

## Capacity Development Workshop

### Promoting the Presence and Leadership of Women in public institutions at the National and Local Levels

Tashi Namgay Resort, Bhutan 17 to 20 October 2023

#### Programme

Day One, 17 October 2023	
08:30-9:00	<b>Registration</b>
9:00-9:45	<ul style="list-style-type: none"><li>- Welcome remarks by Ugyen Tshomo, Head, National Commission for Women and Children Secretariat</li><li>- Remarks by Mr Khurshid Alam, Deputy Resident Representative, UNDP Bhutan CO (virtual)</li><li>- Remarks by Ms. Valentina Resta, Senior Governance and Public Administration Officer, UN DESA</li></ul>
09:45-9:55	<b>Presentation on PSEA</b>
09:55-10:10	<b>Briefing on the Project</b> <ul style="list-style-type: none"><li>• Ms. Valentina Resta, Senior Governance and Public Administration Officer, UN DESA</li></ul>
10:10-10:20	<b>Group Photograph</b>
10:20-10:45	<b>Coffee Break</b>
10:45-11:15	<b>Moodle Platform presentation</b>
11:15-12:45	<b>Gender Equality in Public Institutions: Why is it a priority?</b> <ul style="list-style-type: none"><li>• Review of the rationale and purpose of gender mainstreaming in civil service: Why are gender equality and parity important for public institutions?</li><li>• Review of concepts and terminology on gender equality in public institutions.</li></ul>
12:45-13:45	<b>Lunch Break</b>
13:45-15:30	<b>Gender Equality in Public Institutions: How can it be attained?</b> <ul style="list-style-type: none"><li>• Review of good global practices: Ms. Koh Miyaoi, UNDP</li><li>• Review of national policies, strategies and legislation on gender mainstreaming: Mr. Tshering Chopel</li><li>• Group Discussions on Guiding Questions and Plenary Feedback</li></ul>
15:30-15:45	<b>Coffee Break</b>

<b>15:45-17:00</b>	<b>Group work on Gender Equality in Public Administration and Reporting Back in Plenary</b> <ul style="list-style-type: none"><li>• Group Discussion on challenges and opportunities at the national and subnational levels</li><li>• Reporting back in plenary (key concerns and aspirations)</li><li>• Participant feedback on day 1</li></ul>
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<b>Day Two: 18 October 2023</b>	
<b>9:00-10:00</b>	<b>Recap of Day One</b> <ul style="list-style-type: none"> <li>• Review of key messages from day 1</li> </ul>
<b>10:00-10:15</b>	<b>Coffee Break</b>
<b>10:15-12:30</b>	<b>Findings from the In-depth Gender Assessment in Civil Service</b> <ul style="list-style-type: none"> <li>• Presentation of findings and recommendations: Mr. Tshering Chopel</li> </ul>
<b>12:30-13:30</b>	<b>Lunch Break</b>
<b>13:30-15:15</b>	<b>Small Group Discussion on Findings from the National Review</b> <ul style="list-style-type: none"> <li>• Discussion on the reported gender equality gaps</li> <li>• Discussion on other gender gaps that may have been overlooked/undiscussed in the national review</li> <li>• Discussion on why these gaps exist: institutional challenges, capabilities and resources.</li> </ul>
<b>15:15-15:30</b>	<b>Coffee Break</b>
<b>15:30-17:00</b>	<b>Organizational Policies and Practices Affecting Women’s Potential and Capacity to Serve in Leadership Positions in Public Administration</b> <ul style="list-style-type: none"> <li>• Group Discussion: organizational policies, institutional culture and HR/other practices that affect women’s potential and capacity to serve in leadership positions in public institutions; specific focus on leadership training and mentoring opportunities and differences at national and subnational levels</li> <li>• Participant feedback on day 2</li> </ul>

