

FINAL SELF-ASSESSMENT REPORT TEMPLATE

Template developed and used by the evaluation team at GESIS-Leibniz Institute for the Social Sciences in the framework of the EU project INTEGER (2011-2015)

Explanation

The final self-assessment report serves to share the results of the self-assessment, including recommendations for adjustments of the Transformational Gender Action Plan (TGAP), thus providing the ground for an optimisation of the TGAP and/or its implementation process. The report should target all actors who are in charge of the design, implementation and/or modification of the assessed TGAP; in addition, further target groups may be addressed depending on the goal(s) of the self-assessment. The final self-assessment report may be circulated among the target groups electronically or in printed form. It is recommended to make an electronic version available anyway in order to allow for further circulation of the results, if desired.

For background information on the content of the different sections of this template please consult the INTEGER Guidelines For the Self-Assessment of Transformational Gender Action Plans set up in Higher Education and Research Institutions, available at www.integer-tools-for-action.eu.

PART I

1 Preface

- Purpose of the evaluation
- Position of the evaluator
- Course of the evaluation

2 Initial Situation

- Legal and policy provisions regarding gender equality at national level
- Higher education policies at national level
- Gender equality provisions within the institution
- Gender equality structures and actors within the institution
- Attention paid to relevant European provisions, e.g. the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers
- Overall financial situation and budget dedicated to gender equality initiatives within the institution

- Representation of women in decision-making positions within the institution (quantitative baseline data)

3 Objectives and Approach of the Gender Action Plan

- Overall and specific objectives of the gender action plan
- Target group(s) of the measures
- Selected approach to gender equality
- Relation between the approach followed in the gender action plan and further institutional policies
- Priority measures
- Implementation strategies

PART II

4 Operationalisation of the Gender Action Plan

4.1 The Coordinator of the Gender Action Plan

- Role and position of the coordinator/manager of the gender action plan in the organisational hierarchy

4.2 Information Resources Resorted to in the Design of the Gender Action Plan

- E.g. expertise of the actors involved in the design of the gender action plan; staff survey; available quantitative data; ...

4.3 Actors in charge of the Implementation of the Gender Action Plan

- Structure(s) for the implementation of the gender action plan
- Tasks, composition and working methods of implementation teams, etc. at different levels within the institution
- Involvement of additional actors for the implementation of certain measures (cooperation, alliances)

4.4 Internal Communication

- Cooperation between different actors involved in the implementation of the gender action plan
- Communication on the gender equality plan within the institution

4.5 Selection of Measures

- Process of selecting measures
- Approach to and process of defining priorities

4.6 Drivers

- Key actors supporting the implementation of the gender action plan (buy-in)
- Further factors facilitating the implementation of the gender action plan, e.g. further gender equality activities

4.7 Resistances and Conflicts

- Resistance by key actors hindering the implementation of the gender action plan
- Conflicts of interest between different actors that impact on the gender action plan

4.8 Sustainability of the Gender Action Plan

- Provisions and prospects for the sustainability of the gender action plan

5 Outcomes and Impacts of the Gender Action Plan

5.1 Introductory Remarks

- Methodological approach – It is suggested to resort to the logic chart model¹. In the framework of the INTEGER project it has proven useful for the analysis of causal relationships between outputs, outcomes and impacts of gender equality measures at different levels.
- Definitions
- Sources and types of data
- Challenges related to e.g. the access to data

5.2 Analysis Tool: Logic Charts

5.2.1 Outputs of the Gender Action Plan

- Explanation: Outputs can be defined as the direct effects of the evaluated subject. In the context of gender action plans, the implemented gender equality measures themselves can be considered to constitute the outputs of the gender action plan. Following the logics of the logic chart model, measures are successful if these outputs generate the desired outcomes and impacts.

¹ Cf. Balthasar, Andreas (2011), Critical Friend Approach: Policy Evaluation between Methodological Soundness, Practical Relevance, and Transparency of the Evaluation Process. In: German Policy Studies 7 (3), pp. 187–231; Wyatt Knowlton, Lisa; Phillips, Cynthia C. (2009), The Logic Model Guidebook. Better Strategies for Great Results. Los Angeles, California: Sage Publications.

5.2.2 Outcomes of the Gender Action Plan

- Explanation: Outcome refers to specific changes directly resulting from the output, for example, increased awareness of gender inequalities among participants in a certain training.

5.2.3 Impacts of the Gender Action Plan

- Explanation: Impact is defined as the wider effects on the target group(s) of the measures that can be causally attributed to the implementation of the gender action plan, for example the removal of barriers to the career progression of female scientists.

5.2.4 Overview of Outputs, Outcomes and Impacts

- The following tables have proven useful for providing an overview of outputs, outcomes and impacts:

Table 1: Logic Chart for the Organisational Level

OUTPUT	OUTCOME	IMPACT
<ul style="list-style-type: none"> • Number of (partly) implemented measures • Percentage of (partly) implemented measures / total number of measures • (Partly) Implemented measures • Planned measures 	• ...	• ...

Table 2: Logic Chart for the Local Level

OUTPUT	OUTCOME	IMPACT
<ul style="list-style-type: none"> • Number of (partly) implemented measures • Percentage of (partly) implemented measures / total number of measures • (Partly) Implemented measures • Planned measures 	• ...	• ...

5.3 Challenges and Issues to be Addressed

PART III

6 Looking at Statistical Outcomes

- Analysis of sex-disaggregated quantitative data on e.g. research and management position, forms of employment, participation in decision-making bodies

7 A Case of Good Practice

- Description of a selected case of good practice, its implementation, its impact and challenges still to be addressed

8 Overall Impression

- Key observations regarding the design and implementation of the gender action plan, taking into account the national, institutional and local context

9 Recommendations

- Recommendations developed on the basis of the aforementioned evidence for consideration in the further implementation of the gender action plan/ in the adaptation of measures/ in the development of additional measures/ ...