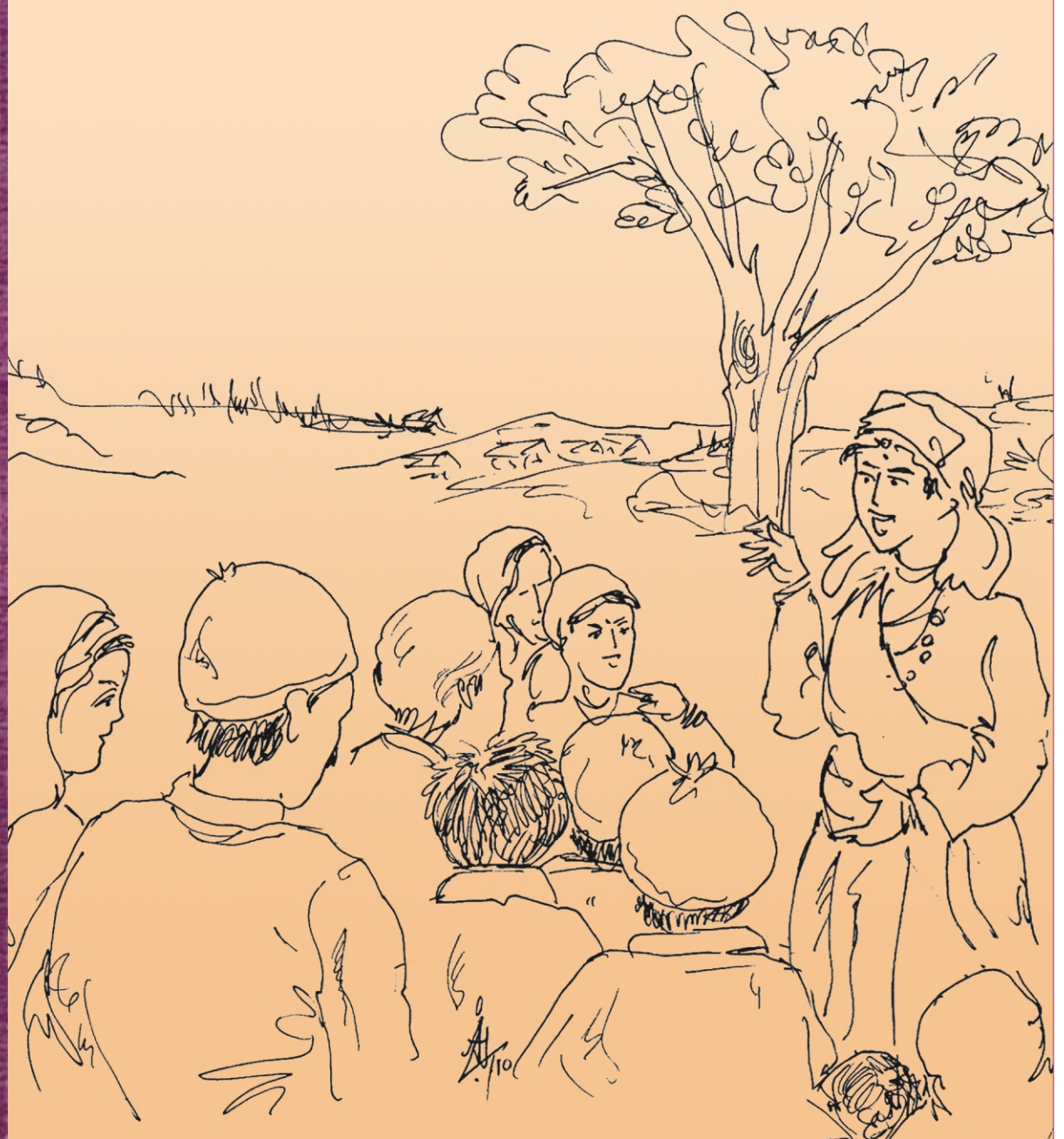




Panchayat Literacy for Women

Mahila Samakhya Uttarakhand



Panchayat Literacy for Women

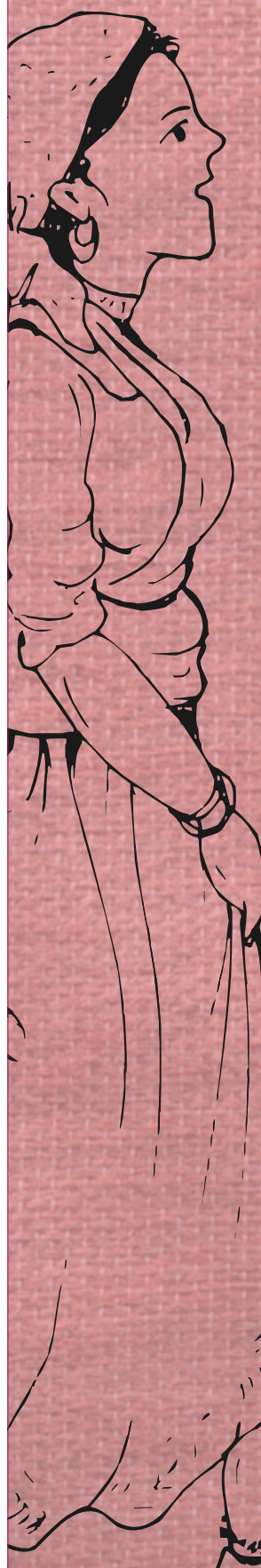


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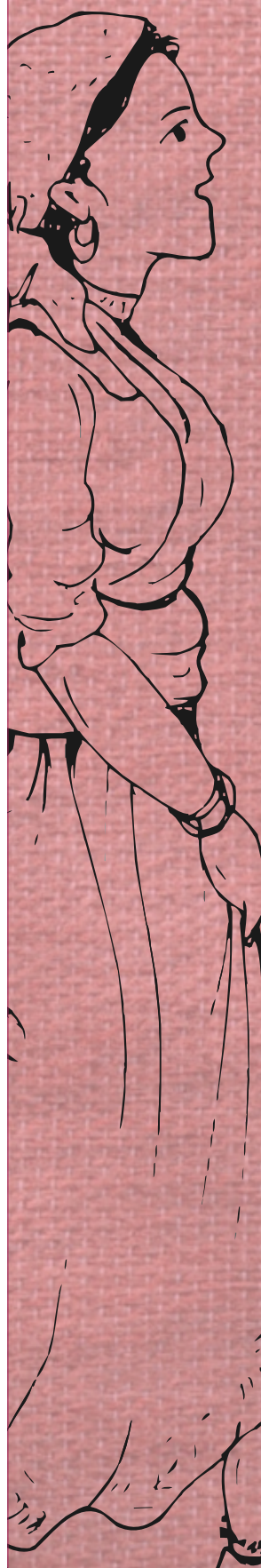


Panchayat Literacy for Women



Table of contents

Why the Toolkit on Panchayat Literacy for Women.....	1
Background of the state	1
Background of Mahila Samakhya Uttarakhand.....	1
Political Context	1
What is Panchayat Literacy?	2
Why Panchayat Literacy?	3
Chart of activities at different levels.....	3
Pre-requisites for implementing the toolkit.....	4
Activity 1: Awareness campaigns for the community	6
Activity 2: Training for sangha women on Gram Sabha.....	11
Activity 3: Training for women pradhans and elected ward members	18
Activity 4: Training for husbands and male family members of Elected Women Representatives	24
Enabling Factors	30
Challenges and Strategies	30
Short term expected outcomes.....	31
Long term expected outcomes.....	31
Tips for trainers.....	32
Roles and Responsibilities	33
Roll-out Plan	35
List of attachments.....	37
Glossary	38
Contact details	39



Panchayat Literacy for Women

Why the Toolkit on Panchayat Literacy for Women

- ▶ To help trainers and field staff of organizations working on governance effectively implement the Panchayat Literacy programme for women
- ▶ To help existing staff of Mahila Samakhya to systematically implement and replicate the Panchayat Literacy programme
- ▶ To inform government departments, non-government organizations, planners and funders about the work and ideology of Mahila Samakhya with respect to women and local governance

Background of the state

Uttarakhand, an agrarian state, located in the sub-Himalayan region, has experienced an exodus of the male population through migration. As a result, the increased work-load on women, including agricultural activities, has made them

strong, capable of handling both domestic and outside responsibilities. They are hard-working, fearless, and are ready to face any challenge that may come their way. Women have played a key role from the time of the Chipko Movement for forest rights to the anti alcoholism movement to the creation of Uttarakhand as a separate state. While women's literacy in Uttarakhand is higher relative to other states of India, the patriarchal structure of society has prevented them from taking part in leadership roles.

The 73rd amendment of the Panchayati Raj Act led to 33 percent reservation for women nationally. In 2008, Uttarakhand was among the pioneering states to lead the country into an era of even greater gender equity

by reserving 50 percent seats for women in all three tiers of Panchayat.

