



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

**Annex 2: Text of the Questionnaire**

## Annex 2: Text of the Questionnaire<sup>1</sup>



### Questionnaire for 'Gender Training' commissioning bodies

QUING is a research project funded under the 6<sup>th</sup> Framework Programme for Research and Development of the EU. QUING (Quality in Gender+ Equality Policies) is coordinated by Mieke Verloo at the IWM, Institute for Human Sciences in Vienna, Austria and involves twelve project partners across Europe. It runs from 2006-2011 and will assess the current content, quality and problems of gender+ equality policies as well as formulate recommendations and standards for gender+ training so that policy making fits gender+ equal citizenship in a multicultural Europe.

For this project, we aim to identify the public bodies in each of the Member States that commission 'gender training' for their staff. The purpose is not only to find out in which countries such trainings take place and which bodies organise these trainings, but we also intend to learn from the officials in charge of organising gender trainings about their experiences, what they consider as good modalities, or how curricula should be ideally. The present questionnaire aims at answering these questions. Completing the questionnaire should take you not more than 25 minutes.

#### Preliminary notes:

→ Ideally, the person to fill in the questionnaire should be the one in charge for commissioning / setting up gender training courses. If you are not the targeted respondent, please forward this questionnaire to the responsible person within your organisation.

→ The MS Word version of this questionnaire is available online in five languages: English, Spanish, German, French and Italian. We would highly appreciate your participation in this survey.

→ If you have any questions, please do not hesitate to contact:

- English speaking: Ms. Lut Mergaert, at: Tel: +32/3/241.00.24; e-mail: [lut@yellowwindow.com](mailto:lut@yellowwindow.com)
- Spanish speaking: Ms. Maria Bustelo, e-mail: [mbustelo@cps.ucm.es](mailto:mbustelo@cps.ucm.es) or Ms. Ana Espirito Santo, e-mail: [aespiritosanto@cps.ucm.es](mailto:aespiritosanto@cps.ucm.es)

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<sup>1</sup> This questionnaire was also available in Italian, French, German and Spanish.

- German speaking: Ms. Lucy Nowottnick, e-mail:  
lucy.nowottnick@rewi.hu-berlin.de
- French speaking: Ms. Christel Fostier, at: Tel: +32/3/241.00.24; e-mail:  
christel@yellowwindow.com
- Italian speaking: Ms. Emanuela Lombardo, e-mail:  
elombardo@cps.ucm.es or Valentina Longo, e-mail :  
valentina.longo@unipd.it

→ You can complete the questionnaire electronically (the MS Word version of the questionnaire is available in all languages) or on paper.

Please return the completed questionnaire **before 21 September 2007** to:  
lut@yellowwindow.com or by fax to: +32/3/203.53.03

1. Does your organisation / institution offer gender training(s) as defined below?

With '**gender training**' we mean the training planned, organized or/and commissioned by public institutions and targeted at politicians, civil servants and public administrators. The **focus** is "gender training" aimed at facilitating the incorporation of "a gender equality perspective in all policies and at all levels and at all stages of the policy-making process". 'Training' may take different forms: courses, classes, sessions, workshops, etc. and can be either face-to-face or online. The measures we are interested in do not need to be called 'training' but can be competence oriented activities which target gender equality.

- Yes → please continue with Q2
- No → please continue with Q6

2. Since when? .....

3. For the gender trainings ever organised (or being planned) by your organisation, can you please indicate below the specifics – as far as you know: title of the course, duration, target groups, how frequently the training is organised, who gave the training, face-to-face or not; etc.

→ Please copy the table below as many times as the number of gender trainings for which you will provide us the information.

<b>Title of training:</b>	.....
In which year(s) organised?	.....
<b>Surrounding conditions</b>	
Length	<input type="radio"/> half a day <input type="radio"/> one day <input type="radio"/> more than one day (please specify): ..... <input type="radio"/> other (please specify): .....
How frequently is this training organised?	<input type="radio"/> only once organised <input type="radio"/> 1x/year <input type="radio"/> 2x/year <input type="radio"/> other (please specify): .....
Format	<input type="radio"/> face-to-face <input type="radio"/> online <input type="radio"/> mixed
Goal of the training (please tick all that apply)	<input type="radio"/> directed at policy development <input type="radio"/> policy implementation <input type="radio"/> personal competence <input type="radio"/> other (please specify): .....

