

HOW TO SET UP
A WOMEN'S ROOM
AND
IMPROVE LOCAL DECISION MAKING
GUIDELINES



About these Guidelines

These Guidelines provide simple and easy to use instructions and resources for setting up a *Women's Room* and improving the quality of local decision making.

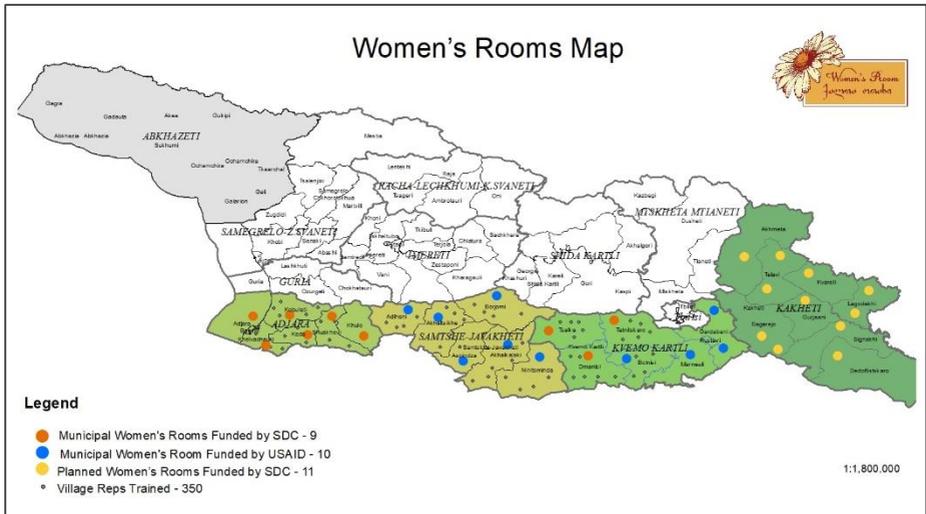
These Guidelines are for local self-government bodies who want to establish a *Women's Room* and inform and train staff to improve local decision making.

Practical resources and key templates are found in the *Annexes*.

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Women's Rooms in Georgia



There are a total of 19 *Women's Rooms* in three regions of Georgia in Kvemo Kartli, Samtskhe-Javakheti and Ajara staffed, managed and maintained as a mainstream municipal service by local municipality governments.¹

To date the *Women's Rooms* have served up to 10 000 visitors, 40% of whom are men; up to 1800 rural women have accessed skills training in Language courses, computer lessons, business plan writing and business management. *See Annex 6*; The percentage of women's participation at community meetings has increased from 3-5% to up to 30%. *See Annex 7*; In Ajara 37 NGO's/organizations who wish to reach rural people equitably are using & have been signed MOU's with the Women's Rooms. *See Annex 8*; 350 village representatives have been trained; dozens of women have started/upgraded small businesses in rural areas; 68 women's initiated community initiatives voted on in community meetings or initiated through women's rooms were funded by the local governments to the value of 266,651 USD in 2016. *For the Background information, please, see Annex 9.*

¹ The rooms were co-funded with initial infrastructural investment and facilitation by SDC - 11 rooms, and USAID - 10 rooms. 11 more new rooms are now underway in Kakheti to be facilitated and co-funded by SDC.

About the Women's Room

The *Women's Room* is a new municipal service; a library and resource space for rural women and children who visit the municipal building, facilitated by local government, local women and civil society. The *Women's Room* aims to improve the access of rural women to local government and decision making processes in tandem with the work being done to mainstream national gender policy requirements into local government e.g. attendance at the meetings of Sakrebulo, Gangeoba and participation at community meetings.



The *Women's Room* enables the implementation of good governance principles at Local Self-Government level and enhances its efficiency. Through the *Women's Room* the local government can offer additional information-consultation services to its entire population – women, girls, men and boys, as well as being a free space for meetings and conducting social-economic activities. Private sector, civil society and NGO's also use the rooms as centres from which to reach out to local communities.

The Women's Room should be easily accessible located in the municipal building on the first floor.

