



Commonwealth Women in Planning Network Action Plan

July 2020

EXECUTIVE SUMMARY

The Commonwealth Women in Planning Network recognizes the potential of intersectional, gender-inclusive planning, policy, and design to contribute positively toward global economic, social, cultural, and environmental objectives, by creating a more equitable and inclusive built environment.

The Commonwealth Women in Planning Manifesto was created with the objective of developing an international call to action for advancing the role of women in the planning profession and highlighting the impact of planning and design on women's safety, prosperity, and empowerment. This Action Plan is intended to provide a strategic course of action through which the Commonwealth Women in Planning Network and its members can realize the goals and objectives that have been collectively identified in the Manifesto, for the benefit of everyone, everywhere.

Recognizing that planning leadership is critical to the delivery of gender-inclusive land development and management policies and methodologies, which contribute to a more equitable and sustainable future, this Action Plan contains an annexed list of potential projects and initiatives showcasing a broad spectrum of efforts that could be undertaken collectively, at both the local and global level, to demonstrate, enhance, and advance the objectives outlined in the Commonwealth Women in Planning Network Manifesto.

We acknowledge that undertaking any of these projects requires human and financial resources, coordination, and management. This Action Plan is intended to outline the projects to be launched, their sequencing, funding, management, and implementation. Projects will be undertaken by coalitions of interested participants and, wherever possible, matched with partners and sponsors.

VISION

To ensure all self-identified women and girls have the social, economic, and political power to shape and benefit from our shared built environment, making it safer, more prosperous, and more inclusive of all members of society, particularly the most vulnerable.

PURPOSE

The purpose of the CWIP Action Plan is to anticipate and facilitate ongoing implementation of the Commonwealth Women in Planning Manifesto. The Action Plan will ensure consistency with SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities), and SDG 11 (Sustainable Cities and Communities) and will support the delivery of Agenda 2030, the Sustainable Development Goals, and the New Urban Agenda.

WOMEN IN THE COMMONWEALTH

The Commonwealth Women in Planning Network has expressed a shared commitment to recognizing the crucial role of women as designers of - and active participants in - the built environment. Through its endorsement of the Commonwealth Women in Planning Network Manifesto, the Commonwealth Association of Planners has affirmed the fundamental role of women in achieving and advancing all 17 of the Sustainable Development Goals, the New Urban Agenda, and the International Guidelines for Urban and Territorial Planning, furthering these objectives in the Commonwealth in alignment with the Commonwealth Association of Planners' Fiji Declaration on sustainable, resilient, and inclusive human settlements.

Preliminary findings from the Commonwealth Association of Planners' Survey of the Planning Profession in the Commonwealth (2018) revealed a significant gender imbalance in the planning profession. There were substantial variations in numbers of male and female planners across the Commonwealth, with the highest proportion of female planners being in Belize 70%, Fiji 54%, Barbados 54%, and Zambia 48% and the lowest proportions in Malta 15%, Nigeria 25%, South Africa 30%, Namibia 38%, and the UK 38%. As a result of this survey, there is widespread concern across the Commonwealth that gender issues are not being adequately addressed including in the planning and development of communities.

The Commonwealth Women in Planning Manifesto is a call to equalize the gender balance within the planning profession by actively and consciously encouraging girls and women to pursue science, technology, engineering, and mathematics (STEM) studies and careers, providing mentorship and support to women working in the built environment professions, and endorsing merit-based appointments of women to high-profile leadership, governance, and political positions. It is a call to planners worldwide to assume a leadership role, positioning themselves as ambassadors of women and girls, and calling for gender-inclusive, responsive, sustainable, and equitable built environments in the face of global challenges.

KEY OBJECTIVES

A number of key objectives have been identified for consideration during the development of the Commonwealth Women in Planning including, but not limited to:

- Membership and affiliation requirements;
- Regional coordination and representation;
- Projects and priorities around networking and outreach, including advocacy, partnerships, and advisory capacity;
- Projects and priorities around planning education, including gender-responsive tools, best practices, training, and outreach;
- Publication and research opportunities, including the development of a platform for information sharing and discussion; and
- Opportunities for sponsorship and funding.

