

Village Organisation Aam Sabha on Gender-Based Violence

Coming together at the community level to prevent gender-based violence, following the theme of Week-3 i.e. 'Show Solidarity'

Objective

This platform serves as an open meeting for the community at a mass level to express and share their opinions, ideas, views and solutions that have a larger community-level impact and can be collectively addressed. The actions taken by the VO in the previous weeks during the campaign can be discussed and shared with the community and an action plan can be discussed to address key identified areas.

Preparation

- State/ District to ensure communication material is printed and shared with the community institutions
- In consultation with VO members, decide on an appropriate date, timing and venue
- Inform all SHG and VO members about the Aam Sabha schedule - date, timing and venue
- Provide prior information to all the relevant stakeholders planned to be invited to the Aam Sabha
- VO SAC should be available and take the responsibility to facilitate the organization of the Aam Sabha
- Discuss the required support for organizing Aam Sabha with VO members during VO meetings. Using village maps, give the responsibility of mobilizing households and their male family members to the closely residing SHG members.
- Seek support from other stakeholders and request their support and entrust the responsibility to them with mutual discussion.

Mobilization/ Participants

- All women SHG members and non-SHG members from the households under the VO
- Family members, including adolescent girls, adolescent boys, husbands, fathers, mothers-in-law, fathers-in-law, and other relatives of the household
- Panchayati Raj Institution representatives such as Sarpanch (Male/Female), Ward members, others
- School teachers, AWW, ASHA

Materials required

- Communication materials - Posters, handouts, pledge

Location

- The location should be decided in consultation with the VO members to ensure maximum participation. Any suitable place like VO meeting venue, Gram Panchayat Bhawan, Anganwadi Centre, Community Centre or any other place where people have easy access and reach can be selected.

Process

- Mobilize the participants as per the decided date, time and venue
- VO SAC members may decide on what themes/ topics they wish to discuss during the Sabha -
 - Providing safe, supportive environments for individuals to share
 - Collective action to shift norms that sanction/normalize GBV, support access to rights & entitlements, amplify voices
 - Identification and recognition of pervasive violence at public/private spaces/work places
 - Recognition of differential needs, access, control, identity and rights of women
 - Sharing among peers (SHG/VO/CLF/SAC)
 - Reporting to the system by women
 - Creating institutional response mechanisms to address gender issues
 - Respond proactively in a structured manner to address varied needs of multiple vulnerabilities
- Facilitate an open discussion with all the participants, seek their suggestions

Duration

- VOs should tentatively plan for a 2-hour Aam Sabha

Do's & Don't's

- Always greet and address participants appropriately
- Ask questions using simple language and with a positive attitude
- Empathize with them
- Don't' dismiss their opinions.
- Before correcting any statement first listen to them carefully. This brings confidence in
- the person for you.
- Appreciate positive behaviors and practices.
- Address one or two most urgent issues, don't lecture.

Rallies (at VO and CLF level)

Objective

This method of communication is used to educate the affected community/target group, the general public, and lawmakers about a specific disparity in a system, the law, or the workplace. It is a platform for raising awareness of the issue through public participation and media coverage.

Preparation

i. Before Rally

- **Choose a date, time and location-** When choosing a location, consider direct pressure on target accessibility, and visibility- to the public and media. Moreover, pick a location that ties to the issue focused. Rally should be held during the business hours (starting no earlier than 8:30 am and no later than 4:30).
- **Line up speakers/influencers-** Invite key influencers/ stakeholders like Gram Panchayat/ Block/District level officials to magnify the effect of the messages you want to communicate on the issue. Have a meeting with the stakeholders before the rally.
- **Plan logistics-** Use loudspeakers (if required) and check with local authorities ahead of time for the permission of gathering in the public spaces.
- Make or print messages to hold at your event
- Involve the local media/ print media if feasible.

Mobilization/Participants

- All women SHG members and non-SHG members from the households under the VO
- Family members, including adolescent girls, adolescent boys, husbands, fathers, mothers-in-law, fathers-in-law, and other relatives of the household
- Panchayati Raj Institution representatives such as Sarpanch (Male/Female), Ward members, Block/District level officials, etc.
- School teachers, AWW, ASHA

Materials required

Make or print messages/slogans to hold at your event. Other materials can be used are- Handouts and Posters. Pledge can be used at the start of the rally.

Messages/Slogans can be structured around the week's themes and year's theme.

Process

i. During Rally

- Prior to the rally, mobilise and inform participants about the rally's purpose, date, time, and location.
- People frequently huddle close together, making the messages less visible and the crowd appear smaller. Encourage people to disperse.
- Use slogans to energise the crowd.

ii. After Rally

- Hold a meeting with the VO members to debrief your rally and to talk about next steps.
- Share any news coverage and press clippings with attendees.

Duration

The rally should not last longer than one hour. **A minimum of two rallies should be held per week.**

Do's & Dont's

- Venue should be selected on the basis of space required
- Participants should be properly greeted and addressed.
- Ensure the availability of hand hygiene facilities.
- Senior citizens, children, and people suffering from chronic illnesses should be discouraged from attending the gathering.
- Messages/Slogans should be customised to the week's theme and year's theme

Gender Forum Meeting

Objective

The Gender Forum's objective is to look into both practical and strategic needs raised at SHG, VO, and CLF level. With the support of officials, the forum would assist in raising and resolving issues of social development and gender. The gender forum will be established at the Panchayat and Block Level.