Women's Room Users:

- ✓ The local population (Women, Men, Youth, Children)
- ✓ The staff members of the municipality
- ✓ NGOs, Associations etc.
- ✓ Private Sector

The services offered to visitors:

- ✓ Computer and free internet
- ✓ Consultation service
- ✓ Children's corner
- ✓ Space for conducting meetings
- ✓ Library
- ✓ Educational service, etc.

Women's Room Goals and Functions



The Women's Room:

Helps Local Self-Government representatives especially, representatives of the Gamagebeli/Mayor to comprehend and mainstream gender equality principles.

Mainstreams activities which are included in the national plans on gender equality and human rights protection in Local Self-Government activities;

Supports the participation and involvement of women in the Local Self-Government decision making process i.e. community meetings, gamageoba/City Hall and sakrebulo sessions;

Ensures the delivery of broader information to the population on various governmental and local programs and services, which are aimed at improvement of life and well-being of the rural population as a whole e.g. healthcare programs, agriculture support programs and so on;

Increases women's and men's access to economic information through offering free internet and library services and special trainings in order to support various local business initiatives and startups;

Links rural women and men to the resources of organizations who use the rooms to deliver services and access their target population e.g. business services, legal outreach to rural women;

Enables rural women and men to deliver their opinions and positions to the Local Government;

Facilitates courses, trainings and activities which are aimed at increasing women's economic and civic participation for example: short-term language courses, courses for young mothers, business plan writing courses, fundraising and planning for entrepreneurial and charitable activities.

The Manager of the Women's Room

The Manager of the *Women's Room* should be a public servant responsible for Gender equality issues in Gamgeoba/City Hall appointed by the Municipality Gamgebeli/Mayor². This appointment is required by the Georgian Law on Gender Equality, Chapter 3, Article 13, point 1². *See Annex 1 for the law in question.*

The *Women's Room* Manager works closely with the Gamgeoba/City Hall's departments and local Sakrebulo. He/she is also a member of the Gender Equality Council of the local Sakrebulo. *A Template of Women's Room Manager's Annual Activities and Action Plan can be found in Annex 3.*

The manager of the *Women's Room* is responsible for:

- ✓ Providing WR services (consultation, children corner, library, computer, internet) to visitors;
- ✓ Managing the municipality gender statistics;
- ✓ Assisting the administrative unit of Gamgeoba/City Hall to develop Gender disaggregated municipal statistics;
- ✓ Working with representatives of administrative units (Village Representatives) and training them according to Guidelines for the Implementation of the Gender Equality Policy of Georgia by Local Self-Government Bodies;
- ✓ Conducting meetings in the villages where women, men and young people can participate for identification of their needs and ensuring proper and timely response to these needs from the government;
- ✓ Participating in the development of a gender balanced municipal budget;
- ✓ Developing a database of active women and men in the municipality;
- ✓ Working with the local women initiative groups (where they exist);
- ✓ Supporting rural women's economic needs and activities e.g. providing information, trainings, linking to fund-raising opportunities, grants, etc.;
- ✓ Working with non-governmental and private sector representatives for ensuring equal delivery of their services to women and men;
- ✓ Submitting monthly reports to the municipality Gamgebeli. *See an example in Annex 4;*

² *The Women's Room manager is Gamgeoba/City Hall employee responsible on Gender Equality issues whose salary is paid by the Gamgeoba/City Hall.*

Requirements to Establish a Women's Room

For the establishment of the *Women's Room* the following steps should be taken by the municipality:

1. Appoint a Manager of *Women's Room*. *The Gangebeli/Mayor appoints a manager and approves the WR manager's job description. See Annex 2. W's R Manager's Job Description*
2. Allocate a space/room for the *Women's Room* on the first floor of the Municipality's administrative building, where locals have easy access;
3. Renovate the room, if required;
4. Equip the room: 2 office desks with drawers; 1 meeting table; shelves for library; 12 chairs; sofa; 2 computers; a printer; a projector; a photo camera; Office/stationary equipment; Heating / air-conditioning system arrangement; Internet.
5. Train village representatives for equal participation by [the Gender Guidelines for LSGs](#).
6. Prepare and distribute information leaflets on the *Women's Room* informing the population about the new service.
7. Include the *Women's Room* expenses in the annual administrative budget of the municipality e.g. salary of the Manager, communication/transport cost, office cost.

