



WOMEN, PEACE AND SECURITY
NATIONAL ACTION PLAN DEVELOPMENT
TOOLKIT



A PROGRAMME OF THE
WOMEN'S INTERNATIONAL LEAGUE
FOR PEACE AND FREEDOM

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Women, Peace and Security National Action Plan Development Toolkit

PeaceWomen
- a programme of Women's International League for
Peace and Freedom (WILPF)

777 UN Plaza, 6th Floor
New York
NY 10017
USA

www.wilpfinternational.org
www.peacewomen.org

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Welcome!

This toolkit shows how you can use the global Women, Peace and Security (WPS) agenda as a tool to promote greater gender justice, peace and freedom for all in your own country.

You will find information on how to advocate for the development of a National Action Plan (NAP) on Women, Peace and Security. This includes background information about UN Security Council Resolution 1325 and the Women, Peace and Security agenda; information on how to conduct advocacy campaigns; and talking points and tools for meeting with government representatives.

More information is available on WILPF / PeaceWomen's NAP monitoring tool at: www.peacewomen.org/naps. We encourage you to use this online database along side the tool-kit.

The Women's International League for Peace and Freedom (WILPF) has been involved in advocating for and developing NAPs' in a number of countries with national sections, and can be a great resource for advice and information. Please contact us at info@peacewomen.org if you would like to reach out directly to WILPF PeaceWomen or a section.

Sending you solidarity for your ongoing work, especially in using SCR1325 and NAPs to move your peace advocacy forward.



Maria Butler, PeaceWomen Director, WILPF UN Office

ACRONYMS

| | |
|-------|--|
| NAP | National Action Plan to Implement UNSCR 1325 |
| UNSCR | UN Security Council Resolution |
| WILPF | Women's International League for Peace & Freedom |
| WPS | Women, Peace and Security |

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I. Introduction and Goals

How can we take action to create a world free from violence and armed conflict, in which human rights are protected and women and men are equally empowered and involved in positions of leadership at the local, national and international levels?

A key tool for peace activists addressing these concerns is international law: The United Nations (UN) and its member states have committed themselves to a variety of human rights, humanitarian, and security obligations, which local stakeholders can use to leverage concrete action. From the Convention on the Elimination of Discrimination Against Women (CEDAW) to the Arms Trade Treaty (ATT) to the Security Council resolutions on Women, Peace and Security (WPS), international law can provide a standard to which states can be held accountable.

This toolkit provides key information and resources for civil society to leverage global commitments toward local change in their home countries through development of a WPS National Action Plan (NAP). While NAPs are just one way of connecting global commitments and local change, they can provide a useful opportunity to amplify women-led civil society's voices and insights in governmental action on security issues, and to create an institutional framework for developing country level action addressing women's experiences in promoting peace. We encourage you to use these resources to demand a strong National Action Plan in your own country, if you do not have one, and to evaluate the process in which any plan is being developed and implemented. Please share your experience with NAP development with us (info@peacewomen.org)!

About WILPF & PeaceWomen

The Women's International League for Peace and Freedom (WILPF) has been working for peace and freedom through demilitarization, disarmament, and women's full and equal participation and rights for almost 100 years.

WILPF founded the PeaceWomen Programme in 2000 to work on ensuring women's rights and participation are not disregarded in international peace and security efforts. PeaceWomen monitors, informs, and advocates for women's rights and participation in conflict situations and promotes gender analysis in conflict prevention.

As one of the key organizations involved in advocating for the adoption of UN Security Council Resolution (SCR) 1325 in 2000 and advocate for implementation, WILPF / PeaceWomen engages in advocacy, monitoring, and evaluation of the WPS agenda at the UN, linking the national and international and promoting full implementation. PeaceWomen's 1325 NAP Initiative provides monitoring and evaluation of NAPs through our online database: www.peacewomen.org. PeaceWomen also develops other civil society tools and supports women activists at national levels.

WILPF members adopted a resolution on NAPs at International Congress in 2011, setting out the WILPF position. WILPF country sections and members also support national and local implementation of SCR 1325 and the Women, Peace and Security agenda. For example: WILPF-Sweden, WILPF-DRC, and WILPF-Nigeria have collaborated on twinning exercises to build capacity to promote peace, freedom, and Women, Peace and Security issues; WILPF-Australia has built coalition support for Australian leadership on issues of Women, Peace and Security at the Security Council; and WILPF-Nigeria has organized skill acquisition workshops enabling women at the grassroots level to learn about Women, Peace and Security issues and build skills to be economically self-sufficient.

II. What is the Women, Peace and Security agenda?

In October 2000, at the call of civil society, the Security Council recognized that it must acknowledge and address the impact of conflict on women and women's participation in conflict resolution, peacekeeping, and peacebuilding through UN Security Council Resolution 1325. There are seven UN Security Council Resolutions (SCR) that make up the Women, Peace and Security agenda: 1325 (2000), SCR 1820 (2008), 1888 (2008), 1889 (2009), 1960 (2010), 2106 (2013) and 2122 (2013).

The Women, Peace and Security agenda provides a holistic approach to security comprised of four main pillars: Participation, Conflict Prevention, Protection and Relief and Recovery. Addressing all four pillars is critical to respecting human rights and dignity and in tackling the root causes of conflict to create sustainable peace.

