

# GGGI Inclusive Events and Knowledge Processes: Policy and Guidelines

Current version	Version 1.0
Authorized by	Dr. Frank Rijsberman, Director-General
Date approved	July 8, 2021
Date effective	July 8, 2021
Responsible Units/Divisions	IPSD, GGPI, ODG
Signature	

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# Acknowledgements

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Questions and comments on this Policy may be directed to the IPSD Division Front Office and GGPI Front Office.

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## GGGI Inclusive Events and Knowledge Processes: Policy and Guidelines

Draft, June 2021

*GGGI is an intergovernmental treaty-based organization established in 2012, with the vision of “a low-carbon, resilient world of strong, inclusive, and sustainable growth” and a mission to support its Members and partners in the transformation of their economies to a green growth economic model. Therefore, GGGI is committed to promoting sustainability in our day-to-day operations and consistently encourages, assists, and advises staff and partners to ensure our activities around the world are green and inclusive.*

### Purpose

This GGGI Policy and Guideline on Inclusive Events and Knowledge Processes forms part of GGGI’s efforts to achieve inclusive green growth. This policy brings gender, diversity and inclusion front-in-mind as GGGI commits to green growth through events’ planning, speaking and sponsoring as well as knowledge processes led by GGGI or where GGGI works in partnership with other institutions in order to enhance the quality dialogue that leads to inclusive green transitions and ensure just transitions.

The policy aligns with the GGGI Gender Equality and Social Inclusion Strategy 2021-2025 and supplements the [GGGI Green Event Guide](#) – developed as part of GGGI’s corporate social responsibility initiatives – aiming at guiding event planners across the organization host a more environmentally sustainable event by incorporating considerations such as impact of waste produced and energy and materials consumed during event planning and activities.

### Terminologies and concepts

- **Green events** are events that are both environmentally sustainable and inclusive in the context of GGGI’s events held for the purpose of knowledge generation and sharing, to foster partnerships, and to enhance visibility. Events refer to conferences, panel discussions, roundtables, workshops, trainings, competitions, or similar. Events can be local, national, or internationally oriented.
- **Knowledge processes** are methods for creating, acquiring and using knowledge. This includes the generation and dissemination of knowledge through knowledge products, (i.e. publications, blogposts and films), seminars, and capacity building activities.
- **Gender equity** denotes an element of interpretation of social justice, usually based on tradition, custom, religion or culture, which is most often to the detriment to women.<sup>1</sup>
- **Inclusion** is the process of improving the terms on which individuals and groups take part in society, including the ability, opportunity, and dignity of those who are disadvantaged on the basis of their social and physical traits, such as their sex, gender, race, sexual orientation, ethnicity, socioeconomic status, age and whether or not they live with disabilities.
- **Diversity** is much more than just gender, race and ethnicity. It includes people of different ages, religions, physical and learning abilities, education levels, and other characteristics of personal identity as well as diverse stakeholder groups.<sup>2</sup>

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<sup>1</sup> UN Women Gender Equality Glossary

<https://trainingcentre.unwomen.org/mod/glossary/view.php?id=36&mode=letter&hook=G&sortkey=&sortorder=>

<sup>2</sup> A. Chautard, C. Hann Best Practice Guide: Developing Inclusive Conferences, 2019. University of Oxford

## The Commitment

GGGI organizes hundreds of events each year, with the vast majority taking place in the 40+ countries where GGGI has operations. In 2020 – just giving the examples of capacity building events – GGGI organize about 200 that benefited over 42,000 participants<sup>3</sup>. From conferences to webinars, workshops, summits and many other events GGGI organize, co-organize and is invited to attend, there is an opportunity for the organization to advocate for and influence to have **balanced and inclusive representations** of gender, stakeholders, geographical diversity to ensure them they have the space to share their views and have their voices heard.

GGGI is committed to gender and stakeholders' diversity and inclusion in events organized across the organization and knowledge generation. Transitions to green economies and low-carbon, resilient development require fundamental shifts in resource use and economic and social life. The transition will have a profound impact on countries, peoples and communities. The process is inherently political, and broad representation and diversity at local, national and international levels is crucial to ensure quality and integrity of the conversation. Failure to achieve gender equity and diversity means missing out on talent, different experiences, and perspectives.

