3.8 Stage 8: Reporting and moving forward

You will need to look at who is involved in the planning process and again ensure that both men and women are taking part.

In any research process, there will be information that is sensitive and needs careful communication. There are four main issues to consider when submitting a report:

- Representing information without jeopardising your relationship with the interviewee and the community as a whole. Never refer to individuals without checking it out with them first. Some issues need careful, respectful reporting. If in doubt, report sensitive issues more vaguely than you would like to. This will avoid any repercussions being experienced by participants, the wider community or the implementing team.

- Dealing with other people’s perceptions of what you are doing, especially if they feel threatened by it. Occasionally this will not be overcome. However, taking steps to ensure that the community is fully involved in the process should reduce the likelihood of people feeling threatened.

- Avoiding surprises and unfulfilled expectations. Ensure that everyone knows what you are doing and why.

- Considering and respecting peoples’ right to anonymity where necessary.

At the end of the process the momentum for community involvement should continue. This last stage should ensure that a cycle of planning, finding out and action is established, otherwise the PA becomes a one-off consultation.
3.9 Stage 9: Reflection and evaluation

It is easy to overlook this stage when having completed a large piece of work; however, it is important for all parties directly involved in the PA, especially the members of the implementing team, to have the opportunity to reflect on the whole process. Reflection is important because it enables you to stand back from the process and to assess whether the original aims were met, how people felt during the process and what could be done better or differently next time. This is where the learning is captured.

The nature of the review will vary according to the purpose of the PA workshops, but if there are disagreements, it can be worth including an anonymous review.

GELLIDEG REVIEW
A review workshop for the implementing team was held to reflect on the process. Summarised, the results were:

- The amount of time that a PA requires should not be underestimated.
- 'Snowballing' to engage with people can be very successful, but checks need to be in place to ensure the most marginalised are reached.
- In a safe environment, people will talk about personal issues and the tools are effective in promoting discussion. Allow the space and time to accommodate this.
- Public meetings do not work for exploring personal issues, so participatory approaches that usually work with people in public spaces need to be adapted.
- Issues are likely to arise that challenge the team personally and they will need support to debrief as soon as issues arise.
PORT TALBOT REVIEW
After the training, a participatory evaluation was used to review what had been learnt and what participants found useful. The results were:

- Gender is just as much an issue for men, but often it is only seen as a 'woman's thing'.
- The tools are useful, can be adapted for different groups and are really good used with young people.
- Analysis tools take time and this can be underestimated.
- It is quite intense experiencing individual interviews, but practising and using visual techniques reduces the potential stress. Everyday language to describe 'gender' is easy to use and just as effective. For example, 'gender analysis' is 'looking at the differences between men and women' or examining the 'exclusion of old men/young women etc.'