Preparation

i. Roles and Responsibilities of Gender Forum at GP level:

- Gender forum to meet once a month and resolve GBV related issues raised by VO SAC.
- VO SAC and 2 Gender Point Persons to represent in gender forum.
- Register to be maintained for minutes and resolutions

ii. Roles and Responsibilities of Gender Forum at Block level:

- The issues from the gender forum at the panchayat level can be escalated to the block level. Escalation of issues at VO SAC level.
- Issues from entitlements, retention of children in education, prevention of early marriages to violence against women, access to assets to be discussed in the meeting.

Mobilisation/Participants

The Gender Forum at Panchayat level comprises Panchayat/Village Council, SAC committee members, women ward members, School Principal, Anganwadi worker, ANM, Asha worker and Police beat. The gender forum will be established at the panchayat level.

The Gender forum at Block level comprises CDPO, ICDS supervisors, health official, education officials, revenue officials, officials from police department and local NGO representatives working on gender aspects.

Materials Required

Posters, Gender Module, Handouts

Process

- All SAC members and Gender Point Persons and front-line workers should be seated at the same level
- SAC should initiate the meetings and chair it
- It can begin with welcome and prayer or SHG song
- There can be introduction of all members and their position
- Gender pledge can be taken at the beginning of the meeting
- The agenda can be set and read out by SAC members.
- Each GBV related issue can be raised and discussed in detail.
- The concerned official stakeholder can respond with suggestions.
- Resolutions can be taken with action to be taken.
- Time frame can be set for completion of action taken.
- There can be a vote of thanks.
- The gender forum can be invited by BMMU in the beginning followed by VO summoning the meetings
- At the block level Gender forum, the DMMU can initiate followed by CLF

Duration

The gender forum meeting should last 45 minutes to an hour.

Do's and Dont's

- Always greet and address participants appropriately
- Ask questions using simple language and with a positive attitude
- Empathize with them
- Address the urgent issues first

Film Screening (at VO and CLF level)

Objective: The objective of film screening is to spread awareness and inspire behaviour change in the community.

Preparation: Gather all the required material and practice a couple of dry-run to ensure everything is in sync and audio is loud and clear and video is sharp and bright.

Mobilisation: Create awareness about the film screening so the show happens at full capacity.

Materials Required: Projector (daylight-1500 lumens, night-3000 lumens), projector screen, laptop, HDMI/VGA cable, speakers, pen drive (where film will be stored)

Location: A covered hall is the most suitable location. In case of outdoor location, evening time is preferable to better screen visibility.

Process:

- Film Screening followed by 30-minute discussion on the film facilitated by Gender Sakhi.
- The film should have CBFC U certificate (family friendly) and ministry should be informed about the screening schedule in prior.
- The film should be streamed locally to avoid buffer and interruptions due to poor network.
- The SRLMs should identify relevant regional feature films (fiction and documentary) and short films (fiction and documentary) apart from the list shared by the ministry.
- The film should feature women or gender-diverse individuals as the protagonists/one of the central characters. The plot must address themes of gender-based violence or discrimination.
- The duration of the film should not be longer than 2:30 hours.

Duration: 4-5 Hours (2 feature films, 2 short films)

Format: MP4/MOV/MKV format, Full-HD resolution (width 1920 px), at least 2 MBPS Bit-rate,

Dos: Engage people in the discussion on how and what aspect did the filmmakers address on the issue of gender-based violence and discrimination.

Don'ts: No interval breaks during the film.

Wall-writing:

VO:

Objective: The objective of wall-writing is to spread awareness and inspire behaviour change in the community.

Preparation: Translate the wall-writing from the IEC material shared by the ministry in local language. Identify and adapt previously used slogans (if relevant).

Location: Centrally located public and house walls

Dos: Wall-writing should be crisp and catchy. It should give a progressive and constructive message.

Don'ts: Limit to 2-3 types of messages. Too many types of messages will dilute it.

Social Media Coverage:

Objective: The objective of sharing campaign related media on social media handles of the SRLM is to spread awareness about the campaign and all the activities that are being conducted and to show the inspiring scale and reach of the campaign.

Preparation: Photos, videos, and video bites will be shared on the existing SRLM Twitter and Facebook page and WhatsApp groups in both English and local language. Posting on social media will start a week before the campaign begins with the countdown posts sharing interesting information on the activities the SRLM has planned during the campaign.

Material Required: Photographer/Videographer to take photos, videos and interviews (video bites).

Process: Photos and videos should be uploaded on the same day or the next day of the activity conducted. Link should be circulated on social media asking people to like and re-tweet. A dedicated person will be responsible for collecting high-resolution photos and videos, posting them on social media, and moderating any comments or activity on the page.

Duration: 5 weeks

Format: Photo: Full-sized JPG from Phone/DSLR. Video: Full-HD (1920*1080 px) resolution in 16:9 aspect ratio and MP4/MOV format. Photos can be shared on WhatsApp in document format (process video here: <https://drive.google.com/drive/folders/16ujcqwsDUWZsJkbJVYRNwVVxgqOjximy>)

Dos: At least one post each day during the campaign on some specific activity. Tag other line ministries and stakeholders involved in the activity. Wall-writing should be crisp and catchy. It should give a progressive and constructive message.

Pledge

Objective:

Pledge is a formal promise that inspires and creates momentum to engage large groups to start altering our daily actions.

Process:

The pledge should be taken after welcoming the participants and prayer song.

