



GOAL 16 WORKSHOP GUIDE

A Resource for Stakeholders
Organizing a Workshop Around
the Goal 16 Advocacy Toolkit

www.tapnetwork2030.org/goal16



Transparency, Accountability &
Participation for 2030 Agenda

About the TAP Network

The Transparency, Accountability & Participation (TAP) Network is a broad network of civil society organizations (CSOs) that works to ensure that open, inclusive, accountable, effective governance and peaceful societies are at the heart of the 2030 Agenda for Sustainable Development, and that civil society are recognized and mobilized as indispensable partners in the design, implementation of and accountability for sustainable development policies, at all levels.

The TAP Network engages some of the foremost expert organisations on the issues around Goal 16 of the Sustainable Development Goals (SDGs): ‘to promote peaceful, inclusive societies for sustainable development, to provide access to justice for all and to build effective, accountable and inclusive institutions at all levels’. TAP benefits from the invaluable expertise, experiences and unique perspectives of its members, all of whom come together to collaborate under the TAP Network umbrella. This work is underpinned by recognition that we maximize reach and influence when many stakeholders speak with a unified voice.

The TAP Network’s Vision

TAP’s vision for the 2030 Agenda is framed by notions of rule-of-law and the TAP principles of transparency, accountability and citizen participation, as well as respect for human rights. Effective governance and sustained peace in a Post-2015 world require transparent, participatory and inclusive institutions that are accountable to the very people that the 2030 Agenda has committed to engage.

The TAP Network is united in the belief that open, inclusive, accountable and effective governance and peaceful societies are both outcomes and enablers of sustainable and equitable development. The 2030 Agenda must promote openness, accountability and effective public institutions, build trust between states and their citizens, lay the foundation for peaceful and just societies and empower civil society to engage in the design, implementation and accountability of public policies at all levels.

TAP’s work also reflects the will and impetus of the millions of citizens from around the world who voted for ‘an honest and responsive government’ as one of their top priorities in the MY World survey—a theme echoed in consultations around the world throughout the 2030 Agenda negotiation process.

For more information on the TAP Network, visit our website at www.tapnetwork2030.org.

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Goal 16

Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

16.1 significantly reduce all forms of violence and related death rates everywhere

16.2 end abuse, exploitation, trafficking and all forms of violence and torture against children

16.3 promote the rule of law at the national and international levels, and ensure equal access to justice for all

16.4 by 2030 significantly reduce illicit financial and arms flows, strengthen recovery and return of stolen assets, and combat all forms of organized crime

16.5 substantially reduce corruption and bribery in all its forms

16.6 develop effective, accountable and transparent institutions at all levels

16.7 ensure responsive, inclusive, participatory and representative decision-making at all levels

16.8 broaden and strengthen the participation of developing countries in the institutions of global governance

16.9 by 2030 provide legal identity for all including birth registration

16.10 ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements

16.a strengthen relevant national institutions, including through international cooperation, for building capacities at all levels, in particular in developing countries, for preventing violence and combating terrorism and crime

16.b promote and enforce non-discriminatory laws and policies for sustainable development

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“The 2030 Agenda explicitly recognizes that peaceful and inclusive societies are both outcomes and enablers of sustainable development. Sustainable Development Goal 16 commits governments to providing access to justice for all and building effective, accountable and inclusive institutions at all levels.”

Part 1. Introduction

WHAT IS THE PURPOSE OF THIS GUIDE?

This guide has been developed to support civil society organisations (CSOs) to organise, host and capitalise on workshops based on the Goal 16 Advocacy Toolkit developed by the TAP Network. It is a comprehensive guide which includes step by step guidance for how to prepare for the workshop, key resources (power point presentation, handouts, and suggested agenda) and detailed guidance note for specific sessions of the agenda.

This guide takes the tools provided in the Goal 16 Advocacy Toolkit and helps CSOs organise interactive workshops around them. CSOs should be able to organise and host an effective workshop simply by following the steps in this guide.

The workshops should help national level organisations relate to Goal 16, and help them engage in advocacy work on Goal 16 at the national level. It should help them visualise entry points, to understand who they might need to influence, and how they might go about influencing them. Most of all, it should help raise awareness of Goal 16, and raise capacity of CSOs to engage with Goal 16 processes at the national level.

WHAT IS THE GOAL 16 ADVOCACY TOOLKIT?

The Goal 16 Advocacy Toolkit is a resource for stakeholders, particularly national level CSOs, to use in advocacy on the implementation of and accountability for Goal 16 and the broader 2030 Agenda for Sustainable Development. It provides broad guidance on how to engage with governments and other local, regional or international stakeholders to support the planning, implementation, follow-up and accountability of Goal 16.

WHAT ARE THE OBJECTIVES OF THE GOAL 16 ADVOCACY TOOLKIT?

