

Appendix: H8-C
Ideas for Women's Caucus Activities

NDI/Nepal
Women Representatives Training (WRT) Program

Ideas for Women's Caucus Activities:

Complete the household surveys in each ward (in wards where there has been a problem, women who are finished with their own wards might be able to help out) and tabulate the data. Work together to conduct a survey yearly.

Bring needed programs to the VDC by identifying possible resources as a group. Contact the persons mentioned on the resource list to explore bringing programs which address problems reflected in the survey findings.

Conduct another women's networking meeting to identify ways of working together as part of a large network of women activists in your VDC.

Start a campaign for more women to be on user group committees for projects in your VDC. Set a goal (i.e. 30% or 50%) and lobby to pass such a rule at the VDC board and the next VDC Council meeting. Get other voters involved in this campaign. In each ward, make a list of active women who are interested in being involved on user group committees.

Be active by attending VDC committee meetings as a group. Ask the VDC committee if you have a right to attend the meetings (you do) and show your interest by attending. Motivate male ward representatives to hold regular ward meetings twice a month.

Start a budget and savings group from the women representatives and involve other women from each of the wards. Meet regularly and decide as a group how to spend the money earned from interest.

Initiate a community campaign against a particular women's issues (such as the need for family planning or the need for children to be educated) in your VDC by involving activists and voters. Involve people in the solutions for this or other problems. Gather as a group at the VDC and make sure that your voices are heard.

Lobby as a caucus to be able to determine how to spend the human resources budget.

If you discover that the VDC funds available for human resources are not enough to cover the needs, lobby as a group to have a higher percentage of funds to go to these programs, rather than the construction projects of the development budget. The 25% targeted at human resources is only a minimum.

Women Representatives Training Program

Tips for Trainers for Conducting Training Sessions

The following tips are intended to help you, the trainer, before and during the training sessions. Please read and keep in mind the following points.

General Tips for Conducting a Session.

Review the training materials and lesson plans thoroughly before going to the training session. Role play all exercises with your training partner in advance.

Prepare the training materials before heading to the training spot. Check the materials TWICE to make sure that you have not forgotten anything. Make sure that you have enough handouts. Take some extra copies with you just in case to the training session.

Be at the training spot 10 minutes before the training is scheduled to begin.

Wear a watch and actively manage your time.

Try to start the session on time. Encourage participants to be on time.

Try to finish each day's training session on time.

If the session starts late, ask for permission to reduce the time for the break and finish the lesson. Or ask if it is okay to finish the session a bit late.

Distribute handouts only AFTER the corresponding discussion. (except if mentioned otherwise in the lesson plan). Otherwise, the participants' attention may focus on the handouts, rather than the discussion.

Bring the list of rules that the participants developed in the first week to every training session for that group. Tape these rules at the front of the room so that all participants can read them easily. Remind them of the rules time and again, especially if any are broken. Remind them that THEY developed the rules, themselves. So they need to follow them.

Tips for Keeping the Participants Motivated:

Before starting each session, explain to the participants the objectives of the session and tell them how important the session is.

Use local language and simple terms as much as possible so that the participants can understand quickly and easily.

Do not let any one or two individuals constantly dominate the discussion.

Thank participants for every response they give to encourage them to participate more. Even if they give the wrong answers, thanks them and encourage and prompt them to come up with right answers by giving good clues.

Keep in mind that participants don't like long lectures. So limit yourself within the subject matter.

Be impartial. Give equal importance and opportunity to each of the participants.

If you notice that the participants seem to feel hesitant or unsure, check to see if they are understanding the material and try to present the information in a simpler way to the group.

Remind participants of the importance of the training program at the end of each week's session. Tell them that it will be a great loss for them if they miss even one training session.

Tips for Building Good Relations Between You, the Trainer, and the Participants:

Every day, before starting the training session, greet the participants with a *Namaste* and make eye contact with each and every participant.

During the break and before and after the training session, talk with the participants on issues that are important to them. (such as, family, farm, weather etc.)

Maintain an atmosphere of respect for one another. Respect the thoughts and experiences of all the participants.

Smile! If you appear happy, it will be contagious. Read the facial expressions of the participants. If someone appears perplexed or concerned, ask them what is on their mind.

Tips for Homework Assignments:

You should explain to the participants that doing the homework is essential and is one of the most important parts of the training.

Explain to the participants that their popularity in the community will increase if they do the homework, as the homework helps them to meet people and understand their concerns.

Encourage and motivate the participants by applauding after their homework presentations. This will increase their confidence.

NDI/NEPAL
PWPP/Women Representatives Training (WRT) Program

Steps to follow to organize a training

Meet with the district level party presidents or vice-presidents or secretaries of all political parties and discuss the WRT program. At the meeting, make sure to:

Introduce NDI and the WRT program.

Take their suggestions.

Select the potential VDCs on the following logistical basis:

The VDCs should be adjoining, so that it is convenient for you to work in the same cycle.

The VDCs should be accessible for you in terms of transportation. (The Hill region is more difficult to work in.)

Each VDC should be organized in such a way geographically, so that it will be possible for the women representatives from all nine wards to be able to come to the VDC for the training.

Meet with local elected leaders at least three weeks before the tentative date of the training commencement. (i.e. VDC President, Vice-President and Secretary). At the meeting, don't forget to:

Introduce NDI and the WRT program.

Ask the leaders if they are interested in the WRT program.

Ask them what kind of help they can provide for the training program.

Ask them if they can provide a room at the VDC building for four hours for the training once a week.

Explain that NDI can not pay for the room.

Also explain to them that NDI can provide the participants with notebooks, folders, pens and other necessary training materials but CAN NOT provide the participants with training allowances or other financial incentives.

Ask them to call a meeting of Women Representatives within a week.

Note down the date, time and place for the meeting and make sure that the date does not conflict with your schedule somewhere else.

Meeting with women representatives (at least two weeks prior to the tentative date of training commencement). At the meeting, remember to:

Introduce NDI and the WRT program.

Talk about the format and organization of the program, including the schedule.

Fill out the needs assessment, participants' data profile and other forms asking questions individually.

Explain to them that NDI can provide them with notebooks, folders, pens and other necessary training materials but CAN NOT provide with training allowances or other financial incentives for attending the training sessions.

Ask if they are interested in the WRT program.

Set the location. The training spot ideally should be a room at the VDC building. But if there is no VDC building, ask the women representatives to select a location such as a room at a school, *pati* (a free shelter for people), *dharmasala* (a free shelter for pilgrims) etc. which is available at free and accessible for all participants.

Meet with the owner of the training spot that the women representatives recommended, if there is no VDC building available for the training. At the meeting, don't forget to:

Introduce NDI and the WRT program.

Explain to them that NDI can not pay for the room.

Tell them that the room is needed only once a week.

After completing all of the above mentioned pre-training meetings, fix the dates, time and location for the training. Write a letter to each of the women representatives and VDC leaders and send them early enough so that the letter is received at least a week prior to the training. (Ideally, these letters should be delivered at the VDC, in case there is a postage delay.)

- i) Manage your time so that you can conduct a household survey of about 30 households (these can be any 30 households) before the commencement of the training. Compile the data from the survey. You will need this data during the training sessions to explain how the household survey and data compilation works.