Following is the **Gender pledge** that needs to be taken by all the participants:

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Whether it is a daughter or a son, we will celebrate the birth of both
We will give equal opportunity to both daughter and son for equal education and growth
Together we will oppose child and forced marriage, domestic violence
We will also teach our sons to respect women and girls
We will oppose every form of violence against women and will leave no stone unturned to get justice for the survivor
We will protect every survivor with dignity and keep her story confidential
We will never take the law into our own hands and will spread the message of peace and solidarity to every household and village
We will give equal property rights to daughters and sons

We will support the weak and destitute

Pledge for men

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Violence is wrong in every form
We will raise our voices against violence
give due respect to women
and stand up for their rights

Violence is not just a women's issue,
But a social issue!
Will be supportive voices for women in our community,
We won't let any woman's voice be suppressed.

We will help women access their rights
We will provide a safe environment for them
We will support women
We will strive to spread this new perspective

We will not inflict violence, nor will we tolerate it
We will not tolerate it, we will speak up against it!

Participants

- All women SHG members and non-SHG members from the households under the VO
- Family members, including adolescent girls, adolescent boys, husbands, fathers, mothers-in-law, fathers-in-law, and other relatives of the household
- Panchayati Raj Institution representatives such as Sarpanch (Male/Female), Ward members, SAC committee members, Gender Point Persons
- School teachers, AWW, ASHA

Materials Required: Pledge Note

Mandatory meeting on GBV at the SHG & CLF level

- a. What is it:
 - i. This is a monthly meeting of the SHG/LF members to be facilitated by the Gender Point Persons/Gender Resource

Persons/SAC of the SHG/CLF on the issues of gender.

ii. During this campaign, the GPP/GPRs will call the meeting of their SHG/CLF members and will take one session either through game, or some participatory activity so that people also enjoy while developing a new perspective on the issue.

b. Objectives:

i. To orient the SHG/CLF members on issues of gender and eventually make them more aware and sensitized on the gender perspective.

ii. To make SHG/CLF a credible platform for its members to share their confidential and private cases too to seek support from the institute by building the capacity of the SHG/CLF as an institute to deal with cases of gender-based discrimination and violence.

c. Preparatory activities

i. GPP/GRP/SAC need to double sure whether the members of the SHGs/CLFs are coming on the day of the meeting and shall inform the member about the venue and timing of the meeting.

ii. Additionally, as per the plan of the meeting, the GPP/GRP/SAC may also like to invite the male members from the family of the SHG/CLF members to do certain exercises/group activities which may require their presence.

iii. The most important part will be for GPP/GRP/SAC to talk to the members of SHGs before the meeting and encourage them to share their gender issues either in the group or with the GPP/GRP/SAC herself if the cases are sensitive and the complainant doesn't want to share it with everyone.

iv. GPP and other members shall be vigilant about the cases of violence or issues of

gender and shall remember to bring the cases to the meeting.

v. Also, collect the member-wise details of the status of their accessibility to the government schemes for which they are eligible for e.g., the GPP/GRP/SAC may like to collect the information regarding the status of Ration Card, MGNREGA Card, Pensions, Housing Scheme, etc. and share in the group about the status of each member. This can be later shared with the GP level Gender forum or Gram Sabha through the VO SAC.

d. Mobilization/Participation

i. The target participants for the meeting will be all the members of the SHG/CLF

ii. Additionally, as per the requirement of the agenda of the day other members such as adolescent girls, men and boys, subject experts from some CSO, service providers like Angan Wadi Workers, school teachers, Asha worker, etc. may also be called as invitee members.

e. Location

i. Location of the meeting shall be decided by all the SHG members jointly in a participatory manner.

ii. It might be organized in the house of any of the members of the SHG./ CLF bhawan

iii. The place should be as per the comfort of all the members.

f. Resource Materials

i. Campaign Booklet (Gender Pledge is mentioned here)

ii. Handbook/training manual for GPP

iii. Training materials for the topic to be taken up on the day as per the training manual.

g. Process

i. One of the weekly meetings of the SHG may be termed as Gender Meeting which should be facilitated by the Gender Point Person (GPP).

ii. The meeting should begin with Gender Pledge taking. GPP should read out the gender pledge and others should repeat them after the GPP.

iii. The Gender pledge should be relevant for the area and should be made jointly by the SHG members. Alternatively, SRLM may like to provide the list of the gender pledge based on the gender related issues found in the state and shall instruct the community institutions at all level to take the pledge at the beginning of every meeting.

iv. After the pledge taking program, the GPP may like to share the agenda of the meeting and shall also ask other members to add to the agenda, if they have any issues.

v. GPP would have two options to select the agenda

1. To select the topic from the module shared with the GPPs of the training to be taken up with the SHG members. The training can move ahead from the point where it was left in the previous gender meeting.
2. To discuss on the issues brought by any members to the group.

vi. The usual activity of the SHGs like saving, credit, loan returning should be completed immediately after the pledge taking activity. The gender meeting shall begin only after the completion of the routine agenda.

vii. All the members, who wants to speak, should be given the opportunity to speak

h. Duration:

i. The duration of the Gender meeting should not be more than 2 Hours in a stretch.

ii. Depending upon the mutual convenience and comfort of every member the timings should be decided.

i. Dos and Don'ts

<p>1. DOs <i>The Gender meeting should be participatory and involving</i></p>	<p>1. DON'Ts The meeting should not be based on the lecture method</p>
<p>2. DOs The meeting should be based on certain planned module</p>	<p>2. DON'Ts The meeting should not be planned in a such a manner that people become reluctant to come for the meeting.</p>
<p>3. DOs If possible, engage men and boys also in the meeting and involve them in the meeting.</p>	<p>3. DON'Ts The cases spoken in the meeting should not be leaked to anyone who is not part of the meeting.</p>
<p>4. DOs One has to listen to survivor with great respect and patience.</p>	<p>4. DON'Ts The meeting shall not make fun of the survivor or shall not judge the survivor based on whatever she shared. Don't reveal her identity to anyone.</p>
<p>5. DOs Respect the decision of the survivor</p>	<p>5. DON'Ts should not force the survivors to do anything.</p>

SOP For Mandatory SHG meeting during Gender Campaign

- During the Gender Campaign the SHGs are supposed to conduct mandatory meetings in all weeks.
- All members are mandatorily expected to participate.