For the full budget in detail see Annex 5.

Table 1. Primary Estimated Costs

Renovation works and Equipping (One-time expense)	GEL
Renovation works of the <i>Women's Room</i> (20-25 m ²)	5 000
Equipping	8 150
Total	13 150

Table 2. Estimated Operating Costs (annual):

Operating costs (annual)	Month (GEL)	Year (GEL)
<i>Women's Room</i> Manager's salary	800	9 600
Office expenses	100	1 200
Total	900	10 800

Georgian Law on Gender Equality

Chapter III. Supervision on Protection of Gender Equality

Article 13 - Provision of Gender Equality by Local Self-Government Bodies

1. Municipality bodies, in accordance with the Constitution of Georgia, the International Agreements of Georgia, the Organic Law of Georgia – Local Self-Government Code, this Law and other legislative acts of Georgia, and in accordance with the normative administrative-legal acts of the municipal Sakrebulo (municipal assembly) shall develop and carry out activities to ensure detection and elimination of discrimination locally.

1¹. The municipal Sakrebulo shall establish a Municipal Gender Equality Council to ensure systematic work on the gender-related issues within the municipality and the coordinated collaboration with the Gender Equality Council established by the Parliament of Georgia; the composition, status, functions and authorities of the Council shall be defined by the Rules of Procedure of the municipal Sakrebulo and by the Regulations of the Municipal Gender Equality Council, which shall be approved by an appropriate Sakrebulo.

1². A municipal Gamgebeli (the head of local administration)/mayor shall designate a public servant responsible for the gender-related issues in an appropriate Gamgeoba (a local administration) /City Hall to study gender-related issues, schedule activities to be performed and to coordinate appropriate measures within the municipality.

2. The budget of local self-government units, priorities of social economic development, municipal programmes and plans shall be developed in such a way that any form of discrimination is excluded.

3. State bodies, within the scope of their authority, shall provide organisational, informational, and other kinds of assistance to local self-government bodies in order to prevent discrimination in the activities of local self-government bodies and to protect universally recognised human rights and freedoms.

Law of Georgia No 1964 of 5 February 2014

Law of Georgia No 5069 of 28 April 2016 – [website](#)

Annex 2. Women's Room Manager's Job Description Template

General Provisions

1. Municipality Women's Room's manager is a public servant responsible for the gender-related issues in an appropriate Gameoba designated by the Gamebeli with the following main functions: supporting the local government in protection of local women and men equal rights, freedom and opportunities; providing of Gender mainstreaming within the municipality and ensuring the elimination of gender discrimination.
2. She/he Works in accordance with the Constitution of Georgia, The Local Self-Government Code, the Georgian Law on Gender Equality, the CEDAW convention, other relevant legal documents and this instruction.

Job Description and Functions

- a) Women's Room manager provides information-consultation service to the room's visitors and is responsible on quality delivering of other internal services as well e.g. free internet and computer, library, children's corner, trainings and courses, meetings, etc.
- b) In accordance of the legislation mentioned above, the Women's Room manager works with the local self-government decision makers including Gamebeli representatives in administrative unites to raise their awareness on Gender Equality issues;
- c) The manager is responsible on mainstreaming of Gender Equality at local government level by providing analytical information, maintaining Gender disaggregated statistics, making researches, participating in the process of shaping the municipality budget, etc.;
- d) The manager organizes and conducts information meetings with rural women and men;
- e) Works to insure rural women and men involvement and participation at local self-government level decision making process by participation in village meetings, Gameoba and Sakrebulo meetings, etc.;
- f) Cooperates, makes linkages with NGO and private sector representatives who seek to reach rural population, especially women and youth to support and insure their economic empowerment and active civic engagement, e.g. organize meetings, provide information, trainings and etc.;
- g) Works to raise funds to conduct short term courses and trainings e.g. computer, language, handcraft, driving, business plan writing, etc. using the Women's Room space, as well as to support local people's economic and social initiatives and business ideas which will lead to the better life and well-being of rural population.