Hence, GGGI commits to:

- Ensuring gender diversity in events by seeking to achieve at least 1/3 female speakers – not including chair/moderator – in GGGI's organized and co-organized events. GGGI's preference is for women to be included as panelists, not only as chairs or moderators. GGGI Directors and staff will avoid all-male panels ("manels") and suggest alternatives and opt not participate in events where no women are represented.
- Ensuring diversity beyond gender, and particularly ensure representation of other stakeholder groups as well as low- and middle-income countries and Small Island Developing States (SIDS) at both international events and the events organized in countries.
- Asking about, sharing GGGI's position, and demonstrating the effort to have done everything possible to ensure diversity and inclusion as a prerequisite for pitching or speaking at events where GGGI is invited.
- Considering not to take part in speaking and panel discussions at an event unless the event's organizers clearly demonstrate the evidence of effort to address gender and stakeholders' diversity and inclusion on stage.
- Ensuring diversity (gender, stakeholders and geographical diversity) in the generation of knowledge products through not only as reviewers but as lead and co-authors.
- Taking inclusive approaches to the dissemination of knowledge, through actively pursuing gender balance and diversity (stakeholder and geographic diversity) at training and capacity building events with a target of 1/2 women at capacity building events.
- Build the capacity of staff and partners to facilitate the meaningful participation and inclusion of diverse sets of stakeholders into the dialogue.

## Guideline

Following this pledge, GGGI has put in place this **guide** to support its operationalization and categorized in these three types of events: GGGI organized events where the organization is solely responsible; Co-organized events where GGGI organizes events in partnership with other stakeholders at various levels; and Events that members of staff are invited to participate in by other stakeholders.

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<sup>3</sup> 2020 End of Year Results Report

## GGGI organized events

- **Identification of Speakers/Panelists/Moderators/Chairs** – Ensure that speakers/panelists line up is diverse and an adequate balance in terms of gender, race, youth, stakeholders, different backgrounds and other characteristics depending on the type of the event; ensuring that at least all the voices are heard, and the majority of the targeted audience feels represented and welcome. Consider alternative choices of speakers and panelists, to allow female colleagues and other stakeholders to be speakers or panelists instead.
- **Composition of speakers and panelists** – Ensure that the composition of speakers and panelists for any event is as diverse and inclusive; women and members of LDCs, LLDCs, SIDS included as panelists, moderators and/or session chairs, and other forms of diversity beyond the gender quotas is a priority. Consider leveraging the position and power of staff in regular/high demand for speaking/panelist roles – i.e. Director General and other senior managers in Headquarters and Field Offices – to influence the terms of GGGI's requirements for gender and diversity as prerequisite for participation in events.
- **Selection of event venue location and/or format** – Ensure that the event location (for face-to-face events) is accessible to both targeted audience and panelists and is disability-friendly. For virtual events, technology accessibility should be key during the selection.
- **Food** – if provided, ensure that special care is made to the dietary needs of
- **Event content, materials and discussions** – The event program/agenda will include topics/sessions that directly impacts on the targeted participants/communities and/or audience. The event promotional materials will also be inclusive and use inclusive language in social media posts. Where appropriate, GGGI will clarify that the events it organizes are an inclusive and diverse space. Make all effort possible to give the opportunity to hear diverse views and perspectives.
- **Partnerships** – GGGI will leverage on partnering with organizations that implement diversity and inclusion policies in green growth and climate action to join the events and represent more effectively underrepresented groups and communities.

## Co-organized events

The events co-organized by GGGI will be treated the same way as GGGI organized events. Therefore, in addition to the abovementioned requirements, special efforts must be made by GGGI to:

- Actively select speakers/panelists and session chairs from underrepresented and diverse groups.
- Use those opportunities to raise awareness on the importance of inclusive and diverse events. Keep highlighting gender balance and diversity in forums.
- Ensure that the speakers/panelists and chairs identified by GGGI are aware of the inclusion and diversity stand of GGGI.  
Ensure that the event content is as inclusive and diverse as possible; promote usage of inclusive materials during the event preparation and delivery.

## Events that GGGI is invited by external stakeholders

- Commit to panels which are diverse and/or inclusive – where the applicable, ask for the list of panelist/speakers/chairs for the event to assess this.

- Extend the invitation (with the knowledge of the event organizers) to other internal colleagues who could take up the role if your participation during the event will likely show any form of social exclusion.
- If a member of staff has been given an opportunity to be moderator or chair of the external event, encourage equal opportunities are given to participants to make contributions and/or ask questions.

## Knowledge Products

- Knowledge generation GGGI will proactively pursue gender and diversity in publications by extending invitations to resource persons and experts from least developed countries.
- Any knowledge products generated within the organization should ensure that appropriate language and images are used and being careful not to perpetuate negative stereotypes. Ensure wider and inclusive consultation on contents of the knowledge products.

## Monitor and Measure Progress

In order to measure its progress on gender equity and diversity in events, GGGI will annually measure progress made and reflect on how to best plan and organize its events. The suggested quota's and/or targets set in the pledge will be monitored for global events annually to strengthen its accountability. GGGI will collect diversity monitoring data on panelists/speakers/chairs and use the equality monitoring data to improve its future practice.

## Annex

Annex 1: GGGI Green Event Guide Version 2.0, Published on 28/11/2018  
<https://gggi.org/site/assets/uploads/2019/04/GGGIGreenEventGuide.pdf>