

2005 GENDER FESTIVAL

PAPERS, CASE STUDIES, AND WORKSHOP FACILITATION

GUIDELINES

1. Background to the Conference

1.1. About the Organisers:

Tanzania Gender Networking Programme (TGNP) is a non-governmental organisation advocating for social transformation that includes gender equality and equity, equal opportunities, and access to and control over resources by women, youth and other marginalised groups. The organisation works to build a vibrant and strong civil society that can contribute towards achieving a transformed society with high sensitivity to issues of gender, democracy, human rights and social justice. TGNP has built itself into an effective pressure group that promotes activism for gender transformation and social justice at different levels.

The Feminist Activist Coalition (FemAct) is a coalition of over 40 non-governmental organisations that has been working for social change in Tanzania and beyond since 1996. The coalition aims to develop, strategise, and implement a collective activist agenda for progressive and gender-focused transformation of economic, social and political policies, processes, and programmes.

1.2 About the Gender Festival:

The Gender Festival is an open forum for likeminded individuals and organisations to come together to share experiences, knowledge, build capacity and plan collectively for social transformation with a gender perspective. The Festival provides the venue and space, and an opportunity to reach out to more than 1000 activists coming from all over the country and outside. This four-day event integrates analysis, research, activism, and art with effective results. The main goal of the conference each year is to bring together people interested in gender from all walks of life, from the villages and districts of Tanzania to other parts of the world, for the purposes of activism and information sharing on a particular issue. Originally, the event was held annually, but since 1999 it has been organised every other year in order to allow more time for follow-up actions and preparation for the next conference.

1.3 Gender Festival 2005:

The 2005 Gender Studies Conference and Festival, the 7th such conference being held, maintains **Gender, Democracy, and Development** as the overall theme. This year's specific theme is '**Gender, Development and Democracy: Popular Struggles for an Alternative and Better World**'.

Paper presentations in workshops will fall under the following sub-themes:

- (1) Alternative Organising/Leadership Styles in Struggles for a Better, Alternative World
- (2) Ideological and Political Struggles
- (3) Popular Struggles within and/or outside the dominant system/paradigm
- (4) Rights/Entitlements Issues:
- (5) Others

A more detailed list of possible paper themes is appended below.

1.4 Objectives of the Conference:

The objectives of the 2005 Gender Festival are:

- o 1. To share knowledge, reflect and initiate new analysis/action on gender, women's empowerment and social transformation within the context of anti-globalisation struggles;
- o To celebrate activist struggles and achievements in advocating and realising social transformation at different levels and areas of society
- o To broaden and strengthen the coalition of likeminded individuals and organizations at the local, national and international levels to spearhead, influence and advocate for pro-poor gender progressiveness in development
- o To enhance gender transformative skills and conceptual frameworks, building on participants' own experience and knowledge; and

- To promote public debate on issues relating to the specific theme of GF 2005, as well as the broad theme of gender, democracy and development.

1.5 Conference Format:

The conference is composed of a combination of plenaries, sub-plenaries and workshops focusing on the following major areas:

- Day 1: Sharing and Learning from Experiences and Building Capacity
 - Opening Ceremony
 - Keynote Address
 - Sub-plenary discussions
- Day 2: Analysis of popular struggles within and outside the dominant system/paradigm
 - Plenary panel presentations on the state in Africa, Gender Mainstreaming and popular struggles to empower PLHAs
 - Workshops featuring paper presentations and facilitated to promote conceptual understanding related to the sub-themes
- Day 3: Sharing experiences of alternative structures and practices
 - Plenary panel presentations on analyses and case studies of alternative politics, ways of organizing and alternative thinking/information/action
 - Workshops focusing on analyses and case studies related to the sub-themes, either through presentations or hands-on facilitation
- Day 4: Coalition Building for Collection Action
 - Plenary panel presentations on challenges of organising and potentials for building the movement for an alternative world
 - Workshops focused on consolidating strategies, coalition building, and charting out the way forward in the sub-themes
 - Concluding plenary and Closing Ceremony

2. General Guidelines:

Assignment Task: The task of the assignment is to prepare a paper, case study and/or facilitated workshop session for the conference meeting the following criteria:

- Papers, case studies, and workshops to be facilitated should address a relevant sub-theme and the issues raised in **Appendix 1: Possible Paper/Workshop Themes** (attached). They can address the entire question or an aspect or angle therein.
- Papers or case studies should be focused on alternative perspectives for people-centred pro-poor development from a gender perspective at the local, international and/or regional levels. They should provide a reflection on the current situation and strategies for the way forward, emphasizing examples of collective activism among citizens and communities to advocate and *create* alternative socio-economic structures/systems/ways-of-doing-things, alternative development paradigms and/or alternative ways of thinking.
- Creativity and innovation is strongly encouraged.