Personal Qualifications & Skills

Higher education, specialized knowledge in Gender Equality, management, team working, good writing, speaking and communication skills. The person should be open minded and enthusiastic.

Legal Status

Municipality Gamebeli designates and resigns the manager of Women's Room service.

Annex 3. Women's Room Manager's Annual Activities and Action Plan Template

Activities	Per Month (Minimum)	Per Year (Minimum)	Who Does
Providing Women's Room's services	100	1200	W's R manager
Train municipal staff including village representatives with the Gender Guidelines for LSGs		2	W's R manager
Ensure rural women and men equal participation at community meetings		All villages	W's R manager
Meetings at the Women's Room	4	48	W's R manager
Filed visits in villages	4	48	W's R manager / Village Reps
Maintain the Gender disaggregated statistics of the municipality	Monthly	Annual	W's R manager / Administrative unit
Organize short term study courses & trainings (language, computer, business, etc.)		3	W's R manager / Gamgebeli
Support women's instigated community initiatives		4	W's R manager / Gamgebeli
Work with NGOs	1	12	W's R manager
Support women's business initiatives e.g. help in raising funds.		10	W's R manager / Relevant Gov. Agencies
Providing information campaigns e.g. Gender equality, human rights, etc.)		4	Women's Room manager / NGOs

Annex 4. The Women's Room Manager's Monthly Report Template

1. The events/trainings/workshops conducted/initiated/hosted by the Women's Room

(Brief information about the event conducted during a month)

2. Initiatives instigated by Rural Women during the trainings/meetings/field visits

(Brief description of the ideas)

3. Gender disaggregated data of the Women's Rooms Visitors (current month)

#	consultation	Computer Internet	Children's Corner	Library	Meetings	Other	Total
Women							
Men							

4. the information about cooperation with other co-workers of the municipality

(non-WR Staff) (please describe briefly which colleagues from municipal staff have you cooperated with and on which topic)

e.g. Working with a Village rep - Organizing a meeting with villagers

5. The meetings/events planned by the Women's Room in the next month

(please describe briefly the planned meetings/events and indicate proposed date of their conduction)

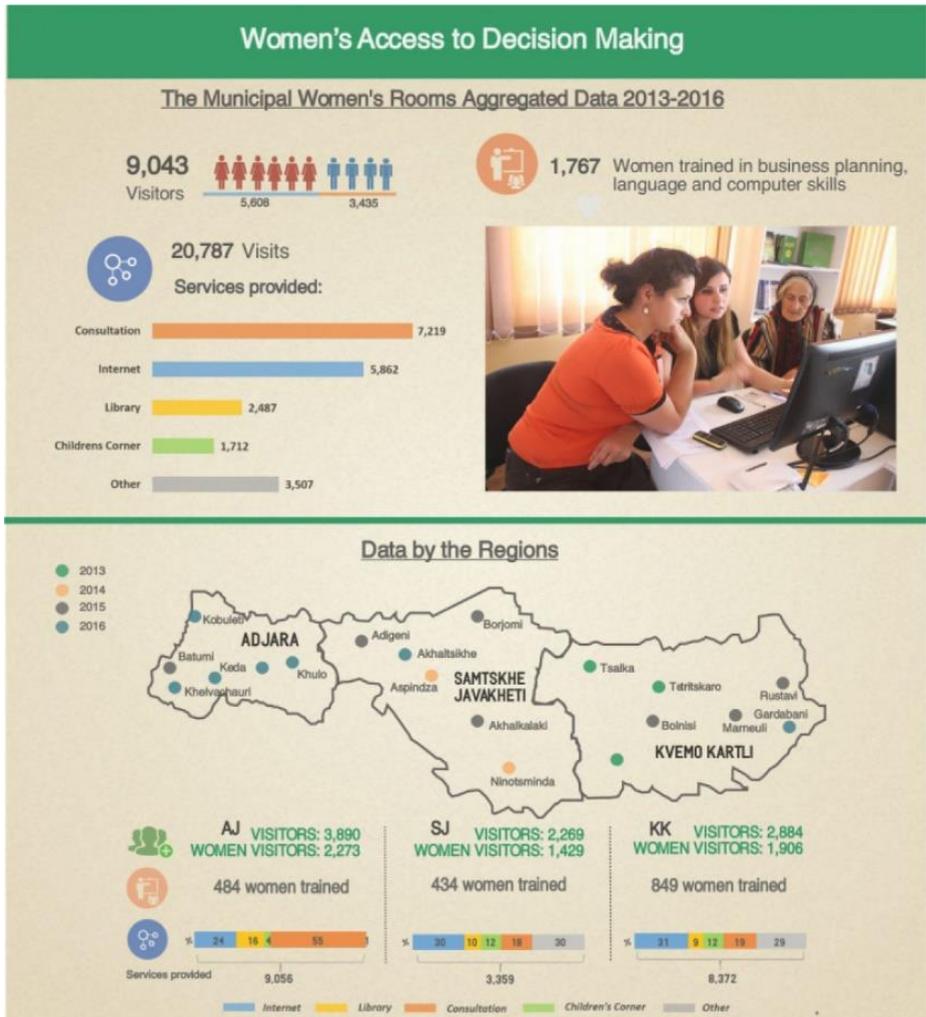
Annex 5. Women's Room Set Up & Annual Operational Budget

