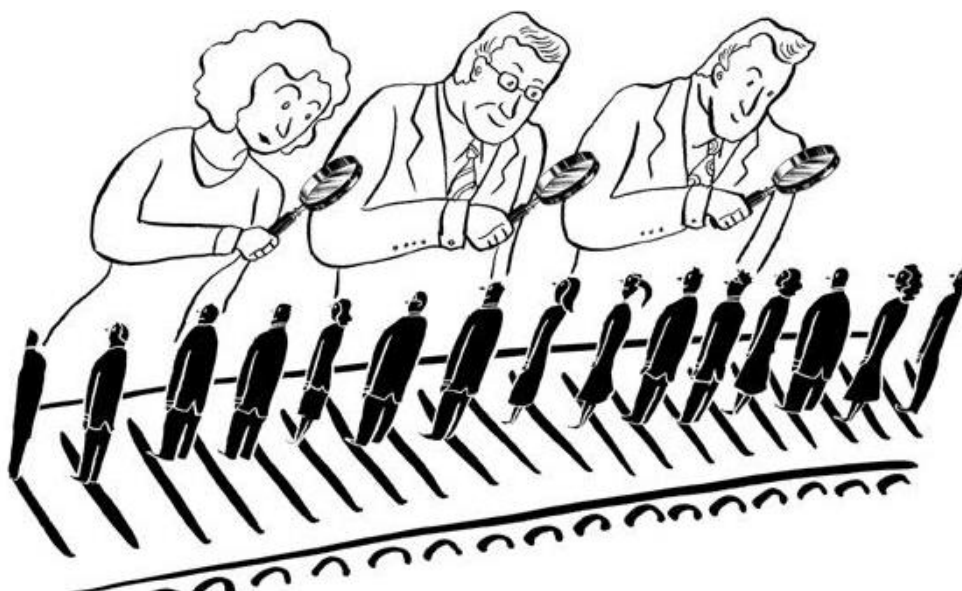


# Gender Matters

Integrating gender into  
development policy and  
programming



One-week professional development workshop  
4 to 8 November 2024 in London



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

## About the workshop

Governments have committed themselves to advancing gender equality through the adoption of the Sustainable Development Goals and other policy frameworks that explicitly link gender equality and women's empowerment to sustainable and inclusive growth and development. There is growing evidence that promoting gender equality is "smart economics", and that closing gender gaps in education, labour markets and access to resources and opportunities will contribute to socio-economic development that benefits all. Ensuring women's voices and participation in political institutions and governance processes can also help to make them more transparent, accountable and responsive to the needs of poor and marginalised groups. However, despite policy commitments, there is a lack of knowledge and capacity to integrate gender into policy and programming.

The workshop will provide you with the knowledge and tools needed to apply gender analysis and integrate gender at all stages of the programming cycle, with a focus on providing sector-specific examples.

PAI has a recognised track record in capacity building and continuous professional development and we can draw on our relations with key UK development actors and a pool of senior-level experts and practitioners who will share their UK and international experience with you.

## Who is it for?

Our workshop is for:

- Senior policy makers and managers from government Ministries and agencies and other relevant bodies which are actively involved in designing and delivering development programming across a range of sectors
- Representatives from the media and from civil society, particularly organisations working on development and/or women's rights and gender equality
- International professionals and donor representatives working on mainstreaming gender in development policy and programming.

## How participants will benefit

The workshop is designed to enable you to:

- Broaden your knowledge of key concepts, tools, recent developments and innovations in gender and development, using practical country-based examples
- Exchange experiences with fellow policy-makers and practitioners from a range of other countries
- Identify aspects of UK and international experience that are relevant to the integration of gender equality across policy-making in your own country
- Provide an overview of useful gender analysis tools and techniques that can be applied to different stages of programme development and management
- Enable you to interact and communicate effectively with key stakeholders in your own country (for example, programme beneficiaries, civil society, political parties and the media)
- Introduce you to key experts and practitioners, so that you can develop lasting networks for exchange and knowledge transfer.

## What the workshop will cover

The workshop will concentrate on integrating gender into development programming, drawing on a range of practical tools and existing evidence base of "what works" as well as comparative experience from other countries. Recognising the range of policy areas and programming sectors relevant to integrating gender into development responses, we will adapt the programme as far as possible to your particular needs while demonstrating generally applicable good practice and international standards. We will invite you to share examples from your own country to encourage exchange of experiences and expertise with other participants throughout the workshop.

The week will include briefings, training modules, discussions and visits. We aim to make the workshop as interactive and participatory as possible and to provide you with hands-on practical experience. The briefings and training modules will be delivered by our experienced speakers, gender practitioners, people working in the public service and other experts and consultants. Our tutors will facilitate practical exercises and discussions to build and exchange experiences.

A key feature of the workshop will be the visits to UK institutions where you can meet with counterparts, experience policy-making and programming in action and establish useful contacts for the future.

Programme outline

	AM	PM
Day 1	Welcome and introductions  Overview of key policies and trends in gender and development	Evidence overview: What do we know about the links between gender equality and inclusive, sustainable development?  Participants' informal presentations on own country's experiences with applying gender-related tools in their policy and programming work
Day 2	<i>Visit to (or speaker from) the Department for International Development</i>  Gender analysis tools	Practical case studies: Applying gender analysis to different sectors
Day 3	<i>Visit to an NGO working on women's rights/gender and development</i>	Integrating gender into the programme cycle: Design
Day 4	Integrating gender into the programme cycle: Implementation	Integrating gender into the programme cycle: Monitoring and evaluation
Day 5	Supporting gender mainstreaming within institutions	Review and evaluation  Presentation of certificates of attendance

We reserve the right to change the programme if necessary.

How to apply

Please complete the PAI application form online via our website: <https://public-admin.co.uk/booking-form/>. You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based mainly in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

Fees

The fee for the workshop will be £2,390. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representatives that you are "employed by the government in furtherance of its sovereign activities." In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

<sup>1</sup>Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

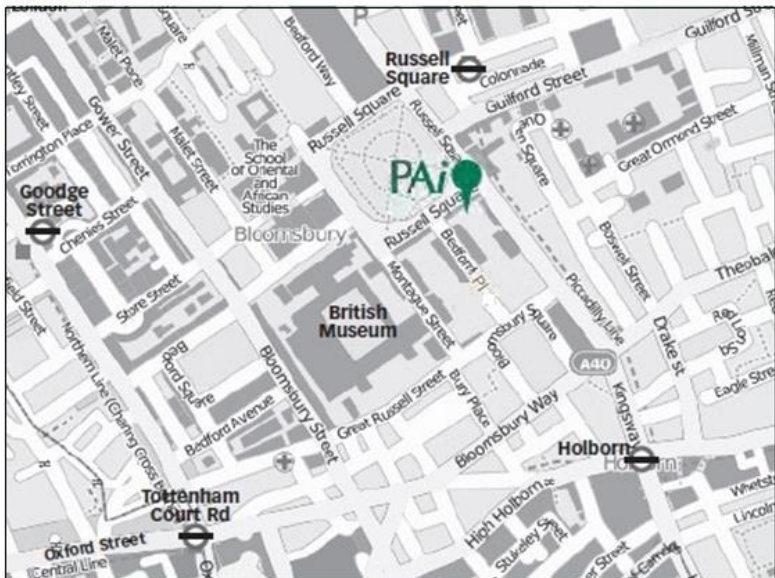
### Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

### Where we are



## Public Administration International

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