Towards Gender Equality and Decent Work
Gender Mainstreaming - The Way Forward

Workshop organized by the ILO in collaboration with the Ministry of Labour and Employment, Government of Nepal

[This is a process report of the three day workshop held at Godavari in Lalitpur, Nepal from 27-29 June 2012]

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Lalitpur, Nepal
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Abbreviations:

ANTUF: All Nepal Trade Union Federation
BCCI: Bhaktapur Chamber of Commerce and Industry
CCI: Chamber of Commerce and Industry
CEACR: Committee of Experts on the Application of Conventions and Recommendations
CEDAW: Convention on the Elimination of All forms of Discriminations against Women
CIM: Chamber of Industry, Morang
CONEP: Confederation of Nepalese Professionals
FENEPT: Federation of Nepalese Trade Unions
FEPB: Foreign Employment Promotion Board
FNCCI: Federation of Nepalese Chambers of Commerce and Industry
GAM: Gender Analysis Matrix
GEFONT: General Federation of Nepalese Trade Unions
GEMS: Gender Mainstreaming Strategies
GNA: Gender Needs Assessment
ILO: International Labour Organization
JTUCC: Joint Trade Union Coordination Centre
MOLE: Ministry of Labour and Employment
WEEF: Women's Equality and Empowerment Framework
INTRODUCTION

The workshop entitled **Towards Gender Equality and Decent Work: Gender Mainstreaming- The Way Forward** was organized by ILO Kathmandu in collaboration with the Ministry of Labour and Employment of the Government of Nepal.

**The objectives of the workshop were to:**

1. Support constituents’ commitment to addressing gender equality in the world of work effectively and proactively and initiating policy and institutional action within the existing national frameworks and priorities as well in their organizations’ work.

2. Learn together about what gender equality comprises through introduction to key gender concepts, global milestones and strategies.

3. Introduce key gender mainstreaming approaches and tools including gender analysis, gender planning, gender auditing, budgeting, participation and monitoring and evaluation so that constituents are able to take informed decisions and actions.

To view the full workshop Programme and sessions break-up and to view the list of participants please revert to Annex 1 and 2 respectively. All participants were provided a binder each with the published ILO GEMS Toolkit, 2010; printouts of the PowerPoint deck used by the facilitators over the three days as reference material. Exercises and other ancillary material were provided as handouts through the workshop. Participants were asked to evaluate the workshop by way of a form. Results of the evaluation are at the end of this report.

The workshop started with ILO Programme Officer Mr. Saloman Rajbanshi welcoming the participants of the workshop, the Director ILO Nepal, the Joint Secretary, Ministry of Labour and Employment, Senior Gender Specialist from New Delhi and the national co-facilitator. Mr. Rajbanshi emphasized, ILO promotes non-discrimination and gender equality as an underlying principle across all its work as decent work cannot exist where there is discrimination of any sort; particularly sex-based discrimination.

Recognizing that several initiatives have been undertaken to promote gender equality and gender mainstreaming in Nepal, he underscored that there was room for improvement. He noted that it is crucial to link gender equality with the four facets of decent work: freedom, equity, security and human dignity. He then called upon Mr. Jose Assalino, ILO Director Nepal to deliver his welcome remarks.
Welcome remarks by Mr. Jose Assalino, Director ILO Country Office for Nepal

Mr. Assalino welcomed the participants and remarked that it was a beautiful way to start the day with a focus on gender equality and gender mainstreaming as a way to achieve gender equality. He emphasized, there is a direct relationship between economic development, social development and gender equality as the lack of gender equality in the labour market tends to compromise all efforts towards poverty alleviation and economic development. He referred to promoting gender equality as an active labour market measure underlining thereby its importance for the government, particularly the Ministry of Labour and Employment. The central part of the agenda is to promote good solid labour market governance. "The focus on poverty alleviation, employment creation, social inclusion, ensuring inclusive growth and to abolish job discrimination, is possible through gender equality," he said.

Mr. Assalino emphasized that gender equality is equally important to employers. As employers who promote gender equality in their workforce have access to a wider pool of talent, experience, vision and contribute to a better working environment that facilitates innovation, progress, productivity and increased competitiveness. Similarly for trade unions, development of gender equality policies is crucial for their strategies to increase their membership, to develop union representation in all types of work to capacitate wider groups, and to develop their visibility and credibility.

The ILO Director stressed that gender equality is especially important for Nepal as women represent 53.6 per cent of the workforce or 7.1 million out of 13.3 million people in the labour market but their working conditions are not equal. Women are especially underrepresented in social dialogue forums, employed by family members for unpaid work, are low paid, generally work part-time, carry out unprotected work, with limited opportunities for career development.

Welcome Address by Mr. Binod KC, Joint Secretary, Ministry of Labour and Employment

The Joint Secretary thanked the ILO for its support in organizing this workshop in collaboration with the government and stressed, a key principle of the state is to ensure integrated and balanced development of all especially dealing with discrimination based on gender, class and regions. He expressed the hope that the workshop would be fruitful to increase capacity to address these dimensions in the initiatives undertaken by the government. Referring to the partnership between the Ministry of Women, Children and Social Welfare and UNDP to implement gender mainstreaming initiatives he said the initiative resulted in positive impacts as the inputs were vital to formulate gender friendly laws and regulations.
Nepal's Constitution guarantees that there will be no discrimination on any basis like gender, race or religion. The Constitution provides people the right to use legal measures if any discrimination is carried out in any domain. Noting that a conducive environment has been created to mainstream gender equality, he added the government has used this mechanism to fix the minimum wage of workers as well.

He made a special call to the representatives of trade unions and employers to champion the constitutional provisions of ensuring gender equality and mainstreaming gender in their organizations also in line with the initiatives started by the government. Calling upon the need to make the workshop interactive he urged the participants to capitalize on the workshop to discuss the challenges in the labour market at a time when jobs are shrinking in Nepal and in view of transition.

Mr. KC also floated the idea that ILO could support a study on how Nepal can expand its employment market and how an investment climate can be created. Appreciating the ILO for taking a lead role in organizing the workshop, he hoped the cooperation with ILO would further grow in the future.

