

INTEGER CONTEXT REPORT TEMPLATE

Explanation

It is suggested to sum up the contextual conditions of relevance for the design and implementation of the gender action plan in a 'Framework report' at the beginning of the evaluation, and to revisit it at a later stage when assessing the outcomes and impacts. Depending on the role of the evaluator(s) in the institution and in the implementation process – and thus on their knowledge – the evaluator(s) may decide to write the report themselves or to delegate (parts of) this task to another actor in the institution.

Such a 'Framework report' may contain the following sections: (1) summary of the national, institutional and local baseline situation; (2) structure and organization of gender equality in the institution; and (3) objectives and overall concept of the gender action plan. A template for such a 'Framework report' is provided below.

1. National, institutional and local baseline situation (max. 3 pages)

1.1 Quantitative Baseline Data as requested in the Data Monitoring Template

Please use the table enclosed (cf. [INTEGER Data Monitoring Template](#))

1.2 Background Information and Data

- Collection and analysis of further sex-disaggregated data (statistics, climate survey, etc.)
- Specifics relating to the context of the institution as regards e.g. the scientific cultures; the overall financial situation; gender equality provisions within the institution; specific successes and challenges relating to gender equality from the past
- Specifics relating to the national context, in particular legal and policy provisions regarding gender equality at national level and higher education policies at national level

2. Structure and Organization of Gender Equality in the Institution (max. 4 pages)

2.1 Structure of gender policy at central (organizational) and local (school) level

- Institutional setting (governance) to implement gender equality policies/ diversity policies in general and the gender action plan in particular (officers, bodies, committees etc.)
- Support to the implementation of the gender action plan by top senior management (chancellor, president, ...) and in governing mechanisms (acknowledgement of activities, active participation, other support and backing)
- Coordination of central and local actors involved in the implementation of the gender action plan

2.2 Resources

- (Estimated) Personnel resources for implementing the gender equality plan
- Budget dedicated to gender equality initiatives (for the gender action plan and beyond)
- Facilities available for gender equality initiatives (for the gender action plan and beyond)

2.3 Strengths and Weaknesses relating to Structural and Organizational Aspects

- Strengths and weaknesses relating to resources, actors and positioning of the gender action plan in light of existing structures and governance of the institution

3. Objectives and Overall Concept of the Gender Action Plan (max. 5 pages)

3.1 Objectives relating to Gender Equality

- Description and ranking of objectives of the gender action plan (overarching vision, specific objectives, long-term, mid-term and short-term objectives, objectives relating to operational issues and implementation aims)
- How does the gender action plan relate to previous gender equality initiatives?

3.2 Target Groups of Measures

- Selected target groups of the gender action plan
- Unintended exclusion of university population?

3.3 Strategies

- Chosen approach to gender (equality) (e.g. women support actions to balance existing gender inequalities; gender mainstreaming; gender as part of diversity policy; etc.)
- Strategies to meet operational objectives
- Strategies for overcoming potential barriers, fatigue and silent resistance (e.g. participatory approach; creation of ownership; shaming and blaming; strategic partnerships; rewards; institutional mentoring; work with role models; embedding gender aspects in governance mechanisms, centralization of tasks and duties regarding equality; etc.)

3.4 Assessment of strengths and weaknesses of chosen approaches

4. Annexes

- I. **Statistics on the basis of the data monitoring template (cf. enclosed template)**
- II. **Attachments, e.g. mission statement, basic constitutional order of your organization, other relevant files**