

# Gender-Based Analysis (GBA)



T R A I N I N G



Status of Women  
Canada

Condition féminine  
Canada

Canada



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## T R A I N I N G

*This practical hands-on training package was developed by Status of Women Canada as part of its GBA implementation strategy to accelerate capacity-building in government of Canada departments and other organizations.*

The main objective of the GBA in Policy Development and in Policy Implementation training is to ensure that analysts, both in policy development and in policy implementation and programs/services, learn how to apply GBA in their daily activities. Recognition of the diversity of women and men is also an integral component in the application of this methodological tool. Developed for audiences who are not familiar with GBA, the objectives of the training are to:

- 1) develop an understanding of how GBA can improve the policy/program development and/or implementation process to support gender equality; and**
- 2) learn to apply GBA through the different steps of development and implementation.**

The courses are based on a modular approach so that each section is a “stand-alone” training piece. The training starts with three core introductory modules and ends with one core concluding module. These compulsory modules examine the objectives of the training, present an overview of GBA and of the policy process. *Steps 1 to 6 focus on policy development, while Steps 7 to 10 emphasize policy/program implementation.* This allows for various combinations of sections to be delivered in a customized way to meet the requirements of the participants.

Each module includes an explanatory section on the typical policy step focusing on GBA as the integral element; the rationale specific to GBA in this particular step of the process; illustrative examples of GBA application; guiding questions to assist the participant’s thinking process; and a checklist. The knowledge transfer of GBA is enhanced through a hands-on

application of each step in the training to actual case studies so that the learning approach is highly participatory with small and/or large group work.

Status of Women Canada (SWC) promotes the provision of training, particularly in relation to pilot projects created in collaboration with our GBA Directorate, in order to apply the training to actual policies, programs and legislation.

Participants are provided with the SWC copyrighted training material free of charge in electronic format. Departments are responsible for printing the number of training packages they require when sponsoring a session. A “Train the Trainer” program is being launched and the name of trainers who have received this training will be placed in a databank for clients to consult by the Fall of 2003. These trainers will be the only ones provided with licensing agreements to deliver SWC’s GBA training.

## C O N T E N T O F T R A I N I N G M O D U L E S



### Step 1: Preliminary Assessment of Gender Equality Impacts of an Issue

This first module focuses on the identification of the gender dimensions that need to be addressed as part of the initial assessment of facts, issues and policy or program objectives, work plans, consultations, implementation and communications, as well as the assessment of information required to analyze gender equality issues. This step also aims to help participants uncover invalid assumptions or unacknowledged dominant norms or standards.

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## Step 2: Outcomes, Goals, Objectives and Indicators

The second step focuses on the creation of gender and diversity sensitive outcomes, goals, objectives and indicators. Although the issue of indicators is fully explored in the evaluation step, the thinking process has to be explored at the very beginning of the development phase in order to have an infrastructure conducive to an effective evaluation at the end of the process. This module consists of three activities:

- defining policy/program/service outcomes;
- defining policy/program/service goals and objectives; and
- determining indicators.

## Step 3: Research

All stages of the public policy process depend on the availability and accessibility of timely, policy-relevant gender-disaggregated research and the systematic collection and compilation of gender disaggregated data.

This module includes four key activities:

- defining research scope and purpose;
- clarifying research methods;
- gathering data; and,
- analyzing data.

## Step 4: Consultation

Consultation complements the technical aspects of analysis with qualitative means of ensuring that conclusions and proposals reflect diverse views. Since issues affect women and men differently, diverse views must be heard so that any differences in the gender impacts of the policy initiative can be analyzed.

This module covers the following elements:

- when should consultation occur?
- who should be consulted?
- what information should be gathered?
- how should the consultation be prepared and conducted:
  - for public consultations?
  - for consultations within government?

## Step 5: Development of Policy Options

The fifth step focuses on the development of gender-sensitive policy options and their rationale and covers the following activities:

- developing policy options;
- analyzing policy options; and,
- analyzing costs and benefits.

## Step 6: Making Recommendations

This module focuses on how to make recommendations on policy options that take into account gender equality considerations and includes three activities:

- recommending an option;
- clarifying the appropriate format; and,
- preparing the appropriate content.

## Step 7: Communicating the Initiative

Policies, programs and services are only useful if they are communicated and understood. A critical component of any effective communication strategy is the incorporation of a gender perspective.

This module examines the following elements in the development of a communication plan:

- For whom is the message intended?
- Why do you want to communicate?
- What is the message?
- How will it be communicated?
- Media: useful facts
- Gender-inclusive language: Tips

## Step 8: Program/Service Design

This module helps determine how the policy will be implemented, that is, which programs/services will meet the goals and objectives and produce the desired gender-equality outcomes.

The following activities are included in this step:

- including or clarifying values;
- designing or revising a program/service;
- developing criteria;
- planning program/service delivery; and,
- determining the operational policy;

## Step 9: Program/Service Delivery

In this module, participants will cover the elements involved in the actual delivery of the gender-sensitive service or program and involves the development of two plans:

- an implementation plan; and
- a monitoring plan.

## Step 10: Evaluation

Performance measurement and evaluation is an integral part of ensuring that programs and services reflect the intent of the policy and are operating efficiently and effectively and this module focuses on accountability in gender-related objectives.

The following activities are undertaken in this module:

- clarifying outcomes, goals and objectives;
- clarifying indicators and measures;
- determining data collection methods;
- analyzing and interpreting data;
- making recommendations for new or revised policies, programs or services; and
- what about GBA evaluation?

Additional information on **SWC's GBA Training** can be obtained by contacting the Gender-based Analysis Directorate of Status of Women Canada by e-mail at [gbad@swc-cfc.gc.ca](mailto:gbad@swc-cfc.gc.ca) or by telephone at (613) 996-8374.