**Introduction of Participants**

Following the welcome and opening remarks, lead facilitator of the Workshop Ms. Saadya Hamdani urged the participants to introduce themselves by sharing what their names mean and if the name could be shared by both sexes. The introduction resulted in a lively discussion on how names that are attributes can be common to both sexes with participants sharing humorous stories of confusion in relation to this.

**DAY 1 (27 June 2012)**

**Objectives**

Saadya introduced the objectives of the workshop (noted above) relating to some key points stressed by the ILO Director. While elucidating the objectives of the workshop, she stressed that the world of work is particularly important for gender equality promotion as it is policy-led and thereby regulated and monitored; and if gender equality can be achieved through policy, legal and institutional mechanisms and measures in the world of work, there is a good chance that it will have a positive influence in the private sphere. Stating that no country can claim full gender equality, she stressed however, that many countries have managed to address entrenched discrimination because of public policy led change as well as organizational change that has indeed also led to mindset change in society.
She hoped that the participants would wrap up the workshop by expressing one or two commitments to working towards gender equality promotion in their own spheres.

**Methodology and Norm Setting**

In presenting the workshop methodology, Saadya said that the Adult Learning Cycle methodology would be employed as this methodology is particularly useful for practical, problem-oriented learning through reflection and exchange. Participants are able to translate their own experiences into general and abstract conclusions and turn them into proposals for change. Its most useful aspect being that it enables participants to link experience and learning to effective change in the way they work individually and as part of an organization.

This methodology recognizes that each and every one present in the room has a wealth of experience and insights to share that others can learn from. There is no teacher-student relationship and that all are learners in some way.

In terms of norms during the workshop, Ms. Kopila Rijal (national co-facilitator) stated that respect and trust are key to any learning environment where people feel safe to say what is on their mind without being judged, ridiculed or threatened. That everyone’s view is equally important and that all agree to provide people the space to articulate their views in a democratic learning environment by not commandeering all the time and by giving others a chance to speak by being brief and to the point. She requested that participants refrain from using their mobiles and carry out side conversations while someone is speaking to ensure a conducive learning environment. Kopila stressed that punctuality is critical for an efficient learning environment.

Having set the norms going forward, Saadya invited the participants to write their expectations from the workshop starting with the, quote, “I will consider this workshop successful, if...”.

She started with herself saying she would consider this workshop successful if "each and every one of us leaves this room on the 29th of June, inspired to carry out initiatives for promoting gender equality in our own settings.”

Having read the expectations of the participants from the meta cards Saadya noted the expectations were very much in line with what the workshop was organized for and called upon the participants to form three teams i.e. a reporting team for reporting on key learnings of the previous day; an energizer team to keep everyone brisk and healthy and a sheepdog team to ensure good time management over the three days.
Repeated engagement of the participants in reporting, showcasing their skills for energizing such as through dance and time-management proved to be a useful method to make the workshop very interesting during all sessions of the three days.

**Technical Session 1**

**Gender Equality: Setting the context**

Saadya set the stage by introducing key global milestones achieved from about 1946 with the inception of the UN Sub-commission on the Status of Women to date that have resulted in significant developments at the legislative, political and institutional levels for gender equality promotion. She familiarized participants with the series of World Conferences for Women and how global thinking in the period has shifted from a focus on access of women to public goods and services to government-wide mainstreaming of a gender equality perspective in all policy areas. She also introduced the strategic shift in the international human rights law framework by focusing on the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Moving on from the global legislative, institutional and political developments that have had a profound impact on women’s lives around the world she presented gender gaps at the institutional, political and developmental levels that underline the continued disadvantage of women that impede full equality between women and men, despite the global gains. She especially emphasized the low visibility of women in political decision-making and the continued patriarchal mind-sets of the institutions of the state, market and communities that need to be transformed to provide a level playing field to all men and women and boys and girls everywhere.

"Half of the world's population performs two third of the world's work, receives one-tenth of world income, and owns less than 1% of world's property."

References were drawn from Nepal and the South Asian sub-continent with regard to the positive effects of global milestones for gender equality during different years.

Following the presentation, the participants made several observations and raised concerns in the floor discussion:

Anjana Tamrakar, an FNCCI representative remarked that it was a matter of concern that in Nepal the Women's Ministry was under-funded and women activists have submitted a 13 point
charter of demands to the Finance Ministry to provide more resources to the Women's ministry and assist gender equality initiatives.

Yam Lal Adhikhari, from Foreign Employment Promotion Board under the Ministry of Labour and Employment questioned why the status of women was low in several SAARC countries despite the fact that women have been serving as Prime Minister and President in their respective countries.

Saadya appreciated the initiatives in Nepal taking note that notable progress has been made in favour of women with the introduction of gender friendly policies, and increased representation in parliament, local government and committees and councils but still there is a long way to go to affect change in women’s lives. While the 33 per cent representation in Nepal's Constituent Assembly is a very important step in the right direction she underscored the fact that initially newly elected women political leaders require a lot of support to discharge their duties effectively given their historical invisibility and voicelessness. Responding to the query regarding the high number of women leaders in South Asia, she cautioned that it is a misnomer to think that just because a woman is at the helm of affairs things will automatically improve for all women in the country. There is a need to make that change systemically.

Keshmaya Joshi of NTUCI wanted to know from the employers’ representatives what the representation of women is in their respective organization and industries.

Anjana Tamrakar, FNCCI participant, said most of the workers in small cottage industries were women and added that in her own factory, she has given space to women. But in big industries, she revealed that managers are not so enthusiastic about giving 90 days’ leave to nursing mothers (maternity protection) and therefore their number is low.

The participants debated the prospects and challenges relating to women employed in the formal sector and also discussed the triple burden of their work and stressed the need to bring about changes from home itself to provide more space and equality for women given the fact that Nepal is also a party of CEDAW. The need for the National Women's Commission to be more effective was also pointed out.

The session was thoroughly participatory that drew real cases from the Nepalese society that highlighted the challenges for women finding jobs and sustaining them in the formal sector and their high presence in the informal sector that affords little or no labour rights to them.

Given that maternity leave emerged as a key determinant for women’s inability to access the formal sector in the discussions, Saadya explained the importance of good maternity protection
and work-family reconciliation systems for any country to have a productive and efficient workforce. Saloman Rajbanshi further added the issue of maternity was a very pertinent one raised and brought to the notice of participants given that the government has introduced a provision of making contributions by the worker as well as the employer in both public and private sectors for various services which are essential to workers. He said the implementation of this provision will make it less of a burden for one party to ensure paid maternity leave as the resources would be generated from different sources.

