A checklist for staff of international organisations for supporting local women's meaningful participation in global spaces

This checklist is for use by staff of sponsoring organisations who want to support local women leaders' meaningful participation in global humanitarian (and development) spaces[1].

Questions for supporting organisation	Yes/ No	Comments	Actions to be taken by sponsor
General questions			
1. Have speaking slots and other forms of participation been secured for women leaders?		This will require advocacy with the organisers of the event/meeting. Check if budgets were allocated to support local participation.	
2. Are the speaking slots at a suitable time for participants?		Last speakers often get bumped off due to sessions over-running.	
3. Is there a budget for supporting local women leaders' participation at the event?		Where will the budget come from?	
4. What is the balance of participation between the local women's organisation, the local ActionAid partner and ActionAid at the event?			
Pre-travel practical/logistical arrangements			
5. Is the participant a first-time traveller requiring a passport?		Days needed for passport processing Types of documents needed for passport processing Passport processing fees and local travel costs needed for passport application Other support needed by participant to get their passport in time.	

6. Can visa requirements for the participant be expedited?		Days needed for visa processing Types of documents needed for visa applications Facilitation from official bodies to fast track visa applications Bank requirements to support visa applications may require a temporary loan to show a healthy bank balance Visa processing fees and local/international travel costs[2] needed for visa processing	
7. Is the participant a daily, low income earner or sole breadwinner in family, for whom participation at the event will result in loss of income?		Sensitive discussion may be required to understand impact of loss of income on her family.	
8. Has the participant been given choices on flight options to take and the pros/cons of the flight options?			
9. Is there any part of the participant's travel plans that may present a safeguarding issue for the organisation?		Cheapest flights come with long stop-overs (over 5 hours) at an airport or arrival times very late at night/very early in the morning when most offices are closed.	
10. Is the participant travelling alone or with a companion?		It's not advisable for first-time travellers to travel alone. Some cultures require women to be accompanied. It may be necessary to discuss the woman's situation and how it will be addressed.	
11. Has the participant money to cover costs in advance (travel to get visa in capital, arranging for childcare, etc)? Has a travel per diem been arranged for any expenses in transit?		In case of delays, per diem can pay for buying a local SIM, or buying food.	

12. Has the participant been given travel information (including weather, what to wear, time zone differences, airport information on connections and destination airports, destination hotel address and how to travel there, whether they will be picked up at hotel, local contact details)?		Participants may not have travelled alone before. They may feel safer if they have someone waiting for them at the airport to take them to their hotel.	
13. Has the participant's hotel been booked and paid for in full?		It is rare for local participants to have credit cards which hotels require for check in if booking is not yet paid.	
Pre-travel preparation			
14. Has the invitation been sent to the organisation and/or the individual?		Some organisations have their own policies on selecting attendees to global events.	
15. Does the participant have the name and contact details of the host/receiving organisation?			
16. Has there been a discussion with the participant on the agenda, programme and context of the event?			
17. Has there been a discussion with the organisation and participant to establish the objectives of participation?			
18. Has there been a discussion with the participant about how they may want to use the opportunities available at the event?		Opportunities include the sessions where they will speak, government officials, donors and other decision-makers who are attending, other women and organisations they may want to meet, etc.	

19. Has there been a discussion with the participant and her organisation on how she will report back on the event?			
20. Has there been a discussion on being photographed and videoed?			
21. Has there been a discussion on using social media to report on the event?		Check if participants use social media, such as Facebook, etc.	
22. Has there been a discussion on expectations regarding confidentiality (relating to the event, to private conversations, etc.)?			
23. Have the event programme and agenda been translated and/or produced in easy-to-read format, as required?			
24. Has the participant requested assistance in creating additional spaces for their participation?		Additional spaces may include formal/informal networking meetings, exhibits of their information materials, sessions they want to attend and contribute to or topics/approaches they want to learn more about.	
25. Has the participant had a discussion with their organisation to get inputs into their presentations and other information to bring to the event?			
26. Has the participant had a chance to practise her speech in front of the organisation/community members?			

27. Is the participant bringing their own information materials to the event for display or distribution and do they know where to put it or who to give it to?		Materials could include photos, drawings, video material, leaflets, reports, etc.	
28. Has professional translation support been arranged for the participant?		Clarify with participant and translator how they are to work together during the event.	
29. Has a 'language training' session and orientation meeting been scheduled for participants?			
30. If bringing several participants from different countries to the event, has a pre-meeting to discuss common messages been scheduled?			
At the event			
31. Has the participant been given their per diem (partly) in advance?		Make clear whether participants need to keep receipts and what expenses have been pre-paid (such as hotel breakfast, conference lunches, etc)	
32. Does the participant have an information pack with all the key documents included?			
33. Have daily briefings and updates been scheduled? Does the participant have details of the people and venues for these meetings?		Daily sessions are an opportunity to discuss participants' movements for the day and insights from sessions attended, and to get feedback on anything that they may be confused by or did not understand fully.	
34. Have any concerns and causes for discomfort been identified and addressed? Identify any special needs with disabled participants.		These may be taken up with the organisers of the meeting or session chairs after the event.	

35. Does the participant need additional support to fulfil their personal/organisational objectives at the event?		Participants may experience some difficulties in making progress on their own objectives, and may need additional support.	
36. Does the participant have any opportunities to do any cultural activities?			
37. Have any additional opportunities for speaking, networking, or other engagements opened up for the participant?		It is useful to capture these additional opportunities for purposes of M&E.	
38. Has an end-of-meeting feedback and evaluation session been arranged with participant/s to discuss insights and follow-up actions?		Take detailed minutes from this meeting to provide a record that can later be used for monitoring and evaluation	
39. Does the participant have contact details for people they want to follow up with, and know how they can continue to be involved in the issues/programmes if they want to?			
Post-event			
40. Check if person has arrived back home safely.			
41. Ask for feedback on this checklist.			
42. Ask for suggestions on how to improve participation next time.			

References

1. The format for this checklist is based on the draft inclusion checklist produced by the International Disability Alliance.
2. Some countries have limited consular services so visa applicants may need to travel to another country for their visa.