- The meetings will have mandatory discussion on the following topics apart from financial transaction

Week	Topic of discussion
1.	Acknowledging and identifying violence- Different forms of violence
2.	Need to speak up and seek support against GBV
3.	Need to show solidarity
4	Role of an SHG in addressing Gender Based Violence

- The discussions should try to focus on the understanding and thinking of women and should revolve around their experiences or of experiences that they have heard.
- The discussions can also be guided with the support of Case Studies
- No individual should be forced to share experiences unwillingly

Experience Sharing in Public Meeting, small groups and forums during SHG, VO and CLF meeting and Felicitating Gender Champions

a. What is it:

i. This is sharing of experience of any SHG members, cadres, GPP or any other member or even non-member about their experience in fighting for the rights and entitlements of either themselves or for others.

ii. GPP, SHG, and VO should have the system of identifying such persons who fight of others and felicitate them in public or small group meeting

b. Objectives:

i. To motivate other members to be aware and to put in efforts for their rights and entitlements

ii. To identify gender champions in the society who can be engaged by the VO or CLF in rolling out the gender strategy plan.

c. Preparatory activities

i. GPPs, SHG members, VO members, gender CRPs, etc. shall keep their eyes on positive things happening around them and the person who have been the factor behind those positive changes.

ii. Select the gender champions from all age groups and gender identities separately.

iii. The selection parameters should be decided jointly following a very transparent and participatory methodology

iv. Based on the parameters, the list of such gender champions shall be discussed in the SHGs for felicitation of the champions at the SHG level first.

v. Later from the SHGs and other Non-Member gender champions may be discussed jointly in the VO meeting and shall be felicitated in that.

vi. Later, in the annual general meeting of the CLFs, such gender champions shall be felicitated.

vii. The category of the gender champions could be from Adolescent, Youth, Elderly from all the gender identities separately.

d. Mobilization/Participation

i. The SHGs and VO shall look for the gender champions from their hamlets and village. It should not be limited only to the members.

ii. Other institutions like school, anganwaadi, youth clubs, labour groups, farmer's club, gram sabhas, etc. shall also be involved in identifying the gender champions.

iii. It should be such an event where everyone should be motivated to become the gender champions.

e. Location

i. The initial platform for the gender champions to get felicitated could be the SHG followed by VO

ii. Later, the VO shall give the names of the gender champions to the CLF where they could be facilitated in the annual general meeting.

iii. Eventually, Gramsabha shall be motivated in calling these gender champions and giving them the opportunity to share their story in gram sabhas.

f. Resource Materials

i. List of the Gender Champions

ii. Felicitating materials like printed Cap, bracelets, badge, etc.

g. Process

i. In the felicitation, the gender champions shall share their stories and shall motivate others to transform their behavior.

ii. A token item like a cap, a badge, jacket, ribbon, bracelet, etc. may be given to the gender champions which they can wear proudly and can become constant source of motivation for others

iii. The felicitation shall take place at the SHG level, VO level and CLF level.

iv. At the SHG level, the identification may be done on monthly basis and in the gender meeting the gender champions may also be called and shall be felicitated by the SHG members.

v. At the VO level, the felicitation may be done on quarterly basis and at the CLF level, annually in the AGMs.

h. Duration:

i. Such felicitation meeting should be of 30 minutes at the SHG level and 1 to 2 hours at the VO and CLF level.

i. Dos and Don'ts

<p>1. DOs <i>The gender champions should be based on the parameters decided jointly by the SHG members</i></p>	<p>1. DON'Ts The selection process should not be the point of conflict.</p>
<p>2. DOs The champions should be from all age groups and sections of the society.</p>	<p>2. DON'Ts The selection criteria should not be so strong that it ignores the minor contributions and at the same time it should not be so low that it loses its gravity.</p>
<p>3. DOs The selection process should not be exclusive but inclusive in nature.</p>	
<p>The meeting should listen to the gender champions patiently and respectfully.</p>	

Awareness generation on POSH and ICC at the BMMU, DMMU, SMMU level

a. What is it:

i. Prevention of sexual harassment of women at work place Act 2013 (POSH) is a law which makes it mandatory for every institution having 10 or more employees to form Internal Complaint Committee (ICC) at the institution level. For organization which has less than 10 employees or are unorganized in nature, the state government has mandated the District Officer to form Local Complaint committee at the district level taking representation from all the blocks.

ii. In this context, all the SRLMs and its branch offices are mandated to form ICCs at the same time the SRLM shall also facilitate SHGs, VOs and CLFs to establish ICCs or to access LCC as appropriate.

b. Objectives:

i. To make the SRLMs office safer place for women to work

ii. To give safe working environment to rural women

iii. To build the capacity of SHGs and its federations to deal with POSH related cases effectively.