The need for ensuring equal number of maternity leave for workers in tea gardens was raised and the trade union leaders raised the need to ratify ILO Convention 183.

Challenges of workers in the informal sector were also discussed and all expressed the understanding that gender equality is not only human rights and economic efficiency matter but a humanitarian issue. The participants unanimously pointed out that the level of implementation of gender policies was far from satisfactory in Nepal, despite the fact that Nepal has good policies and laws.

Saadya reminded participants that the mismatch between the best of policies and implementation is mainly because of inadequate capacity to implement schemes in a gender-responsive way; because of low resource allocation; inappropriate monitoring and evaluation systems and because of the virtual absence of women’s voice in the decision-making and this is where the participants can bring about a change.

**Gender Equality in the World of Work**

In this session Saadya presented on: why in practice, women continue to face barriers in the labour market and gender-based discrimination despite the fact that laws by and large prohibit discrimination based on sex in most countries; how ILO approaches gender equality in the world of work within the framework of Decent Work for All and labour standards; what constitutes discrimination at work with reference to ILO Convention 111; why equality of opportunity and treatment in the world of work is critical at various levels starting from the personal to the enterprise to the macro-economic and social cohesion level; and what the decent work deficits women face are in South Asia in particular, but around the world as well with respect to access to employment, social protection, social dialogue and rights at work.
The overarching framework of Decent Work and four key ILO standards for gender equality promotion were explained in detail. The participants also learnt that the four fundamental principles of ILO are: freedom of association; freedom from forced labour; elimination of child labour and freedom from discrimination at work.

A few participants questioned whether positive discrimination was another form of discrimination to which Saloman responded that positive discrimination, in Nepal's context is an accepted practice to bring women at par with men as it has been widely accepted by all that women need special props. Saadya further clarified that affirmative action is a globally accepted means to correct past or current disadvantages faced by any group (predominantly women) to provide them with a level playing field. She briefly explained the concept of equity as a means to attaining equality at this point. Affirmative action or positive discrimination is employed not only for women’s advancement but for other groups such as people living with disabilities or racial minorities, and people of different sexual orientation.

Deep seated patriarchy as a cause of discrimination in the Nepalese society was brought to discussion by the participants. The participants from Ministry of Labour and Employment (MOLE) shared comparative statistics on how the representation of women workforce was better in the government and urged the other constituents to replicate the good practice of positive discrimination in their arenas as well.

In discussing gender issues in Nepal, Gyannath Dhakal from MOLE said an increasing number of Nepalese women are migrating to Gulf countries for foreign labour but are exploited there in the hands of contractors and landlords and inquired how the ILO could help. Saadya elaborated that these issues are faced by a vast number of migrant workers, particularly those who migrate through unofficial channels and require a number of protective processes and procedures based on international standards and the execution of bi-lateral agreements between sending and destination states. ILO can assist with technical assistance to build protective systems. Saloman informed the participants that ILO does not work in isolation nor does it do the policing of any country. Noting that it works through a bilateral agreement with a particular country, he said ensuring safety and security of its citizens is the sovereign responsibility of an autonomous country and that ILO is always ready to provide technical assistance by remaining within its mandate and limitations.

The session was further enriched by queries and healthy discussions that revolved around competitiveness, overtime and night-work of women. The participants were reminded of the rationale and importance of social dialogue amongst the constituents in such matters to reach an understanding that promotes gender equality.
Gender Equality in Nepal
Co facilitator Ms. Kopila Rijal outlined some key milestones made for gender equality in Nepal. She noted that an emphatic example of the progress made was the representation of 33 per cent women in Nepal's Constituent Assembly.

Drawings several examples from the Nepalese context she talked about the efforts made for gender budgeting and stated that the state has started to recruit more women in the military and police service through an affirmative action measure. Kopila also presented the prevalent gender gaps and challenges by drawing examples from the social and economic sectors and presented the key reasons as to why these gaps exist despite sound policies and measures including weak policy implementation, convergence of schemes issues, resource gaps and monitoring inadequacies.

Nepal's commitments to International Labour Standards were shared as well as observations made by the ILO monitoring body (Committee of Experts on the Application of Conventions and Recommendations -CEACR) with respect to ILO conventions 100 and 111 to illustrate the challenges women face in the world of work in Nepal. While discussing the status of key ILO conventions ratified by Nepal, Beena Shrestha of GEFONT said, "It is most crucial to pressure the government to ratify ILO convention 187 if the government is really serious about occupational safety and health of workers, whether they work in the formal or informal sectors. I urge my friends from the Ministry of Labour and Employment to join hands in the call."

The call received a warm response from all the three constituents where they said they will join to push the government to ratify ILO Convention 187.

The discussion also touched upon areas where the country's socio-economic and cultural aspects had posed a challenge to make headway in gender equality and how the three constituents could complement each other to achieve the common goal.

**DAY 2 (28 June 2015)**

The day began with reflection on Day 1. The reporting team had prepared some quiz questions for fellow participants from the Day 1 presentations.

The participants found important dates like 1975 and 1995 a good teaser to remember the key milestones in the area of gender equality. Some of the important dates and numbers that must be remembered in the context of gender equality and mainstreaming initiatives, including many
provisions enshrined in the Interim Constitution of Nepal 2007 were also recalled during the reflection session.

**Technical Session 2**

**Understanding Gender: Key Concepts**

The session focused on building a common understanding of key gender concepts including sex and gender; manifestations of gender stereotypes; gender equity and equality; gender gap and gender justice; gender division of labour; practical and strategic gender needs; and gender blind, neutral and aware policies and documents; These concepts were deconstructed through group work primarily and extensive interactivity topped up with slides to clarify and consolidate the learning.

The group work followed up by discussions was helpful for the participants to understand that: certain types of work that are believed to be done by only men and women are largely interchangeable; gender stereotyping is the cause and result of societal ascriptions about the roles, capabilities and behavior of men and women and therefore status of women; and hence applying equity measures to bring women on an equal footing with men is essential.

The core idea of what it means to be gender blind, gender neutral and gender sensitive was discussed with examples from the local context.