Background of Mahila Samakhya Uttarakhand

Presently, Mahila Samakhya Uttarakhand works in six districts covering 2,470 villages across 25 blocks, having a presence in more than 25 percent of the 95 blocks. The main objective of Mahila Samakhya is to challenge traditional societal practices and thinking which restricts women's participation in the social arena and local governance. For this purpose, MS first mobilizes women into collectives or sanghas. Therefore, after the reservation of 33 percent of seats for women in 1996, MS tried to motivate women to take part in all the three tiers of the Panchayats. To facilitate this, prior to elections, MS conducts campaigns (*jatthas*), street plays (*nukkad-natak*) rallies, and spread their message through banners (*phad*), posters, and slogans. Through broad based capacity building of EWRs, their male family members, the community, and the sangha, MS facilitates women's political participation.

Political Context

Despite reservation, women were unable to play an active role in the Panchayats due to male dominance especially from family members in executing their functions. Elected Women Representatives (EWRs) are

Panchayat Literacy for Women

often accompanied by their husbands (*Sarpanch-Patis*) to the Panchayat meetings. Most of the EWRs being new to the political arena did not know how to raise relevant issues in the Panchayat meetings, were unaware of their responsibilities, the Panchayat finances, and lack administrative and technical know-how necessary for effective delivery. MS took on these challenges by introducing their Panchayat Literacy programme for women aiming at engendering the 2003 panchayat elections. Women in power are often questioned on their abilities and end up isolated. Thus women need the support of the sanghas, who themselves need to be

empowered to exercise their political rights to ensure that their voices are heard. Consequently, over the last two elections, the Panchayat Literacy programme for women has brought many sangha women into power. Through this programme, women learnt to register their names, contest the elections and participate in electoral processes.

For real sustainable change in local governance, women must participate in the political arena with full knowledge and

understanding. MS Uttarakhand, in

collaboration with Best Practices Foundation (Bangalore), has prepared this toolkit to impart systematic capacity building on panchayat literacy. The toolkit was prepared through a participatory, collective process involving MS Uttarakhand staff at every level. It is the firm belief of MS Uttarakhand that this toolkit would be useful for other agencies and individuals to impart training on panchayat literacy at different levels. One special feature of this toolkit is that it can also be used for training on gender equity.



What is Panchayat Literacy?

Panchayat literacy includes creating awareness on the overall Panchayati Raj system among elected representatives and the community. The MS Uttarakhand Panchayat literacy Programme for women includes:

- ▶ Providing information on the roles and responsibilities of the elected representatives and the community within the three-tier panchayat structure
- ▶ Providing information to the community and elected representatives on development, implementation of programmes and on panchayat finances
- ▶ Encouraging gender equity among Panchayat members and within the Panchayat Raj Institutions (PRIs)

Panchayat Literacy for Women

- ▶ Creating awareness on the Gram Panchayat, the primary unit of all village based developmental work

Why Panchayat Literacy?

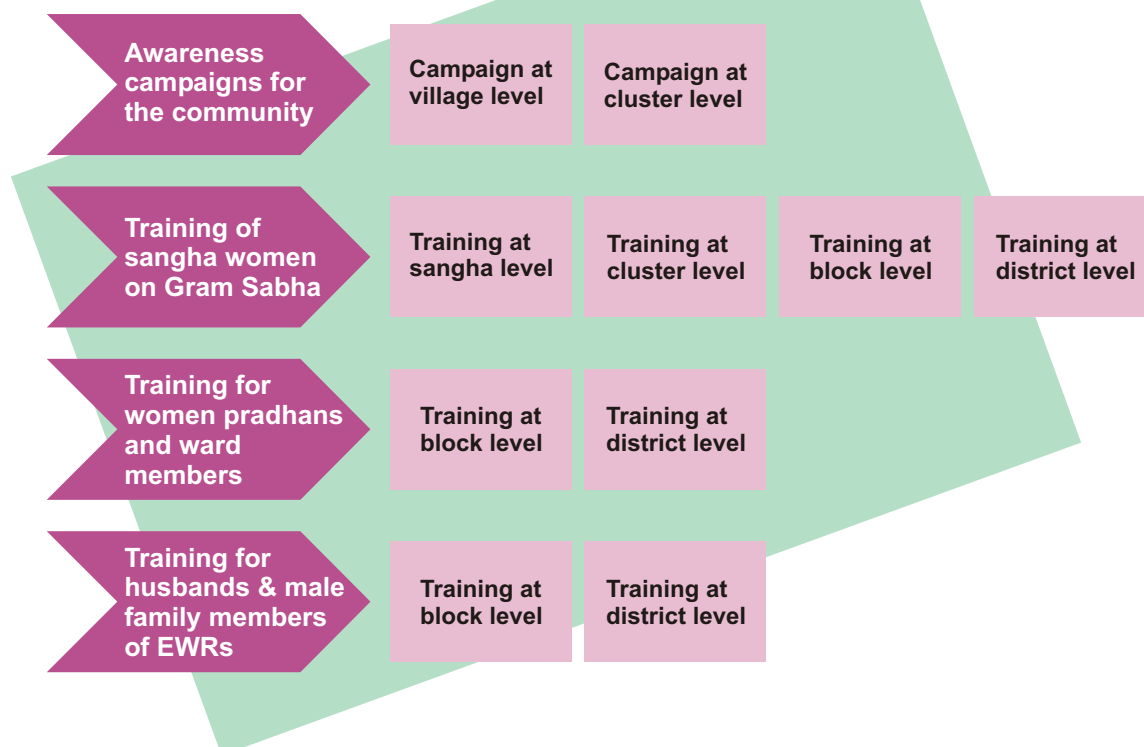
- ▶ To increase active participation of women in the PRIs and bring them into decision-making and leadership roles



- ▶ To change patriarchal ideology, increase sensitivity towards women and address women's issues
- ▶ To improve village development by ensuring effective administration by local bodies
- ▶ To increase political awareness among women through their interventions in Panchayat activities
- ▶ To identify community needs by increasing their awareness and participation in the Panchayat

- ▶ To help the community network with government and non-government agencies
- ▶ To ensure transparency in Panchayat work
- ▶ To activate the standing committees of the Gram Panchayat

Chart of activities at different levels



Panchayat Literacy for Women

Activities and Target Audience

Activity	Target audience
Training of Sangha Women	Sangha women
Training of Elected Women Representatives (EWRs)	Elected women representatives
Training of male relatives of EWRs	Male relatives of EWRs
Awareness campaign on panchayat with community	Community

Pre-requisites for implementing the toolkit

- ▶ The Panchayat Literacy Programme can be conducted where sanghas or women collectives have already been formed. The programme should be designed in consultation with the sanghas
- ▶ The training should start six months after the sanghas are formed in the villages as they are a pre-requisite for the entire programme



- ▶ The trainer(s) should identify the specific audience for different types of capacity building
- ▶ The trainer(s) has to conduct an assessment on the level of awareness on Panchayat Raj Institutions before beginning capacity building for each audience
- ▶ The trainer(s) has to prepare the training modules on panchayat literacy for each audience to commence the

programme

- ▶ The trainer(s) will also have to compile additional materials to support the training modules
- ▶ If there is a need for external resource persons and organizations for capacity building or materials, the training staff will have to establish contact with respective stakeholders
- ▶ Before the training commences, the trainer(s) will have to arrange necessary funds

Panchayat Literacy for Women

Activities: Resource Persons Needed

Activity	Field trainer	External resource person
Training for Sangha women on Gram Sabha	Resource persons at cluster, block and district levels	Resource person(s)
Tools for training Women Pradhans and elected ward members		External resource person(s) from Sri Bhuvneshwari Mahila Ashram, or CARE, or AMAN, or SHRADHA
Training for husbands and male family members of Elected Women Representatives		External resource person(s) from Sri Bhuvneshwari Mahila Ashram, or CARE, or AMAN, or SHRADHA using their modules
Awareness campaigns for the community	Resource persons at village, cluster, block and district levels	Street play team from organizations like Sambhav, Tanvi Sanskritik Sangha, Yug Manch, Yuva Jan Jagriti



Panchayat Literacy for Women

Activity 1

Awareness campaigns for the community

Objectives

- Provide information on the role of PRIs in development at village and higher levels
- Motivate the community to identify the most deserving and competent candidates
- Motivate women candidates to put their names up for nomination in elections
- Provide information on electoral processes and the importance of voting