c. Preparatory activities

i. SRLMs shall contact the Department of Women and Child Development at the state level to find out the organizations empaneled with them for training on POSH. With their help, the SRLM shall get their POSH policy legally vetted and if there are any gaps identified it should be plugged proactively taking appropriate actions.

ii. Alternatively, the SRLM may like to approach the Civil Society Organization, who have the mandate to work on the legal aid and remedies and shall take their help in strengthening the POSH policy at each level.

iii. Another way is to approach State Legal Services Authorities and seek their help in the strengthening the POSH related policies and rules.

iv. After identification of the organization who would help the SRLM in strengthening the POSH related policies and institutional mechanism, the SRLM can come out with the action plan and calendar for the vetting of the existing policies, formation or rejuvenation of the existing ICCs, training of the ICC members and staff.

v. The training modules and the IEC materials must be finalized

vi. The IEC materials shall also contain the contact number of the ICC members and the procedure to file the complaint

d. Mobilization/Participation

i. All staff members from ground level to the highest authority should be actively involved in strengthening the POSH policies

e. Location

i. While the state level training should be given at the state level, the district level staff may be trained either together or in batches at the state level through residential training or may be trained

along with their entire block level staff at the district level itself.

ii. The ICC must also be trained on the process of dealing with the cases.

iii. The staff must be trained periodically on POSH at least once in a year.

iv. The POSH training should become the part of the induction training of staff so that when any human resource joins the organization s/he should know stand of the organization in such matters and therefore should become watchful of his/her behavior at the work place.

f. Resource Materials

i. Copy of the POSH Act translated into vernacular language

ii. IEC Materials regarding POSH

iii. Training Manual

iv. Draft POSH policies

g. Process

i. As per the agreed calendar the staff should be oriented on POSH by the identified trainer.

ii. The ICC members shall also take the initiative and organize the orientation of the staff members on POSH

iii. The Posters related to POSH shall be pasted at every prominent place in the office from state to block level

iv. The staff should participate in forming rules regarding POSH, if it is not there already. This would help the ICC in taking decision.

h. Duration:

i. Two Days residential training based on the training module of Department of Women and Child Development.

i. Dos and Don'ts

<p>1. DOs <i>The staff should be sensitized to understand the importance of POSH for eliminating gender based discriminations</i></p>	<p>1. DON'Ts It should not be seen as charity activity towards women</p>
<p>2. DOs The ICC, if not functional, should be revisited.</p>	<p>2. DON'Ts</p>
<p>3. DOs External person should be the part of the ICC</p>	

Ethics Guideline for implementing Gender Campaign

This note gives a set of guidelines to be kept in mind in implementing a campaign on addressing Gender Based Violence. Gender based violence being a sensitive issue it needs to be dealt with utmost caution without flouting any guideline mentioned below.

1. Community led: The campaign should actively focus in including all sections of the community especially the most marginalized. The women's collectives should be at the lead of executing the campaign
2. Consent: No issues/cases or experience of violence should be discussed or addressed without the consent of the aggrieved in any forum or meeting
3. Confidentiality: During implementation it should be kept in mind that all issues/cases/experiences emerging should be kept confidential to only those who were given consent by the concerned individual.
4. Willingness: No individual or survivor should be forced to partake in any activity or share personal experience unwillingly in any meeting or forum
5. Documentation: While documenting any case or experiences of violence, names of the concerned person should be changed and no detail which discloses the identity of the person should be shared.
6. Gender Champions: The Campaign should identify women who have shown exemplary courage in addressing or responding to experiences of violence and felicitate them. This could also include men who have played a strong supporting role in addressing or preventing violence.
7. No discrimination: The campaign should not consciously identify any particular section of the community as the perpetrator or take a stand against any particular section. The goal should be to include all.
8. Avoid Misinformation: The campaign should refrain from spreading any information which is not verified from authentic source example: Legal information, data, details of service provider etc.
9. Avoid quick fix action: The campaign should not attempt to take quick fix actions on cases of violence or take up case remedial or conflict resolution without guidance.
- 10.No naming and shaming: The Campaign should not indulge in naming, shaming or branding of any kind of any individual or community.

Consultative Workshops

1. These workshops are to be organized at the State and district level
2. The key participants of the workshop should be the partnering and relevant line departments.
3. The objective behind consultative workshops is to brainstorm on developing strategies to collaborate on addressing Gender Based Violence.
4. The basic premise for this should be to identify the contextual predominant issues in the State which requires immediate actions.
5. The workshop should involve all stakeholders including development partners, line departments, influencers and community.
6. The strategy should focus on converging efforts and resources towards addressing the issues identified.

7. The goal should be to focus on key indicators that can be measured within a given period of time.
8. The workshop should focus on discussing a well thought out plan and responsibilities for the issues identified.
9. The workshop should also discuss the periodicity of reviewing the collaboration.
10. The workshop should also discuss on the availability and accessibility of the services to the women

1. Mandatory meeting on GBV at the SHG level

a. What is it:

i. This is a monthly meeting of the SHG members to be facilitated by the Gender Point Persons of the SHG on the issues of gender.

ii. During this campaign, the GPP will call the meeting of their SHG members and will take one session either through game, or some participatory activity so that people also enjoy while developing a new perspective on the issue.

b. Objectives:

i. To orient the SHG members on issues of gender and eventually make them more aware and sensitized on the gender perspective.

ii. To make SHG a credible platform for its members to share their confidential and private cases too to seek support from the institute by building the capacity of the SHG as an institute to deal with the cases on gender-based discriminations and violence.

