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|  Safe Cities Free of Violence against Women and Girls: Global Programme**PROJECT DESIGN WORKSHOP REPORT** |

This template is available, and should be used, as a MS Word document. Please enter information using MS Word in the shaded areas or select an option from a dropdown list. Text boxes will expand as you type. To enter a check mark, click in the box.

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| Name of city:  | Workshop:  |
| Report date:       | If ‘other’, give title:       |
| Prepared by:       | Workshop venue:       |
|  | Workshop date:       |
|  | Workshop length:       |
|  | Name of rapporteur:       |
|  |  |
| Indicate which documents are attached: | Workshop agenda [ ]  |
|  | List of participants/affiliations [ ]  |
|  | Rapporteur notes [ ]  |
|  |  |
| Mark other documents or files relating to the workshop attached, if any: | Supporting papers/reports [ ]  |
|  | Audio-visual recording [ ]  |
|  | Feedback questionnaire [ ]  |
|  | Feedback analysis [ ]  |
|  | Other [ ]  |
|  | If other, please specify       |
|  |  |
| What were the objectives of this workshop? |       |
| What were the main discussion points (if not evident in rapporteur’s notes)? |       |
| What were the key decisions taken (if not evident in rapporteur’s notes)? |       |
|  |  |
| How was participant feedback collected? | Verbally – small group discussion [ ]  |
|  | Verbally – through a ‘round’ [ ]  |
|  | Questionnaire [ ]  |
|  | Informal feedback to research assistants [ ]  |
| What was the feedback from participants about this workshop? Please provide answers to as many questions listed in Appendix A of the *Guidance Note on Recording and Documentation of the Project Design Process* as possible and any other additional information gathered (if not provided in separate document).      |
| What advice would you give to other cities about making this workshop more effective?      |