



Canada

Gendering policies: the art of writing an effective note Material for the Parliament of Mongolia

Michel Filion, MERIT Technical Advisor

June 28, 2021

Key contents

A note: public communication

A note: an interpersonal communication

Sandwich technique in communication

Considering the Reader's emotions

A form

Standards content in gender analysis

— Briefing note

A briefing note or note of analysis is an instrument to help the decision. At the end, the reader must be able to choose a course of actions.

So, the result of your note must be:

At the end of the reading, the decision-maker has enough information (justification, facts, precedents) to induce a course of actions.

_____ A public communication

Public communication happens when a person or a group of people gather and start sharing information to an audience or give a presentation on certain topics to deliver a message.

A note, even if it's directed to one individual could become public and must be considered as a public communication.

Implying prudence in choice of words, and understanding the consequence of the facts presented if getting in the press.

—— An interpersonal communication

Interpersonal communication is an exchange of information between two or more people.

It is also an area of research that seeks to understand how humans use verbal and nonverbal cues to accomplish several personal and relational goals.

A note is an interpersonal communication too.

If it could affect the perception of the quality of the work of somebody or of an organization, egos could be hurt.

—— The sandwich technique

The sandwich method is a way of advancing a criticism by coating it with compliments.

Thus, the discussion will first begin with positive words, then follow the negative criticism and then it will end with words of appreciation.

The purpose of this method is to create a less ponderous atmosphere for discussion. The people exposed to the critic will be more receptive to the evaluation.



Reader's emotions

At least five negative emotions your note could produce:

- Worry about inadequate judgement on his/her work;
- Fear of being threatened in professional and personal identity;
- Concerned by his/her own lack of knowledge on gender;
- Skeptical about your capacity to understand his/her work;
- Over Carefulness about your own agenda.

—— Good drivers for the writer

- Think in the positive intention of the one who prepares the document you are evaluating;
- Avoid bad emotions during the reading and, of course, during the writing;
- If you can avoid these emotions, take a break and ask yourself why the document produce in you some feelings;
- Read your last version of the note reducing the intensity of the judgement.

Do and don't

Do

Ask to the reader what he/she wants.
Anticipate the questions and give answer.

Short sentences, short document, active mode and verb of action. Most important first. One idea per paragraph.

Indicate the objective of the note. Fact oriented. State what would happen without decision.

Don't

Don't presume of any previous technical knowledge.

Don't overuse abbreviations, adverbs and adjectives.

Don't introduce any new information in conclusion and recommendations. No opinion.

_____ A form

- Summary
- Issue
- Background
- Considerations
- Conclusion or Recommendations or Advice or Strategic Advice or Recommended Position
- Next steps

—— Considerations: use the checklist!

The proposal agency of the new policy does and makes it visible:

- A sex-differentiated analysis of the sector;
- A statement about how the policy address the gender specific issues;
- A demonstration of resources planned for gender issues are adequate;
- If some historical data exist, a statement of how resources had been used for gender issues and how it will be improved;
- A long-term perspective of the impact of the policy on gender.

A standard content in gender

- Sex-disaggregated data;
- Gender analysis of the sector of intervention;
- Appreciation of the capacity of the organisation to adopt a gender perspective;
- Socialisation impact;
- Image of girls and women;
- In the next steps: precise recommendations.



Canada

Mongolia:
Enhancing Resource
Management through
Institutional Transformation

Address: Floor 3, National Times News Tower Khudaldaanii gudamj, Khoroo 1
Chingeltei district, Ulaanbaatar-15160 Mongolia

Phone: 7610-5000