c. Preparatory activities

i. GPP need to double sure whether the members of the SHGs are coming on the day of meeting and shall inform the member about the venue and timing of the meeting.

ii. Additionally, as per the plan of the meeting, the GPP may also like to invite the male members from the family of the SHG members to do certain exercises/group activities which may require their presence.

iii. The most important part will be for GPP to talk to the members of SHGs before the meeting and encourage them to share their gender issues either in the group or with the GPP herself if the cases are sensitive and the complainant doesn't want to share it with everyone.

iv. GPP and other members shall be vigilant about the cases of violence or issues of gender and shall remember to bring the cases to the meeting.

v. Also, collect the member wise details of the status of their accessibility to the government schemes for which they are eligible for e.g., the GPP may like to collect the information regarding the status of Ration Card, MGNREGA Card, Pensions, Housing Scheme, etc. and share in the group about the status of each member. This can be later shared with the GP level Gender forum or Gram Sabha through the VO SAC.

d. Mobilization/Participation

i. The target participants for the meeting will be all the members of the SHG

ii. Additionally, as per the requirement of the agenda of the day other members such as adolescent girls, men and boys, subject experts from some CSO, service providers like Angan Wadi Workers, school teachers, Asha worker, etc. may also be called as invitee members.

e. Location

i. Location of the meeting shall be decided by all the SHG members jointly in a participatory manner.

ii. It might be organized in the house of any of the members of the SHG.

iii. The place should be as per the comfort of all the members.

f. Resource Materials

i. Gender Pledge

ii. Handbook/training manual for GPP

iii. Training materials for the topic to be taken up on the day as per the training manual.

g. Process

i. One of the weekly meetings of the SHG may be termed as Gender Meeting which should be facilitated by the Gender Point Person (GPP).

ii. The meeting should begin with Gender Pledge taking. GPP should read out the gender pledge and others should repeat them after the GPP.

iii. The Gender pledge should be relevant for the area and should be made jointly by the SHG members. Alternatively, SRLM may like to provide the list of the gender pledge based on the gender related issues found in the state and shall instruct the community institutions at all level to take the pledge at the beginning of every meeting.

iv. After the pledge taking program, the GPP may like to share the agenda of the meeting and shall also ask other members to add to the agenda, if they have any issues.

v. GPP would have two options to select the agenda

1. To select the topic from the module shared with the GPPs of the training to be taken up with the SHG members. The training can move ahead from the point where it was left in the previous gender meeting.
2. To discuss on the issues brought by any members to the group.

vi. The usual activity of the SHGs like saving, credit, loan returning should be completed immediately after the pledge taking activity. The gender meeting shall begin only after the completion of the routine agenda.

vii. All the members, who wants to speak, should be given the opportunity to speak

h. Duration:

i. The duration of the Gender meeting should not be more than 2 Hours in a stretch.

ii. Depending upon the mutual convenience and comfort of every member the timings should be decided.

i. Dos and Don'ts

<p>1. DOs <i>The Gender meeting should be participatory and involving</i></p>	<p>1. DON'Ts The meeting should not be based on the lecture method</p>
<p>2. DOs The meeting should be based on certain planned module</p>	<p>2. DON'Ts The meeting should not be planned in a such a manner that people become reluctant to come for the meeting.</p>
<p>3. DOs If possible, engage men and boys also in the meeting and involve them in the meeting.</p>	<p>3. DON'Ts The cases spoken in the meeting should not be leaked to anyone who is not part of the meeting.</p>
<p>4. DOs One has to listen to survivor with great respect and patience.</p>	<p>4. DON'Ts The meeting shall not make fun of the survivor or shall not judge the survivor based on whatever she shared. Don't reveal her identity to anyone.</p>
<p>5. DOs Respect the decision of the survivor</p>	<p>5. DON'Ts should not force the survivors to do anything.</p>

A. Experience Sharing in Public Meeting, small groups and forums during SHG, VO and CLF meeting and Felicitating Gender Champions

a. What is it:

i. This is sharing of experience of any SHG members, cadres, GPP or any other member or even non-member about their experience

in fighting for the rights and entitlements of either themselves or for others.

ii. GPP, SHG, and VO should have the system of identifying such persons who fight of others and felicitate them in public or small group meeting

b. Objectives:

i. To motivate other members to be aware and to put in efforts for their rights and entitlements

ii. To identify gender champions in the society who can be engaged by the VO or CLF in rolling out the gender strategy plan.

c. Preparatory activities

i. GPPs, SHG members, VO members, gender CRPs, etc. shall keep their eyes on positive things happening around them and the person who have been the factor behind those positive changes.

ii. Select the gender champions from all age groups and gender identities separately.

iii. The selection parameters should be decided jointly following a very transparent and participatory methodology

iv. Based on the parameters, the list of such gender champions shall be discussed in the SHGs for felicitation of the champions at the SHG level first.

v. Later from the SHGs and other Non-Member gender champions may be discussed jointly in the VO meeting and shall be felicitated in that.

vi. Later, in the annual general meeting of the CLFs, such gender champions shall be felicitated.

vii. The category of the gender champions could be from Adolescent, Youth, Elderly from all the gender identities separately.

d. Mobilization/Participation

i. The SHGs and VO shall look for the gender champions from their hamlets and village. It should not be limited only to the members.

ii. Other institutions like school, anganwaadi, youth clubs, labour groups, farmer's club, gram sabhas, etc. shall also be involved in identifying the gender champions.

iii. It should be such an event where everyone should be motivated to become the gender champions.

