

Beijing Unfettered

Workshop Guide Online



awid

The Association for Women's Rights in Development (AWID) is a global, feminist, membership, movement-support organization. We support feminist, women's rights and gender justice movements to thrive, to be a driving force

in challenging systems of oppression, and to co-create feminist realities.

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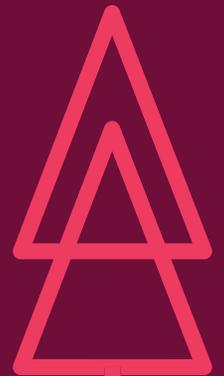
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1. Introduction

2020 marks the 25th anniversary of the Fourth World Conference on Women, and the adoption of the Beijing Declaration and Platform for Action - a historical moment for women's rights. Several global, regional and local events, organized by the United Nations, governments and civil society, are taking place to celebrate this anniversary.

At AWID, we are mobilizing with feminist movements around the globe. Led by young feminists, we are co-creating and articulating our feminist realities, demands and agendas through a project we call **Beijing Unfettered.**

Beijing Unfettered reflects on current contexts and articulates radical perspectives on transformative changes and feminist realities that are created, lived and practiced by young feminists.

Beijing Unfettered is creating spaces for deep discussions and exchanges - and we want you to be a part of it!

We present virtual and in-person workshop methodologies to help you organize a Beijing Unfettered workshop in your community, collective or movement.

We commit to doing our best to amplify bold, creative and visionary ideas and voices on the road to Beijing +25/Generation Equality Forums and beyond!

In solidarity,
AWID

1.1. How to Use this Toolkit

This is an easy-to-use guide for facilitators who want to organize **Beijing Unfettered** workshops with their groups, networks or collectives. The methodology consists of two parts: a single four-hour **in-person workshop** and a two-hour **online workshop**. Both share similar structures and content, with suggested adaptations to better fit each format.

You will also find detailed information for each activity, along with their objectives, proposed steps

and annexes when needed. The structure and pace of each activity is intended to engage participants and help them envision and articulate bold and transformative feminist agendas.

Our hope is to co-create a process that amplifies the voices of young and inter-generational feminist collectives around the globe. These methodologies are intended to provide a common structure for such conversations.

Key recommendations for applying the toolkit:

- ☛ **Make this guide your own.** Feel free to modify, add, clarify, expand and move things around. Do whatever is necessary to own the methodology so that the workshop has a greater impact on your group.
- ☛ **Get a co-facilitator.** It is always beneficial (and more fun!) to have two (or more) people with complementary skills leading the training.
- ☛ **Bring an intersectional feminist perspective.** Explore and acknowledge how different identities and systems of power (such as race/ethnicity, class, gender, ability and sexual orientation) impact group participants, and adjust content and methodology accordingly.
- ☛ Engage the group to **collectively hold a welcoming, appreciative and caring space for everyone in the room.**
- ☛ **Enjoy yourself!**

So you've organized a Beijing Unfettered workshop, what now?

Please share your results with AWID via our [documentation form](#) and follow us on social media for updates. We will analyze all the feedback and share key messages in the course of the 2020-2021 years via various creative formats.





2. Methodology for an Online Beijing Unfettered Workshop

Time: This workshop is planned for two hours.

An interactive slideshow will be used to guide the flow of the workshop. This will allow participants to actively participate while putting their inputs into a shared online document. However, you can adapt the slideshow in any way that works for your workshop.

If you have participants that are not able to connect with Google drive (because they don't have a Gmail email address or because they are calling in to the workshop with their telephones), they can still contribute by writing directly into the chat or by sharing their inputs orally, which the facilitator can then record in the slides.

2.1 Preparations for an online workshop

2.1.1. Logistics

› *Choose platform for the call*

We acknowledge that selecting an online platform is connected with questions around digital security and accessibility, which may vary based on the country, needs of communities and individuals engaged.

Therefore, we suggest making a decision regarding the platform together with your participants.

Ask your participants which platforms are most accessible to them. You can suggest some of the following platforms : jitsi, zoom, skype etc. Choose an optimal platform based on the accessibility needs of your participants. When you decide on a platform, ensure that the platform links are circulated among your participants before the meeting.