Note: This activity is conducted just before the elections

Time frame: Staffing and number of days per staff for this activity

Note: Campaign for panchayat election starts one year before the elections

Preparatory phase

Activity	Number of staff	Number of days	Level of staff involved
Street play team (nukkad natak)	8 (5 sangha women + 3 field staff)		
Publicity for the street play	3 field staff		
Training for street play		5	Sahayogini or village level functionary
Lodging and food arrangements at block level	1	1	Junior Resource Person
Published campaign materials (both collection and compilation)	14	4	Junior Resource Person
		4	Cluster Resource Person
		4	District Resource Person
		2	District Project Coordinator

Campaign for 5 days

	Sangha women	Sahyogini or village level functionary	Junior Resource Person	District Resource Person	Resource Person
No of days	10	5	5	4	8

Panchayat Literacy for Women

Activity 1

Awareness campaigns for the community

Budget

Particulars	Amount (INR)
Honorarium for resource persons (Rs 800 @ 8 Resource persons)	6,400
Food arrangements for district street play troupe (Rs 75 for 8 Resource persons for 5 days)	3,000
Lodging for district team (Rs 70 for 8 Resource persons for 5 days)	2,800
Travel arrangements for street play troupe (Rs 200 @ 8 Persons)	1,600
Travel Allowance of Resource Person (Rs 1000 @ 2)	2,000
Food and lodging facility for Resource Persons (Rs 700 @ 8)	5,600
Food arrangement for campaign team at block level (Rs 55 for 11 Persons for 5 days)	3,025
Lodging at block (Rs 40 for 11 Resource Persons for 5 days)	2,200
Vehicle used in campaign (Rs 3000@2 days)	6,000
Honorarium for sangha women campaign team (Rs 75 for 5 sangha women for 5 days)	1,875
Vehicle for field campaign (Rs 1500 @ 5 days)	7,500
Miscellaneous expenses like loud-speakers, banners, posters, pamphlets, videos, photos	8,000
Travel Allowance for assistant in campaign (other MS staff)	5,000
Compilation of published materials and food arrangements	3,000
Lodging	2,800
Total	60,800

Panchayat Literacy for Women

Activity 1

Awareness campaigns for the community

Resources required

Stationary and equipment

- ▶ Microphone
- ▶ Mat
- ▶ Rent vehicle
- ▶ Dholak
- ▶ Dress for nukkad natak
- ▶ Banner
- ▶ Register (for writing the report)
- ▶ Scissors, cello tape, glue, ball

Teaching Learning Materials



- ▶ Songs on the panchayat
- ▶ Slogans
- ▶ Materials on panchayat

Step-by Step guidance for the activity

Preparatory phase

- ▶ Prepare schedule of the campaign keeping in mind the work timings of community members
- ▶ Inform the community about the campaign on panchayat awareness through school children, sangha women and loud-speakers and distribute pamphlets and posters
- ▶ Select suitable venue for the nukkad natak (like panchayat office, open public spaces, schools or village square)
- ▶ Write the street play and collect material for the play. Make arrangements based on the issue depicted by the play including costumes, make-up kit and musical instruments
- ▶ Select and compile songs or slogans (*aao milkar karein vichar kaisii panchayat ho abki baar*)
- ▶ Create the banner for the campaign
- ▶ Prepare issue-based posters, *phad* (for instance, picture motivating voters to nominate a deserving candidate)
- ▶ Organize the team for nukkad natak which includes trainers, sangha women and kishoris

Panchayat Literacy for Women

Activity 1

Awareness campaigns for the community

- Liaison with external resource person and the drama group to conduct the nukkad natak
- Prepare registers for suggestions and proceedings

Step by step guidance during the campaign

1. Select a public venue for the campaign like the panchayat office, school, or village square
2. Publicize campaign messages on walls
3. Organize rally for the campaign
4. Use slogans about electing deserving candidates and women leaders:



- *Jaat paat ki nahi sunna, योग्य
प्रधान हमें है चुनना*

- *Aao milkar karein vichar, mahila
panchayat ho ab ki*

5. Use songs on challenging power politics:

- *Khud ko aabad kiya, desh barbad
kiya,*

- *Satta paney ke liye khoob khaaney
ke liye*

6. Display achievements of ideal
elected representatives through *phads*

7. Conduct nukkad natak on electing worthy candidates
8. Show films or documentaries depending on locally available resources
9. Use pamphlets, banners and posters on PRIs
10. Set up a help desk to facilitate nomination for elections

Challenges and difficulties during Campaign

- Often certain community members oppose the campaign leading to disruptions. For instance, brawls due to alcoholism hamper the campaign
- There are difficulties in arranging food and lodging
- There are difficulties in gathering people during the campaign due to the inaccessible geographical terrain, natural calamities such as landslides, heavy rain and snowfall

Panchayat Literacy for Women

Activity 1

Awareness campaigns for the community

- ▶ Dearth of means of communication
- ▶ Due to work overload, women participate less

Expected outcomes

- ▶ More community members will be aware about the importance of exercising their franchise
- ▶ The community will have a clear understanding on the importance of electing the most deserving candidate



- ▶ Sangha women will help women candidates registered for elections
- ▶ More women will register their names to be nominated for panchayat elections
- ▶ Women will complete registration formalities for nomination themselves
- ▶ The community will voice their expectations to candidates
- ▶ Men will have a clearer perspective on women's reservation

▶ The community will get familiar with different posts within the PRIs through different color ballot papers used in mock elections during the campaign

Significance on awareness campaign in Pauri

MS started awareness and training campaign in Pauri district in 2003 on the request of Kausalya Devi Bhatt, member of Zilla Parishad who had seen MS campaigns in the district earlier. She explained that voters often choose an inappropriate candidate out of ignorance or for the wrong reasons. For instance, once a woman from an elite background, totally indifferent to community development and women's rights, was chosen because she could ride a motor-cycle. Kausalya said that the campaign conducted by MS in her village before 2008 election had a great impact on the community. The women became aware and understood their political rights. The fact that they can and must vote without being influenced by their husbands became clear to them for the first time. "The campaign not only helped the community, it empowered women to contest elections, and I feel that one day women will be able to take part in elections without reservation" says Kausalya.

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

Objectives

- Develop an understanding among sangha women on panchayat functioning by providing information on the three tier structure of the Panchayati Raj System, especially on the Gram Sabha
- Increase the participation of women in the panchayat and in the Gram Sabha
- Facilitate women's leadership and intervention in village development and governance

Time Frame

Staffing and number of days per staff

	Total no. of trainings days	Total no. of follow-up days	Sangha/Cluster level (training + follow-up days)	Block level (training + follow-up days)	District level (training + of follow-up days)	Total no. of days
Sangha woman (4 days)	12	12	8	8	8	24
Staff						
Sahayogini or village level functionary (3 days)	9	9	6	6	6	18
Sahayogini for logistics (2 days)	4	4	4	4		08
Junior Resource Person	8	8	4	6	6	16
District Resource Person	5	5		4	6	10
District Resource Person for logistics (2 days)	2	2	2	2		04
District Resource Person/External resource person	3	3		3	3	06

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

Budget (in Indian Rupees)

Training	Non-Residential 3 day training at sangha/cluster	3 day Residential training at cluster and block level	3 day residential training at district level
Stationery	1,500	5,000	5,000
Resource person	0 (Sangha worker)	2,100	3,000
Tea and food	2,625	5,775	7,875
Television and VCR	900	900	600
Hall arrangements	1,500	1,500	6,000
Lodging	0	2,100	2,625
Miscellaneous (medicine, generator)		3,000	5,000
Travel Allowance	500	4,000	6,000
Total	7,025	24,375	36,100

Resources required

Stationary and equipment

- ▶ Chart paper, marker pen, cello tape, scissors
- ▶ Pen, note pad, clipboard
- ▶ Rope, ball, balloon
- ▶ Stapler and stapler pins,
- ▶ Report paper, minute register
- ▶ Percussion instrument (dholak)
- ▶ Proceedings register

Teaching Learning Materials

- ▶ Modules (training module of sangha women)
- ▶ Flash cards on
 - Participation of only men in Gram Sabha
 - Equal participation of men and women in open meetings where women address their issues
 - Passive role of the woman pradhan where her husband takes charge of responsibilities
 - Active role of the woman pradhan

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

- ▶ Song book
 - *Ladna hai behno, yeh toh lambi ladai*
 - *Tana bana badlega*
 - *Tod tod ke bandhanon ko*
 - *Pradhani banegi meri didi dhanuli*
- ▶ Banner, *phad* or cloth banner (on Panchayat Raj Institutions), posters on the different activities of Panchayat, pictorial stories
- ▶ Case study
 - Aleru sangha case study on accessing programmes
 - Pora village president case study



- ▶ Films
 - *Gaon nahi kinhi panch ke*
 - *Raj Karengay*
 - *Hewray bazaar* (on panchayat activities in a model village)
- ▶ Television and VCR
- ▶ Resource person