<b>Day Three, 19 October 2023</b>	
<b>9:00-10:30</b>	<p><b>Gender Action Plans for Public Administration: Getting Them Right</b></p> <ul style="list-style-type: none"> <li>• Recap from Day 2: Mr. Tshering Chopel</li> <li>• Review of checklist from Capacity Building Module 3 “Developing and Implementing an Action Plan in Public Administration”: Ms. Koh Miyaoi, UNDP</li> <li>• Discuss the reasons why we need this plan</li> <li>• Review necessary steps and possible red flags to design and implement effective gender action plans for public institutions</li> <li>• Review and discuss good practice examples</li> </ul>
<b>10:30-10:45</b>	<b>Coffee Break</b>
<b>10:45-12:30</b>	<p><b>Institutional and Policy Framework for Women’s Participation and Leadership in Public Administration-Priorities, Action Lines, Measurable Indicators and Accountability Mechanisms</b></p> <ul style="list-style-type: none"> <li>• Action plan building block on the institutional and policy framework for women’s participation and leadership in public administration</li> <li>• Review global examples of institutional and policy frameworks to advance women’s participation and leadership in public administration: Ms. Koh Miyaoi, UNDP/ Mr. Tshering Chopel</li> <li>• Discuss priorities, action lines, measurable indicators and accountability mechanisms including differences at the national and subnational levels</li> </ul>
<b>12:30-13:30</b>	<b>Lunch Break</b>
<b>13:30-15:15</b>	<p><b>Human Resource Policies and Practices-Priorities, Action Lines, and Measurable Indicators</b></p> <ul style="list-style-type: none"> <li>• Action plan building block on human resources policies and practices with a focus on recruitment, retention, remuneration, allowances and benefits as well as work-life balance policies and workplace harassment protection</li> <li>• Review global good practices on human resources policies and practices in public administration including recruitment, promotion, retention, allowances and benefits to encourage gender equality and parity in leadership positions: Ms. Koh Miyaoi, UNDP/ Mr. Tshering Chopel</li> <li>• Discuss priorities, action lines and measurable indicators including differences at the national and subnational levels</li> </ul>
<b>15:15-15:30</b>	<b>Coffee Break</b>

<b>15:30-17:00</b>	<b>Evidence and Data-based analysis, priorities, Action Lines and Measurable Indicators</b> <ul style="list-style-type: none"><li>• Action plan building block on evidence and data-based analysis</li><li>• Discuss differences at the national and subnational levels</li><li>• Review global good practices on evidence and data-based analysis: Ms. Koh Miyaoi, UNDP/ Mr. Tshering Chophel</li><li>• Discuss priorities, action lines and measurable indicators including differences at the national and subnational levels</li><li>• Participant feedback on day 3 (most important priority action points, necessary capacities and resources, implementation risks)</li></ul>
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<b>Day Four, 20 October 2023</b>	
<b>9:00-10:00</b>	<p><b>Gender Action Points: Planning for Implementation</b></p> <ul style="list-style-type: none"> <li>• Recap on key points from day 3 group work: Mr. Tshering Chopel</li> <li>• Group discussion on the next steps on action points and implementable proposal to: <ul style="list-style-type: none"> <li>○ Set long-term vision and short-term objectives</li> <li>○ Improve monitoring and reporting progress</li> <li>○ Encourage analyses based on sex-disaggregated data</li> <li>○ Strengthen accountability policies and processes</li> </ul> </li> </ul>
<b>10:00-10:15</b>	<b>Coffee Break</b>
<b>10:15-12:30</b>	<p><b>Gender Action Points: Planning for Implementation (continued)</b></p> <ul style="list-style-type: none"> <li>• Continuation of group work</li> <li>• Report back to plenary on next steps to taking action points into implementable proposals to: <ul style="list-style-type: none"> <li>○ Set long-term vision and short-term objectives</li> <li>○ Improve monitoring and reporting progress</li> <li>○ Encourage analyses based on sex-disaggregated data</li> <li>○ Strengthen accountability policies and processes</li> </ul> </li> </ul>
<b>12:30-13:30</b>	<b>Lunch Break</b>
<b>13:30-14:30</b>	<p><b>Gender Action Plan in Public Administration: The Way Forward</b></p> <ul style="list-style-type: none"> <li>• Large group discussion of the next steps for the implementation of the gender action plan in public administration</li> <li>• Review of available resources</li> <li>• Discussion of next steps with the project and additional learning priorities</li> </ul>
<b>14:30-15:15</b>	<p><b>Closing Session and Award of Certificates</b></p> <ul style="list-style-type: none"> <li>• Award of certificates</li> <li>• Closing Remarks <ul style="list-style-type: none"> <li>○ Mr Tashi Namgyel, Director, Department of Education Programme</li> <li>○ Mr. Khurshid Alam, UNDP Resident Representative</li> <li>○ Ms. Valentina Resta, Senior Governance and Public Administration Officer, UN DESA</li> </ul> </li> <li>• Participant evaluation of the workshop</li> <li>• Group photograph</li> </ul>
<b>15:15-15:30</b>	<b>Tea Break</b>