Keep in mind that the Beijing Unfettered workshop methodology requires group work, for which you need a platform that allows you to divide your participants into smaller groups.

- Zoom can give you the opportunity to split into breakout rooms.
- Jitsi does not have a feature of splitting into groups, though you can have few links[(one for a collective call and a few others for group works, the number of these links would depend on the number of categories of change you select).
- If you are using Skype: you will need more time to create the small groups because you will need someone in the group who can host all the contacts and start the call. Our recommendation will be that you collect the following information in advance and keep it on hand:

2. Methodology for an Online Beijing Unfettered Workshop

- » All participants' Skype contacts
- » A list of the members of each group
- » A designated lead in each group who will have the Skype contacts of everyone in their group

› *Choose a collective brainstorming tool*

You can use collective brainstorming tools such as [Padlet](#) or [Miro](#) to write down and map out what your participants will share.

It can be an excellent way of documenting and visualizing your co-working process, which will help you summarize results of your workshop and support

you for the final documentation and reporting process. As for the participants, the tool can be a great support during the group work. The tool can ensure that everyone has access and ownership in the process of collective thinking.

Before the workshop, check some of the tools mentioned above and choose one that makes most sense for you. Sign up and get to know the platform better, get familiar and practice it beforehand.

- * **Make sure you share a link and give access to the tool to all participants prior to the meeting. Ask them to sign up for the platform as well**, since registration is required before granting the access.

2.1.2. Choice of Categories

One of the activities during the workshop will invite participants to articulate the changes we strive for in order to co-create a feminist world for all. In order to open space for reflections and to structure the conversation, we offer the following eleven categories of change .

Categories of change:

1. From Climate Crisis to Climate Justice
2. Local to Global Governance¹
3. Transformative Justice and Accountability
4. Peacebuilding and De-militarization
5. Common Goods and Resources for Communities and Movements
6. Education, Health and Public Services
7. Bodily Autonomy and Integrity, Gender Identity, Sexuality and Pleasure
8. Disrupting and Dismantling Systems of Oppression²
9. Freedom of Movement and a World Beyond Borders
10. Digital Communications, Technology and a Feminist Internet
11. Feminist Organizing and Movement-building

Collectively selecting categories of change before the workshop will ensure better use of your time during the online meeting, and it will give a sense of ownership over the process to the participants.

If the group has specific interests, for example climate justice, we encourage you to still review the list and select additional categories which you find most relevant to your primary theme and the group members.

› Here are some process-related suggestions:

Ensure that participants have an opportunity to review the following list of proposed categories of change and **choose top priorities for discussion before the online workshop.**

Depending on your preferred process of selecting categories of change and narrowing down your list, you can use various online tools to make a collective decision. We recommend using google forms or surveymonkey for voting. If your participants have trouble accessing the polls, give them an option to share their preferences via mail or message. Ensure you give **a clear deadline** for participation in the voting process.

Before the online workshop, present the categories of change via email and explain that this list builds on the ideas generated in international feminist meetings, such as Women Radically Transforming a World in Crisis - a framework for Beijing +25 shaped at a strategy meeting of feminist activists in Mexico City in August 2019.

1 Encourage thinking beyond the nation-state and consider alternatives to the multilateral system.

2 Consider systems most relevant to you, such as patriarchy, cis-hetero-normativity, white supremacy and racism, capitalism, colonialism and neo-colonialism, ableism, and caste- and class-based oppression.

Remind participants that while we are suggesting these categories, every way of categorizing the world is to be questioned! You can create your own categories and framing. Don't hesitate to open the space, encourage participants to think outside of these boxes and create new ways of viewing, understanding and building the world.

Invite participants to identify **at least three categories** that they would want to most focus on during the online workshop. It is important to note that they are not trying to identify any of these categories as more important or urgent than any of the others, rather - taking into account the time limitations - we are just trying to focus the conversation for this day.

The number of categories in your shortlist depends on the number of your workshop participants.

The 3-4 categories agreed on can be taken for deeper analysis during your online workshop. You can team up your participants for group work based on these categories.

When you know the results of the selection process, make sure you share them with participants, acknowledge their time and your collective decisions.