Step-by-step guidance for the activity: Preparatory Phase

- ▶ Contact the sanghas
- ▶ Select the venue for training and make the logistical arrangements
- ▶ Prepare the agenda for the training
- ▶ Select the participants
- ▶ Compile existing material and make new materials where necessary
- ▶ Arrange support materials
- ▶ Make arrangements for the trainer
- ▶ Create a responsibility chart for field staff, trainers and participants
- ▶ Arrange funds for preparatory activities

Step-by-step guidance for the activity: During the training

- ▶ Make participants sit in a circle
- ▶ Conduct introductory exercises (like games in group, with songs and other methods)

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

- ▶ Discuss the assignment of responsibilities and arrangements at the beginning of the training
- ▶ Get acquainted with expectations of participants
- ▶ Create a favorable environment with subject or issue-specific songs
- ▶ Assess the knowledge level of participants on PRIs
- ▶ Get feedback from participants

Training agenda for sangha women: First phase

1. Provide information on the Gram Sabha
2. Clarify differences between the Gram Sabha and the Gram Panchayat with the help of pictures and role play
3. Divide the groups into two and discuss differences between past and present panchayats (after the 73rd amendment)
4. Provide information on the three tier panchayat structure using flow charts
5. Provide Information on the 50 percent reservation for women in Gram Panchayats (group discussion)
6. Provide information on the meetings of Gram Sabha and the need for women to participate
7. Raise awareness on the roles and responsibilities of elected representatives



Notes:

- ▶ The agenda plan can be changed according to the aspirations of the participants
- ▶ Two months after the first phase, a three day follow-up training will be conducted based on the same agenda

Training agenda for sangha women: Second phase

1. Make sangha women identify village level problems, prioritise them and train them to prepare resolutions for the same
2. Discuss on women issues and emphasize the need and importance of registering these issues in Gram Panchayat proceeding register
3. Provide information on MS panchayat core team and its roles and responsibilities

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

4. Provide information on programmes for village and women's development
5. Provide information on standing committees of the Gram Panchayat and discuss strategies to activate them

Note: Two months after the second phase, follow-up training will be conducted



During the training

1. Create a favorable environment through songs such as "tod tod ke bandhanon ko"
2. Conduct introductory exercises using games or other activities
3. Acquaint participants on
 - 'What is a Panchayat?'
 - Differentiate between new and old panchayats
 - Differentiate between the Gram Sabha and the Gram Panchayat using posters
4. Participants should present the outcomes of discussions
 - Women's reservation in panchayats
 - Rights of Gram Sabha members through group discussions and plays

Training agenda at block level

1. Provide information on standing committees of the Gram Panchayat
2. Provide information on panchayat programmes and related government departments
3. Identify local problems, specifically those related to women
4. Train women to write proposals
5. Discuss women's issues and on the importance and necessity of recording them in the panchayat proceedings register
6. Provide information on the roles and responsibilities of elected panchayat representatives
7. Discuss the responsibilities of core teams on governance of the sanghas
8. Discuss the importance of networking with departments related to panchayats and development

Panchayat Literacy for Women

Activity 2

Training for sangha women on Gram Sabha

Training agenda at district level for Panchayat core team members

1. Discuss roles and participation of sangha women, with leadership capabilities in PRIs focusing on gender discrimination
2. Provide information on the three tier panchayat structure
3. Clarify the role of Gram Sabha members in implementation of programs at panchayat level and the need to discuss the problems with government officials at district level
4. Provide information on panchayat accounts
5. Provide information on the Right To Information Act (RTI) and its use in solving the problems of the PRIs

Note: After this training, a follow-up training will be conducted within a year

Challenges

- ▶ Women being over-burdened with work have very little time for training
- ▶ Women lack family support to participate in training
- ▶ Women are unaware of the importance of participating in local governance
- ▶ Due to direct benefits being offered to the women by other agencies, it is very difficult to motivate women to attend the training sessions
- ▶ Illiteracy among women can be an obstacle in their participation
- ▶ Difficult geographical terrain hinders participation of women



Expected Impact

Impact on individual sangha woman

- ▶ Women's knowledge on PRIs will increase
- ▶ Women will become more confident on panchayat activities
- ▶ Women will develop an analytical understanding of village development
- ▶ Women will be able to access benefits of various panchayat programmes
- ▶ Women will participate on their own in the

next panchayat elections

Impact on the family

- ▶ Women will earn respect in the family due to their increased knowledge on PRIs

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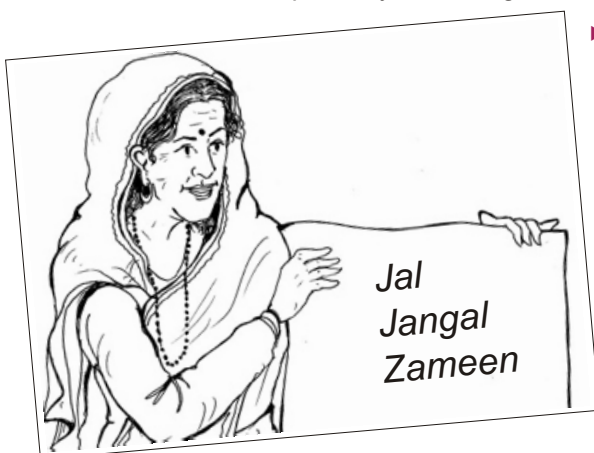
Activity 2

Training for sangha women on Gram Sabha

- ▶ Women will receive family support to participate in local governance,
- ▶ Domestic issues or problems will be placed before the Gram Sabha
- ▶ Family will motivate the women to contest elections

Expected impact on community

- ▶ Women will intervene in the panchayat committees
- ▶ Women will benefit from panchayat programmes
- ▶ Women will compel the panchayat representatives to organize panchayat meetings
- ▶ Women will raise issues pertaining to water, forests, land (*Jal, jangal, zameen*) and violence of women in the panchayat and facilitate collective solutions to address these problems
- ▶ Collective resolutions given by women in Gram Sabha will influence village development plans
- ▶ Networking with government departments by women panchayat leaders will result in benefits for the sangha



Sangha women get work under NREGA

The sangha women of Aleru village met the Panchayat Pradhan repeatedly in September 2009 regarding work and job cards being unavailable under the NREGA programme. This issue when unresolved was reported to the MS sahayogini who raised it in the Gram Sabha. The Pradhan himself was not fully aware about the fund allocations for the programme which hampered the development of the village. MS then conducted a meeting to inform the villagers and the Pradhan about NREGA and its benefits, especially for women. The sangha women prepared a resolution which was presented by a few women leaders to the block office. The proposals were of two types: for individual and community development work. As a result the Block Development Officer (BDO) allocated Rs 1, 95,000 to check soil erosion in agricultural fields. Consequently, women pleased with their success, focused on ensuring the benefits reached the very poor. After this, the women realized that they could take up any challenge. This has improved their self-confidence, planning and decision making capacities. The community, too, inspired by the success of the sangha women is now trying to avail work under NREGA.

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

Objectives

- Ensure effective participation of women in local self- governance
- Prepare EWRs imbibe a feminist ideology among the Gram Sabha women members
- Increase the analytical ability of women on governance to challenge corruption
- Develop leadership skills of EWRs for their effective political participation

Time Frame

Staffing and number of days per staff

Note: Training is conducted in seven selected Gram Sabhas in one block with 35 participants, 5 from each Gram Sabha)

MS staff	Level		District		Gram Sabha	Total no. of days
	Activity	No. of days	Activity	No. of days		
Sahayogini or village level functionary	Inform participants	2 days			7	7 GSs x 2 days = 14 days
	Training days (2 sahayoginis)	2 x 3 days = 6days				
	Days for arrangements	2 days				
Junior Resource Person	Days for arrangements	1 day				2 times x 4 days = 8 days at block level
	Training days	3 days				2 times x 3 days at district level
Cluster Resource Person (in roll out area)	Days for arrangements	1 day	Days for arrangements	1 day		4 times x 4 days = 16 days
	Training days	3 days	Training days	3 days		
Resource Person	Days for arrangements	1 day x 2	Days for arrangements	1 day		2 times x 4days = 8 days at block level
	Training days	3 days x 2	Training days	3 days		2x4 days = 8 days at district level

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

MS staff	Level		District		Gram Sabha	Total no. of days
	Block					
	Activity	No. of days	Activity	No. of days		
District Project Coordinator	Days for arrangement	1 day	Days for arrangement	1 day		2 times* 2 days = 4 days
			Training days	1 day		
External resource person						2 times x 3days = 6 days

Number of training sessions

Number of trainings in a year	Number of days per training	Total number of training days	Number of trainings at block level	Number of trainings at district level
4	3 days after every 3 months	12	2	2

- ▶ Follow up after three months of the earlier training where the lesson learnt will lead to the future training strategies
- ▶ After three months, new training is conducted with a new agenda based on the strategies
- ▶ Follow up and design future strategies