AUTHORITY OF CWIP

The Commonwealth Women in Planning Network (CWIP) is part of the Commonwealth Association of Planners (CAP). As such, CWIP is accountable to the CAP Executive Committee. CWIP may from time to time form and assign sub-committees, create tasks, and finish groups for the purpose of pursuing specific, project-related undertakings.

FINANCIAL AND HUMAN RESOURCES

CWIP acknowledges the financial and human resources associated with the development and implementation of an Action Plan and its content. CWIP is not a legal entity and any financial resources, if required, would need to be sought via CAP. For this reason, projects and initiatives will be accompanied by approximate human resource and financial requirements and prioritized based on available budgets, volunteer capacity, and partnership opportunities. Wherever possible, CWIP initiatives will be aligned with broader CAP priorities and objectives. Where funding is requested for specific projects, significant effort will be made to ensure that all Network Members are given the opportunity to access or benefit from CAP's investment.

SUMMARY OF STRATEGIC PRIORITY AREAS AND ACTIONS

The following tables summarize Strategic Priority Areas and Actions. Full details on each Priority Area is included in the following sections. These Priority Areas and their objectives were collectively developed with members of the Commonwealth Women in Planning Network and are designed to support women through networking and outreach opportunities, planning education, and planning research.

This list is not exhaustive and will be periodically updated as the needs, interests, and goals of Network members evolve and grow.

Networking and Outreach

Create Women in Planning Network Advisory Group

Objective	To establish a standing international advisory group, comprised of CAP member representatives and other partner organizations, to serve as a resource for governmental, intergovernmental, non-governmental, and civil society organizations, as well as practicing professionals, academic institutions, and other stakeholders.
Anticipated Timeline	Launch in 2021
Outputs	<ul style="list-style-type: none"> • Terms of Reference • Work Plan
Activities	<ul style="list-style-type: none"> • Draft Terms of Reference for Advisory Group • Confirm partner organization representatives • Establish initial representing members
Anticipated Costs	Volunteer-based with possibility to support members for travel under special circumstances, pending approval from the CAP's Executive Committee.
Potential Partners	CAP and CAP Member Organizations, UN Women, UN-Habitat Stakeholder Advisory Group, Women in Cities International, Women Transforming Cities, Women in Planning Regional Networks

Advocacy

Objective	To investigate ways to collectively advocate for the development and implementation of gender-inclusive land access, control, and use policies across the Commonwealth. Develop a toolkit of sustainable processes to support women's access, ownership, and use of fertile lands for agricultural activities as a means of addressing poverty, inequality, and vulnerability.
Anticipated Timeline	Launch in 2020
Outputs	<ul style="list-style-type: none"> • Toolkit of sustainable processes to support women's agricultural activities • Awareness campaign for women's access and equity in agricultural activities
Activities	<ul style="list-style-type: none"> • Confirm project lead • Obtain feedback from members and organizations on beneficial content for an advocacy toolkit • Develop recommendations for policy and program actions that can be used by stakeholders and Network members • Develop and circulate a toolkit of best practices • Identify potential partners for future dissemination of toolkit
Anticipated Costs	Volunteer-based, leveraging existing work by members. Partnerships are based on capacity-building opportunities and knowledge exchange.

Potential Partners	CAP and CAP Member Organizations , Ghana Institute of Planners (pending interest - based on previous CAP Award win)
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Partnerships

