

Checklist for integrating CCIs in training & exercises

The aim of this checklist is to support the integration of the cross-cutting issues (CCI) of gender, human rights, and environment in the planning, delivery and evaluation of training and exercise events. It was produced by the MSB Environmental Advisor and Gender Advisor in the PPRD East 3 programme in collaboration with ESAF representatives.

How to use the checklist

Step 1. Decide your level of ambition

When planning an event, discuss in your planning team what resources and capabilities you have to include gender, human rights and environmental perspectives in the training or exercise event. The checklist consist of several aspects and all may not be applicable for all events. It may be relevant to focus only on a few, several or go for the whole list. Discuss and decide your level of ambition!

Step 2. Using the lists in your planning

Go through the two checklists for environmental aspects and gender and human rights aspects.¹ Fill in *Yes*, if this is what you are planning to do, and *NA* (not applicable) if not relevant or possible for your event. You can write in the comment field what you aim to do to tick this box. Make it a routine for each training event to fill in these lists as part of your planning.

Step 3. Follow up – how did it go?

After the training, go through the list again and reflect upon how well you followed the plan. Reflect in the comment field on what actually came out. For example, what worked well and what did you do that was successful? Did you face any challenges or had to change your plan? In the evaluation of training events, make sure to report if you used the checklist and what came out.



¹ Further guidance and more tips can be found in section on training and exercises in the PPRD East 3 [Practical Guidelines for integrating gender, human rights and environmental issues in DRM.](#)

Checklist - Environmental aspects	Yes	NA	Comment
<p>Training facility</p> <ul style="list-style-type: none"> We plan to optimize the energy consumption from the training event <i>Example: We have a routine for turning off electrical devices like AC, computers, lightning whenever not used</i> We have taken actions to optimize transportations to/from and within an event <i>Example: Public transportations is used when applicable</i> 			
<p>Meals and drinks</p> <ul style="list-style-type: none"> Meals and drinks that we serve at the training event is chosen with the environmental perspective in mind. <i>Example: Vegetarian food is the default choice and actions to minimize food waste is implemented</i> We serve meals and drinks with the ambition to produce as little waste as possible <i>Example: No single use bottles is used</i> 			
<p>Online meetings</p> <ul style="list-style-type: none"> During online meetings we plan regular breaks and encourage participants to shut off cameras when suitable (preferably during breaks) <i>Example: Every hour we have at least 10 minutes break when cameras should be shut off</i> 			
<p>Setting the rules</p> <ul style="list-style-type: none"> We emphasize participants/trainers/facilitators personal environmental responsibility and provide examples on how they could act accordingly <i>Example: Tips could be gather from this document, e.g. shutting down computers when not used or how to act in order to not produce unnecessary waste</i> 			
<p>Material usage</p> <ul style="list-style-type: none"> We consider the environmental perspective when we produce or purchase training material. <i>Example: We favour online material before printed material. Colour free and double printed is the default choice</i> 			
<p>Accommodation and longer distance travel (MSB admin first hand responsibility, if expert book travel, consider this)</p> <ul style="list-style-type: none"> Hotels and other accommodations that we use during training have an active environmental work <i>Example: When in contact with the hotel we ask how they work with environmental issues like saving water and energy efforts (note the procurement regulations!).</i> We chose the most practical and safe option for travel, e.g. train, bus, airplane. If we travel by airplane we chose the best available trip e.g. direct flights <i>Example: For every flight we book we document the carbon footprint caused by the trip (is often shown when booking).</i> 			
<p>Integration of environment in the content of the training</p> <ul style="list-style-type: none"> We have integrated an environmental perspective in the design of the training event <i>Examples: If applicable, we have specific learning objectives regarding environmental perspective, e.g. on environmental drivers of disasters; We support trainers/ facilitators on how to apply an environmental perspective in their training event; We have included (local, regional or national) environmental stakeholders to the training event</i> 			
<p>Evaluation of the training</p> <ul style="list-style-type: none"> We evaluate how environment was integrated in the training event <i>Example: Reviewing this check-list and reflecting upon successes and challenges related to each box. A summary of this could be added in the training report (same for gender).</i> 			

Checklist - Gender and human rights aspects	Yes	NA	Comment
<p>Training facility and accommodation</p> <ul style="list-style-type: none"> Safety and accessibility for female and male participants, including people with disabilities, is considered. <p><i>Examples: Toilets, changing rooms and sleeping facilities were segregated for women and men; Safe transportation was provided.</i></p> <ul style="list-style-type: none"> The timing and place of the event is decided with consideration to that both female and male participants will be able to attend. <p><i>Examples: Sessions were not planned outside of office hours to ensure staff with family responsibilities could join.</i></p>			
<p>Gender balance and diversity in the group</p> <ul style="list-style-type: none"> Actions are taken to promote gender balance and diversity among participants in the training. <p><i>Examples: Training invitations included a note that female participants were encouraged to apply and they were shared with actors and networks reaching female professionals with relevant backgrounds.</i></p> <ul style="list-style-type: none"> Action are taken to promote gender balance and diversity among trainers and facilitators. <p><i>Example: Invitations were shared with actors and networks reaching female professionals with relevant backgrounds.</i></p>			
<p>Integration of gender and human rights in the content of the training</p> <ul style="list-style-type: none"> We integrate a gender and human rights perspective in the design of the training event <p><i>Examples: Training needs related to the participants' knowledge about gender and human rights aspects of the training topic were assessed and specific learning objectives targeting these were identified; Gender, age and disability aspects were used in scenarios and exercises; A broad representation of actors were involved in the training event, including civil society organisations representing women, girls, people with disabilities and other minority groups.</i></p>			
<p>Delivery of sessions</p> <ul style="list-style-type: none"> Gender-aware and inclusive pedagogy and facilitation techniques is used <p><i>Examples: Training methods were varied to meet diverse learning techniques; Gender balance was organised in group discussions; Used case studies, images, and videos represented a diversity of people; Gender-sensitive language was used; More space was given to female participants (if speaking less); Ground rules were established emphasising mutual respect and awareness of diversity within the group.</i></p>			
<p>Feedback and complaints</p> <ul style="list-style-type: none"> A 24/7 channel for providing feedback and reporting misconducts is available, e.g. a helpline or email address. Participants are informed about how to provide feedback/file a report. Routines for handling cases of misconduct exist. All training staff and trainers/facilitators are instructed how to act if a case of misconduct is disclosed. 			
<p>Evaluation of participant's experiences</p> <ul style="list-style-type: none"> Evaluation methods that guaranteed anonymity are used. Disaggregation of replies by sex was enabled (not recommended if jeopardising the anonymity of respondents). Questions assess participants' feelings of safety, respect, and equal participation. 			
<p>Evaluation of the training</p> <ul style="list-style-type: none"> Evaluation includes how gender and human rights aspects were integrated in the training event, <p><i>Examples: We have reviewed this checklist and reflected upon successes and challenges related to each box.</i></p>			