<b>Target group</b>	
Target groups (who receives the training) → please describe as precisely as possible (position, level, policy field, ...)	
Conditions for access	<input type="radio"/> voluntary <input type="radio"/> compulsory Is there any kind of incentive to attend? <input type="radio"/> No <input type="radio"/> Yes (please specify)
	<input type="radio"/> extra working hours <input type="radio"/> within regular working hours
	<input type="radio"/> open to both men and women <input type="radio"/> for women only <input type="radio"/> for men only
	Other: .....
Approximate / average number of participants per training	<input type="radio"/> individual <input type="radio"/> 2 to 5 <input type="radio"/> 6 – 10 <input type="radio"/> more than 10
<b>Finances</b>	
Do participants have to pay for their participation?	<input type="radio"/> no <input type="radio"/> yes → please specify how much: ..... Euro
What is the (approximate) total budget of this training for your organisation?	..... Euro
<b>Trainers</b>	
Professional background of the trainers	<input type="radio"/> administrators → please specify from which department / division: ..... <input type="radio"/> academics <input type="radio"/> staff from NGOs (feminist or other) <input type="radio"/> professional consultants or trainers <input type="radio"/> staff from enterprises (as 'good practice' examples) <input type="radio"/> other (please specify): .....
Is there a sex balance in the trainer	<input type="radio"/> No → which sex is over-represented ? <input type="radio"/> women <input type="radio"/> men <input type="radio"/> Yes

team ?	
Other specifics you consider relevant:	

→ If the listing of gender trainings is completed, please continue with question 4.

→ If you provide us with information on more than one gender training, please copy the additional table(s) here:

4. How do you recruit trainers for ‘gender trainings’?

- public procurement
- internal pool of trainers
- upon recommendation → please specify from whom:  
.....
- personal contacts
- other → please specify:  
.....

5. Which are the relevant aspects you take into account when selecting and hiring gender trainers? Please rank the aspects mentioned below from 1 (most relevant) to 5 (least relevant).

Ranking	
...	professional background
...	financial issues
...	sex
...	gender competence
...	other → please specify: .....

6. Can you please describe how you define “gender competence” as a requirement for “gender trainers”?

7. Can you please describe how you evaluate or measure “gender competence”?

8. Which are in your opinion key requirements or characteristics that any **‘good’ gender training** should fulfil? Please list all elements you feel should be taken into account when making the difference between good and bad quality trainings.

- a) .....
- b) .....
- c) .....
- d) .....

9. We are looking for **examples of ‘good practice’ of gender training** in your country. Can you please give us one example of a gender training, which you consider to be / have been really good?

→ you may refer to any of the trainings described above (under Q3).

Please indicate training title:

.....  
 .....

→ or describe another gender training:

<b>Title of training</b>	.....
<b>Set up by which body in your country:</b>	.....
In which year(s) organised?	
<b>Surrounding conditions</b>	
Length (tick one only)	<input type="radio"/> half a day <input type="radio"/> one day <input type="radio"/> more than one day (please specify): ..... <input type="radio"/> other (please specify): .....
How frequently is this training organised? (tick one only)	<input type="radio"/> only once organised <input type="radio"/> 1x/year <input type="radio"/> 2x/year <input type="radio"/> other (please specify): .....
Format	<input type="radio"/> face-to-face <input type="radio"/> online <input type="radio"/> mixed
Goal of the training (please tick all that apply)	<input type="radio"/> directed at policy development <input type="radio"/> policy implementation <input type="radio"/> personal competence <input type="radio"/> other (please specify): .....
<b>Target group</b>	
Target groups (who	

receives the training) → please describe as precisely as possible (position, level, policy field, ...)	
Conditions for access	<input type="radio"/> voluntary <input type="radio"/> compulsory
	Is there any kind of incentive to attend? <input type="radio"/> No <input type="radio"/> Yes (please specify): .....
	<input type="radio"/> extra working hours <input type="radio"/> within regular working hours
	<input type="radio"/> open to both men and women <input type="radio"/> for women only <input type="radio"/> for men only
	Other: .....
Approximate / average number of participants per training	<input type="radio"/> individual <input type="radio"/> 2 to 5 <input type="radio"/> 6 – 10 <input type="radio"/> more than 10
<b>Trainers</b>	
Professional background of the trainers	<input type="radio"/> administrators → please specify from which department / division: ..... <input type="radio"/> academics <input type="radio"/> staff from NGOs (feminist or other) <input type="radio"/> professional consultants or trainers <input type="radio"/> staff from enterprises (as 'good practice' examples) <input type="radio"/> other (please specify): .....
Is there a sex balance in the trainer team ?	<input type="radio"/> No → which sex is over-represented ? <input type="radio"/> women <input type="radio"/> men <input type="radio"/> Yes
<b>Finances</b>	
Do participants have to pay for their participation?	<input type="radio"/> no <input type="radio"/> yes → please specify how much: ..... Euro
Other specifics you consider relevant:	