Objective	To develop, maintain, and enhance partnerships with CAP member organizations, UN Women, Women in Cities International, Women Transforming Cities, and other organizations pursuing similar gender-related objectives in the built environment.
Anticipated Timeline	Ongoing
Outputs	<ul style="list-style-type: none"> • Informational one-pager about CWIP • Women in Planning Network map • Pamphlet on how to set up a local Women in Planning Network • Endorsement of the Commonwealth Women in Planning Network Manifesto by all CAP member organizations
Activities	<ul style="list-style-type: none"> • Confirm project lead • Develop list of organizations pursuing similar gender-related objectives in the built environment • Map organizations and provide links to websites • Provide information and resources to support the creation of local women in planning networks • Investigate opportunities for joint publications, conferences, and opportunities with other organizations • Encourage all CAP member organizations to formally endorse and promote the CWIP Manifesto
Anticipated Costs	Volunteer-based, leveraging existing work by members. Partnerships are based on capacity-building opportunities and knowledge exchange.
Potential Partners	CAP and CAP Member Organizations , UN Women, UN-Habitat, Universities, Women in Cities International, Women Transforming Cities, Women in Planning Regional Networks

Sustainable Development Goals

Objective	To demonstrate and support the relationships, objectives, and indicators between SDG 5: Gender Equality and the other 16 Global Goals, with a particular focus on SDG 11: Sustainable Cities and Communities.
Anticipated Timeline	Ongoing
Outputs	<ul style="list-style-type: none"> • Informational one-pager • Blog posts on work being done toward SDG 5 and SDG 11 by Network Members • Request for Women in Planning Category be added to CAP Awards (in progress) • Case studies about Member activities and best practices relating to the SDGs (ongoing)
Activities	<ul style="list-style-type: none"> • Confirm project lead

	<ul style="list-style-type: none"> • Provide information and resources to support progress toward the SDGs using a gender lens • Produce blog posts outlining how Network members are working toward the SDGs • Develop case studies outlining projects contributing to the SDGs • Contribute case studies, policy briefs, and other information to UN Commission on the Status of Women and other international convenings
Anticipated Costs	Volunteer-based, leveraging existing work by members.
Potential Partners	CAP (blog host) and CAP Member Organizations, UN Women, UN-Habitat, Women in Planning Regional Networks, International Development Councils and Agencies (i.e.: British Columbia Council for International Cooperation)

Planning Education

Gender-responsive Planning Toolkit

Objective	To develop a toolkit to support women as students, emerging professionals, and practitioners working in the built environment. This toolkit may include links to information about local, national, and international mentorship networks from member organizations, lessons learned from senior professionals, best practices for organizing and maintaining professional networks, and/or access to articles, blog posts, and other information specific to women working in the built environment.
Anticipated Timeline	Launch in 2020
Outputs	<ul style="list-style-type: none"> • Platform for informal mentorship opportunities (in progress) • List of resources for women in the built environment (articles, regional women in planning networks, training opportunities, advice for negotiating offers and salaries, mentorship advice, “what I wish I knew” posts, etc.) • Toolkit of resources relating to gender and planning, including references to best practices, articles written by women, work by female planners, etc.
Activities	<ul style="list-style-type: none"> • Confirm project lead • Draft content and determine type of platform to share gender-inclusive planning, policy and design • Promote training from CAP member organizations and others, including UN women and Data 2X • Develop informal mentorship opportunities
Anticipated Costs	Volunteer-based. Potential to support a limited number of planners and/or students per year with modest funding for continuing education opportunities, pending CAP approval (needs further exploration and approval).
Potential Partners	CAP and CAP Member Organizations, UN Women, UN-Habitat, Data2X, Women in Cities International, Women Transforming Cities, Women in Planning Regional Networks, World Design Declaration Members