Budget (in Indian Rupees)

Items	Expenses (Block level)	Expenses (District level)
Food	6,300	7,875
Lodging	3,150	3,150
Stationery	5,000	5,000
Remuneration for Resource person	5,100	5,100
Hall	1,800	2,400
Incidental expenses	500	1,000
Travel Allowance	4,000	10,500
Printing (materials for distribution)	1,000	2,500
Total	26,850	37,525

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

Materials required

Stationary

- ▶ Chart paper , marker, cello tape, scissors, pens, note-pads,
- ▶ Rope, ball, balloons
- ▶ Stapler, staple-pins, minutes register, clip board, mat, dholak
- ▶ Proceedings register, food register

Teaching Learning Materials



- ▶ Flash card
- ▶ Module for training panchayat representatives
- ▶ Song book(*Ladna hai behno, yeh toh lambi ladaï , Sajegi toli behnon ki, Auratein uthi nahi*)
- ▶ Banner, *phad* (cloth banner), posters
- ▶ Case studies
- ▶ Films (*Gaon nahi kinhi paanch ka, Hewrae Bazaar, Sansodhan, Aahat*)
- ▶ Television

Step-by-step guidance for the activity: Preparatory phase

- ▶ Send invitation letters to EWRs
- ▶ Decide the venue and training timings according to participants' convenience and the activities of the EWRs (for example, attending Block Development Committee meetings)
- ▶ Prepare a subject-specific agenda
- ▶ Collect support material required by the resource person (Chart, marker, module on panchayat, song books, flash cards and films)
- ▶ Select MS trainers and list their responsibilities (for example, arranging food, bedding, residential facilities, medicines, stationery, travel allowance forms, food register, suggestion forms, and writing reports)
- ▶ Liaison with the external resource persons for the training and finalize requirements (supporting material, honorarium and travel allowance)

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

Step by step guidance: During training

- ▶ Allocate responsibilities and arrangements for registration for the training, food, filling up travel allowance forms, writing minutes and keeping the venue clean
- ▶ Create a favorable environment for training through introductory exercises like songs such as *khud ko aabad kiya, meri gaon ki pradhani, meri didi dhanuli, etc.*
- ▶ Inform participants about the objectives of the training



- ▶ Get acquainted with participants' expectations
- ▶ Link expectations of participants with the training agenda

Training Agenda

- ▶ Discuss the three-tier Panchayati Raj structure
- ▶ Discuss the roles, rights and responsibilities of panchayat representatives
- ▶ Provide information on the departments linked to the PRIs
- ▶ Discuss the constitution of the panchayat committees and their functioning
- ▶ Create awareness on preparing plan for the Panchayat and its implementation
- ▶ Prepare the budget
- ▶ Plan the next phase of training

Expected impact

On individual elected women representatives

- ▶ After having full knowledge on their role and responsibilities EWRs will be able to earn respect in the family and will get family support
- ▶ EWRs' confidence will increase in discharging their responsibilities
- ▶ EWRs will understand the importance of their post and will have an active role in the Panchayats

On the community

- ▶ EWRs will be able to establish an identity and earn the respect of the community

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

- ▶ There will be a positive change in the mindset of men in appreciation of the efficient work and increased awareness among EWRs
- ▶ EWRs will be able to express their opinions and suggestions freely and confidently in public fora
- ▶ EWRs will ensure effective timely implementation of functions within PRIs and will intervene if there are some irregularities

On Panchayat



- ▶ EWRs will participate on their own in the Block Development Committee meetings
- ▶ EWRs will raise village and block level problems in community meetings or *janta darbar* and other public fora
- ▶ EWRs will ensure better coordination with government departments
- ▶ EWRs will address corruption and other irregularities in the system
- ▶ The panchayat budget will be properly utilized
- ▶ EWRs will prioritize women problems and table them in panchayat proceedings

Challenges and difficulties during training:

- ▶ EWRs are unable to actively participate in the training due to dual responsibilities both at home and public arena
- ▶ EWRs often hesitate to participate in training sessions due to lack of education
- ▶ Some EWRs are unable to participate due to traditional restrictions imposed during menstruation and prevalent caste politics among non-sangha members
- ▶ Lack of family support due to patriarchy hinders participation in training sessions
- ▶ EWRs often lack awareness about the importance of their post

Difficulties

- ▶ A suitable centrally located venue is unavailable due to geographical terrain
- ▶ There is a difference in educational levels of participants
- ▶ Difficult transport conditions result in low attendance

Panchayat Literacy for Women

Activity 3

Training for women pradhans and elected ward members

- Lack of support from administration such as unavailability of government officials as external resource person affects the training
- Lack of financial support from family members to attend training results in low attendance

From Strength to Strength: Women's Increased Political Participation

Kausalya Bhatt from Pauri district contested the election and became a Pradhan in 2003. Initially she faced a lot of problems, but after becoming associated with MS since 2006 and receiving the training for EWRs, she became confident about carrying out her duties as a Pradhan. The training also sharpened her decision making powers and she solved important issues such as

1. Reunited a divorcee girl with her former family
2. Stopped alcoholism in 32 households in Gaduli village
3. Recovered 700 acres of encroached land and reforested this land
4. Helped villagers access widow pension, old-age pension, handicapped scheme, Janani Suraksha scheme
5. Intervened in case of drop-out girls and enrolled them in KGBVs

Her work at the Gram Panchayat level increased her confidence, and after completing her term successfully she contested the Zilla Panchayat elections. Winning that, she requested membership in the District Planning Committee (DPC) and has been a DPC member since May 2010. She continues to monitor the development work in her village.



Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of Elected Women Representatives

Objective

- Sensitize male family members on gender concepts to bring them in a supportive role to ensure effective participation of elected women representatives in PRIs

Time Frame

Staffing and no. of days per staff				
Days	Sahayogini	Junior Resource Person		Resource Person/ District Resource Person
				District Project Coordinator
Total number of days in 1 training + 1 follow up	3 days	4 days		3 days
		Training	2 days	
		Arrangements & Report-writing	2 days	
Total number of days in 1 training at district level + 1 follow up	3 days			4 days
				2 days
Total number of days in a year	3 x 4 = 12 days	4 x 2 = 8 days		7 x 4 = 28 days
				5 x 4 = 20 days

Note:

- There will be four training sessions in a year of which two are residential and two non-residential. Two are main training sessions and the others are follow-up sessions



- JRPs can participate in district level training sessions, if needed

Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of EWRs

Budget (in Indian Rupees)

Particulars	Block (2 days) 30 Participants		District (2 days) 35 Participants	
	Number of participants x Amount x Number of days	Amount	Number of participants x Amount x Number of days	Amount
Food	$30 \times 60 \times 2$	3,600	$35 \times 75 \times 2$	5,250
Lodging for resource persons	500×2	1,000	700×2	1,400
Lodging for participants			$35 \times 70 \times 2$	4,900
Stationery	30×25	750		5,000
Honorarium for resource person	800×2	1,600	800×2	1,600
Hall charge for training	800×2	1,600	2000×2	4,000
Travel Allowance for resource person	1,300	1,300		
Travel Allowance for participants	$300 \times 30 \times 2$	18,000	350×35	12,250
Emergency fund		2,000		1,800
Total		29,850		37,400

Resources required

Stationary and equipment

- ▶ Chart paper , marker pens, cello tape, scissors
- ▶ Pens, notepads
- ▶ Rope, ball, balloon
- ▶ Stapler, Staple-pins, paper for writing minutes, clip board, mat
- ▶ Camera
- ▶ Percussion instrument (*dholak*)
- ▶ Proceedings register, meal register

Teaching Learning Materials

- ▶ Flash cards
- ▶ Training module

Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of EWRs

- ▶ Song book (*Ek jatan aur ek bhi jatan*)
- ▶ Banner, *phad* (cloth banner), poster
- ▶ Case studies (on Jaspur Vija Devi, Kaleth, Poonam Bhandari, success stories of women whose husbands became supportive after gender sensitization)
- ▶ Films on gender sensitization (*Gaon nahi kinhi paanch ka, Aahat*)
- ▶ Television

Step-by-step guidance for the activity

Preparatory phase:

- ▶ Select a suitable date, time and venue for the training
- ▶ Contact the target audience
- ▶ Collect relevant training materials (modules, case-studies)
- ▶ Arrange accommodation (if residential)
- ▶ Make sitting arrangements (durries, chairs)
- ▶ Liaison with the resource person and discuss their requirements, including remuneration
- ▶ Arrange for food, lodging, medicines and travel allowance



- ▶ Arrange for funds in advance

During the training:

- ▶ Arrange the hall
- ▶ Maintain registers for meals and stationary
- ▶ Register participants before the training
- ▶ Report on the session
- ▶ Distribute training materials
- ▶ Ensure cleanliness at the venue
- ▶ Arrange for photo-documentation