2.1.3. Useful Resources

Note for facilitators: in the last section of this methodology document you can find additional resources on holding an online meeting, facilitation guides, tips for making your workshop inclusive and more. We suggest taking a look at it if you are interested in exploring more tips.



Checklist for facilitators before the workshop:

- ☛ Make sure you give access to all links used during the workshop
 - Link of the online platform you chose for the call
 - Link of the collective brainstorming tool
 - Link of Beijing Unfettered Presentation
- ☛ Send the following information to the participants prior to the online meeting
 - The date and time of the workshop
 - List of shortlisted categories
 - Any additional reading material you find relevant and interesting for participants to have before the workshop

2.2. Proposed Structure

Time	Content	Objective	Technique
20 mins	Activity 1: Welcome and Introduction	Share housekeeping instructions Present the workshop and the Beijing Unfettered project	Housekeeping instructions (slide 3) Workshop presentation (slides 4-5)
20 mins	Activity 2: Meeting and Connecting	Enable participants to get to know and connect with each other, as well as promote an open and trusting environment for the workshop.	Participant's presentation (slide 6) or the collective brainstorming tool
65 mins	Activity 3: The Changes that Need to Happen: From our Dreams to Collective Agendas	Articulate the changes we strive for in order to co-create a feminist world for all.	Breakout Rooms (Slides 7-11) Or collective brainstorming tool
15 mins	Activity 4: Closing the Workshop	Close the session, explain how we'll feed the content from this workshop into the Beijing+25 process, and express gratitude to the participants.	
After the call 10-20 minutes	Activity 5: Documenting the workshop	In order to share your results, please complete the documentation form after you finish the workshop	Documentation form

2.3. Details of Activities for the Online Workshop

Activity 1: Welcome and Introduction	
 OBJECTIVES <ul style="list-style-type: none"> • Set housekeeping instructions • Present the workshop and the Beijing Unfettered project 	 TIME 20 minutes
 MATERIALS NEEDED	
Interactive Slides 3-5	

Note: [Link of slideshow](#).

Step 1 Set up the virtual room

While participants are getting on the call, informally welcome them and share basic instructions about how to use the platform, including asking participants to check their microphones. Share the interactive slideshow that you will be using during the online call so that everybody can access the document.

Step 2 Present yourself, the Beijing Unfettered process and this workshop

Formally welcome participants to the workshop, acknowledging their commitment and dedication to attending the session. Briefly introduce yourself and the other facilitators, as well as your organizations. Present the agenda for the workshop, and check that everybody has access to the presentation and is able to follow the screen.

Set some housekeeping instructions

We suggest some basics, adjust them and add any relevant points for you:

- ☞ One person speaks at a time;
- ☞ When not speaking, mute your mic;
- ☞ If participants want to speak or have a question or comment, ask them to indicate it in the comment box or raise their hand;
- ☞ Suggest to turn off videos if you have unstable internet connection;
- ☞ Allow participants to turn on their videos during introductions, or if they prefer to keep it on during the meeting;
- ☞ Ask your participants not to speak too fast, so that everyone understands and follows the conversation;

- ☞ Hold the space together with respect, compassion and love;
- ☞ Recognition of and respect for the diversity in the room (identities, culture, backgrounds, abilities, ideas);
- ☞ Self and collective care - compassion, generosity and solidarity ;
- ☞ Openness to hear and learn from each other;
- ☞ Being aware of the space we take;
- ☞ Being aware of power structures in the world and in the room;
- ☞ Being ready to challenge our own assumptions;
- ☞ Being patient and gentle remembering the language challenges.

* Ask your participants if these suggestions make sense and if they would like to change or add new points.

Present the information and rationale for the Beijing Unfettered process. Explain why you feel it is important for feminist movements to engage with it.

What is Beijing Unfettered?

- 2020 marks the 25th Anniversary of the Fourth World Conference on Women and the adoption of the Beijing Declaration and Platform for Action. The events surrounding the anniversary provide local and global spaces for feminist movement-building and organizing across borders.
- Beijing Unfettered is a global movement-engagement process offered by AWID to young feminists and young feminist movements to exchange and articulate their visions, demands and agendas. It is a 100% movement-led process, entirely independent of any formal UN process or institution.
- This workshop is an invitation for feminist movements led by young feminists around the globe to co-create and articulate our feminist

Beijing Unfettered

2020 marks the 25th Anniversary of the Fourth World Conference on Women and the adoption of the Beijing Declaration and Platform for Action. The events taking place surrounding the anniversary provide important global spaces for feminist movement building and organizing.

