

INTEGER PROCESS REPORT TEMPLATE

Explanation

In order to assess the operationalization of a gender action plan, it is suggested to apply a process analysis. By looking at key actors involved in the implementation of the action plan as well as the institutional behaviour (actors not directly involved but potentially affected), strengths and weaknesses of the institution managing the change process can be revealed. In order to establish a comprehensive data base for the process analysis it has proven useful to issue a 'Process report'.

Such a report serves to compile relevant data in a structured manner and can constitute a starting point for deeper investigation e.g. during interviews. The report should be written by persons actively involved in the implementation of the gender action plan – i.e. by the evaluator(s) themselves and/or by other actors –, and the work may also be divided between different actors according to their insights.

In any way it is recommended that the evaluators provide a clear template for the report that could include the following topics: (1) level of implementation of the gender action plan; (2) implementation structures; (3) communication processes; (4) internal quality control; (5) cooperation on gender equality within and beyond the institution; and (6) sustainability mechanisms. A template for such a 'Process report' is provided below.

1. Level of Implementation of the Gender Action Plan (max. 1 page excluding annexed table)

1.1 Status quo of the Implementation of Measures deriving from the Gender Action Plan

Which measures have been implemented and to what extent?

- Overview of (partly) implemented measures
- (Envisaged) Date of completion of the measure (where relevant)
- Information on personnel resources and budget spent on each measure

1.2 Adaptation of Measures – Have Measures been modified in the Course of the Implementation Process? If yes, why and in what way?

2. Implementation Structures (max. 2 pages)

2.1 Description of Implementation Structures set up for the Implementation of the Gender Action Plan

2.2 Strengths and Weaknesses of these Implementation Structures



3. Communication Processes (max. 2 pages)

3.1 Description of Internal Communication Processes relating to the Gender Action Plan

3.2 Strengths and Weaknesses of these Communication Processes

4. Internal quality control (max. 2 pages)

4.1 Description of Internal Quality Control relating to the Gender Action Plan

Guiding question: How do we measure progress towards objectives?

- Instruments for quality control and monitoring (description)
- Integration of gender monitoring/reporting in regular monitoring instruments of the organization

4.2 Strengths and Weaknesses of these Quality Control Mechanisms

5. Cooperation (max. 2 pages)

5.1 Cooperation between Actors within the Institution on the Design and/or Implementation of Gender Action Plan Measures – Added Value and Challenges Encountered

5.2 Cooperation with other Universities or Research Stakeholders to advance Gender Equality – Added Value and Challenges Encountered

5.3 Cooperation outside the Research Sector (e.g. city, syndicates, public, politics, ...) – Added Value and Challenges Encountered

5.4 Strengths and Weaknesses relating to Cooperation

6. Sustainability Mechanisms (max. 2 pages)

6.1 Description of Sustainability Mechanisms relating to the Gender Action Plan

6.2 Strengths and Weaknesses of these Sustainability Mechanisms