Overall Agenda

1. Discuss the challenges to women's development
2. Discuss the division of work between men and women
3. Discuss the importance of family support for EWRs to participate in PRIs

Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of EWRs

4. Discuss the roles and rights of EWRs and their present status
5. Discuss the importance of participation of EWRs at block levels (for example, Block Development Committee meetings)
6. Distinguish for male members the difference between decision making at home and in the political arena, emphasizing the importance of EWRs to exercise their decision making authority in PRIs
7. Develop future plans and strategies for training along with participants after assessing training outcomes (Planning for next 3 months)

Time frame: First phase

- ▶ Two trainings of 2 days each should be held in this first phase
- ▶ The first phase will focus on the following agenda items:
 - Challenges to women's development



- Division of work between men and women
- The difference between decision making at home and in politics
- Participation of EWRs in block meetings, especially Block Development Committee meetings
- Develop future plans and strategies for training along with participants after assessing training outcomes
- ▶ A follow-up training should be conducted after three months

- ▶ A second follow-up should be conducted after three months if necessary
- ▶ After the first phase, training outcomes should be evaluated based on which the follow-up and the second phase should be planned

Time frame: Second phase

- ▶ Two trainings of 2 days each should be held in the second phase
- ▶ The second phase will focus on the following agenda items:
 - Roles and rights of EWRs
 - Family support to enhance participation of EWRs in PRIs
 - Develop future plans and strategies for training along with participants after assessing training outcomes

Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of EWRs

- ▶ A follow-up training should be conducted after three months.
- ▶ A second follow-up should be conducted after three months if necessary

Challenges and difficulties during training

Challenges

- ▶ Men often don't take trainings seriously.
- ▶ Men are wary of the progress of women. They often threaten or offer bribes to staff not to conduct the training
- ▶ Men often start unnecessary arguments and waste the time of the trainer by digressing the subject
- ▶ Men try to dominate or are not motivated to attend if the trainer is a woman.
- ▶ The presence of clashing groups in the village hinders participation during training
- ▶ Men do not attend the entire session due to lack of understanding of the importance of the training
- ▶ The prevalent patriarchal ideology hinders to bring change in the mindset of men

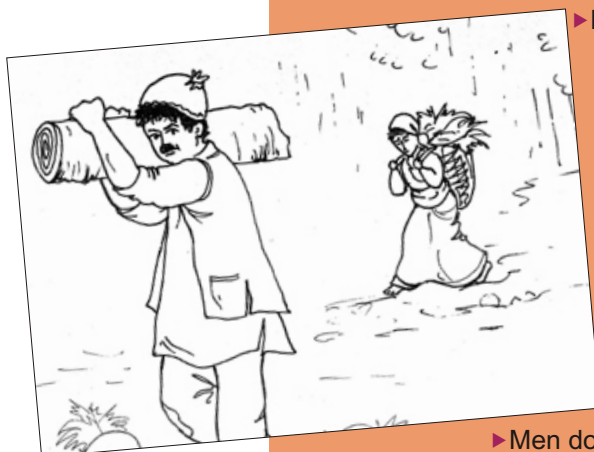
Difficulties

- ▶ Men consider themselves all-knowing, virtuous and tend to dominate discussions
- ▶ Community members often de-motivate male family members of EWRs who are supportive of women in PRIs
- ▶ There are always some participants who are unwilling to work with the community members due to their own vested self-interest
- ▶ It is difficult for the women workers to motivate men to participate in trainings
- ▶ Some men spread rumours about MS functionaries and trainees which has repercussions on the training

Expected Outcomes

On individual EWRs

- ▶ Male family members of EWRs will become more supportive and help women in domestic work



Panchayat Literacy for Women

Activity 4

Training for husbands and male family members of EWRs

- ▶ All family members will become respectful towards the EWR's and support their activities in the panchayat
- ▶ Women will play a key role in decision-making within the family such as family finances, house construction and other issues of importance

On the system

- ▶ After the training, men will work towards sensitizing government officials on women's issues



- ▶ Men will encourage EWRs to actively participate in panchayat activities and play a role in reviving the standing committees of the panchayats
- ▶ After the training, men will act as a pressure group on the administration to reduce the hindrances faced by EWRs in performing their responsibilities
- ▶ Trained male family members will no longer object to women attending meetings, training sessions and other activities

On the community

- ▶ After the training, male family members of EWRs will play a constructive role in the village and encourage other men to allow women of their families to participate in social and development activities

Rising from the shadows

Vijaya Devi (Jaspur Gram Panchayat, Tehri district) won the panchayat election and became the pradhan from a reserved seat for women. However, her husband took charge of all her responsibilities as Panchayat Pradhan. He actively participated in the Gram Sabha and block meetings. He even carried the rubber stamp in his pocket. Vijaya Devi was a mere signatory. After attending the training programme arranged by MS for the elected representatives and their husbands, Vijaya Devi's husband realised that his main role as a husband was to ensure that the woman representative was able to fulfil her responsibilities as an elected member of the panchayat instead of interfering in her responsibilities. He also realised that Vijaya Devi needed his support at home, in carrying out the domestic work, rather than in political work. Today he takes care of the household work and children during Vijaya Devi's absence when she attends Gram Sabha meetings or visits the block for panchayat work. She feels that her husband has played a crucial role in turning her into a sincere, hard working pradhan in her block.

Panchayat Literacy for Women



Enabling Factors

- ▶ Gender sensitization is conducted following the principles and ideology of the MS programme
- ▶ Continuous capacity building, commitment and expertise of the MS staff are key elements of programme success
- ▶ Improved service delivery through PRIs leads to higher trust of women and the community in the programme
- ▶ The programme is flexibly structured to develop a positive image, transparency, improved skills and address a range of issues.
- ▶ Women elected representatives serve as role models to motivate other women to participate in PRIs
- ▶ The programme functions systematically which includes regular planning, monitoring and evaluation
- ▶ Support from the Village Development Officer, Block Development Officer (BDO), Assistant Development Officer (ADO), Social Welfare Officer, District Panchayat Raj Officer (DPRO), the Education Department and gender sensitized male members adds legitimacy to the programme
- ▶ Collaboration with Non-Governmental Organizations and Self-Help Groups such as Prayas, Jalagam, Aman, Sri Bhuvneshwari Mahila Ashram(SBMA), Sahbhagi Shikshan Kendra(SSK) and Sahyog provides a wide range of expertise on governance

Challenges and Strategies

Challenges	Strategies
To bring the family members of EWRs in a supportive role	Provide gender training to male family members of the EWRs to increase awareness of the work of EWRs and to build support for them
It is difficult to train EWRs on panchayat budget and programmes	Provide on-going training on Panchayat plans and budget preparation to EWRs
There is a higher workload on women due to migration of men	Organize training sessions according to the schedule of women's work
Lack of human resources like Village Development Officer for effective functioning of the PRIs at the grassroots	Plan for cooperation with Village Development Officer and form pressure group of EWRs to raise their demand to support PRIs and EWRs
Honest and hard-working EWRs face constant pressure from political parties	Facilitate women to act as a pressure group to support and elect women candidates
Political parties use caste and power politics to create divisions among EWRs	Build capacities of EWRs to rise above the party politics and work for village development
During elections, opposition parties offer bribes and use their political influence so it is a challenge to get eligible women elected into the panchayat	Raise awareness on the harmful effects of bribes given by political parties through community awareness campaigns

Panchayat Literacy for Women

Short term expected outcomes

- ▶ Change in community thinking and perspectives
- ▶ Coordination between community and the panchayat
- ▶ Ensure participation of sanghas with panchayat on village development
- ▶ Community is inspired to elect capable candidates
- ▶ Increase in participation of community in open GS meetings and resolutions will be prepared based on village needs
- ▶ Increase in nomination of women in the PRIs
- ▶ Elected representatives will be aware of their roles and responsibilities
- ▶ Panchayat will become sensitive to women's issues and discuss them in the GS meetings

Long term expected outcomes

- ▶ Increase in participation and intervention of women in political leadership
- ▶ After implementing the Panchayat Literacy programme problems faced by backward, marginalized and women will be discussed in the PRIs who will work for their benefit
- ▶ PRIs will become sensitive, transparent and less corrupt
- ▶ Intervention of women in PRI policies
- ▶ Panchayat will understand the importance of natural resource (water resources, dry land, forest, land) and plan for its conservation and regeneration
- ▶ Panchayats will work for the economic development of the community
- ▶ Women's capacities will be built on budget preparation and planning
- ▶ Panchayats will emerge as institutions of local self governance
- ▶ Capable candidates will emerge in future elections
- ▶ The notion of the PRI as a male dominated institution will change
- ▶ Women's participation will increase in all political levels