e. Location

i. The initial platform for the gender champions to get felicitated could be the SHG followed by VO

ii. Later, the VO shall give the names of the gender champions to the CLF where they could be facilitated in the annual general meeting.

iii. Eventually, Gramsabha shall be motivated in calling these gender champions and giving them the opportunity to share their story in gram sabhas.

f. Resource Materials

i. List of the Gender Champions

ii. Felicitating materials like printed Cap, bracelets, badge, etc.

g. Process

i. In the felicitation, the gender champions shall share their stories and shall motivate others to transform their behavior.

ii. A token item like a cap, a badge, jacket, ribbon, bracelet, etc. may be given to the gender champions which they can wear proudly and can become constant source of motivation for others

iii. The felicitation shall take place at the SHG level, VO level and CLF level.

iv. At the SHG level, the identification may be done on monthly basis and in the gender meeting the gender champions may also be called and shall be felicitated by the SHG members.

v. At the VO level, the felicitation may be done on quarterly basis and at the CLF level, annually in the AGMs.

h. Duration:

i. Such felicitation meeting should be of 30 minutes at the SHG level, 1 to 2 hours at the VO and CLF level.

i. Dos and Don'ts

<p>1. DOs <i>The gender champions should be based on the parameters decided jointly by the SHG members</i></p>	<p>1. DON'Ts The selection process should not be the point of conflict.</p>
<p>2. DOs The champions should be from all age groups and sections of the society.</p>	<p>2. DON'Ts The selection criteria should not be so strong that it ignores the minor contributions and at the same time it should not be so low that it loses its gravity.</p>
<p>3. DOs The selection process should not be exclusive but inclusive in nature.</p>	

B. Awareness generation on POSH and ICC at the BMMU and DMMU level

a. What is it:

i. Prevention of sexual harassment of women at work place Act 2013 (POSH) is a law which makes it mandatory for every institution having 10 or more employees to form Internal Complaint Committee (ICC) at the institution level. For organization which has less than 10 employees or are unorganized in nature, the state government has mandated the District Officer to form Local Complaint committee at the district level taking representation from all the blocks.

ii. In this context, all the SRLMs and its branch offices are mandated to form ICCs at the same time the SRLM shall also facilitate SHGs, VOs and CLFs to establish ICCs or to access LCC as appropriate.

b. Objectives:

i. To make the SRLMs office safer place for women to work

ii. To give safe working environment to rural women

iii. To build the capacity of SHGs and its federations to deal with POSH related cases effectively.

c. Preparatory activities

i. SRLMs shall contact the Department of Women and Child Development at the state level to find out the organizations empaneled with them for training on POSH. With their help, the SRLM shall get their POSH policy legally vetted and if there are any gaps identified it should be plugged proactively taking appropriate actions.

ii. Alternatively, the SRLM may like to approach the Civil Society Organization, who have the mandate to work on the legal aid

and remedies and shall take their help in strengthening the POSH policy at each level.

iii. Another way is to approach State Legal Services Authorities and seek their help in the strengthening the POSH related policies and rules.

iv. After identification of the organization who would help the SRLM in strengthening the POSH related policies and institutional mechanism, the SRLM can come out with the action plan and calendar for the vetting of the existing policies, formation or rejuvenation of the existing ICCs, training of the ICC members and staff.

v. The training modules and the IEC materials must be finalized

vi. The IEC materials shall also contain the contact number of the ICC members and the procedure to file the complaint

d. Mobilization/Participation

i. All staff members from ground level to the highest authority should be actively involved in strengthening the POSH policies

e. Location

i. While the state level training should be given at the state level, the district level staff may be trained either together or in batches at the state level through residential training or may be trained along with their entire block level staff at the district level itself.

ii. The ICC must also be trained on the process of dealing with the cases.

iii. The staff must be trained periodically on POSH at least once in a year.

iv. The POSH training should become the part of the induction training of staff so that when any human resource joins the organization s/he should know stand of the

organization in such matters and therefore should become watchful of his/her behavior at the work place.

f. Resource Materials

- i. Copy of the POSH Act translated into vernacular language
- ii. IEC Materials regarding POSH
- iii. Training Manual
- iv. Draft POSH policies

g. Process

- i. As per the agreed calendar the staff should be oriented on POSH by the identified trainer.
- ii. The ICC members shall also take the initiative and organize the orientation of the staff members on POSH
- iii. The Posters related to POSH shall be pasted at every prominent place in the office from state to block level
- iv. The staff should participate in forming rules regarding POSH, if it is not there already. This would help the ICC in taking decision.

h. Duration:

- i. Two Days residential training based on the training module of Department of Women and Child Development.

i. Dos and Don'ts

<p>1. DOs <i>The staff should be sensitized to understand the importance of POSH for eliminating gender based discriminations</i></p>	<p>1. DON'Ts It should not be seen as charity activity towards women</p>
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<p>2. DOs The ICC, if not functional, should be revisited.</p>	<p>2. DON'Ts</p>
<p>3. DOs External person should be the part of the ICC</p>	

Community Interface with service providers - Police and legal aids

A. What is it:

- i. Community Interface is an activity where Block level service providers and Protection/Nodal Officers[1] along with their other officials and frontline workers interact with the community and orient them about their work, the kind of institutional services that they offer to the community, etc.
- ii. They share the information about their departments and express their solidarity towards women and marginalized community.