Referring to the gender division of labour, Isha Dhaubadel, an FNCCI participant said her research on quantifying the non-economic activities of women in Nepal and its impact on GDP reveals that Nepal's GDP would increase by 30 per cent if the non-economic activities of Nepali women were taken into consideration.

Well understanding the concept of equity and equality, the participants spontaneously shared examples of how our actions could be equitable through an illustration of sharing food with a child, an adult and an elderly person.
Technical Session 3

Equality between women and men: Approaches, Strategies and Principles

The session facilitated by Saadya steered the participants towards understanding the various approaches and strategies that have evolved towards affecting equality between women and men to lay the foundation heading into gender-mainstreaming. Participants were introduced to the applications of and differences in the Women in Development (WID) and Gender and Development (GAD) approaches as well as the variety of perspectives applied for policy development including the sameness, protectionist and equality of outcomes perspectives-equality of outcomes being the underlying principle for gender-mainstreaming.

The participants understood that the WID approach was based on the principle of exclusion of women from social and economic opportunities. It was promoted by feminist policy advocates (in the 1970s- 80s) as keys to increase access for women to development benefits particularly social sector benefits like health and education. Its focus was increasing the volume of women as clients or beneficiaries to ensure more resources reached women.

Similarly, it was elucidated that the GAD approach recognizes the importance of power redistribution in social relations. The concept transcends an inclusion agenda to a transformative one compelling consideration of gender issues across national development policy and planning; and ministries and departments with a rights-based approach. This in turn requires transformation in institutional structures, procedures and philosophies. It is the embedding of a gendered perspective in policy-making and implementation regimes.

Saadya explained that in terms of principles, achieving gender equality is not just women’s business but it is every ones obligation because having an equal and just society doesn’t benefit just women but the whole society. The concept’s fundamental premise is that women and men are different but equal in status. And equality means sameness of shares, dignity, opportunities, rights and fair distribution of workload recognizing the biological differences and the different needs and aspirations of men and women.

The presentation highlighted that roles of men and women are different in families and workplaces, and therefore, their needs are also different and must be catered accordingly.
Technical Session 4

Gender Mainstreaming: The Key to Gender Equality

From this session onwards the key steps of the application of gender mainstreaming were presented. All sessions were interspersed with group work to apply tools and open discussions.

The session started with a description of what is gender mainstreaming, what it means in practice, and why it is important during the planning, implementation and monitoring of any initiative at any level. In particular the concept of equity as a tool towards attaining gender equality was elaborated as being an integral aspect of gender mainstreaming. The pictorial presentation made it easy for the participants to understand that equality sometimes requires equity measures in legislation, policies, programmes and budgets to create a level playing field for all.

The session highlighted the theoretical aspect of gender mainstreaming. It was then followed by an intensive group discussion and presentation on the importance of focusing on both practical and strategic gender needs of women and men.

The findings of the group work were shared for discussion. The participants clearly understood that practical needs address the conditions of the target groups and while critical, do not address their status or contribute to their empowerment, which is a fundamental aspect of the human-rights based approach and gender mainstreaming. Participants through the exercise agreed that initiatives tend mostly to focus on service provision without giving due attention to strategic needs of men and women. References were drawn to how, for instance, a water supply improvement scheme could both address a practical need or strategic need in that it fulfills a basic need but also contributes to women’s time saving that they could use for other productive labour, if they are active participants in the development process of such initiatives.

Gender Analysis: The Why, What and How

In this session Saadya presented gender analysis as the first critical step in the gender mainstreaming process. A systematic tool to examine social and economic differences between women and men looking at their specific activities, conditions, needs, access to and control over resources, access to benefits and services, decision-making capabilities emphasizing that these
variables are studied within the larger social, political, economic and environmental context to move beyond numerical differences and ask why these inequalities exist by looking at causal factors. It also identifies the adjustments and changes needed by institutions to attain gender equality. It uncovers existing opportunities for gender equality promotion and the constraints as well as the larger political, social and economic environment. Through an analysis of institutions, it identifies capacity gaps and needs and it suggests appropriate interventions at the level of practical and strategic gender needs. After establishing the importance of a gender analysis, Saadya introduced the steps in a gender analysis and walked through four widely used tools including the: The Harvard Analytical Framework; Gender Needs Assessment (GNA); The Gender Analysis Matrix (GAM); and the Women’s Equality and Empowerment Framework (WEEF).

The session ended on a case-based group exercise to identify what sort gender analysis would be required to be able to get a good picture of the situation (the story behind the numbers). And exactly what would participants need to know to be able to design appropriate and effective programming. The participants applied the various analytical tools in this exercise.

In open discussion many shared that the exercise clearly showed them that it was indeed important to carry out a good gender analysis to ensure that initiatives are relevant and meaningful and to ensure the best outcomes. They were able to see how the needs, concerns, interests and skills of men and women are different and therefore requiring different responses to ensure that all benefit equally and all can contribute and participate equally.

**Gender Planning: The Why, What and How**

Moving to the next step, the session described the importance of good gender-planning and steps including: gender integration as an overarching and routine matter of principle across all planning and gender specific action- affirmative action and sex-specific action.

This session too culminated in a case-based group exercise in which participants were invited as planners to study a situation and plan accordingly ensuring equity.

Reporting back in plenary, it was evident that participants had understood and applied the tools for planning by identifying information gaps requiring better gender analysis and design initiatives appropriately. Specific needs of boys and girls and men and women, access to and control over resources by men and women of that area: equipment, credit, land, water, time, access to benefits and services and most importantly the power equation were well analyzed resulting in well differentiated and appropriate planning.
Picking up words like "population, community, local people, villagers and stakeholders" from the group presentations. Ms. Saadya Hamdani stressed that in designing a project or programme or any initiative, it is pertinent to spell out more specific words like men and women, girls and boys, widows and such to ensure that we are being very particular on gender distinction in any group.

Mr. Saloman Rajbanshi added that gender mainstreaming is not a one-size fits-all approach that applies the same way in every place but the main thrust is to see and understand things through a gender lens, cutting across socio-economic and cultural spheres.

The discussion highlighted that gender analysis looks beyond the numbers, especially at the larger social, political, economic and environmental context and does lead to better planning. The facilitator complimented the group work by the participants and shared her ideas what other aspects can be looked into in designing a new project in relation to the case study.