Panchayat Literacy for Women

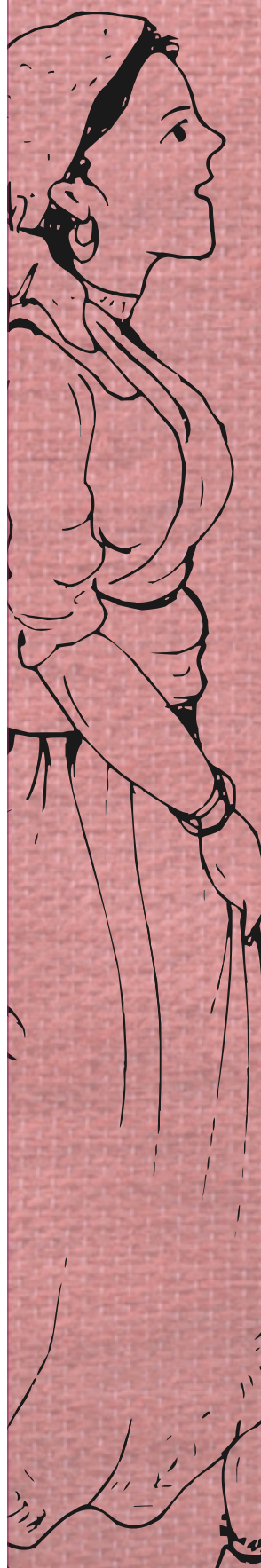
Tips for trainers

Dos

- ▶ Develop a clear understanding on the subject
- ▶ Observe the rules and regulations formulated for the workshop
- ▶ Be sensitive towards the participants
- ▶ Use simple, local language
- ▶ Maintain the time frame of the training
- ▶ Keep objectives of the training for each activity in mind
- ▶ Specify the objectives of the training to participants
- ▶ Make the training session interesting with the help of games, films, plays, role-plays and flash cards
- ▶ Pay attention to every participant
- ▶ Treat all participants equally
- ▶ Ensure active participation by all participants in the training
- ▶ Prepare agenda of the training according to the capability and expectations of the participants
- ▶ Conduct the training keeping participants' expectations in mind
- ▶ Enquire the reason of non-participation from inactive members in the training
- ▶ Ask participants for feedback at the end of the training
- ▶ Identify interested men who can help in the training of men
- ▶ The trainer should be sensitive to each participant and play a mediating role during arguments between participants
- ▶ Review the activities done at the end of each day of training

Don'ts

- ▶ Do not organize the training during the peak working seasons (for example, during harvesting)
- ▶ Do not organize the training during panchayat sessions
- ▶ Do not switch to lecture-mode and monologues
- ▶ Do not use difficult words
- ▶ Do not use difficult case-studies
- ▶ Do not provide incomplete information
- ▶ Do not make the training sessions tedious
- ▶ Do not focus attention only on a few participants
- ▶ Do not reprimand the participants
- ▶ Do not use mobile phones during training
- ▶ Do not waste time in unnecessary discussions and arguments.
- ▶ Do not interrupt the participants: the trainer must always listen to the participants first and then present his/her view
- ▶ Do not digress from the main agenda of discussion during the training



Panchayat Literacy for Women

Roles and Responsibilities

Village level field staff (Sahayogini or Cluster Resource Person)

- ▶ Select those Gram Sabhas for the training where the EWRs are less active
- ▶ Conduct a survey in the selected Gram Sabhas
- ▶ Prepare profiles of women representatives in the Gram Panchayat
- ▶ Establish contact with the elected representatives, their family members and the community
- ▶ Organize planning and review meetings
- ▶ Plan cluster level trainings and communicate these plans to block and district staff
- ▶ Understand the requirements of the panchayat and prepare the capacity building plan accordingly
- ▶ Select women with leadership qualities from the panchayats to form the core team in the sangha
- ▶ Organize community meetings with men and women
- ▶ Document the panchayat activities
- ▶ Train women to network with different department as per need



Block level field staff (Junior Resource Person)

- ▶ Monitor and evaluate panchayat related activities
- ▶ Plan and guide field staff at cluster and village levels
- ▶ Organize trainings at the cluster and block levels and make all necessary arrangements
- ▶ Network with Block Development Officers and Assistant Development Officers
- ▶ Collect support materials related to panchayat activities
- ▶ Conduct training to develop panchayat core team as trainer
- ▶ Form a collective of EWRs at the block level
- ▶ Request trainings and external resource persons from the district level
- ▶ Document the panchayat trainings at the block level

District field staff (District Resource Person)

- ▶ Organize capacity building programme for staff on panchayat literacy
- ▶ Act as a link between functionaries from field to block level and guide them in their functions
- ▶ Organize need-based training and workshops for the EWRs at the district level

Panchayat Literacy for Women

- ▶ Network with non-governmental organizations and government departments and help the women and EWRs for the same
- ▶ Document and publish materials for panchayat literacy
- ▶ Monitor the training being conducted for EWRs and evaluate the work of the block, village level staff
- ▶ Organize training for male relatives of EWRs to bring them in a supportive role
- ▶ Ensure availability of material at block and district levels for panchayat training
- ▶ Collect and compile information about various schemes at panchayat level and related government departments and provide it to field staff and the community



District Programme Head (District Project Coordinator)

- ▶ Start panchayat literacy training at the district level based on a needs-assessment and critical evaluation of suggestions from field staff
- ▶ Plan and coordinate the Panchayat Literacy programme taking the advice of the State Project Director
- ▶ Maintain good rapport with district departments by continuous networking
- ▶ Guide all staff in the district
- ▶ Document, prepare modules and publish relevant materials for the Panchayat Literacy programme
- ▶ Help plan, monitor and evaluate the training
- ▶ Liaison with external resource persons
- ▶ Coordinate with government and non-governmental organizations like Sri Bhuvneshwari Mahila Asharam (SBMA), AMAN, CARE Uttarakhand to make the Panchayat Literacy programme more effective
- ▶ Arrange financial support and organize the audit for the Panchayat Literacy programme

State staff (State Resource Person)

- ▶ Maintain regular exchange of ideas and information between the district and state staff regarding the Panchayat Literacy programme
- ▶ Develop broad based strategies to enhance women's political participation and ensure follow up in the districts
- ▶ Organize capacity building of district level representatives
- ▶ Provide latest information to districts by networking with government and non-government agencies
- ▶ Ensure training modules prepared in one district are available to other districts in the state

Panchayat Literacy for Women

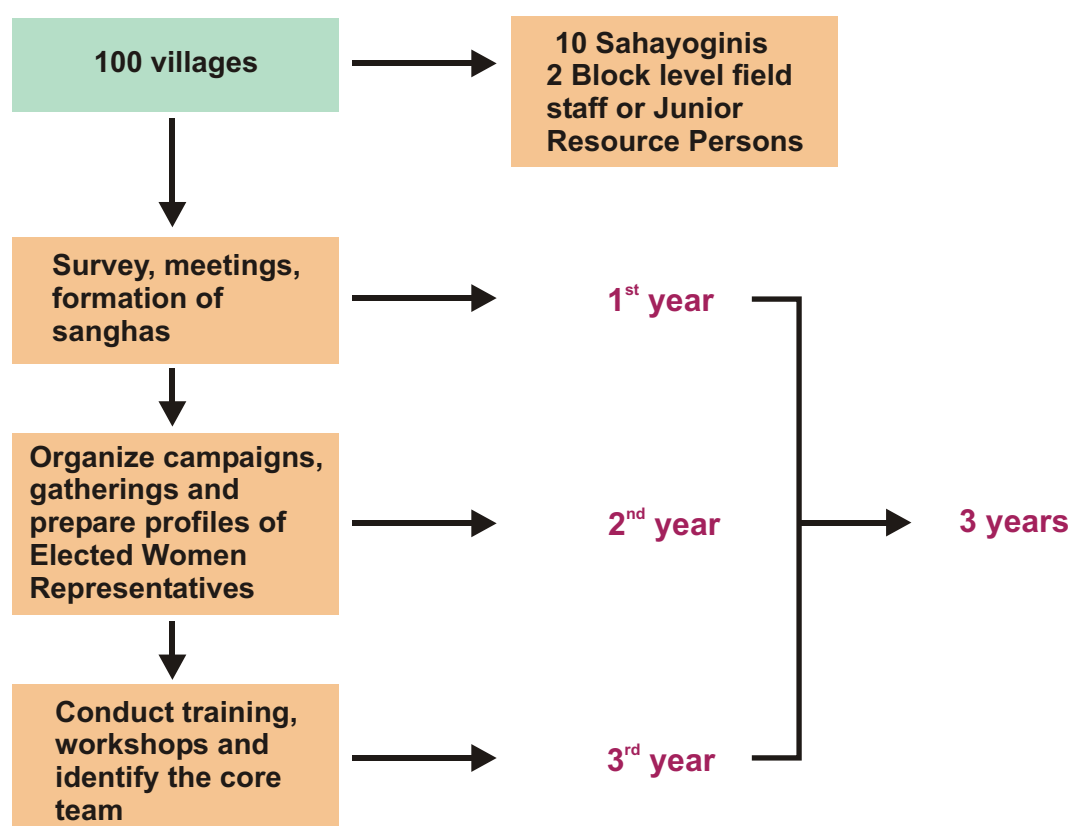
- ▶ Organize need-based training for staff at regular intervals
- ▶ Document panchayat related information