Table 1 The 4 Pillars of the Women, Peace and Security Agenda

PARTICIPATION: Full and equal participation and representation of women at all levels of decision-making, including peace-processes, electoral processes (both candidates and voters), UN positions, and the broader social-political sphere.

CONFLICT PREVENTION: Incorporation of a gender perspective and the participation of women in preventing the emergence, spread, and re-emergence of violent conflict as well as addressing root causes including the need for disarmament. Address the continuum of violence and to adopt a holistic perspective of peace based on equality, human rights and human security for all, including the most marginalized, applied both domestically and internationally.

PROTECTION: Specific protection rights and needs of women and girls in conflict and post-conflict settings, including reporting and prosecution of sexual and gender-based violence; domestic implementation of regional and international laws and conventions

RELIEF AND RECOVERY: Access to health services and trauma counseling, including for survivors of sexual and gender-based violence

Women, Peace and Security (WPS) resolutions are referenced on international, national and local levels to promote and protect the rights of women in conflict and post-conflict situations. The Security Council, the Secretary-General, Member States and UN entities are responsible for implementing the resolutions.

WPS resolutions encourage Member States to take action to further women's political and civil society participation, the protection of women and girls and gender training on a national level. Subsequent Presidential Statements (S/PRST/2004/40 and S/PRST/2005/52) called on Member States to implement the resolution through the development of National Action Plans, or to adopt other national level strategies.

Equally important is the use of the WPS agenda at the local level. International WPS commitments can only be implemented at a grassroots level if there is community awareness of the rights enumerated in the resolution and the responsibilities conferred upon international and state actors.

III. Why UN SCR 1325 National Action Plans?

What are NAPs?

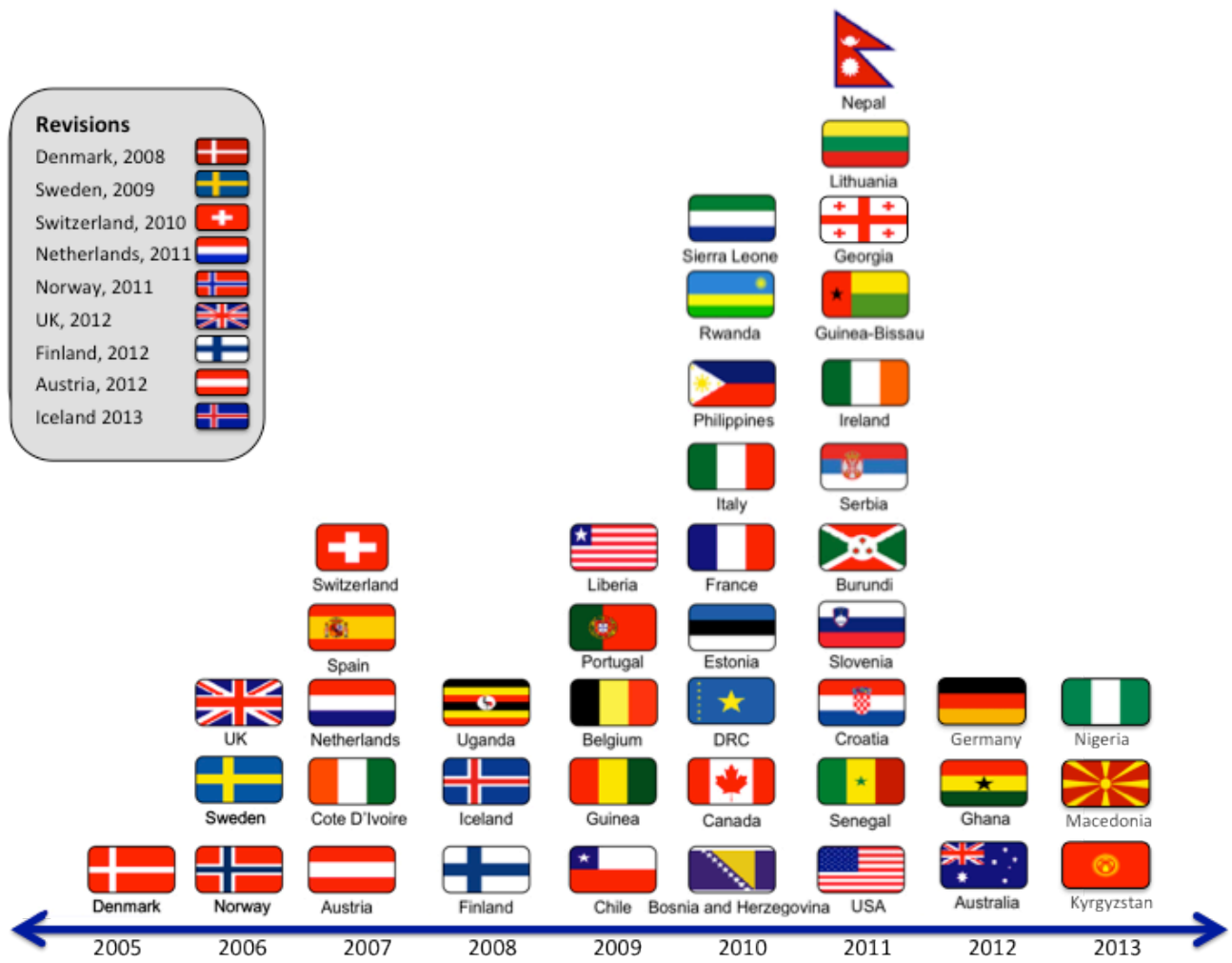
National Action Plans, or NAPs, serve as a tool for governments to articulate priorities and coordinate the implementation of SCR 1325 at the national level. In the good practice examples, civil society has played an important role in the development of these NAPs and will continue to provide oversight and monitoring of implementation once policy documents are adopted. The capacity to implement, monitor, cost and finance NAPS varies significantly between nations and many are particularly limited by a lack of an allocated budget.