The day ended in handing out homework to participants to reinforce key learnings that day in relation to using gender distinction in terminology, i.e. differentiating generic terms such as community, people, group, workers etc. and asking who these generic groups are. The participants were asked to state the next day if the worksheet provided to them contained gender blind, neutral or sensitive information.

**Day 3 (29 June 2012)**

**Recap of Day 2 and key learnings**

The day started with a presentation from Day 2's learning and activities by the reporting team. Participants were reminded that gender analysis is the foundation on which good gender planning rests and its critical importance was reaffirmed. The participants confirmed that positive thinking, a sense of equality and cooperation between men and women as well as institutions is required. They also stressed the need to be gender specific and consider this option as something not to be missed out as being important.

**Technical Session 4: Gender Mainstreaming: The Key to Gender Equality (Continued)**

**Gender Audits and Institutional Change**

Given that gender mainstreaming is about affecting institutional change, this session focused on the importance and role of institutions in promoting gender equality.
Starting with an overview of the kinds of social, political and legislative institutions that shape the lives of boys and girls and women and men, the session covered the complexity of institutions through an interactive component using Hofstede’s onion and how institutional change can be brought about through purposive and time-bound policy and capacity building measures. The ILO Participatory Gender Audit methodology was introduced as a means for promoting institutional change with a focus on its objectives, its impact, the twelve areas of analysis and its process as an individual and organizational learning and change tool.

The session ended in grouping like-minded organizations together to carry-out a group visioning exercise on “The Ideal Organization” underling its key features such as policy environment, culture, image and practices. Subsequent to group reporting back, Saadya topped up the “Ideal Organization” features with a slide to reinforce good practice of organizations to clarify the importance of having appropriate policies and programmes that create an enabling environment for gender equality promotion in organizations. A handout was provided to all participants of an Ideal Organization Gender Quality Questionnaire for their reference.

Anjana from FNCCI referred to a case in Nepal that even text books were biased as they showed girls playing with dolls while boys playing with balls or guns that prompted women’s activists to urge the government of Nepal to replace such biased illustrations or expressions from the primary text books.

Some key understandings expressed by the participants following the presentation:

- Gender Audits & Institutional Change is required to develop an "Ideal Organization."
- Gender equality vision must be prioritized and communicated to all staff
- Vision must be operationalized across the organization with clear targets and budgets and monitored
- Gender competence and expertise must be developed in the organization
- Linkages with national/international gender networks need to be established
- Quality assurance and results-based management needs to be established and evaluated
- Cross sectoral staff capacity needs to be developed for explicitly integrating gender in all work
- Respectful work culture free of all kinds of harassment must be created and systems put in place
- Gender vision and policy must be communicated to all members of the organization such as third parties, clients as well as partners
Gender Budgeting

Saadya Hamdani introduced the concept of gender budgeting by clarifying what *it isn’t* and what *it is*. She underlined the importance of budgets in the gender mainstreaming process as being the tool to ensure gender equality outcomes in policies by incorporating a gender lens. She highlighted its critical salience and introduced five gender budgeting tools of analysis focusing on various aspects.

Participants were surprised to learn that the mere allocation of a proportion of a budget was not what comprised gender budgeting as that is a widely used practice around the world and also in Nepal and that the concept of gender budgeting transcends focus on reviewing gender specific expenditures but on the analysis of general expenditure or the ‘mainstream budget’ aimed to deliver to the overall population. It analyses not only the content of budgets but also processes of budget-making to make them more transparent and inclusive and aims to correct inadequacies so that policy measures result in stated intended outcomes.

Equal Voice and Representation

Co-facilitator Kopila Rijal started the presentation by asking participants how many of them have had the rights-based approach training and proceeded with the remark that it is crucial to have equal voice and representation for gender mainstreaming as it allows for the creation of a level playing field for both women and men, and girls and boys on an equal footing. Ensuring equal voice and representation is also important to enable equal opportunities and treatment between men and women in benefitting from actions. In the session she clarified why voice representation is important, what is meant by meaningful participation as opposed to tokenism, and shared a number of practical tips and good practices in relation to increasing participation of women.

The session elicited a number of responses on what some organizations are doing. In the course of the presentation, Beena informed that GEFONT has made a provision of mandatory 25 per cent participation for women in trade union activities and in gender activities, due to less number of women in trade union and added that in all their committees they have at least 33 per cent representation. Anjana said women’s participation is lower than optimal in FNCCI and noted that she has started talking about the importance of
increasing women’s participation. Shakuntala shared an example how representation of women in the hiring committee could make a difference in getting women on board.

The discussion wrapped up with a common understanding that participation and representation of women should be meaningful and tokenism should be avoided through considered action.

**Gender Monitoring & Evaluation**

This session highlighted the importance of gender monitoring and evaluation to assess possible different effects and impacts of an initiative on men and women and gender-related changes. The session also introduced what gender-sensitive indicators are and the types of indicators, emphasizing the difference between qualitative and quantitative indicators being used in tandem to gain a good gender-sensitive picture. Participants were introduced to the development of SMART indicators and gender-responsive M&E systems.

The session culminated in group work in which participants were invited to convert a set of qualitative and quantitative gender-blind indicators into gender-sensitive ones. Following the presentation by one group reporter on one indicator, the participants were invited to peer review each other and cross check their own work and make a comment if they disagreed. During the discussion it was learned that indicators must be more specific, measurable and attainable.