Planning Education

Objective	To collect, develop, and share new platforms and curricula for planning education and research dissemination - for use by academic institutions, planning associations, and the public - with a focus on gender-inclusive planning, policy and design. Recognize and promote training on gender responsive planning for people already working professionally as part of continuing professional learning requirements.
Anticipated Timeline	Launch in 2021
Outputs	<ul style="list-style-type: none"> • Informational one-pager, pamphlets, or infographics for use in conferences, universities, and business meetings • Template presentation for university and continuing education classes • Toolkit of resources relating to gender and planning, including references to best practices, articles written by women, work by female planners, etc. • Short, informative video that can be shared on social media or through the Network • Database/list of continuing education and gender-specific planning resources freely available to members
Activities	<ul style="list-style-type: none"> • Confirm project lead • Draft outreach content for network members to share locally – infographics, pamphlets, etc. • Support a women in planning essay competition or other recognition for women's achievements to be highlighted. • Encourage Network members to write short blog posts for the CAP website • Draft template presentation that could be shared by network members in university and continuing education classes • Make continuing education tools and resources easily accessible for network members
Anticipated Costs	Possibility of a modest award for an essay competition (100 GBP). Possible expenses related to the production of a university presentation or short video (less than 100 GBP) for software access. Any possible expenses will require discussion with CWIP members and presentation to CAP for consideration.
Potential Partners	CAP (Trudi Elliott) and CAP Member Organizations, CAP Young Planners Networks, UN Women, UN-Habitat, Women in Planning Regional Networks, World University Networks, Academics without Borders, World Design Declaration Members (such as Cumulus), Commonwealth Association of Architects

Publications and Research

Gender-responsive Planning Toolkit

Objective	To develop a toolkit for professional planners to assist them in applying a gender lens to planning projects worldwide, including qualitative and quantitative indicators, case studies, policies, partnership strategies, and reporting mechanisms. This toolkit should consider the role of planning in
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	enhancing and celebrating cultural and ethnic diversity as it relates to women in the built environment.
Anticipated Timeline	Launch 2021
Outputs	<ul style="list-style-type: none"> • Toolkit of professional resources relating to gender and planning, including references to best practices, research by women, work by female planners, etc. • Catalogue of links to continuing education resources, case studies, and partnership opportunities
Activities	<ul style="list-style-type: none"> • Confirm project lead • Determine main themes and content of toolkit for professional planners (potential to collaborate with CIP, RTPI, and other national planning orgs) • Draft toolkit • Circulate to network and relevant stakeholders • Determine mechanism for sharing and cataloguing resources for members (online etc.)
Anticipated Costs	Volunteer-based.
Potential Partners	CAP and CAP Member Organizations, CAP Young Planners, UN Women, UN-Habitat Stakeholder Advisory Group, Regional Women in Planning Networks, World University Networks, Data 2X, World Design Declaration Members

Develop a Platform for Information Sharing

Objective	To develop a platform for information sharing and discussion. This platform may take the form of a blog, creative commons, clearinghouse, database, and/or newsletter.
Anticipated Timeline	Launched 2019
Outputs	<ul style="list-style-type: none"> • Slack Page for the Women in Planning Network (complete) • Social Media pages on LinkedIn, Facebook, and Twitter (complete) • Biannual newsletter (complete) • Blog posts on the CAP website (ongoing) • Catalogue of resources, continuing education opportunities, and regional women in planning networks
Activities	<ul style="list-style-type: none"> • Develop platform for information sharing (slack, other avenues etc) • Invite network to use platform and determine main administrators of page(s) • Create and share blog posts (2-3 per year) authored by CWIP members • Collect and catalogue continuing education resources, case studies, and relevant links for use by Network members and others • Draft and share a biannual CWIP newsletter
Anticipated Costs	Volunteer-based for ongoing maintenance and updates
Potential Partners	CAP and CAP Member Organizations, Women in Planning Regional Networks

Support Member Research and Publications

Objective	To support and promote online and print publications written by CWIP Network members, including blog entries, journal articles, white papers, and books, to increase research, information-sharing, and collaboration between international planning professionals.
Anticipated Timeline	Launch 2020
Outputs	<ul style="list-style-type: none"> • Feature research from Network members and female authors • Publication of a book, e-zine, physical magazine, or other publication • Contribute to CAP blog
Activities	<ul style="list-style-type: none"> • Establish best mechanism to promote publications to increase research, info sharing and collaboration • Determine schedule first publications/ blogs by CWIP members • Investigate copyright and royalty regulations for a creative commons publication
Anticipated Costs	A more substantial publication, such as a book, would require a budget to compensate authors for their contribution (either through a stipend or a physical copy of the publication). This is subject to CWIP and CAP approval.
Potential Partners	CAP and CAP Member Organizations, UN Women, Women in Planning Regional Networks

