

Name \_\_\_\_\_

District \_\_\_\_\_

Date \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Childcare? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Observations of the Meeting**

Describe the meeting (the purpose, space, agenda, participation rules, etc.). Make a note of how much time is spent on each agenda item, Attach a copy of the agenda if possible. Also take note of gender dynamics during the meeting. Use back of sheet if needed.

### **Documenting Participation**

Using the following data sheets, write down each person who speaks, their gender, and a detail to help recognize that person. Also note, if possible, if they are government officials or representing civil society. When noting what kind of intervention, you can use the following annotations:

P=Formal presentation (M, AP)

R=Responses to a question

Q=Question

C=Comment

Data Sheet #1: Assistance

Time	# of people	Males	Females	Ratio Muni/CS	Children	Comments
1.						
2.						
3.						
4.						

## Data Sheet #2: Participation Profile

<sup>1</sup> For example, male with grey sweatshirt.