This workshop is an invitation for feminist movements around the globe, to co-create our global feminist demands and agendas, led by young feminists. The Beijing Unfettered will be used as reference to underpin our strategic communications and advocacy into 2020 and beyond.

Beijing Unfettered



Beijing Unfettered is a global movement-engagement process offered by AWID to young feminists and young feminist movements to exchange and articulate their visions, demands and agendas. It is a 100% movement-led process, entirely independent of any formal UN process or institution.

visions, demands and agendas. The Beijing Unfettered project will amplify these visions through advocacy and strategic communications in 2020-2021 and beyond.

Activity 2: Meeting and Connecting

 OBJECTIVES	 TIME
Enable participants to get to know and connect with each other, as well as promote an open and trusting environment for the workshop.	20 minutes
 MATERIALS NEEDED	 TECHNIQUE
Interactive Slide 6	Participant's Journey

Invite participants to quickly introduce themselves (no more than three minutes per person!), by sharing:

- Name
- Gender pronouns
- City/town/village and country, if appropriate
- Organization/movement they identify with
- A key moment in their feminist journey (something that they are comfortable sharing with the rest of the group)

Start nominating someone from the list of participants to go first and start introducing themselves. You can use the list of participants to make sure that everyone has a chance to speak.

You can also use the collective brainstorming tool you pre-selected prior to the meeting.



Ask participants to create sticky-notes and present themselves there as well [Name, gender pronoun, city/town/village and country if relevant, organization/movement they identify with]. This will help you and your participants to visualize the participants on the call.

Activity 3: The Changes that Need to Happen: From our Dreams to Collective Agendas

 OBJECTIVES	 TIME
Identify the changes that need to happen to co-create a feminist world for all.	65 minutes
 MATERIALS NEEDED	 TECHNIQUE
Collective brainstorming tool; or Interactive Slides 7 to 11 (the number of slides may change depending on the number of small groups)	Breakout rooms

Building on their visions and experiences, participants will be invited to **identify the changes that need to happen - and those already underway!** - in the categories they selected. The participants will be divided into three (or more, depending on the number of participants) smaller groups.

STEP 1 Presenting Pre-selected Categories of Change (5 mins)

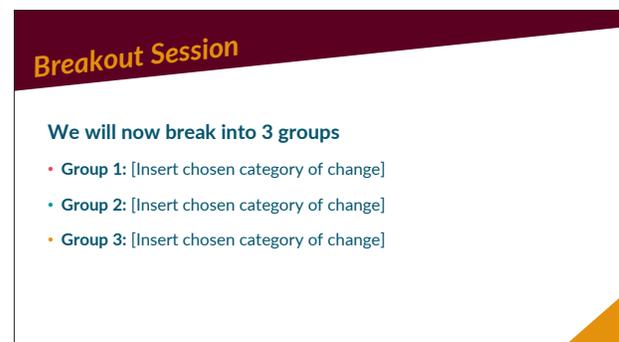
Briefly reflect on the process of collectively selecting categories of change for your workshop, share the results, as well as tools used for creating the shortlist and who participated in the selection process.



Note that shortlisted categories are not more important or urgent than any of the others, rather - taking into account the time limitations - we are just trying to focus the conversation for this day.

STEP 2 Dividing the Group into Breakout Rooms (5 mins)

Participants will be divided into three or more groups, depending on the number of participants. Insert pre-selected categories of change in Slide 8, so that participants decide which group to join.



Explain that they will split into small groups for the next 20 minutes to discuss and then they will come back to the collective call.

Suggest that they keep time and choose someone who will report back the results of group brainstorming to all participants.

