



Step 10: Participatory planning workshop

The publication *Participatory Planning in UNHCR - A Practical Guide* assists offices in preparing, together with key actors, an annual participatory planning workshop to develop the Country Operations Plan. The guide underscores the importance of including all the main actors in the workshop. The participatory assessment process will help to identify and prepare different refugee groups for their participation in the workshop.

Selecting participants among persons of concern

With the assistance of the multifunctional teams, refugees, internally displaced persons and returnees should select a reasonable number of community members who represent all ages and backgrounds, reflect gender balance, and are genuinely able to participate. The participants should also receive support in preparing adequately for the workshop, to ensure meaningful participation and avoid token presence.

Discussion of participatory assessment prioritization report

The information gathered, analysed and systematized during the participatory assessment process should be shared and discussed at the participatory planning workshop and form an integral part of the substance of the overall content discussion. The Operations Management Support Software, a key element to

Participatory Assessment in Operations

UNHCR's effort to institutionalize Results-Based Management, will capture the information from the participatory assessment prioritization report as the primary basis for formulating objectives for Country Operations Plans and project submissions.

Multifunctional teams face two challenges throughout the discussions on the Country Operations Plan: the first is to ensure that the participatory assessment findings are genuinely taken into consideration; the second is to ensure an adequate analysis from an age, gender and diversity perspective of the protection risks. Having a good understanding of power relations in the community and how groups are excluded will ensure that solutions do address risks through affirmative actions for all groups discriminated against, in particular women and children.

The Protection Strategies, Annual Protection Report, Country Reports and Country Operations Plans will be reviewed in light of the analysis of the protection risks gathered through participatory assessment. This analysis provides the basis for building age, gender and diversity perspectives into operational strategies and responses and undertaking targeted action to enable women, girls, boys and men to exercise their rights and to support gender equality.