B. Objectives:

- i. To inform the community about the Roles and Responsibilities of the Department and the designated Protection/Nodal officers especially around GBV
- ii. To Build a rapport with the community and encourage them to seek their help
- iii. To encourage the community to seek their support and explain them about the easiest process to seek their help in case of GBV
- iv. To make the community aware about various legal remedies and legal rights on GBVs and process to access them.
- v. To share the role of the Community Institutions (SHGs/VO/CLF/GRC) in preventing the GBVs and how can the department support these community institutions in eliminating GBVs

C. Preparatory activities

- i. SRLMs shall contact the Police Department, State Legal Services Authorities and WCD and after explaining them about the campaign, the SRLM shall develop an action plan for the community interface at the GP and block level with their officials
- ii. SRLM to collect the names of the various Protections Officers and Nodal Officers designated for various Gender Based Crimes like Violence Against Women, Domestic Violence, Child Marriages, etc. and shall meet with them to develop a plan for their interface with the community at the GP level and Block level.
- iii. Apart from the above the SRLM shall also approach the police department and DLSAs to instruct the Women Police Stations, Women Helpdesks at the Police Stations, Anti Human Trafficking Units, One Stop Centers of WCD, Outreach and Drop In Centres (ODICs) of M/o SJE, Integrated Child Protection Schemes (ICPS), etc. to participate in the GP and Block level interface.
- iv. SRLM, as per the above plan, shall facilitate the concern departments to issue their District and Block level officials to participate in the Community Interface.
- v. For the interface, the concerned department shall go with some IEC materials so that they can pass on relevant and correct information to the community.
- vi. SRLM shall ensure the participation of targeted population at the venue of the interface on the date of the interface at mutually decided time.
- vii. Apart from the government officials, the SRLM shall also invite various NGOs who have been working on the issues of GBV, legal aids & remedies, etc. to interact, educate and sensitize the community on the legal rights and various legal provisions under different laws and CrPC.
- viii. While organizing such interface, the SRLM shall keep in view the number of target population and remoteness of the villages to be covered and accordingly the interface events may be planned for effective coverage.
- ix. Preparation must be done for distributing some reading and reference materials after the interface so that people could retain the information given during the interface.

- x. Officials coming for the interface may also be oriented about the DAY-NRLM and its provisions. The officials may also be given some reading materials related to DAY-NRLM and Gender Institutional Mechanisms/Gender Resource Centers, etc. for their reference.

D. Mobilization/Participation

- ii. All the women, men, boys and girls
- iii. PRI members and traditional leaders
- iv. All the SHG members
- v. Special efforts must be made to mobilize the women and men from the marginalized communities and vulnerable sections of the society.

E. Location

- i. Panchayat level Gender Forums
- ii. Block level gender forums

F. Resource Materials

- i. Copy of the various relevant Acts and laws related to GBV translated into vernacular language
- ii. IEC Materials
- iii. Training Manual
- iv. Various Helpline numbers

G. Process

- i. The officials shall orient the community about different rights and entitlement being protected by different laws against GBVs
- ii. They must introduce their ground force to the community, who work closely with the community from their department.
- iii. The officials shall also share the helpline numbers and other means to reach out to them, in case the cases are not being heard by the lower level officials and frontline workers
- iv. The process of filing Domestic Incidence Report (DIR), and First Information Report (FIR) must be explained in easy language along with the rights of the survivors provided in these reports.

- v. DLSA must introduce their para legal volunteers and share their contact numbers with the community. they must explain the role of DLSAs and how can anyone approach them in case of need.
- vi. Police Officials shall explain about the women help desks, rights that women have under Criminal Procedure Code (CrPC), about Women Police Stations, etc. they must also share about various state specific special efforts like Special Apps, Special schemes (such as suraksha shakhi in various states), etc. that the Police Department is making for the ease of women and children to approach Police.
- vii. Both DLSA and Police must also talk about some of specific Gender Based Violence which are contextual to the local reality and laws around it. About such crime, they must also tell the community about the Protection or Nodal officers related to such crime designated by the state government or the honorable high court.
- viii. DLSA shall also explain to them about the legal clinics and its timings.
- ix. The entire interface should have the facility for two-way communications where the participants, especially the women and marginalized sections, also get the chance to ask questions to the officials.
- x. Reading and reference materials must also be given to the participants.
- xi. Efforts shall be made to regularly organize such interface even after the campaign.
- xii. SRLM shall help the officials and the community with interpretations in local dialects/language, if required.

H. Duration:

- i. Should be between 2 to 4 hours. However, it depends upon the number of speakers and participants of the programme.

I. DOs and Don'ts

<p>1. DOs <i>Efforts shall be made that the officials and the community sit on the same level. If the community is sitting on ground, then officials shall also sit on the same level.</i></p>	<p>1. DON'Ts There should not be any discrimination between the officials and the community in terms of sitting arrangements, food and beverage arrangements, etc.</p>
<p>2. DOs Should have the arrangement for mic and speakers for the ease of communication</p>	<p>2. DON'Ts Don't make the community wait for too long for the officials</p>
<p>3. DOs If the officials bring any audio visuals for keeping their points, then such arrangements shall also be made.</p>	<p>3. DON'Ts Don't make the community wait for too long for the officials</p>

[1] In case of Police Department: Station House Officer (SHO), In charge of Women Help Desk and Women Constables. In case of Legal Service Authorities DLSA Secretary or Empaneled Lawyers along with concern Para Legal Volunteers. Apart from this, block administration must ensure participation of the various designated Protection Officers/Nodal Officers designated by the State Government or by the Honorable High Courts (for Domestic Violence, Child marriage, Human Trafficking, Witch Hunting, Crime Against Women, etc. Gender Based Violence).