State Programme Head (State Project Director)

- ▶ Arrange funds for implementing the programme
- ▶ Monitor panchayat related activities of every district and guide all staff at regular intervals
- ▶ Make necessary plans at the state level and ensure its implementation
- ▶ Take part in programmes of Non-Governmental Organizations and government departments working on PRIs and collaborate with them
- ▶ Advocate at the state level to improve the situation of PRIs and EWRs
- ▶ Ensure MS philosophy is built into all programme strategies and activities

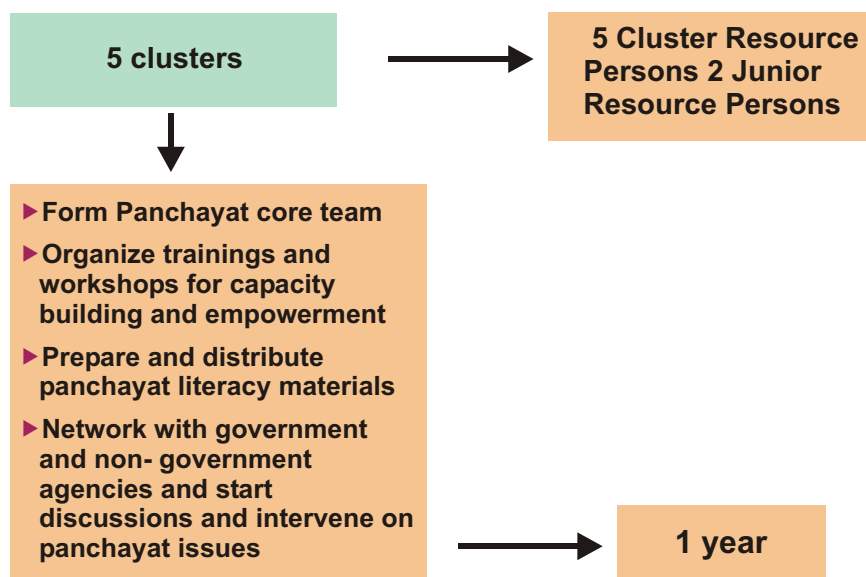


Roll-out Plan: Village Level

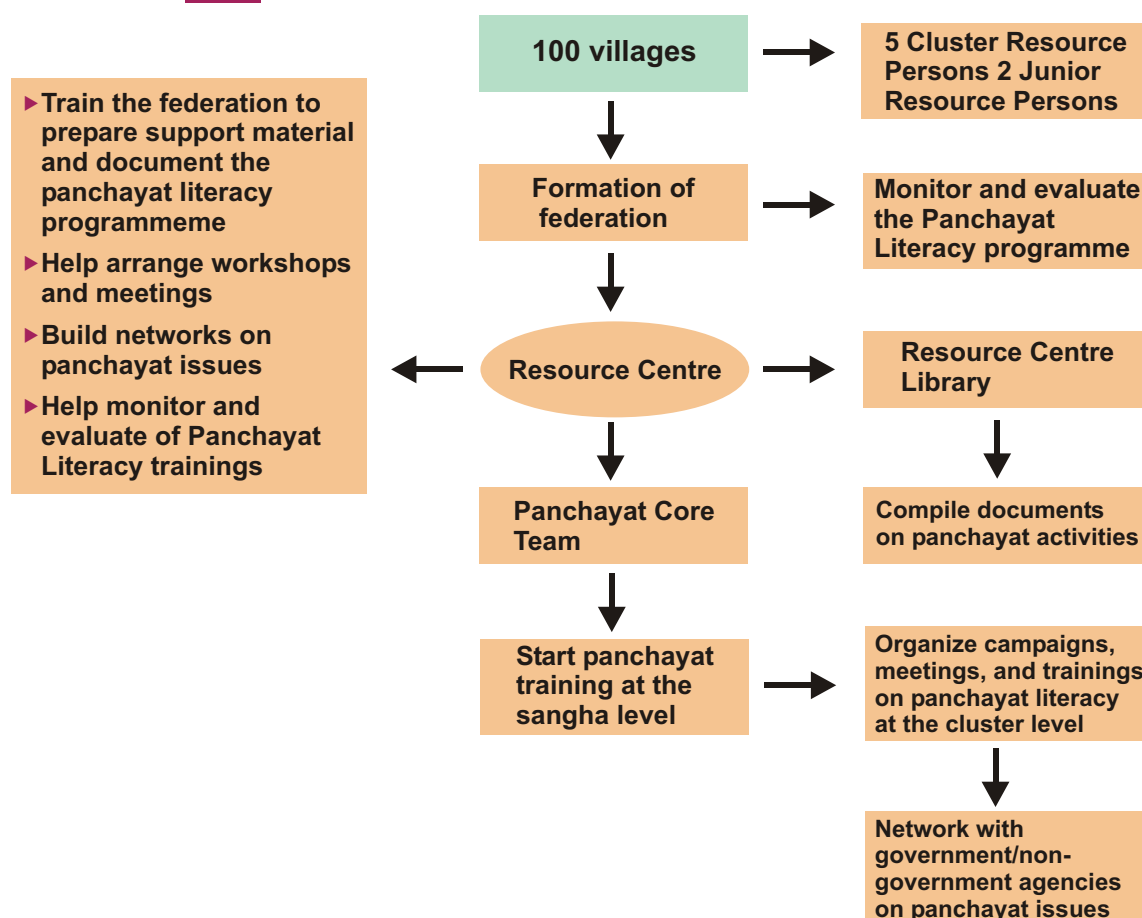


Panchayat Literacy for Women

Roll-out Plan: Cluster Level



Roll-out Plan: Block Level



Panchayat Literacy for Women



List of Attachments

Resources	Source
Song books	MS Uttarakhand
1. <i>Ladna hai behno, yeh toh lambi ladai hai</i>	
2. <i>Tana bana badlega</i>	
3. <i>Tod tod ke bandhanon ko</i>	
4. <i>Pradhani banegi meri didi dhanuli</i>	
5. <i>Sajegi toli behnon ki, Auratein uthi nahi</i>	
Case studies	MS Uttarakhand
1. Aleru sangha case study	
2. Pora Village President case study	
Flash cards	Included in toolkit
1. working pradhan husband	
2. working women pradhan	
3. only men participation in open meetings	
4. equal participation of men and women in open meetings and women making her point	
Film	MS Uttarakhand
1. <i>Gaon nahi kinhi panch ke</i>	
2. <i>Raj Karengay</i>	
3. <i>Sansodhan</i>	
4. <i>Aahat</i>	
5. <i>Hewray bazaar</i>	Included in toolkit
Cloth banners (<i>phads</i>) on panchayati Raj	Included in toolkit
Posters	Included in toolkit
1. Activities of Panchayat	
2. Campaign before election	
Modules on Panchayat Literacy	MS Uttarakhand
Sample ballot paper	Included in toolkit

Panchayat Literacy for Women



Glossary

ADO	Assistant Development Officer
BDO	Block Development Officer
Cluster	Collective of 3-5 villages
CRP	Cluster Resource Person
DPC	District Project Coordinator
DPC	District Planning Committee
DRP	District Resource Person
DPRO	District Panchayat Raj Officer
EWR	Elected Women Representative
Federation	Collective of sanghas
GP	<i>Gram Panchayat</i>
GS	<i>Gram Sabha</i>
<i>Jal jungle aur zameen</i>	Issues on forest, water and land resources
<i>Jattha</i>	Campaign
JRP	Junior Resource Person
KGBV	<i>Kasturba Gandhi Ballika Vidyalaya</i>
MS	Mahila Samakhya
NGO	Non-Governmental Organization
MNREGA	Mahatama Gandhi National Rural Employment Guarantee Act
<i>Nukkad natak</i>	Street play
<i>Phad</i>	Pictorial cloth banner
<i>Pradhan</i>	Chair person of Gram Panchayat
PRI	Panchayat Raj Institution
<i>Sangha</i>	Collective of women at village level
<i>Sahayogini</i>	Village level functionary
<i>Sarpanch-Pati</i>	Husband of woman Chairperson
SRP	State Resource Person
SPD	State Project Director
VDO	Village Development Officer
<i>Zilla Parishad</i>	District Council

Panchayat Literacy for Women



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