

# **WOMEN'S AGENDA ASSEMBLY**

## ***Facilitation and Recording***

### Before you start:

- Check your area for arrangement of chairs (circular or U-shaped is best)
- Check if 6-7 flip chart sized paper sheets are available, with at least 2-3 markers
- [RECORDER] On each sheet of paper write the main issue headings at the top, leaving plenty of room for the recorder to write in areas of concern raised in the discussion group below
  - Access to Health Care
  - Civic Participation & Equality
  - Economic Self-sufficiency
  - Violence Against Women
  - Other
- Post the issue sheets of paper on the wall visible to the participants
- Facilitators and Recorders do not vote – you have a neutral role
- Important: Welcome participants as they enter, and check if any participants have special needs to ensure equal access to discussion (e.g., interpreters, physical space needs, child care concerns, access to restrooms)
- Remember: **the person is more important than the issue – simply having an opportunity to speak as a woman on serious public matters without being put down or silenced or contradicted is proof of a very successful and inspiring Women's Agenda Assembly**
- *If you have any questions or need help at any time, the coordinators will be checking in on groups to help you!*
  - *GOOD LUCK AND MANY THANKS!*

### (1) INTRODUCTIONS (5 minutes)

- Welcome the group
- Introduce the process
  - Opportunity to express personal opinions about our needs
  - Vote on priorities at the end of discussion
  - Group's vote will be combined with other groups' votes for a single county vote prioritizing the issues
- Introduce the participants (first names only – no backgrounds!)

- Write ground rules on flip chart, which may include
  - Confidential
  - Everyone gets an opportunity to speak at least once
  - No interruptions of speakers, but...
  - Limited time, let facilitator keep flow going
  - Open to differences of opinion (mutual respect)
- Make sure everyone has an index card

(2)        ROUND ROBIN (10 minutes) – *no discussion here*

- Have each woman present out loud what 1 issue she thinks is most important
  - can be more detailed than general headings or what is in Draft Agenda)
- [RECORDER] Write the issues on the sheets of paper under the headings agreed upon
  - E.g., "increased prosecution of sexual assault under "Violence Against Women"
  - Write it exactly as the participant stated – do not paraphrase
  - Do not combine issues that seem to be the same
- Save all comments and questions for the next session

(3)        DISCUSSION (60 minutes)

- This is the section when participants explain their issues, share personal stories, or ask each other to clarify points
- Each participant makes her best case for why her priorities are important, based on her personal experiences and opinions
- [RECORDER] Write down issues brought up under the general headings, but ask the speaker if that is the category and wording she means
  - Need to be more brief here for space/time
  - Combine issues under headings with participant's consent
  - If a participant is hesitant about combining issues, be sensitive to this and leave apart if she wishes
  - If an issue does not fit a heading, put it in "Other"
- Ensure that each participant has had an opportunity to speak, and watch your timing (e.g., if 10 participants, about 5 minutes each max)
  - Remind participants when the time is half-way through

- Permit the discussion to proceed back and forth freely as much as possible, but take care to avoid allowing individuals to dominate
  - Remind participants that there is limited time
  - Remind participants the need for equal access to comment

(4) VOTING (10 minutes)

- Each participant lists the 4 main categories on their index card (plus "Other" if applicable)
- Next, each participant assigns points from 1-4 next to the categories
  - The higher the score, the greater the importance (1 is lowest)
- Participants hand in their card to the RECORDER and wait while the RECORDER tallies the scores on the "Small Group Recorder Form"
  - Rank only 1-4, even if the "Other" category is used
  - RECORDER should list anything in the "Other" category on the "Form for Listing Other Issues"
  - In the case of a tie, skip a number for the next priority (e.g.,  
healthcare (1)  
violence against women (1)  
civic participation (3)  
economic self-sufficiency (4))
- The RECORDER announces the final priorities/vote to the group
- Thank the participants for their openness and participation and direct them back to the main group where the final combined vote of all small groups will be announced
- Clean up the room as needed (you can discard the flip chart papers), and RECORDER should bring the final results and list of other issues to the local coordinator

*Thank you so much for volunteering your time and skills!!!*