Who is responsible for developing and implementing NAPs?

National governments are responsible for implementing UN resolutions. However, civil society holds a critical role in holding governments accountable by monitoring implementation.

Where are the existing NAPs?

Currently, 43 countries have adopted a National Action Plan on SCR 1325. For most updated list check www.peacewomen.org/naps.



*Source: "UNSCR 1325 and Integrating Women in Peace and Security: Analytical Literature Review and Content Analysis of National Action Plans" by Barbara Miller and Milad Pournik, with Delaney Allen, and Caitlin Nordehn. Forthcoming 2013. Washington, DC.

IV. What should a NAP look like?

Highlights: NAPs should be holistic, specific, and inclusively developed

NAPs have the potential to be an effective tool for implementing the spirit of SCR 1325 at the national level where a holistic, inclusive and comprehensive process is undertaken. The development and implementation of a NAP is an ongoing process of transformation and not simply an end in itself. The process of developing a NAP serves to promote awareness about the role of gender equality not only to nations in conflict, but also to peaceful nations.

NAPs should:

- Reflect the holistic intention of SCR 1325 and WPS (Participation, Protection, and Conflict Prevention).
- Be measurable. Include a dedicated budget, indicators/output results, set timeframes and plan periods.
- Have a participatory, transparent process of drafting, implementation and monitoring involving civil society and women's organizations.
- Focus on the prevention of conflict, extending to the regulation of the arms trade and disarmament to fully remedy violations of women's human rights in conflict.

Where are we now?

NAPs vary considerably in content, structure and size. This is based on their country's history, capacities and current political situations. The common factor shared by all NAPs however is that the four WPS pillars (participation, conflict prevention, protection, and relief and recovery) should guide primary themes.

NAPs can be both internally as well as externally focused. A country that has not experience conflict recently, such as Norway will often prioritize its NAP activities on UN peacekeeping missions in conflict and post-conflict countries, thus more externally focused. A conflict-affected country's NAP on the other hand, like Liberia will often focus more on activities within their own country such as building the local capacities of women and men within communities to provide psycho-social and trauma management counseling.

Guiding Principles: The Four WPS Pillars

NAPs should be designed so that they can effectively meet their purpose of translating global Women, Peace and Security commitments at the country level. Doing so requires addressing all four pillars of this agenda systematically within a country specific context.

Every action plan will be different and context specific. As a result NAPs vary greatly in their structure, presentation and size. However some common key components in the drafting, implementation and monitoring and evaluation of NAPs will result in a more all inclusive and comprehensive action plan. (See Miller et al (2013))

Addressing all key components within a matrix format can clarify strategic planning and increase transparency and accountability.

V. How should NAPs be developed?

Ensure an Inclusive Drafting and Implementation Process

NAPs should be developed and implemented inclusively with early, extensive, and genuine engagement of a broad constituency of civil society, including women-led civil society organizations, in the planning, development, implementation, and evaluation stages.

An inclusive process both upholds women's equal human rights and also strengthens action plan content and local implementation through diverse stakeholder engagement and buy-in. The level of civil society involvement varies between nations, however comprehensive NAPs have extensive civil society involvement of civil society in common.

There are many benefits that come from combined civil society and government efforts, including:

- Fostering dialogue and cooperative relationship and to create a clear policy framework.
- Providing a sense of ownership and accountability as well as build capacity and expertise for participating institutions.
- Raising awareness and open space to discuss and exchange information, to hold seminars and training sessions on Women, Peace and Security issues.

Gaining visible leadership of the NAP can be a difficult task, particularly where government does not prioritize gender. However, high level leadership and demonstrated public commitment to the inclusive development and implementation of a NAP can help set SCR 1325 and gender equality high on the agenda and facilitate public awareness. NAPs can be central to taking practical, concrete steps towards implementation, but their drafting is also important in that it outwardly demonstrates a state's commitment to prioritizing women's rights and empowerment.

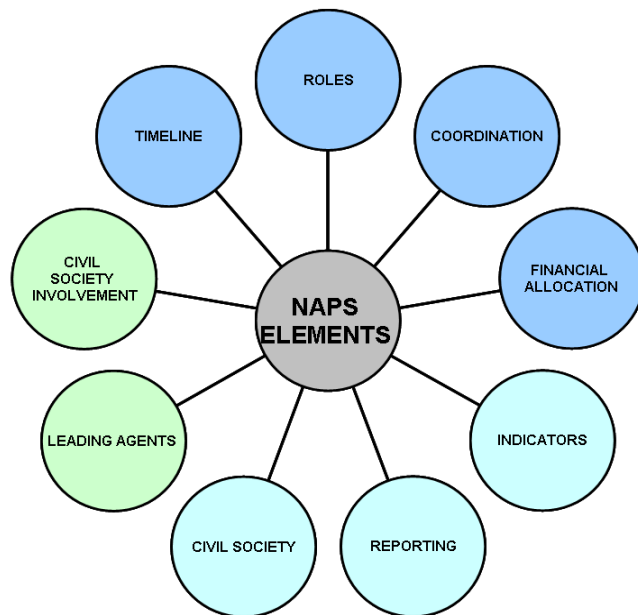
A NAPs success is not solely contingent upon the language it contains. The process of its drafting and the actors involved in that process are just as significant as the content of the NAP itself.