- **If you are using Zoom:** [Here](#) is a great guideline on how to divide the groups in the platform (again, thanks to [Training for Change](#) for this tool!).
- **If you are using Jitsi:** you will need to create links per group, you can insert them in Slide 8, so that participants join them directly
- **If you are using Skype:** you will need more time to create the small groups because you will need someone in the group who can host all the contacts and start the call. Our recommendation will be that you collect the following information in advance and keep it on hand:
 - » All participants' Skype contacts
 - » A list of the members of each group
 - » A designated lead in each group who will have the Skype contacts of everyone in their group

STEP 3 Small Groups: The Changes that Need to Happen (20 mins)

Depending on the categories selected by each group, and inspired by their visions and discussions, participants will be invited to collectively identify the

changes that need to happen in those categories, and the changes that are already happening, as we co-create and model the world that we envision - through our activism, relationships, and communities. Encourage the participants to reflect on a broad range of changes - present and future, small and big, those in our power and those that seem far away.

Changes that need to happen:	
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

They will complete one table for each of the categories.

STEP 4 Reporting Back and collective reflections (35 minutes)

Welcome the participants back to the collective virtual "room". If the small groups were on Skype or jitsi, make sure you contact the designated group lead from each group to remind them that it is time to come back. If they are using Zoom, they will receive a pop-up message indicating that it is time to return to the main group one minute before the agreed time.

Invite each of the groups to present results of their brainstorming, sharing their inputs on each of the categories that they selected.

Give 5-7 minutes to each group to present key points. Ask all participants to share if they think there are any points they would like to add to what was already presented and if they have any thought they find important to be shared in this regard. Make sure others also have space to contribute to the presented category of change. Keep a record of all additional brainstorming that will happen.



Documentation!

Please make sure to document the group notes and the chat logs made during the group discussions. It will help centralize the results of your workshop, which you can share back with all participants and AWID.

Activity 4: Closing the Session



OBJECTIVES

Close the session, explain how the content from this workshop will feed into the Beijing +25 process and express gratitude to the participants.



TIME

15 minutes

Share with participants how the formal Beijing +25 process will continue and explain that the aim of Beijing Unfettered is to infuse the process with bold feminist voices and ideas. Remind them how their contribution in this workshop will nourish the co-creation of global feminist agendas.

Ask your participants to describe how they feel about the workshop in one word. They can verbalize it or write in the chat.

Express your gratitude to the participants for their generosity in sharing their knowledge, energy and willingness to learn and exchange with others

