



Strategic Planning Tool for Initiating a Multi-Party Caucus for Gender Equality

This questionnaire has been designed for use while planning for a multi-party gender caucus. It will help in assessing the parliament's current gender infrastructure to further understanding on the context in which the caucus will operate, and prompt reflection on the current or anticipated mandate, structure, membership, and activities of a caucus. An [online version](#) is also available for download on the ParlAmericas website.

This questionnaire was adapted from the original developed by Dr. Sonia Palmieri, which was published in [A Comparative Study of Structures for Women MPs in the OSCE Region](#).¹

1. Which of the following mechanisms to address gender equality, gender mainstreaming or the promotion of women's interests exist in your Parliament? *Tick all that apply.*

- Specialized committee on gender or women's issues
- Multi-functional committee (e.g. committee on social affairs, human rights and gender issues)
- Temporary committee on gender or women's issues
- Research body capable of analysing data from a gender perspective
- Mechanism for collecting and/or analysing sex-disaggregated data
- Platform involving civil society
- International network/group of women
- Women's caucus internal to your political party
- Other:

2. Is there (or has there been) a cross-party gender or women's caucus in your Parliament?

- Yes, there is an active caucus.
- Yes, there used to be one.
- No, but there are plans to create one.
- No, there is no such body.

3. If there used to be a caucus, why is it no longer functioning? *Tick all that apply.*

- Lack of leadership among potential members
- Too few women MPs or too few interested women MPs
- Lack of support from political party
- Lack of support from Parliament

¹ Sonia Palmieri, 2013, *A Comparative Study of Structures for Women MPs in the OSCE Region*, Warsaw: OSCE ODIHR, pp. 86-94, available at: <http://www.osce.org/odihr/105940>.

- Lack of resources
- Mandate not renewed
- Other mechanisms found to be more effective Other reasons:

4. Does establishing a caucus require a resolution or formal decision by Parliament?

- No Yes

If yes, does the resolution or decision require that the caucus be renewed on a regular basis?

- No Yes *(How often?):*

5. For the caucus to be recognised as a formal parliamentary body, are any of the following required for its establishment? *Tick all that apply.*

- Undefined/unknown
- Membership list
- Organizational chart
- Statement of purpose
- Staff
- Internal rules
- Strategic plan
- Other:

6. What are the objectives or mandates of the caucus? If it has not yet been formally established, tick “undefined” and indicate what you anticipate its objectives / mandates to be. *Tick all that apply.*

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Undefined |
| <input type="checkbox"/> | To draft legislation |
| <input type="checkbox"/> | To influence policy or the parliamentary agenda from a gender perspective |
| <input type="checkbox"/> | To lobby for support on gender equality issues |
| <input type="checkbox"/> | To create a space to foster solidarity around gender issues |
| <input type="checkbox"/> | To hear from relevant stakeholders on gender issues |
| <input type="checkbox"/> | To raise awareness both inside and outside Parliament on gender issues |
| <input type="checkbox"/> | To ensure Parliament’s compliance with international obligations such as CEDAW commitments |
| <input type="checkbox"/> | To monitor policy/legislative implementation |
| <input type="checkbox"/> | To build capacity and empower women |
| <input type="checkbox"/> | To conduct or commission research |
| <input type="checkbox"/> | To implement and/or monitor gender budgeting |
| <input type="checkbox"/> | To conduct advocacy with civil society organizations |
| <input type="checkbox"/> | Others: |

7. How is the caucus structured? If it has not yet been formally established, tick “undefined” and indicate what you anticipate its structure will be. Tick all that apply.

Space provided for details as needed

Meetings

- Undefined
- Regular meetings scheduled during each parliamentary session
- Meetings scheduled only as required
- Formal meeting minutes are kept

Leadership and organization

- Undefined
- Leadership positions (Chair, Deputy Chair)
- Leadership positions rotated across different parties, different chambers, returning/newly elected parliamentarians
- Leadership positions are shared between parties (e.g. Co-Chairs)
- Fixed term for Chair (e.g. 1 year)
- Additional positions (e.g. Treasurer, Secretary etc.)
- Internal procedural rules
- Sub-committees can be established

Agenda

- Undefined
- Agenda circulated before each meeting
- No agenda circulated

Staffing

- Undefined
- Research staff provided by Parliament
- Administrative staff provided by Parliament
- Support staff provided by civil society/international organizations
- No permanent staff

Resources

- Undefined
- Allocated funding by Parliament
- Allocated a meeting room by Parliament
- Support from civil society/international organizations

<input type="checkbox"/> Budget support from political parties	
<input type="checkbox"/> Members pay a financial contribution	
Powers and functions in rules of procedure	
<input type="checkbox"/> Undefined	
<input type="checkbox"/> Inquire into policy and legislation, and call witnesses for submissions	
<input type="checkbox"/> Report to Parliament	
<input type="checkbox"/> Draft legislation	
Decision making procedures	
<input type="checkbox"/> Undefined	
<input type="checkbox"/> By vote	
<input type="checkbox"/> By consensus	