2.1 Additional guidelines for Conceptual papers/workshops (Day 2: 7th September)

- Conceptual papers should be no more than 10 pages. They can be written in either English or Kiswahili, using accessible language. Speakers of both languages are requested to submit a paper in one language and an abstract in the other.
- Authors will be given a space of no more than 15 minutes to present highlights of their conceptual analysis in as interactive a manner as possible, followed by a discussion

2.2 Additional guidelines for case studies/workshops (Day 3: 8th September)

- Case study workshops can take the form of either presenting documented case studies or hands-on workshops focusing on building skills on strategies that have been successful.
- Documented case studies are to be no more than 7 pages. They can be written in either English or Kiswahili, using accessible language. Speakers of both languages are requested to submit a paper in one language and an abstract in the other.
- Authors of documented case studies will be given a space of no more than 15 minutes to present and are strongly encouraged to use visual aids.
- Facilitators of hands-on workshops should propose the time-frame for their session, up to a maximum of 2 hours.

2.3 Additional guidelines for workshops on Strategy Building (Day 4: 9th September)

- Facilitators are requested to build workshops relevant to the various sub-themes that will facilitate a process for participants to collectively develop strategies for information sharing, networking, and linking for advocacy on the issues addressed.
- Participatory methodology is crucial.

3. Process and Timeframe:

Papers, case studies and workshops for facilitation will be selected on a competitive basis utilising the following process:

1. Interested authors and facilitators should prepare an abstract for a paper, case study or workshop to be facilitated in one of the relevant sub-themes following the guidelines stipulated above. The abstract should be submitted to TGNP by 30th June at the latest. Authors are requested to specify which day their inputs are intended for and to which sub-theme their abstract relates. All authors are also requested to give an indication of how a workshop around their paper and case study should be facilitated to achieve the desired output.
2. If your paper, case study or workshop is selected to be presented or facilitated at the conference you will be informed by 8th July. You will then need to complete the paper (and abstract, if relevant) or final workshop description by 10th August at the latest, so as to allow time for reproduction of all papers, and translation of plenary papers and of all abstracts.
3. Presentation or facilitation on the relevant day of the conference.

4. Specific guidelines for workshops and/or papers:

- 4.1 Individual organisations and/or networks are invited to 'claim' and organise the separate workshops that are listed in the GF Draft Programme attached, and according to the sub-themes presented in the attached list. Proposals for entirely different though related workshop themes will be considered, but people are requested to try to fit their ideas into the proposed workshop framework, because of limited space for new themes.
- 4.2 Each workshop is expected to be organised in such a way as to encourage a high level of participation from all. Workshop organisers are therefore encouraged to use a

variety of methods for organising presentations and discussion. These might include any of the following methods, alone or in combination:

- Skit/video and discussion
- Panel presentations
- Presentation of two full papers [maximum 30 min each] followed by discussion
- A debate for and against a motion, followed by discussion
- Small group work

4.3 The general format is recommended to be as follows:

- Presentation [skit, panel, debate, paper]
- Discussion with facilitation
- What to do next? Proposed strategies of action
- Very brief Response from presenters
- Sum-Up by facilitator

4.4 Each workshop will require a facilitator skilled in participatory methodology, and a rapporteur to record the key points raised in the workshop.

- Workshop organisers are encouraged to adopt visual techniques to record during the workshop session, such as writing on flipchart paper or on VIPP cards which are displayed for workshop participants to see.

4.5 Each workshop will be organised by one organisation or institution, or in rare cases, one individual, and will normally involve several organisations/persons to participate in the presentations. The secretariat will channel individual papers/presentations with a relevant topic to each workshop organiser, to be fitted in to the workshop programme.

4.6 The workshop organiser is responsible for coordinating the workshop, identifying potential co-presenters, and developing the workshop plan, which will be shared with the Secretariat. The workshop organiser will follow-up to ensure that all papers/presentations are submitted on time, according to the deadline dates to be shared, and for ensuring that the Secretariat has received the final copy in hard print and on diskette. The workshop organiser will liase with the Secretariat on a regular basis.

4.7 The separate workshops are organised at the expense of the workshop organisers and other presenters. The secretariat will not be providing honorarium, therefore, for organising a workshop, or for preparation of individual papers or skits. However, the secretariat will be responsible for reproducing enough copies of each paper to share with participants in a given workshop. Additional copies will be made available for purchase at cost price.

4.8 Suggested Outline of Papers/Case Studies
[to be used as a rough guideline only; eg poems, skits and other forms of presentation are highly encouraged]

- Abstract
- Introduction/Statement of Issue or Problem
- Background
- Analysis of Issues or Description of Activity/case
- Results/Outcomes
- Summary and Recommendations