Clearly Operationalize Plans

NAPS should be concretely operationalized in order to strengthen opportunities for implementation and clear monitoring and evaluation.

1. Timeline: NAPs should identify specific time frames for plan periods (often 4-5 years for the full NAP) to enable more effective action, monitoring, and evaluation. Such plan periods should also take into consideration domestic political election cycles, for example by providing a NAP end date that is not scheduled for the first year of an election cycle.

2. Specific Roles: Clear responsibilities designated for implementation. NAPs should promote transparency and accountability by identifying specific actors responsible for each action. This should include outlining leading agents responsible for the drafting, implementation, monitoring and implementation.



3. Coordination (Priority action areas, mechanism and agents): NAPs should reflect the holistic intention of SCR 1325 by addressing all four pillars of the Women, Peace and Security agenda: participation, prevention, protection, and relief and recovery. NAPs should clearly operationalize objectives by identifying concrete actions needed to achieve goals.

4. Financial Allocation: NAPs should include a dedicated budget to ensure that goals are translated into action. Currently, very few NAPs contain a dedicated budget, instead preferring to estimate their budget year by year without specifically earmarking funds within the document. Lack of financial resources serves as a major barrier to the successful implementation of NAPs: without financial resources and a transparent process to track funds Women, Peace and Security issues remain under-financed and under-implemented.

Support Transparent Monitoring and Evaluation

NAPS should be designed to enable independent and transparent monitoring and evaluation.

1. Indicators: NAPs should include clear and concrete indicators to promote accountability by strengthening capacity for monitoring and evaluation. Indicators should be S.M.A.R.T: specific, measurable, attainable, realistic, and time-bound.

2. Reporting: A comprehensive monitoring and evaluation framework is critical to successfully implementing a NAP. Monitoring reports also assist in performance assessment and plans for further development or revision.

3. Civil Society Monitoring: Most NAPs reference an annual meeting with civil society and relevant ministries and/or an annual monitoring report. This information is necessary for the transparency of NAP processes.

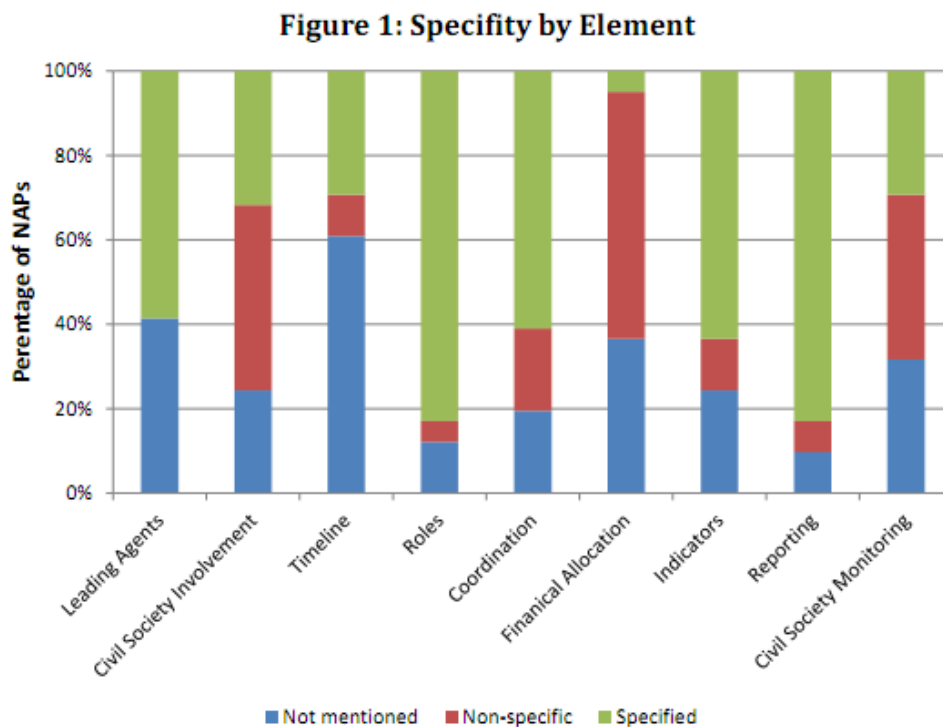
Good Practice Examples addressing the 4 WPS Pillars

Figure 1 below, presented by Miller et al. (2013), shows a summary of the specificity level (not mentioned, non-specific, and specified) of the different criteria across 41 NAPs worldwide. This highlights the challenges posed by pervasive limits to specificity which limit plan implementation, monitoring, and evaluation.