**Going Forward: Gender Equality Promotion: Participants’ Self-Reflection and Commitments**

In the interest of time as many participants had to travel far, the planning and self-reflection sessions originally conceived as being separate components were collapsed and participants were requested to: state one thing they had learned that will stay with them and one resolution going forward as individuals and employees/part of an organization as they distributed certificates to each other. The following was expressed:

- I have learnt a great deal about gender equality and mainstreaming which will stay for my life and I am, as a trade union leader, going to use that knowledge to sensitize our trade union colleagues- Laldhoj Nemwang, ANTUF

- I have learnt the skills to analyze gender issues the right way and will use the knowledge in dealing with many issues that are related with gender in my workplace. Shantiram Adhikari, CIM Biratnagar

- I have internalized the importance of gender equality from this workshop and will start implementing it right from my home. Jimilal Majhi, NTUC-I
• I have learnt for the first time what gender budgeting and women’s budgets mean and I am going to be extra alert whether our fiscal budgeting is gender budgeting or not in the days to come. Prerana Rai, FNCCI

• I have learnt the most about gender auditing and we know the current picture is very disturbing. I will push for formulating gender policies in my organization. Mohan Kumari Sahi, CONEP

• I learnt very much about gender analysis and the Harvard tools with a focus on access and control and I will make the best use of the tool and capacitate my trade union colleges, accordingly. Yubaraj Neupane, JTUCC

• I have learnt that trade unions can make a great difference to promote gender equality from various sessions we had and I am going to capitalize that knowledge in my trade union movement. Nabraj Bahadur B.C, NDCONT-I

• I have learnt that without gender mainstreaming, decent work and creating a fair world is impossible. Gyannath Dhakal, DoFE/MOLE

• The vast range of learning on gender equality has given me great motivation to make a difference and I am going to use that knowledge whenever I formulate policies and programmes in the future. Yam Lal Adhikari/FEPB/ MOLE

• I have learnt that the country will not make progress until gender issues are properly addressed and I will share my knowledge with my friends. Tilak Dahal, GEFONT

• This was my first time in such a training and everything was a learning opportunity for me about gender and I am going to use my learning in my day to day work of trade unionism. Babu Lama, FENEPT

• I have learnt a great deal about gender budgeting, skills needed for gender analysis and I am going to use the knowledge and tools for baseline surveys in future projects. Shakuntala Shrestha, FNCCI-EC

• I am most satisfied with the idea of ensuring analysis of practical needs and strategic needs and I will use that in my work. Manika Kayastha, BCCI
I have my own factory where many employees work and I now know better how to deal with several gender issues which I am going to utilize in the future. Dhurba Prasad Parajuli, CCI, Makwanpur

I have very much internalized what it means to be gender blind, neutral and sensitive and as I hope to join the FNCCI or some INGOs later on I shall use this precious information. Isha Dhaubhadel, FNCCI

The workshop was a great refresher for me and I have been able to understand the tools to make gender blind and gender neutral initiatives into gender sensitive ones which I am going to strive for doing gender auditing in my trade union. Bina Shrestha, GEFONT

My own area of interest is planning and budgeting and now gender is an added area of my interest. In the future when it comes to doing my work I am going to pay special attention to what I have learnt from this workshop on gender equality and gender mainstreaming. Krishna K Niraula, FEPB/MOLE

I strongly feel that we all need to implement what we learn from workshops like this and many thanks to the ILO for bringing such an expert on gender from New Delhi. Please allow me to say more than one sentence. We have the participants from the government and FNCCI as well. If you don't have a trade union in your workplace, please allow us to form the unions. I will implement the knowledge in my workplace, for sure. Keshmaya Joshi, NTUC-I

I, as a trade union leader, have been fighting discrimination on the basis of caste, class, gender, region and religion and after this workshop I am now well convinced that our struggle is the right one. I shall use the knowledge on gender in my workplace. Renu Karki, ANTUF

I have been thoroughly revitalized from the training. What I can do and have learnt best is gender auditing and gender budgeting which I will use going forward and I express my commitment to have one gender focal point in the FNCCI. Anjana Tamrakar, FNCCI

Evaluation

The participants highly rated the event as a great success because the workshop had given them the knowledge that has capacitated them with tools and mechanism to be applied in the field towards gender equality and mainstreaming. Gender Specialist, DWT, New Delhi and lead
facilitator Saadya Hamdani’s presentations were lauded. The in-between facilitation by the ILO Programme Officer Saloman Rajbanshi and also by co-facilitator Kopila Rijal was appreciated. The logistical support provided by Anita Manandhar and Prakash Sharma of ILO were also dearly appreciated.

More specifically, the participants were given a two paged evaluation sheet seeking feedback at four levels:

- Overall workshop feedback
- Technical session Feedback
- What they liked about the workshop and
- What feedback they have for further improvement

A bird's eye view on participants' overall workshop feedback

Most of the participants appreciated the good planning of the workshop and remarked that the key facilitator, Saadya Hamdani was very easy to understand as she combined the technical sessions with group work, real examples and plenary discussion to ensure the key topics were well understood.

Two participants who judged the programme as unsatisfactory or very unsatisfactory expressed the view that it was their first time they had participated in any such workshop and their respective trade union should have sent someone who could converse in English or at least comprehend what was discussed.
To a question how the participants would rate the knowledge, skills and performance of the two Workshop Facilitators, most of the participants largely appreciated both the facilitators and felt the sessions they had planned were both topical and delivered in an interesting way. The participants said they especially liked the interplay of crucial information interwoven with pictures and graphics in the presentations of Saadya Hamdani.

The participants also had a very positive feedback on the overall programme of the workshop and the social atmosphere during the three day learning period. The participants also said the workshop was helpful to interact with the other constituents.

With regard to the workshop's achievement in relation to its stated objectives and their expectations, an overwhelming 80 per cent said they strongly agreed that their expectations were fully met.

**Evaluation of the Technical Sessions**

**Was the workshop successful in communicating gender mainstreaming as a strategy for gender equality promotion?**

![Pie chart showing Strongly Agree: 71%, Agree: 25%, Disagree: 4%]

Most of the participants evaluated that the workshop was largely successful in achieving its objectives and their expectations. They agreed that the only way to promote gender equality was through gender mainstreaming and promised to cascade their learning in
their constituency and urge the leadership to formulate gender policies within their organization.

To another question whether the workshop was successful in clarifying key gender concepts and approaches, most of the participants, over 80 per cent said it was very helpful to clarify key gender concepts and approaches and stated that they would share their knowledge in their respective constituencies. The trade union representatives stressed that they would urge the leadership to provide more enabling environment for women to join and be retained in the workforce. Similarly a representative from FNCCI or employment agency said she would urge the employer’s leadership to name a focal person to deal particularly with gender issues in the organization.

All the participants strongly agreed that the exercises/group work were very interesting and useful in consolidating the theoretical information through practical work. They also said the group work provided them a suitable environment to check and cross refer their learning and attest their understanding in writing. The participants who reported the findings of the group work said it was a great opportunity to build up their leadership skills as well.

There was no doubt that the discussions and open dialogue had greatly contributed to the sessions as an overwhelming number of participants (over 90 per cent) said the workshop was thoroughly participatory and thus very interesting.

