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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? | |