As the graph indicates, the majority of NAPs specify some level of leading agents, roles, coordination, indicators, and reporting measures. However, the majority either do not mention or do not specify timelines, financial allocations, or civil society involvement and monitoring mechanisms. Financial

allocation is the greatest gap here, with over 90% of NAPs either not mentioning or not specifying the financial basis for accomplishing the plan. Timelines and civil society involvement and monitoring come close behind with about 75% of NAPs not mentioning or not specifying these issues.

These gaps limit accountability because of inadequate independent review and coordination with civil society stakeholders. To strengthen accountability and impact, NAPs must be developed to address these issues from the outset and in an ongoing manner. NAPs such as those by the Netherlands and Serbia (for financial allocation) and Liberia and Nepal (for civil society monitoring and involvement) provide exceptional good practice examples in these areas.



*Source: "UNSCR 1325 and Integrating Women in Peace and Security: Analytical Literature Review and Content Analysis of National Action Plans" by Barbara Miller and Milad Pournik, with Delaney Allen, and Caitlin Nordehn. Forthcoming 2013. Washington, DC.

Beyond the issue of promoting accountability local ownership, it is also critical that what is being implemented is a comprehensive and holistic understanding of the Women, Peace and Security (WPS) agenda.

Below are some examples from both conflict-affected countries and non-conflict-affected countries of good practice NAP language addressing each of the four WPS pillars:

1. PARTICIPATION

Liberia - Conflict Prevention, Peace-building and Post-conflict: Liberia's NAP has its one of its main objectives, "Promote women's full participation in all conflict prevention, peace-building and post-conflict recovery processes at community, country, national and sub-regional levels." This objective is then divided into two strategic issues:

1. Promote women's full participation in all conflict prevention, peace-building and post-conflict recovery processes.
2. Empower women through increased access to housing and natural resource and strengthen their participation in the management of the environment.

Bosnia-Herzegovina – Levels of Government: Bosnia-Herzegovina's NAP has its first objective, "The increased participation of women in decision-making positions at all levels of government." This objective is then divided into three activities:

1. Implementation of the Council of Europe (2003) 3 Recommendation on reaching the share of 40% of women participation in decision-making processes.
2. International and regional networking of present and possible female candidates for leadership positions to exchange best experiences and practices.
3. Support to activities on harmonization of professional and family life to engage as many women in decision-making positions.

2. CONFLICT PREVENTION

Ireland- Prevent Conflict and Sexual Gender-based Violence: Ireland's NAP has as one of its main objectives, "The Prevention of conflict, including gender-based violence and sexual exploitation and abuse." There are two main activities to implement this objective:

1. Provide comprehensive and effective training on human rights, gender equality, humanitarian law and UNSCR 1325 to personnel deployed by Ireland on overseas missions.
2. Strengthen capacity of partners and civil society organizations (CSO's) to effectively prevent and respond to GBV in conflict-affected countries and contexts.

3. PROTECTION

Cote d'Ivoire – Sexual and Gender-based Violence: Cote d'Ivoire's NAP has as its first priority objective, "Protecting women and girls against sexual violence and female circumcision." A number of different actions are specified to achieve this goal including:

1. The implementation of an early warning mechanism.
2. The amendment of laws related to sexual violence.
3. The capacity building of players in the police, justice, social affairs and health sector in charge of sexual violence.

Ghana – Displacement, Repatriation and Reintegration: Ghana’s NAP has its first objective, “The protection and promotion of the human rights of women and girls in situations of conflict and in peace support operations.” There are several output objectives listed to implement this including:

1. National measures instituted to protect and promote the rights of women and girls especially in situations of displacement, repatriation, rehabilitation and/or reintegration.

4. RELIEF AND RECOVERY

Uganda – Access to Health: Uganda’s NAP has as one of its main objectives, “Improved access to health facilities, medical treatment and psycho social services for GBV victims. There are several strategic actions to implement this including:

1. Decentralize medical services at the grassroots levels for SGBV victims and their families so that they can receive free medical assistance, including the morning-after-pills, counseling to overcome trauma, ARVs, PEP kits and other HIV/AIDS and STD related infections.
2. Support the recruitment of health workers to handle SGBV survivors and develop special health programs to reach out to women and girls affected by SGBV.

Liberia: Capacity Building to Provide Trauma Management: Liberia’s NAP has its first objective, “Protection” however under this category there is a sub-category dedicated to providing psycho-social support to women and girls. There are several strategic issues including an activity focused on capacity building:

1. Building local capacities of women and men within communities to provide psycho-social and trauma management counseling and training in coherence with activities, outcomes and outputs already in place in the National GBV Action Plan and the GOL/UN Joint Plan.

Key Gap: Demilitarization and Disarmament

In addition to these themes, it is clear that disarmament and a regulation of arms trade are absent from too many NAPS. Of the 43 NAPS currently launched, only about 10 NAPS mention disarmament. In order to fully protect women’s human rights during and after conflict and to prevent the perpetuation of women’s insecurity and resurgence of armed conflict. Disarmament and a regulation of arms trade must be addressed in a NAP. Mechanisms for conflict prevention are equally vital as provisions for the protection of women in wartime and should also be included.

Below is an example of disarmament language and activities taken from Ghana’s NAP.

Ghana – Disarmament: Ghana’s NAP has as one of its objectives, “Promote measures to prevent and or/control misuses of illicit small arms and light weapons. There are two strategies outlined to implement this objective:

1. Advocacy for the domestication of international and continental instruments.
2. Review of firearms and ammunition laws in light of international, regional and sub-regional instruments.