8. What is the membership of the caucus? If undefined, indicate who you expect the members to be. <i>Tick all that apply.</i>
<input type="checkbox"/> Undefined <input type="checkbox"/> Voluntary <input type="checkbox"/> All women parliamentarians <input type="checkbox"/> Women parliamentarians from a single chamber (<i>if bicameral</i>) <input type="checkbox"/> Women parliamentarians of a single party <input type="checkbox"/> Former parliamentarians <input type="checkbox"/> Civil society representatives <input type="checkbox"/> Representatives of international organizations <input type="checkbox"/> Male parliamentarians <input type="checkbox"/> Other:

9. Is there a formal or written procedure for accepting members?		
<input type="checkbox"/> Undefined	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. Which of the following activities does the caucus undertake? If the caucus has not yet been formally established, tick “undefined,” and indicate the activities you anticipate it will undertake. Tick all that apply.

Space provided for details as needed

<input type="checkbox"/> Undefined	
<input type="checkbox"/> Influencing legislation	
<input type="checkbox"/> Monitoring and evaluation of government policy	
<input type="checkbox"/> Coalition building around an issue	
<input type="checkbox"/> Raising awareness on gender issues among constituents	
<input type="checkbox"/> Media outreach (e.g. press conferences)	
<input type="checkbox"/> Commissioning research to inform parliamentary debates	
<input type="checkbox"/> Holding discussions with civil society, business groups, academia, and government departments on gender issues	
<input type="checkbox"/> Discussions with ministers on gender issues	
<input type="checkbox"/> Mentoring of current and future parliamentarians	
<input type="checkbox"/> Lobbying for women’s promotion to positions of leadership in Parliament	
<input type="checkbox"/> Fundraising	
<input type="checkbox"/> Holding social events for members	
<input type="checkbox"/> Raising awareness on gender issues among parliamentary staff	
<input type="checkbox"/> Advocating for non-discriminatory, gender-sensitive parliamentary culture	
<input type="checkbox"/> International networking	
<input type="checkbox"/> Capacity building training sessions for caucus members and/or other parliamentarians	
<input type="checkbox"/> Other:	

11. Which of the following issues, if any, do you anticipate will be addressed by the caucus? Tick all that apply.	
<input type="checkbox"/>	Non-discrimination/equal opportunities
<input type="checkbox"/>	Women's political participation (special measures)
<input type="checkbox"/>	Violence against women
<input type="checkbox"/>	Sex work or trafficking
<input type="checkbox"/>	Labour/Employment/Benefits
<input type="checkbox"/>	Equal pay
<input type="checkbox"/>	Inheritance rights
<input type="checkbox"/>	Citizenship
<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Reproductive rights
<input type="checkbox"/>	Children's rights
<input type="checkbox"/>	Reform of parliamentary rules of procedures
<input type="checkbox"/>	Others:

12. Does the caucus interact with any of the following bodies? If the caucus has not yet been formally established, tick "undefined," and indicate the bodies you expect that it will interact with. Tick all that apply.	
<i>Space provided for details as needed</i>	
<input type="checkbox"/>	Undefined
<input type="checkbox"/>	Other parliamentary bodies responsible for gender equality (e.g. committee)
<input type="checkbox"/>	Other parliamentary bodies at the sub-national level
<input type="checkbox"/>	Parliamentary women's bodies in other countries
<input type="checkbox"/>	Other organs of Parliament (e.g. Executive body)
<input type="checkbox"/>	Political party(s) of Government
<input type="checkbox"/>	Political party(s) of the Opposition
<input type="checkbox"/>	Independents
<input type="checkbox"/>	The media
<input type="checkbox"/>	National women's machinery
<input type="checkbox"/>	Local civil society organizations
<input type="checkbox"/>	Universities and research institutes
<input type="checkbox"/>	The Ombudsperson
<input type="checkbox"/>	International networks or organizations

13. Are any of the following likely to hinder the establishment or functioning of a gender caucus? Tick all that apply.

- Political party structure/discipline does not support cross-party initiatives
- Advocacy on gender/women's issues is more effective through parliamentary committees
- Advocacy on gender/women's issues is more effective through other alliances/networks of parliamentarians, civil society or government mechanisms
- Gender caucuses are considered to marginalize women
- Cultural norms and stereotypes about women in society
- Discriminatory or sexist working culture in Parliament
- Lack of solidarity among women
- Lack of resources
- Lack of support staff
- Lack of reliable information/research on gender issues, including a lack of sex-disaggregated data
- Other reasons:

14. What is the most significant result you hope the caucus will achieve?