for the Support and Training of Women Candidates).

**Keywords:** local politics, local elections, women candidates, women's needs and rights

The booklet aims to introduce the legal framework of local governance and how more space can be generated for women's active participation in local politics. Criticising the practice of doing politics based on kinship relations, the booklet puts an emphasis on the importance of neighbourhood organisation for women's political participation and of the local services provided by the municipality for women's mobility and their protection against violence.

8. Anıl, Ela, Pinar İlkaracan, Ayşe Berktaş, Tuluğ Ülgen, and Zülal Kılıç. 2001. *Pekin 005: Birleşmiş Milletlerde kadının insan hakları ve Türkiye'nin taahhütleri* (Beijing 005: Women's human rights in the UN and Turkey's commitments). İstanbul: Women for Women's Human Rights - NEW WAYS.

**Keywords:** Beijing 005, women's human rights, Turkey, international commitments, women 2000

This booklet was prepared with the aim of contributing to the translation of international agreements concerning gender equality into national policies and to the implementation of commitments countries have made in UN meetings. While giving an overview of the historic process of the incorporation of women's human rights in the UN mechanism, the booklet draws attention to the discrepancy between the actual situation in Turkey and the commitments Turkish governments have made to ensure gender equality.

9. Çelik, Aydan. 2001. *Doğurganlık haklarımız var!* (Our reproductive rights!) İstanbul: Women's Human Rights New Ways.

**Keywords:** reproductive rights, gender training, consciousness raising, booklet

The text is comprised of information on methods of birth control, abortion and infertility, and cautions women on the need to be aware of and to demand information about their potential effects on their health. Women for Women's Human Rights-New Ways series entitled Our Rights! constitutes part of the organization's efforts to render laws accessible for all and to do this with a rights perspective. In this series aiming to be understandable by all, publications utilize very simple language and are rich in ter of visual material. The booklets in this series are also used by the women participating in the WWHR-New Ways has been carrying out in 33 cities in cooperation with the General Directorate of Social Services since 1998.

10. Çiftçi, Nuray. 2001. *Cinselliğimiz var!* (Our sexual rights!) İstanbul: Women for Women's Human Rights (WWHR) – New Ways.

**Keywords:** sexual rights, informative booklet

Our Sexual Rights! highlights the fact that a healthy and happy sexual life is everyone's right. The booklet ai to help women to prevail over the negative social prejudices and pressures on issues related to women's sexuality and to discover and enjoy of their sexuality. WWHR-New Ways series entitled Our Rights! constitutes part of WWHR's efforts to render laws accessible for all and to do this with a rights perspective. In this series aiming to be understandable by all, publications utilize very simple language and are rich in ter of visual material. The booklets in this series are also used by the women participating in the Women's Human Rights Education Program WWHR has been carrying out in 33 cities in cooperation with the General Directorate of Social Services since 1998.

11. Women for Women's Human Rights (WWHR) – New Ways. 2001. *Yeni haklarımız var!* (Our new legal rights!) İstanbul: ERA Publication Services.

**Keywords:** human rights, informative booklet

WWHR-New Ways series entitled Our Rights! constitutes part of the NGOs efforts to render laws accessible for all and to do this with a rights perspective. In this series, which aim to be user friendly; publications use simple, clear language and are rich in ter of visual material. The booklets in this series are also used by the women participating in the Women's Human Rights Education Program WWHR, which has been conducted in 33 cities in cooperation with the General Directorate of Social Services since 1998. Our New Legal Rights! is the latest booklet of the series and elaborates some basic rights gained with the enforcement of the new Civil Code in 2002.

12. Üşür Sancar, Serpil. 2000. *Siyasal örgütlerde cinsiyetçiliğe karşı eğitim rehberi* (Training manual -against gender discrimination in political organizations). Ankara: Ankara Üniversitesi KASAUM (Ankara University Research and Implementation Centre on the Problem of Women).

**Keywords:** gender, women's participation into the politics

The objective of this guide is to explain the significance of gender equality to women working in political organizations. This manual offers also some training activities.

13. İlkkaracan, İpek, Pınar İlkkaracan, Filiz Kerestecioğlu, Zülal Kılıç, Ferhan Özenen, and Gülşah Seral. 1998. *Kadının insan hakları eğitimi: Eğitici el kitabı* (Women's Human Rights Training: Training Manual). İstanbul: Women for Women's Human Rights-New Ways.

**Keywords:** women's human rights, training manual, violence

The Human Rights Education Program for Women (HREP) was developed in 1995 by WWHR-New Ways to combat against violations of women's human rights and violence against women in Turkey. In this context, this book is a manual for gender trainers working within the project.