VI. What can you do to push for a NAP in your country?

Develop a Plan

Although every country is different, there are a number of steps integral to building a comprehensive plan in nearly all-national contexts.

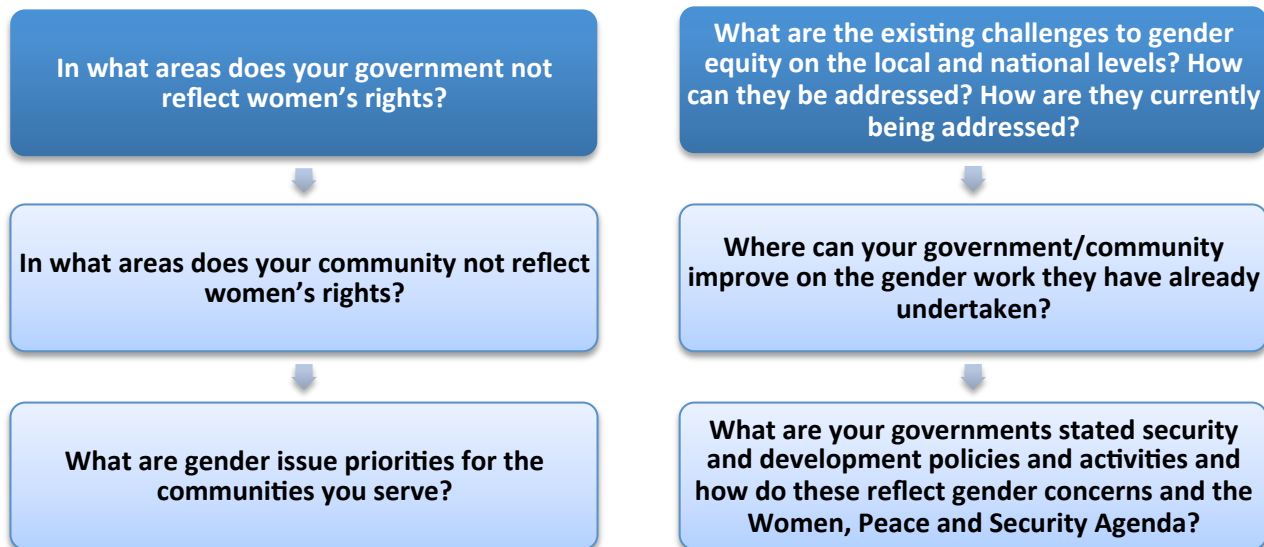
First, there must be **concrete high-level support** for NAP within government and civil society. It is **crucial that civil society is included in process from the NAP’s inception** and throughout all stages of implementation, whether it is through the creation of a task force or through other means.

Secondly, an **institutional and situational assessment** of resources should be conducted before beginning to draft the action plan.

Thirdly, **several drafts of the NAP should be circulated** throughout the governmental and non-governmental groups before adoption, both **to foster a participatory process** and to increase ownership and accountability.

Conduct a Situation Assessment

An early step in NAP development should be the identification of national priorities. In developing national priorities, it may be useful to start with the following questions:



You should also familiarize yourself with the status of SCR 1325 implementation and gender mainstreaming within each relevant government body. Though your government may not have a NAP, some departments may have taken concrete steps to implement SRC 1325. Some government departments may be more advanced in these areas than others, and will inevitably vary in what existing policies they have in place, what dedicated resources they have available or evaluation mechanisms are set up.

Knowing where efforts need to be channeled to implement SCR 1325 and what actors have demonstrated support will be integral to both lobbying government and working with government through the NAPs development. The process will enable you to develop expertise in the governments present position overall, identify potential 'allies' and to positively reinforce existing actions while strategically targeting those areas that are lacking.

Brainstorm priority areas with your group. While doing so, start to identify civil society groups, government officials and other relevant parties that are currently addressing these areas and may serve as coalition allies. [Ireland 1325 \(2010\)](#) recommends that a broad coalition of civil society organizations be integrally involved from the beginning of the process to ensure robust engagement with government actors.

Reach out to Key Stakeholders

The best mode of civil society engagement must also be determined. Often, the creation of an inter-agency task force is helpful, because it can be used to bring together support from diverse demographics in the NGO world and powerful sponsors within the government. UN-INSTRAW maintains that such a taskforce should include:

- Minority ethnic groups
- Women’s organizations
- Migrant women’s organizations
- Indigenous women’s organizations
- Internal displaced and/or refugee women’s organizations
- Academic or research institutions
- United Nations organizations
- Local and National government
- Military and Police

Sometimes, if an inter-agency taskforce proves too large a group to manage the development of an action plan, a sub-group may be created.

As far as government actors are concerned, the ministry responsible for the development and implementation of the NAP also varies from state to state. Often, it falls to either a ministry of foreign affairs or a ministry of gender equality or women’s affairs and health. There are pros and cons to both of these scenarios. In the case of a foreign affairs ministry, high profile actors may give the NAP more visibility and more resources may be allocated to its development, but may lack the relevant gender expertise or commitment to the spirit of SRC 1325. If the ministry responsible is women’s rights and health related, they may bring more expertise on gender issues, but may lack the political clout and level of resources of more senior portfolio. The ministry best place to steer the NAPs development will be dependent upon each nation’s context.