To another question which of the four Technical Sessions participants found most interesting, most of them said they found Technical Session 4 on Gender Mainstreaming: The Key to Gender Equality as most interesting. The session dealt with key concepts on gender analysis, gender planning, gender audits and institutional change, gender budgeting, voice representation and gender monitoring and evaluation. This assessment was followed by the Approaches, Strategies and Principles for Equality between Women and Men session. The participants also said session 1 and 2 were also very useful to lay the foundation for discussing the wider implications of gender inequalities in different spheres of society.

All the participants appreciated the effort of ILO Kathmandu for organizing the workshop and bringing in the experts, Saadya Hamdani from New Delhi and Kopila Rijal from Kathmandu, whose facilitation skills were fondly loved by the participants. One suggestion some of the participants had however, was that printed version of the power point slides in the binder were a bit small and could have been bigger for better legibility. And some suggested that the handouts and material could have been translated in Nepali.
Glimpses of Energizers in-between sessions
Glimpses of certificates distribution
# Annex 1: Programme of the Workshop

## GENDER EQUALITY AT THE HEART OF DECENT WORK

Three-Day Gender Mainstreaming Workshop for the tripartite Constituents, Centre Labour Advisory Committee (CLAC), Gender Focal Persons in Government Ministries and Labour Inspectors  
June 27, 28 and 29, 2012, Godavari Village Resort, Lalitpur, Nepal

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
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<tbody>
<tr>
<td><strong>8:15 – 8:45 Room Set Up</strong></td>
<td><strong>8:30 – 8:45 Recap of Day 1 Technical Session</strong></td>
<td><strong>8:30 – 8:45 Recap of Day 2</strong></td>
</tr>
<tr>
<td>ILO CO Nepal</td>
<td><em>What we learned yesterday</em>….</td>
<td><em>What we learned yesterday….</em></td>
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<tr>
<td>Two Facilitators</td>
<td>Daily Reporting Team (optional to ask some participants randomly what they learned yesterday)</td>
<td>Daily Reporting Team</td>
</tr>
<tr>
<td><strong>8:45 – 9:30 Registration</strong></td>
<td><strong>Technical Session 2</strong></td>
<td><strong>8:45 – 9:00 Sharing Homework</strong></td>
</tr>
<tr>
<td><strong>Opening Session</strong></td>
<td><strong>Understanding Gender: Key Concepts</strong></td>
<td>Kopila Rijal (random invitation to share)</td>
</tr>
<tr>
<td>9:30 – 9:45 Welcome by ILO Country Office Nepal</td>
<td>8:45 – 9:15 Gender versus Sex</td>
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<tr>
<td>Mr. Jose Assalino, Director ILO Office for Nepal</td>
<td>Group work: <em>Characteristic of women and men</em></td>
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<td></td>
<td>Kopila Rijal to set up and lead discussion</td>
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<tr>
<td>9:45 – 10:00: Inaugural Address by Ministry of Labour</td>
<td>9:15-10:00 Manifestations of Stereotypes</td>
<td><strong>Technical Session 4 (continued)</strong></td>
</tr>
<tr>
<td>Mr. Binod K.C., Joint Secretary, Ministry of Labour</td>
<td>Group work: <em>Division of labour</em></td>
<td>Gender Mainstreaming: The Key to Gender Equality</td>
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<tr>
<td></td>
<td>Saadya Hamdani to set up and lead discussion</td>
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<tr>
<td></td>
<td>9:00-9:40 Gender Audits and Institutional Change</td>
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<td></td>
<td>Saadya Hamdani</td>
<td>9:40- 10:00 Group Work: <em>Ideal Organization</em></td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Facilitator</td>
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</table>
| 10:00 – 10:30 | Introduction of Participants  
Led by Saloman Rajbanshi                      | 10:00 – 10:30: Key Gender Concepts and Definitions  
Saadya Hamdani                      | 10:00-10:30 Open discussion  
Kopila Rijal to set up and lead discussion |
| 10:30 – 11:00 | Tea/Coffee Break                                      | 10:30 – 11:00 Tea/Coffee Break                               |
| 11:00 – 11:30 | Setting the Objectives of the Workshop and Expectations of Participants  
*I will consider this workshop successful if…*(exercise)  
Saadya Hamdani                           | Technical Session 3  
Equality Between Women and Men: approaches, strategies and principles |
| 11:30 – 12:00 | Setting the Workshop Norms and Identifying Sheepdog, Energizer and Daily Reporting Teams from participants  
*Sign up on Teams Sheets*  
Kopila Rijal                            | 11:00 -11:30: Approaches to tackling Gender Inequalities  
Saadya Hamdani                      | 12:00- 12:45 Voice and Representation  
12:45-1:00 Open discussion  
Kopila Rijal |
| **Technical Session 1**  
Gender Equality: Setting the Context | 11:30 – 12:00 Equality of Outcomes Approach  
Saadya Hamdani                      | 1:00 – 2:00 Lunch Break  
Energizer |
| 12:00 – 12:45 | Gender Monitoring and Evaluation  
Saadya Hamdani                      | 2:00 -3:00 Gender Monitoring and Evaluation  
Saadya Hamdani  
1:30 – 2:30 Approaches to tackling Gender Inequalities  
Saadya Hamdani |
<table>
<thead>
<tr>
<th>Time</th>
<th>Session/Activity</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 – 12:45</td>
<td>Global Milestones (International Human Rights, Key Global Political Commitments and Gender Gaps)</td>
<td>Saadya Hamdani</td>
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<tr>
<td></td>
<td>12:45-1:00 Discussion led by Kopila Rijal</td>
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<tr>
<td>12:00 – 12:30</td>
<td>What is Gender Mainstreaming and how is it applied?</td>
<td>Saadya Hamdani</td>
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<tr>
<td></td>
<td>12:30: 1:00 Group Work: <em>Practical And Strategic Gender Needs Checklist</em></td>
<td>Kopila Rijal to set up and lead discussion</td>
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<tr>
<td>1:00 – 2:00</td>
<td>Lunch Break</td>
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<tr>
<td></td>
<td><strong>Technical Session 4</strong></td>
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<td></td>
<td>Gender Mainstreaming: The Key to Gender Equality</td>
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<tr>
<td>2:00 – 3:00</td>
<td>The World of Work (International Labour Standards and Gender Decent Work Deficits)</td>
<td>Saadya Hamdani</td>
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<td>3:00 -3:30 Discussion led by Kopila Rijal</td>
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<tr>
<td>3:30 –4:00</td>
<td>Tea Coffee Break</td>
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<tr>
<td>2:00-3:15</td>
<td>Gender Analysis (why, what and how)</td>
<td>Saadya Hamdani</td>
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<tr>
<td>3:15-3:45</td>
<td>Group Work <em>Disaggregating Gender</em></td>
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<tr>
<td><strong>Planning Session</strong></td>
<td>Going Forward: Gender Equality Promotion</td>
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<tr>
<td>3:45: 4:30</td>
<td>Participants’ Action Planning</td>
<td>Saadya Hamdani and Kopila Rijal to set up and facilitate</td>
</tr>
<tr>
<td>3:00 -3:30</td>
<td>Group Work Gender-responsive Indicators</td>
<td>Kopila Rijal to set up and lead discussion</td>
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</table>

