

## APPENDIX 1

### GENDER AND DIVERSITY LENS SUMMARY CHECKLIST

#### 1. Gathering evidence and knowledge – What is the issue?

- Are there biases and assumptions about the issue, and how gender affects it?
- Who has identified the issue? Who can assist with sourcing the evidence?
- Use data disaggregated by sex and other categories.
- Compare local demographics with program or service user profiles. Is there a difference?

#### 2. Defining goals and objectives – What are we going to do about the issue?

- Is there a shared understanding of the issues and the 'problem' for men and for women based on the initial evidence and scoping?
- Form an advisory group, with clear terms of reference, which includes gender specific organisations and community representatives.
- What change is required? What are the expected outcomes?
- Think about a monitoring and evaluation plan early.

#### 3. Research and consultation – Let's find out about how to respond to the issue

- Are under-represented groups being considered in the research and actively sought for consultation?
- Be clear about what are the 'non-negotiables' for consultation.
- How will women and men from diverse backgrounds be meaningfully consulted about the issue? Are there particular cultural protocols to consider?
- Use relevant advisory structures to consult with communities.
- How will expectations and conflicting interests be managed? Is a facilitator needed?

#### 4. Policy, program and service design and delivery – Let's respond to the issue

- What options does the research and consultation point to?
- How does the option impact positively and negatively on women and men?
- Ensure that the impacts on men and women are articulated at important stages in the decision making process.
- Take into account factors such as care arrangements, for example, childcare, the need for respite, transport and operating times.
- For communication, use language, symbols and examples that include diverse men and women such as people with disabilities, lesbian and gay families. Also use community media and networks to spread the message.

#### 5. Continuous improvement – Let's evaluate, assess and review the response

- Did the response impact on real needs?
- Ensure those undertaking formal evaluation are able to undertake gender analysis.
- Make sure that the evaluation is able to identify unintended outcomes or impacts.
- Use the evaluation to identify where and if change is needed.
- Document and share findings.