Potential Stakeholders in the formulation of NAPs (UN Women, 2010)

| Government Agencies and Donor Governments | UN Entities | International, National and Local Civil Society Organization |
|--|--|--|
| <ul style="list-style-type: none"> • Defence • Justice • Foreign affairs • Internal affairs / interior • Development coordination • Gender equality / women • Social issues <p>Bilateral donors, including “twinning” governments</p> | <ul style="list-style-type: none"> • UN peacekeeping missions • UN Women • UN Population Fund • UN Development Programme • International Organization for Migration | <ul style="list-style-type: none"> • Human rights organizations • Peacebuilding organizations • Development and humanitarian organizations • Women’s organizations • Media • Academic institutions and think tanks • Religious groups |

Engage in Targeted and Ongoing Advocacy to Push for Creation of a NAP

An integral component of any NAP strategy is the development of community and government support for your plan. The following Advocacy section is offered as a general guide, intended to provide tips, ideas and suggestions that will help you to better tailor your advocacy strategy.

ADVOCACY STEPS

For the purposes of this toolkit, the advocacy process has been broken down into six steps (Source: IASC Cluster/Sector Leadership Training, 2007). Each step, outlined below, is intended to serve as a general guideline to help inform your own advocacy work. Included are links to examples of potential approaches to each step.

Step One: Identify and clarify the issue



Advocacy generally starts with identifying the issue(s) around which change will be promoted. In choosing the issue, it should satisfy the criteria of being focused, clear and widely agreed upon as a key avenue of address by the advocacy group and its constituents.

Step Two: Establish goals and objectives

Goals can be defined as 'bigger picture' outcomes, such as the realization of a 1325 NAP. Objectives can be described as the measurable steps that help to achieve goals. In defining advocacy goals and objectives, the following questions should be asked:



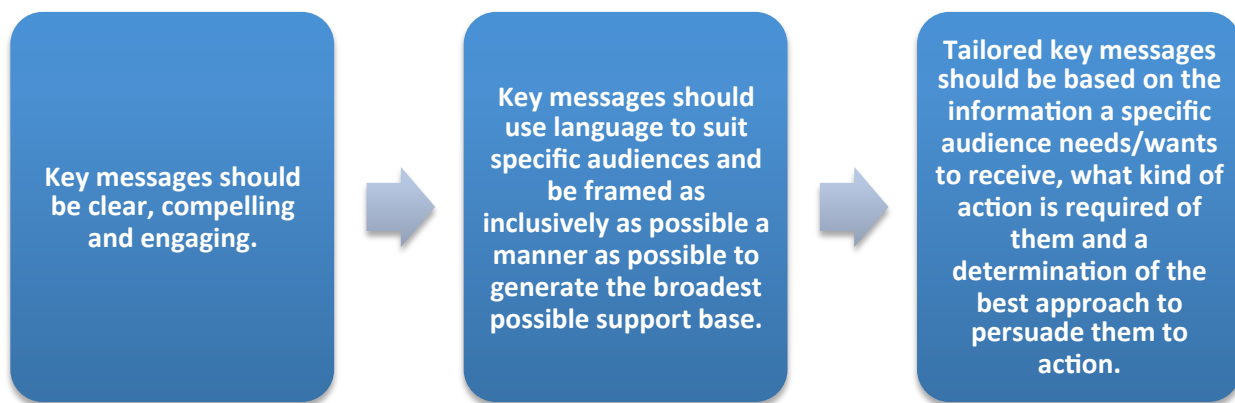
Step Three: Define target audiences and stakeholders

When determining targets, policymakers are often an obvious choice. However, public opinion affects political decisions, thus another important advocacy target is the public.

Building Partnerships, Networks and Coalitions: Once supporters have been identified, outreach should be conducted to key groups that may add value to your advocacy work. This aspect of step three will require outreach and coordination to formalize a core of the proposed network who will participate in the action planning.

Step Four: Select messages and tactics

The next step in the process is to create messages and select appropriate actions and tactics for message delivery.



Step Five: Developing an action plan

Action planning involves the development of your planning structure, specific activities to be undertaken, their timeframes and deadlines, identifying coalition partners responsible for carrying out specific tasks and the resources required.

Step Six: Monitoring and evaluation.

Monitoring and evaluation is a key piece of the advocacy process. When putting together your monitoring and evaluation plan, keep the following in mind:

- The more specific, tangible and measurable objectives are, the more accurate quantitative and qualitative indicators will be.
- It is vital that indicators reflect advocacy goals and objectives defined in the early stages of the strategy's development (Step Two).
- Action plans should incorporate reflection, learning and flexibility to determine their effectiveness in meeting the strategy's goals and objectives.