## **Commissioners**

Note: It is difficult to identify commissioners distinct from trainers. Some seem to act as both, e.g. the Trade Unions Congress provides training using their own staff, as well as using an external body such as universities. The model of ‘commissioners’ or gender training agencies which are responsible for trainings (as defined in the OPERA guidelines) does not appear to be appropriate to the UK context<sup>13</sup>.

- **ACAS - Advisory, Conciliation and Arbitration Service**  
Brandon House  
180 Borough High Street  
London, SE1 1LW  
Tel: 0044 2072103613  
Website: [http://www.acas.org.uk/eobs/acas\\_events\\_new.asp](http://www.acas.org.uk/eobs/acas_events_new.asp)
  
- **Child and Woman Abuse Studies Unit**  
London Metropolitan University  
Ladbroke House  
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Tel: 0044 (0)2071335014  
Fax: 0044 (0)2071335026  
Email: [cwasu@londonmet.ac.uk](mailto:cwasu@londonmet.ac.uk)  
Website: <http://www.cwasu.org>
  
- **Equal Opportunities Commission**  
Arndale House,  
Arndale Centre  
Manchester  
M4 3EQ  
Great Britain  
Tel: 0044 (0)8456015901  
Fax: 0044 (0)1618388312  
Email: [info@eoc.org.uk](mailto:info@eoc.org.uk)  
  
36 Broadway  
London  
SW1H 0BH  
Great Britain  
  
Tel: 0044 (0)2072221110  
Fax: 0044 (0)207222771  
Email: [info@eoc.org.uk](mailto:info@eoc.org.uk)  
St Stephens House

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<sup>13</sup> We included all institutions both as commissioners and as trainers, although we are not sure if it is 100% correct.

279 Bath Street,  
Glasgow  
G2 4JL  
Scotland  
Tel: 0044 (0)8456015901  
Fax: 0044 (0)1412485834  
Email: scotland@eoc.org.uk

Windsor House,  
Windsor Lane  
Cardiff  
CF10 3GE  
Wales  
Tel: 0845 601 5901  
Fax: 029 2064 1079  
Email: wales@eoc.org.uk  
Website: <http://www.eoc.org.uk/>

- **Refugee Women's Resource Project**

Asylum Aid  
28 Commercial Street  
London E1 6LS  
Tel: 0044 (0)207 3775123  
Fax: 0044 (0)20 7247 7789  
Email: [info@asylumaid.org.uk](mailto:info@asylumaid.org.uk)  
Website:  
[http://www.asylumaid.org.uk/New%20RWRP/RWRP\\_Training.htm](http://www.asylumaid.org.uk/New%20RWRP/RWRP_Training.htm)

- **Rights of Women**

52-54 Featherstone Street,  
London, EC1Y 8RT  
Tel: 0044 (0)2072516575/6  
Email: [info@row.org.uk](mailto:info@row.org.uk)  
Website: <http://www.rightsofwomen.org.uk/training.html>

- **Stonewall**

Contact person: Joseph Bartovic  
Email: [joseph.bartovic@stonewall.org.uk](mailto:joseph.bartovic@stonewall.org.uk)  
Tel: 0044 (0)2075931866  
Contact person: Peter Thorpe  
Email: [peterthorpe@bdpmedia.com](mailto:peterthorpe@bdpmedia.com)  
Tel: 0044 (0)2079409707  
Contact person: Stephen Frost (Director of Workplace programmes)  
Email: [stephen.frost@stonewall.org.uk](mailto:stephen.frost@stonewall.org.uk)  
Tel: 0044 (0)2075931863

Tower Building  
York Road  
London SE1 7NX

Tel: 0044 (0)2075931850  
Fax: 0044 (0)2075931877  
Minicom: 0044 (0)2076330759  
Email: [info@stonewall.org.uk](mailto:info@stonewall.org.uk)  
Note: Stonewall also has offices in Scotland and Wales.

- **Trades Union Congress**

Union Learn  
Congress House  
Great Russell Street  
London WC1B 3LS  
Tel: 0044 (0)2070796920  
Fax: 0044 (0)2070796921  
Email: [ulweb@tuc.org.uk](mailto:ulweb@tuc.org.uk)  
Website: <http://www.unionlearn.org.uk/index.cfm/ltu/>

- **Unison**

1 Mabledon Place  
London WC1H 9AJ  
Tel: 0044 (0)8453550845  
Email: [education@unison.co.uk](mailto:education@unison.co.uk)  
Website: <http://www.unison.org.uk/education/further/index.asp>

- **Violence Against Women Research Group**

Contact person: Melanie McCarry (Co-ordinating Officer)  
Email: [M.J.McCarry@bristol.ac.uk](mailto:M.J.McCarry@bristol.ac.uk)  
Tel: 0044 (0)1179545561  
School for Policy Studies  
Bristol University  
Bristol  
Website: <http://www.bristol.ac.uk/sps/research/fpcw/vawrg/consult.shtml>