**Syllabus 2023**
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Facilitator</th>
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</thead>
<tbody>
<tr>
<td>3:45–4:00</td>
<td>Tea Coffee Break</td>
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</tr>
<tr>
<td>4:00–5:00 Gender Equality in Nepal (International and National Commitments, Gender Gaps and Decent Work Deficits)</td>
<td>Kopila Rijal</td>
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</tr>
<tr>
<td>5:00–5:20 Discussion led by Saadya Hamdani</td>
<td></td>
<td>Saadya Hamdani</td>
</tr>
<tr>
<td>5:20–5:30 Instructions for Daily Reporting Team and Housekeeping Announcements</td>
<td></td>
<td>Kopila Rijal</td>
</tr>
<tr>
<td>4:00–4:45 Gender Planning (why, what and how)</td>
<td></td>
<td>Saadya Hamdani</td>
</tr>
<tr>
<td>4:45–5:30 Group Work Planning for Gender Equality</td>
<td></td>
<td>Kopila Rijal</td>
</tr>
<tr>
<td>4:30: 4:45 Certificate Distribution and Participants’ Self Reflection and Evaluation</td>
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<tr>
<td>One thing I learned that will stay with me</td>
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<tr>
<td>4:45 -5:00 Closing by ILO Country Office for Nepal</td>
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5: 30 Close of Day 1

5:30 Close of Day 2

Close
### Annex 2: List of participants in the Workshop

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Office/Organization</th>
<th>Tel/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shanti Ram Adhikari</td>
<td>CIM, Biratnagar</td>
<td>9842047203</td>
</tr>
<tr>
<td>2</td>
<td>Dhruba Pd. Parajuli</td>
<td>Makawanpur Chamber of C.I.</td>
<td><a href="mailto:dhruba_htd@live.com">dhruba_htd@live.com</a></td>
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<tr>
<td>3</td>
<td>Gyannath Dhakal</td>
<td>DoFE</td>
<td><a href="mailto:gyannathdhakal@gmail.com">gyannathdhakal@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Kesh Maya Joshi</td>
<td>NTUC-I</td>
<td>9841409245</td>
</tr>
<tr>
<td>5</td>
<td>Tilak Dhakal</td>
<td>GEFONT</td>
<td><a href="mailto:dakal_tilak@yahoo.com">dakal_tilak@yahoo.com</a></td>
</tr>
<tr>
<td>6</td>
<td>Renu Karki</td>
<td>ANTUF</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Bina Shrestha</td>
<td>GEFONT</td>
<td><a href="mailto:bina@gefont.org">bina@gefont.org</a></td>
</tr>
<tr>
<td>8</td>
<td>Lal Dhoj Nembang</td>
<td>ANTUF</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Babu Lama</td>
<td>NTUF</td>
<td>9813103575</td>
</tr>
<tr>
<td>10</td>
<td>Biso Bajracharya</td>
<td>LCCI, Lalitpur</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Ratnamani Bhattacharya</td>
<td>DoFE/MOLE</td>
<td><a href="mailto:m-bhattacharya@yahoo.com">m-bhattacharya@yahoo.com</a></td>
</tr>
<tr>
<td>12</td>
<td>Manika Kayastha</td>
<td>BCCI</td>
<td><a href="mailto:makayastha@gmail.com">makayastha@gmail.com</a></td>
</tr>
<tr>
<td>13</td>
<td>Isha dhaubhadel</td>
<td>FNCCI</td>
<td><a href="mailto:abhishad9@gmail.com">abhishad9@gmail.com</a></td>
</tr>
<tr>
<td>14</td>
<td>Shankuntala Shrestha</td>
<td>FNCCI</td>
<td><a href="mailto:shakuntala@fncci.org">shakuntala@fncci.org</a></td>
</tr>
<tr>
<td>15</td>
<td>Prerana Rai</td>
<td>FNCCI</td>
<td><a href="mailto:prerana_r@hotmail.com">prerana_r@hotmail.com</a></td>
</tr>
<tr>
<td>16</td>
<td>Krishna Kumar Niraula</td>
<td>FEPB</td>
<td><a href="mailto:kk_niraula@yahoo.com">kk_niraula@yahoo.com</a>, 9841851989</td>
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<td>17</td>
<td>Yam Lal Adhikari</td>
<td>FEPB</td>
<td><a href="mailto:yl.adhikari@yahoo.com">yl.adhikari@yahoo.com</a>, 9851142885</td>
</tr>
<tr>
<td>18</td>
<td>Yubraj Neupane</td>
<td>JTUCC</td>
<td><a href="mailto:jtuccnepal@gmail.com">jtuccnepal@gmail.com</a></td>
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<tr>
<td>19</td>
<td>Ngimali Sherpa</td>
<td>FENEPT</td>
<td>9818757248</td>
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<tr>
<td>20</td>
<td>Anjana Tamrakar</td>
<td>FNCCI</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Nabraj Bahadur. B.C.</td>
<td>NDECONT-I, Janakpur</td>
<td>9244020115</td>
</tr>
<tr>
<td>22</td>
<td>Mohan Kumari Shahi</td>
<td>CONEP</td>
<td>9841491654</td>
</tr>
</tbody>
</table>

**Note:** The email addresses are represented as placeholders for privacy reasons.