10. Can you please give more information about this training? Please provide as much specifics as possible about:

10.1 Which competencies does it aim to develop?



10.2 Which content does it cover?

10.3 Which other inequalities / categories are covered (such as disability, sexual orientation, ethnicity, age, religion, etc.) and how are these addressed?

10.4 Which supporting educational material is used?

10.5 Which methodologies or techniques are used?

10.6 Is the training evaluated ? If so, how ?

11. Please mention below any other public bodies in your country which you know that set up gender training(s). Please provide contact details if possible.

<b>Name of public body</b>	<b>Contact details</b>	<b>Type of organisation (please tick what fits best)</b>
1. .....		<input type="checkbox"/> equality body <input type="checkbox"/> federal or state administrative body <input type="checkbox"/> regional administrative body

		<input type="radio"/> human resources / personnel department <input type="radio"/> department for public administration training
2. .....		<input type="radio"/> equality body <input type="radio"/> federal or state administrative body <input type="radio"/> regional administrative body <input type="radio"/> human resources / personnel department <input type="radio"/> department for public administration training
3. .....		

12. Can you please indicate below those persons or organisations you know that offer gender training services on a commercial basis. These can be professional consultants, trainers, NGOs, academics or other.

<b>Name</b>	<b>Contact details</b>	<b>Individual or organisation?</b>	<b>Type (please tick what fits best)</b>
1. .....		<input type="radio"/> indiv. <input type="radio"/> organ.	<input type="radio"/> consultancy <input type="radio"/> training specialist <input type="radio"/> academic <input type="radio"/> NGO <input type="radio"/> other: .....
2. .....		<input type="radio"/> indiv. <input type="radio"/> organ.	<input type="radio"/> consultancy <input type="radio"/> training specialist <input type="radio"/> academic <input type="radio"/> NGO <input type="radio"/> other: .....
3. .....		<input type="radio"/> indiv. <input type="radio"/> organ.	<input type="radio"/> consultancy <input type="radio"/> training specialist <input type="radio"/> academic <input type="radio"/> NGO <input type="radio"/> other: .....
4. .....		<input type="radio"/> indiv. <input type="radio"/> organ.	<input type="radio"/> consultancy <input type="radio"/> training specialist <input type="radio"/> academic <input type="radio"/> NGO <input type="radio"/> other: .....

13. Do you know of any gender trainings being set up / commissioned by other actors than public bodies that target policy experts (civil servants or politicians) in your country? (Such other actors could be e.g. think tanks; political parties; interest groups; NGOs; social partner organisations; ...)

Name	Contact details	Type (please tick what fits best)
1. .....		<input type="radio"/> political party <input type="radio"/> interest group <input type="radio"/> social partner organisation <input type="radio"/> other (please specify):.....
2. .....		
3. .....		

**Finally, some questions about yourself:**

➤ Your name:

.....  
.....

➤ Title:

<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
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➤ Your function or position in the organisation:

.....

➤ If applicable, can you please describe your role in the context of gender equality policies or gender mainstreaming:

➤ Full name of your organisation / institution:

.....

➤ Full address and contact details:

Type of organisation (→ please tick what fits best)
<input type="radio"/> equality body <input type="radio"/> federal or state administrative body <input type="radio"/> regional administrative body <input type="radio"/> human resources / personnel department <input type="radio"/> department for public administration training

What is the geographic scope of your organisation's activities?
<input type="radio"/> national <input type="radio"/> regional <input type="radio"/> provincial <input type="radio"/> local <input type="radio"/> other (please specify):

.....

➤ Please tick your age category:

< 25    26 – 40    41 – 55    > 55

May we contact you by phone or e-mail to obtain more information about gender training in your country?

yes                       no

Please feel free to add any comments, further information or other sources about gender training in your country. We are grateful for all suggestions that may help to complete our research!

Thank you very much for completing this questionnaire!  
We will publish the results of this survey on the QUING website, where you will be able to consult them as from 1 October 2007.