№	Investment Type	Unit	Unit Price (GEL)	Quantity	Donor co-investment	Municipality co-investment	Total (GEL)
1	<i>Renovating works of a Room</i>	sq.	200	25	5000		5000
2	<i>Soft sofa with low table</i>	unit	700	1	700		700
4	<i>Office chair</i>	unit	35	12	420		420
5	<i>Meeting table</i>	unit	180	1	180		180
6	<i>Book shelves</i>	unit	210	3	630		630
7	<i>Computer table</i>	unit	110	2	220		220
8	<i>Children's table 4 chairs</i>	unit	150	1	150		150
9	<i>Children's carpet</i>	unit	70	1	70		70
10	<i>Office curtain</i>	unit	250	1	250		250
11	<i>Laptop</i>	unit	1100	1	1100		1100
12	<i>Desktop Computer</i>	unit	1000	1	1000		1000
13	<i>Projector & camera</i>	unit	1500	1	1500		1500
14	<i>Printer All in One</i>	unit	680	1	680		680
15	<i>Air conditioner with installation (40 square)</i>	unit	1000	1	1000		1000
16	<i>Stationery & Cognitive items for Children</i>	unit	15	10	150		150
18	<i>Signboard</i>	unit	50	2	100		100
19	<i>Promotion -informational flyers</i>	unit	0.20	2250		450	450
20	<i>Office expenses (stationery & transportation)</i>	month	100	12		1200	1200
21	<i>Women's Room manager's salary</i>	month	800 ³	12		9600	9600
Total					13150	11250	24400

³ The Women's Rooms managers e.g. in Ajara municipalities are the public servants who are responsible for Gender equality issues in the municipality Gamgeoba with the monthly salary 800 GEL which will be increased up to 1300 GEL from 1st of July because of enforcing the new Law on Public Service.

Annex 6. Women's Rooms Data 2013-2016

In three regions of Georgia in total 19 municipalities 19 *Women's Rooms* are already functioning (Kvemo Kartli- 7⁴; Samtskhe-Javakheti - 6⁵; Ajara - 6⁶)



⁴ Funded by SDC and USAID

⁵ Funded by USAID

⁶ Funded by SDC

Annex 7. Women's Participation in Community Meetings

Women's Participation in Community Meetings

06.2016 | ALCP - KK/SJ/AJ

10,981 Female participants out of a total at 41,016 people attended community meetings in March 2016 in 3 regions (KK, AJ, SJ)

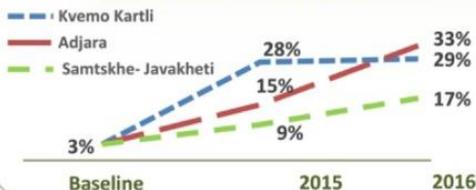


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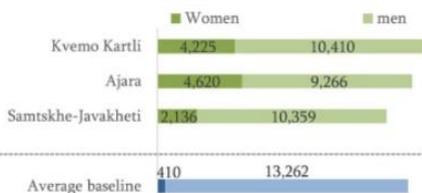
2015  2016