ANTICIPATED TIMELINES

	Jan-Mar '20	Apr - Jun '20	Jul-Sep '20	Oct-Dec '20	Jan-Mar '21	Apr - Jun '21	Jul-Sep '21	Oct-Dec '21	Jan-Mar '22	Apr - Jun '22	Jul-Sep '22	Oct-Dec '22
Create Women in Planning Network Advisory Group						Launch		Maintenance				
Advocacy				Launch		Maintenance						
Partnerships	Launch		Maintenance									
Sustainable Development Goals	Launch		Maintenance									
Gender-Responsive (Student) Planning Toolkit			Launch		Maintenance							
Planning Education							Launch		Maintenance			
Gender-Responsive (Professional) Planning Toolkit				Launch		Maintenance						
Develop a Platform for Information Sharing	Launch		Maintenance									
Support Member Research and Publications		Launch		Maintenance								

POTENTIAL ALLIANCES WITH OTHER INITIATIVES

Recognizing the need for strategic leadership on gender-inclusive development and policy matters at local, regional, national, and international levels, and the need for gender inclusive governance models, political agendas, and policies, implementation of the Commonwealth Women in Planning Network will necessarily be dependent on partnerships with other networks and organizations. Potential partnerships may include, but are not limited to:

- CAP Awards
- CAP Young Planners Network
- CAP Emerging Leaders Program
- Global Planners' Network (GPN)
- UN-HABITAT Stakeholder Advisory Group
- World Design Declaration Summits
- CHOGM
- UN Commission on the Status of Women

ACTIONS ALREADY UNDERWAY

Since its endorsement by CAP in 2018, the Commonwealth Women in Planning Manifesto has been formally endorsed by the Canadian Institute of Planners, the Royal Town Planning Institute, the Ghana Institute of Planners, the Barbados Town Planning Institute, and the New Zealand Planning Institute.

Other key activities include:

- Creation of Twitter, Facebook, LinkedIn and Slack accounts and platforms for sharing (2018-2019)
- Launched Facebook Mentor to support informal connections between mentors and mentees (2019)
- Publication of biannual blog posts (2019 and ongoing)
- Publication of biannual newsletters (2019 and ongoing)
- Publication of three women in planning case studies for use at the 64th UN Commission on the Status of Women (2020 – event cancelled, but publication released)
- Request for a "Women in Planning" category to be added to the CAP Awards program (underway)
- Opportunities for CWIP members to participate as judges in CAP Awards (underway)
- Mapping of Regional Women in Planning Networks with links to relevant websites and contact information (underway)
- Promotion of Manifesto at World Design Summit (2019)

KEY FACTORS AND INDICATORS FOR SUCCESS

Accountability and engagement are critical to the ongoing success of this Action Plan. In order to be successful, this Action Plan requires the participation and engagement of members from *all* Commonwealth member countries. In order to ensure that the Commonwealth Women in Planning Network is adequately meeting the needs of all of its members, CWIP will periodically distribute a survey for completion by Network members. Additionally, an evaluation framework will be developed that will allow the CWIP Network to report on its progress to CAP and its members.

Key factors for success include, but are not limited to:

- Aligning Action Plan objectives with CAP objectives, particularly with respect to CAP's engagement with CHOGM, UN-Habitat's Stakeholder Advisory Group, GPN, and other Commonwealth organizations.
- CAP member involvement in leading various initiatives. Region-specific initiatives (such as advocacy for agricultural initiatives) must be led by a planner from the region concerned.
- This Action Plan spans three years in order to align with the forthcoming budget cycle for the Commonwealth Women in Planning Network. It will be re-evaluated in early 2022 in

order to remain responsive to emerging opportunities and changes in CAP and its member organizations.

- Success remains dependent on widespread engagement from Network members. For example, the Network benefits from the research, publications, representation and input of members from *all* Commonwealth member countries.