Activity 5: Documenting the Workshop

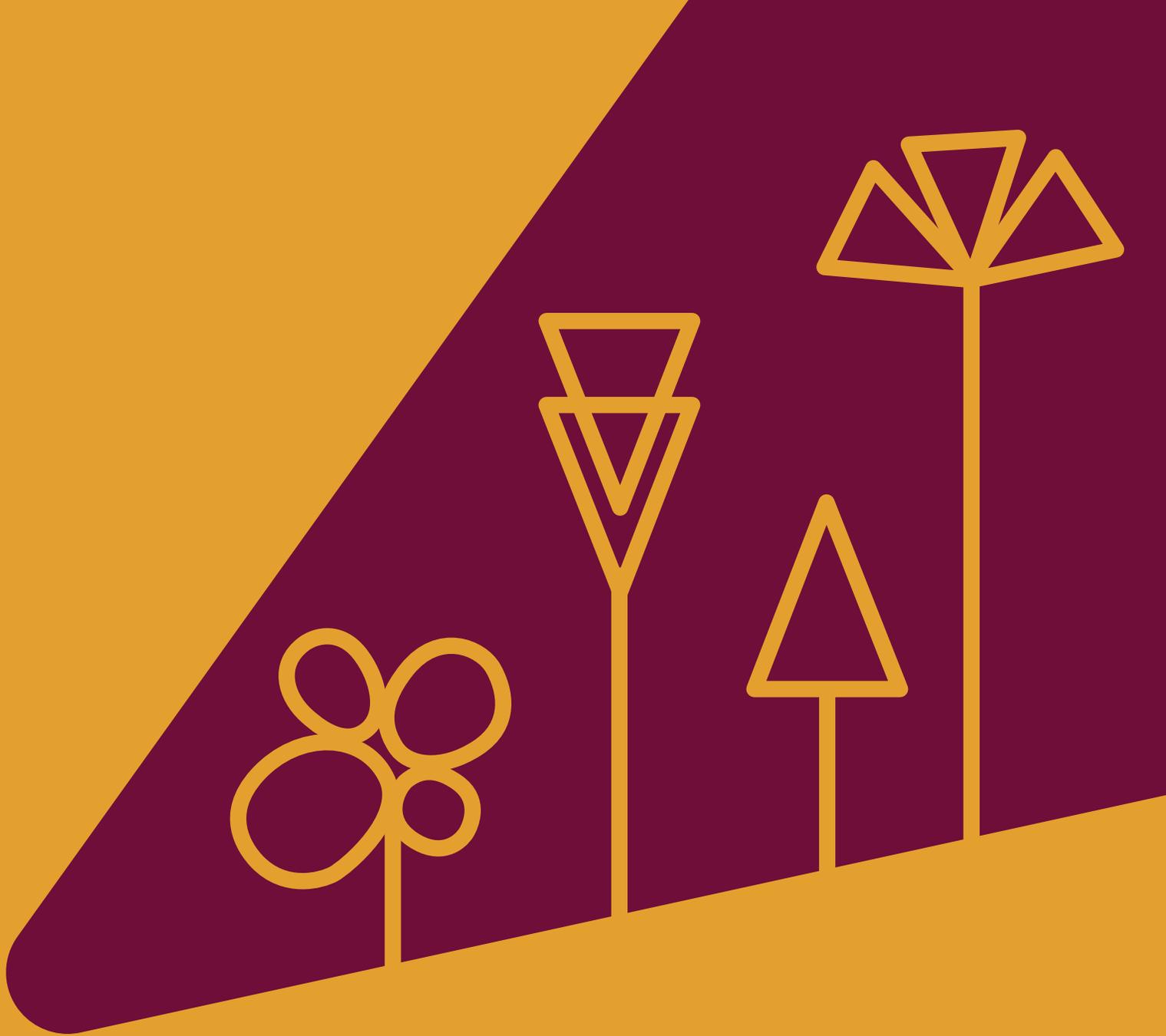
 OBJECTIVES	 TIME
Please complete the documentation forms after you finish the BU workshop!	10 to 20 minutes after the session
 MATERIALS NEEDED	
Documentation form and the workshop notes and slides	

Please make sure that you take your time to complete the documentation form. You will notice that it is very quick and simple, and directly relates to the questions that you worked on during your workshop.

You can also ask a couple of participants to do it as well!

We can't wait to read the brilliant, radical and creative ideas that came from your session, and put them together with other ideas coming from different parts of the world!

[Access the documentation form here](#) or see its contents in Annex 1.



3. Methodology Annexes

3.1. Annex 1 - Documentation Form

You can find the documentation form [here](#).

1) The changes that need to happen

Activity 3 from the online workshop

Please copy and paste the workshop results by category of change - the form provides a separate field for each one.

2) What is your overall feedback on the Beijing Unfettered workshop?

We would love to hear about your experiences from the workshop, and we welcome your feedback and ideas.



4. Additional Resources

4.1. Beijing Platform resources

[Beijing Declaration and Platform for Action \(UN Women, 1995\)](#)

4.2. Workshop facilitation guides

- [Changing the World One Meeting at a Time: Facilitation as Feminist Praxis \(ISIS, 2014\)](#)
- [Intersectionality Toolkit \(IGLIO, 2015\)](#)
- [Feminist Realities: Our Power in Action | An Exploratory Toolkit \(AWID, 2019\)](#)
- [Feminist Cartographer's Toolkit \(Fearless Collective and AWID, 2017\)](#)

Tools for running online workshops and meetings

- [Leading Groups Online \(Training for Change, 2020\)](#)
- [Planning virtual meetings \(WEDO, 2020\)](#)
- [Creating Transformative Online Space \(People Hub, 2020\)](#)

Tools for running workshops, planning actions and events, and community-building

- [Making Change Happen](#)
- [Training for Change](#)

Accessibility guidelines/suggestions for a group meeting in English

- [Leader Resource 1: Accessibility Guidelines for Workshop Presenters](#)

Vision Accessibility:

- [Computer Screen Readers](#)



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