The total percentage of women's participation in the community meetings of Adjara, Samtskhe-Javakheti and Kvemo Kartli

WOMEN'S ATTENDANCE IN COMMUNITY MEETING BY REGIONS AND YEARS



PARTICIPATION OF VILLAGE POPULATION IN COMMUNITY MEETINGS BY REGIONS AND GENDER IN 2016



Projects initiated by women:

Children's playgrounds, heating and water systems for village kindergartens, community libraries, water and sanitary systems renovation.



Annex 8. Women's Rooms & NGOs

Table. List of Organizations which signed MOUs and use the *Women's Rooms'* Space for trainings and meetings.

1	Young Lawyers Association of Georgia (GYLA)
2	NIMD Batumi Democratic School
3	Black Sea Eco-Academy
4	International Organization of Migration (IOM)
5	NATO & EU Info Center
6	Democratic Elections and International Society
7	Young Scientists Union "Intellect"
8	Peace Corps Volunteers
9	International Business School Mini Boss
10	Gender Consultation Center Fund Sukhumi
11	Oxfam
12	N(N)JP for the Rights of Disabled People
13	Association For Each Other
14	LTD Black Sea Business Academy
15	LTD GMCG (Micro and Small Entrepreneurships)
16	Youth Gamgeoba of Kobuleti municipality
17	LTD Teenage Company
18	N(N)JP Bridge – Innovation & Development
19	N(N)JP Agro Service Center of Ajara
20	JSC Goodwill Learning Center
22	Women's Club Batumi
23	Association Farmer of Future
25	State Programme Produce in Georgia
28	Association of Organic Aquaculture Development Porej
29	Tbel Abuselidze University in Khichauri
30	Ministry of Healthcare of Ajara
31	Gender Equality Council of the Supreme Council of Ajara
32	Mary Kay Company
33	Association of Logistics and Transportation of Ajara
34	Association of Businesswomen of Ajara
35	Ajarian Beekeeping Business Association
36	The International Arbitration Group at ACCI
37	Ajara Restaurants and Café-bars Association (CaBaRe)

Annex 9. Facilitation Background

In 2011 a pilot project was started in [Tsalka, Dmanisi and Tetrtskaro Municipalities](#) aiming to grant access to women to public goods in local government, to pensions, consultation, benefits and to make them feel welcome in the government building. Three municipally run *Women's Rooms* - accessible spaces in the municipal office building providing a space for rural women with access to consultation and resources were opened and village representatives [trained](#) in how to include women in community meetings based on government endorsed [Guidelines](#).

The model of the Women's Room was piloted and facilitated in 3 municipalities of Kvemo Kartli and in the whole of Ajara by the Alliances Lesser Caucasus Programme funded by the Swiss Agency for Development and Cooperation and implemented by Mercy Corps Georgia which has supported equitable market development and improved livelihoods for rural women and men since 2008. www.alcp.ge

From 2014 the model was copied by the USAID funded ICCN and Mercy Corps implemented programme Broadening Horizons: Improved Choices for the Professional and Economic Development of Women and Girls in 10 municipalities of Kvemo Kartli and Samtskhe-Javakheti; currently the ALCP and the SDC project Market Opportunities for Livelihood Improvement (MOLI), implemented by HEKS EPER are facilitating the opening of 11 rooms throughout Kakheti.

On the 17th of March, 2017 [Equitable Empowerment in Georgia](#), an event celebrating community responses to equitable local government initiatives empowering women and men in communities through 19 *Women's Rooms* of three regions of Georgia was held in Tbilisi under the patronage of the Gender Equality Council of the Parliament of Georgia. Up to 500 delegates - National, Regional and Local Government decision-makers, *Women's Rooms* managers and villages representatives, civil society and private sector and the women and men of the communities themselves presented their motivations, methods and achievements. Likeminded people from the worlds of sport, culture, business and entertainment who seek to enrich the lives of women and men and boys and girls in Georgia in their work spoke and shared their views about why this matters www.eeg.ge

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