- **Women's Budget Group**

c/o Fawcett Society  
1-3 Berry Street  
London EC1V 0AA  
Tel: 0044 (0)2072532598  
E-mail: [sarah.lesniewski@fawcettsociety.org.uk](mailto:sarah.lesniewski@fawcettsociety.org.uk)  
Website: <http://www.wbg.org.uk/>

- **Women's Resource Centre**

33-41 Dallington Street  
London EC1V 0BB  
Tel: 0044 (0)20 7324 3030  
Fax: 0044 (0)20 7324 3050  
Email: [wrc@freecharity.org.uk](mailto:wrc@freecharity.org.uk)  
Website: <http://www.wrc.org.uk/training/>

- **Angel Productions**  
8 Hillside Gardens  
London N6 5ST  
Tel: 0044 20 8444 3331  
Email: enquiries@angelproductions.co.uk  
Website: <http://www.angelproductions.co.uk/index.html>
  
- **COPE Creating Opportunity Promoting Equality**  
Northumberland House,  
230 High Street, Bromley,  
Kent BR1 1PQ  
Tel: 0044 (0)2084602969  
Email: training@copeforequality.co.uk  
Website: [http://www.copeforequality.co.uk/index\\_files/training.htm](http://www.copeforequality.co.uk/index_files/training.htm)
  
- **PDP People, Diversity, Performance**  
52 The Warwick Building,  
Chelsea Bridge Wharf, 366 Queenstown Road,  
London SW8 4NJ  
Tel: 0044 (0)2076222400  
Email: info@pdp-associates.co.uk  
Website: <http://www.pdp-associates.co.uk/>

### **Trainers**

In the UK, organisations / institutions are more relevant and more appropriate in examining gender training than individual people, particularly considering the training of interest to QUING (i.e. official training on gender equality policies targeted at professionals). Hence, the list of trainers for the UK comprises the former.

### **Targets**

- Employers, management, civil servants.
  
- Public bodies and private companies, some of whom may be involved in policy making. E.g. Metropolitan Police Authority, local authorities.
  
- County councils, police authorities, and NGOs.
  
- All women.
  
- Women's organisations; voluntary organisations; lawyers; social workers; employers; trade union representatives; and legal advisors.
  
- Senior staff in the further, adult and community education sector.
  
- Activists and members.

## **Best example**

No information available in the moment we were writing the report.

## **Manuals**

1. Equal Opportunities Commission. 2006. Gender Equality Duty- draft code of practice England and Wales. Manchester: Equal Opportunities Commission.

**Keywords:** gender equality training manual

This provides guidelines for public bodies on the Gender Equality Duty, includes an overview of the GED, details on how to meet the duty, and information in relation to the enforcement of the duty.

Separate guide available for Scotland.

2. Southall Black Sisters and Women's Resource Centre. 2006. How can I support her? Domestic violence, immigration and women with no recourse to public funds.

**Keywords:** gender equality training manual

This guide is aimed at voluntary and community organisations to help caseworkers and advisors provide practical support and assistance to women who are eligible to apply for stay in the UK on the basis of domestic violence.

3. Equal Opportunities Commission. 2005. Action for Change. Manchester: Equal Opportunities Commission.

**Keywords:** gender equality training manual

The 'Action for Change' series comprises short guides aimed at various key stakeholders including Learning and Skills Councils, training providers, employers, careers advice professionals and teachers, and those involved in work-related learning. The guides provide practical advice specific to each audience on opening up non-traditional opportunities for women and men.

4. Women and Equality Unit. 2005. Gender reassignment- a guide for employers London: Women and Equality Unit, Department of Trade and Industry.

**Keywords:** gender equality training manual

This guide provides employers with information about the relevant legislation relating to transsexual people and includes practical suggestions for good practice in the workplace. The document also contains a glossary of terms and list of useful organisations.



5. Kelly, Liz. 2000. Violence against women and children - vision, innovation and professionalism in policing: CWASU.

**Keywords:** gender equality training manual

The 'VIP Guide' has been designed to promote awareness amongst police officers of the different forms of violence against women and children, including trafficking.

Available from the Child and Woman Abuse Studies Unit or through Council of Europe.

6. Stonewall. The employment equality (sexual orientation) regulations: guidelines for employers. [www.stonewall.org.uk](http://www.stonewall.org.uk): Stonewall

**Keywords:** gender equality training manual

Stonewall, a group established in 1989, works to achieve equality and justice for lesbians, gay men and bisexual people. Their website offers a number of downloadable guides (for employers and employees, as well as more general guidelines relating to legislation), see: <http://www.stonewall.org.uk/default.asp>

This guide provides information for employers in relation to the Employment Equality (Sexual Orientation) Regulations (2003) and contains details about the legislation and about what it means in practice.