ADVOCACY TOOLS

The following section outlines ways to engage your government representatives. There are several options to effectively conduct government outreach, these include:

Conduct a Personal Meeting with Your Government Representative

Personal meetings can be one of the most effective methods of outreach. When organizing a meeting with your government official on the NAP issue, consider the following:

- Send NAP information and background material to your government official/relevant staff members prior to meeting on the NAP process. Be ready to discuss NAP legislation and the actions that you want your legislator to take. Provide a copy of any relevant materials you will be talking about. Leave NAP information after your meeting, this is a great way to educate and reinforce what was discussed. Consider drafting an issue brief based on the talking points and other information included in this toolkit.
- Practice your meeting prior to attending. Practice with your delegation to decide who will say what and brainstorm answers to possible questions from the official or staff member.
- Prior to meeting with an official, find out what positions your government official has taken in the past on gender issues. This will help you to get a sense of where s/he stands prior to your meeting and may help inform your approach.
- Be a well-informed, committed and persistent constituent. Do your background research and know your asks. Be thoughtful of your messaging and your messengers. Familiarize yourself with the talking points in this toolkit. You need to be a credible source of information – if you don't know something, tell your government official that you will find out and get back to him/her.
- Concentrate on building a good relationship with your government representative. Send a thank you note to your elected representative, especially if they take action. You can thank your government representative publicly, including via a website or letters to your local paper.
- Remember that the NAP process is ongoing and it may take a significant period of time to build support, draft and implement a NAP. Maintaining focus and establishing good relationships with your government representatives are crucial to the process.

Write a Letter to Your Government Representative

- Letters can take the form of a handwritten letter, form letter, email or fax. A personal letter often has more impact, however a form letter is useful for events or when inviting large numbers of people to join your issue. A form letter, such as the sample included in this kit, can be re-written to include the sender's own words. Feel free to use the sample letter included in this toolkit.
- Remember that email, though faster to deliver, is more likely to be overlooked or deleted.
- Handwrite your letter if possible. Be sure to include your name and address on the letter and envelope so they know you are a constituent.
- Be personal, specific and brief. Make a persuasive argument for why a NAP is important; use the talking points and best practice examples included in this toolkit. Mention the coalition partners you have engaged on this issue.

- Be sure to include the specific actions you want your government official to take. Ask them to respond with information about the actions taken.
- Follow-up on your letter with calls and visits.
- Continue to maintain contact with the office to ensure that your government representative fulfills his/her commitments.
- Thank your official for any positive steps s/he has taken in the recent past. Continue to provide information and thank him or her for any positive actions taken.

Call Your Government Representative's Office

- When calling your government official's office, be sure to identify yourself as a constituent.
- Be polite and specific, use the talking points included in this kit to help persuade your government official/staff member to support the NAP process.
- Ask if the official/staff member has taken a position on the NAP process. Make sure you are clear about the action you would like your official to take.
- Volunteer to provide further information about the NAP process or about SCR 1325 in general.
- Ask for the name of the person you spoke to and let him or her know that you will be calling back to follow up.

Petition Your Government Representative

- A petition, which includes a letter and a list of signatures and addresses and/or emails from individuals and organizations, is a useful tool to show widespread support and/or the endorsement of important, well-known individuals or organizations.
- Consider whether you want to show the endorsement of powerful organizations and individuals (i.e. celebrities or politicians) or whether your purpose is to strong support by individuals. Feel free to use the sample petition included in this kit.

Sample Letter to Government Official

[Date]

[Representative Name]

[Representative Office Address]

Dear [Representative Name],

I am writing to urge your support for the development and implementation of a National Action Plan (NAP) on UN Security Council Resolution (SCR) 1325.

Every year, several hundreds of women experience the effects of gender inequity in _____. **Use this paragraph to highlight examples of gender inequalities, including the prevalence of gender-based violence in your country. For example, "One third of Nigerian women report having been subject to some form of violence. Nigeria's House of Representatives has 360 Members, of these only 25 are women. In addition, only 4 per cent of local government councilors are women."**

The development and implementation of a NAP on SCR 1325 can help the ____ government better address both gender representation and violence against women and girls. SCR 1325 calls for the increased participation and representation of women at all levels of decision-making; protection of women and girls from sexual and gender-based violence, including in emergency and humanitarian situations; and improved intervention strategies in the prevention of violence against women, including strengthening women's rights under national law and supporting local women's peace initiatives and conflict resolution processes.

[List the actions you want your government representative to take here]. Please help us to improve the lives of all _____ through gender equity. Support the development and implementation of a _____NAP on SCR 1325.

Sincerely,

[Your Name and Address]

Sample Petition

SUPPORT PEACE AND GENDER EQUITY IN _____

Dear [Representative Name]

Every year, several hundreds of women experience the effects of gender inequity in _____. **Use this paragraph to highlight examples of gender inequalities, including the prevalence of gender-based violence in your country. For example, "One third of Nigerian women report having been subject to some form of violence. Nigeria's House of Representatives has 360 Members, of these only 25 are women. In addition, only 4 per cent of local government councilors are women."**

A National Action Plan (NAP) on UN Security Council Resolution (SCR) 1325 can help the _____ government better address both gender representation and violence against women and girls. SCR 1325 calls for the increased participation and representation of women at all levels of decision-making; protection of women and girls from sexual and gender-based violence, including in emergency and humanitarian situations; and improved intervention strategies in the prevention of violence against women, including strengthening women's rights under national law and supporting local women's peace initiatives and conflict resolution processes.

By supporting the NAP process you are not only helping to improve the lives of _____ women and girls, you are taking action to benefit all _____. Join us in support of gender equity by supporting the development and implementation of a _____ NAP on SCR 1325.

Sincerely,

| NAME | STREET ADDRESS | REGION | POST CODE | EMAIL ADDRESS |
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