THE OBJECTIVES OF THE GOAL 16 ADVOCACY TOOLKIT ARE TO HELP CSOS:

1. Understand the SDGs and Goal 16
2. Put together national-level advocacy strategies around Goal 16 issues.
3. Engage with their governments (as well as other local, regional or international stakeholders) in planning, implementation, follow-up and accountability of Goal 16.
4. Build or strengthen coalitions of partners working around Goal 16 issues at the national level

Breaking down the Goal 16 Advocacy Toolkit

The toolkit is divided into six different parts, outlined below. Each part also includes tips for CSO advocacy and detailed case studies, providing real life examples from the national level of CSOs influencing their governments on issues related to Goal 16.



PART 1: UNDERSTANDING GOAL 16: PEACE, JUSTICE AND STRONG INSTITUTIONS

Contextualises Goal 16 within the SDGs and Agenda 2030. Highlights the interlinkages between Goal 16 targets and targets in other goals.



PART 5: SUPPORTING NATIONAL FOLLOW-UP AND MONITORING FOR GOAL 16

Highlights how to engage in national follow up process, and provides examples of citizen led data collection.



PART 2: PREPARING TO ENGAGE WITH GOAL 16 AT THE NATIONAL LEVEL

Provides concrete tools to engage at the national level: Gap analysis, stakeholder analysis, developing an advocacy plan and advocacy messages.



PART 6: ENGAGING WITH GOAL 16 AT THE GLOBAL LEVEL

Suggests targets and partners, and highlights how to participate in the primary multilateral process for Agenda 2030.



PART 3: SUPPORTING NATIONAL PLANNING FOR GOAL 16

Clarifies where and how to engage with the different types of coordination mechanisms for the SDGs and Goal 16, as well as how to incorporate input into implementation plans.



PART 4: SUPPORTING NATIONAL IMPLEMENTATION OF GOAL 16

Provides details of how to engage in the implementation, by supporting the efforts of governments, drafting or amending laws, working with legislators or undertaking strategic litigation.

Part 2.

Preparing for the workshop

These workshops are an important way to build awareness of Goal 16, of its importance to Agenda 2030 and to the national development process. They should help CSOs take concrete actions towards implementing Goal 16 – a potentially transformative goal of a potentially transformative agenda. These workshops will also help identify organizations within your country that are working on Goal 16 issues, and to help build a national network/coalition of these organizations that you can work with going forward.

Strong preparations will help ensure a high quality workshop. We suggest six concrete steps to take during the preparatory process.

STEP 1. FINALISE THE BASICS

PICK A DATE. Leave at least a month until the workshop, to give yourself enough time to prepare!

PICK A VENUE. Ensure that there is availability, that the room is available and has enough capacity for the number of participants you are expecting. If needed, ensure that audio-visual and catering are available. Book the venue.

DECIDE YOUR BUDGET. This will impact your choice of venue and the number of participants you can accommodate, especially if some need to travel.

PREPARE YOUR MATERIAL.

You will need the following:

- Flip charts
- Markers
- Background documents (see Step 4)
- AV equipment for the PowerPoint / Prezi presentation

STEP 2: REGISTER YOUR WORKSHOP WITH THE GLOBAL TAP NETWORK

Tell the TAP Network about your workshop by contacting the TAP Network Secretariat at TAPinfo@wfuna.org. The Network may be able to help promote your workshop, amplify messages and assist with outreach. Registering your event would also enable you to connect your work to a large global network of Goal 16 advocates.

STEP 3. IDENTIFY A FACILITATOR

In order to ensure that the meeting is adequately supported, delivered and recorded, one or more facilitators should be identified. It could be an external consultant, or it could be an experienced facilitator from within your organisation or network. It could also be a member of staff from a TAP Steering Committee in your country (if appropriate.) He or she must be:

- Familiar with the Agenda 2030
- Familiar with Goal 16
- Familiar with the TAP Network
- Experienced in working with civil society and facilitating interactive workshops

It is recommended that the facilitator(s):

- Familiarises him / herself with this briefing package
- Familiarises him / herself with the Goal 16 Advocacy Toolkit
- Familiarises him / herself with the complementary materials, including the power point presentation and handouts
- Familiarises him / herself with implementation plans for the SDGs, and especially Goal 16, in your country
- Collaborates as a rapporteur for the workshop

STEP 4. IDENTIFY AND INVITE THE RIGHT STAKEHOLDERS

These workshops are aimed predominantly at national level civil society organisations whose

work links to Goal 16. You will likely already have a good knowledge of the organisations working on this area, but you may like to use this checklist as a guidance:

- CSOs focusing on exploitation, trafficking and violence against children
- CSOs focusing on the rule of law and access to justice
- CSOs focusing on illicit flows of finance and weapons, and organised crime
- CSOs focusing on corruption and bribery
- CSOs focusing on developing accountable and transparent institutions
- CSOs focusing on inclusive, participatory and representative decision making
- CSOs focusing on legal identity
- CSOs focusing on public access to information
- CSOs focusing on non-discriminatory laws and policies

To identify further potential participants, you may like to check with the following organisations:

- Transparency Accountability and Participation (TAP) Network
www.tapnetwork2030.org/TAPmember
- Together 2030¹
www.tapnetwork2030.org/TAPmembers
- CIVICUS²
- Beyond 2015³
- Publish What You Pay⁴
- Alliance for Peacebuilding⁵
- Your national NGO platform. If you don't know them already, you can likely find them via the International Forum for NGO Platforms.⁶

You may like to check if a member of staff of the TAP Network, or one of the Steering Committee, is available to participate in the workshop, as a key resource. To do so, contact the TAP Network Secretariat at TAPinfo@wfuna.org

You should identify one or two 'case studies' to present their work at the workshop. These case studies will be crucial to the success of the workshop, providing real examples of national level advocacy, so select them carefully! To select your case studies, you should look for organisations who focus on the issues identified above, and who have a long experience of advocacy at the national level. You may like to explore the links provide above to find committed members in your country. If appropriate, the organisations from the case studies in the Goal 16 Advocacy Toolkit itself would be excellent case studies for the workshop!

You may want to draw on other stakeholders for parts of your workshop, for example:

- Law and justice institutions
- Interministerial SDGs Working Group
- National Sustainable Development Council
- Individual coordination mechanisms for SDG 16 (if it exists in your country)

Once you have established your potential participant list, you should send them a save the date, and then the official invite—at least two weeks in advance of the meeting. Note: Email addresses of participants should be recorded in order to facilitate ongoing communication and longer term involvement in Goal 16 work at the national level.

You will find template Save the Dates, flyers and invitations in the accompanying 'Communications Guide'.

1. <http://www.together2030.org/wp-content/uploads/2016/01/Together-2030-Public-list-of-organisations-as-of-April-1st-2016.pdf>

2. Email: info@civicus.org

3. <http://www.beyond2015.org/participating-organisations-beyond-2015>

4. <http://www.publishwhatyoupay.org/>

5. <http://www.allianceforpeacebuilding.org/our-members/directory/?org=organizational-members>

6. <http://ifp-fip.org/en/sections/>

STEP 5. COLLECT, STORE AND DISTRIBUTE THE RELEVANT BACKGROUND DOCUMENTS

Below is a suggested list of background documents that should be taken into consideration when organizing the content. The final list will vary from country to country.

Basic documents (for each country)

- TAP Goal 16 Advocacy Toolkit
- TAP Goal 16 Advocacy Toolkit PowerPoint presentation
- TAP Goal 16 Advocacy Toolkit prezi
- TAP Handout 1: Undertaking a Gap Analysis
- TAP Handout 2: Undertaking a Stakeholder Analysis
- TAP Handout 3: Developing an Advocacy Plan
- TAP Handout 4: Developing Advocacy Messages
- Suggested agenda for the workshop, contextualised for your specific workshop
- Agenda 2030

You can find all of the above resources on the TAP Network website at: www.tapnetwork2030.org/goal16workshopresources

Detailed documents (will vary in each country)

- National level plan on Agenda 2030 implementation (if exists), including the national coordination strategy for Agenda 2030
- National level plan on Goal 16 implementation (if exists)
- Organigram of government departments (if exists)
- National policies as they relate to Goal 16

If possible, ensure that participants receive documents at least ten days in advance, including those who will not be engaged in the briefing;

During the briefing, these can be distributed on a flash drive to all participants.

STEP 6: INFORM THE MEDIA AND THE PUBLIC

Use the resources provided in the accompanying 'Communications Guide' to:

- Put a flyer on your website about the workshop
- Tweet about the workshop
- Create a facebook post about the workshop
- Contextualise the standard press release and share the details of the workshop with journalists

Part 3.

Running the workshop

The methodology developed in the toolkit and annexes assumes a half day workshop – though we also provide suggestions for a shorter, 90 minute workshop. The half day workshop will provide a detailed overview of the toolkit, and will provide space to undertake a gap analysis and a stakeholder analysis, and to develop an advocacy plan and advocacy messages, in an interactive and engaging way. It should also provide time to hear about the experiences of organisations already working on Goal 16 at the national level, and to discuss the challenges they face. The 90 minute workshop should be more basic, focusing on introducing the toolkit, exploring case studies, and discussing challenges and potential solutions.

The agendas provided in annex are simply suggestions, and it is expected that CSOs will adapt content according to their national needs, priorities, national CSO profiles and political context. However, the facilitator should reiterate some key messages in order to drive action at the national level after the meeting:

- The focus of the next phase of SDG implementation will be domesticating each of the SDGs so that locally calibrated plans can be developed and tied to indicators of achievement and realistic end points. As national work starts, civil society should systematically engage with national processes by identifying whom to work with and to what end.
- Efforts to implement Agenda 2030 at national level should promote openness, accountability and effective public institutions, build trust between states and their citizens, lay the foundation for peaceful and just societies, and empower civil society to engage in the design,

implementation and accountability of public policies, at all levels.

- Meaningful civil society participation in encouraging inclusive and open Goal 16 implementation and accountability will be critical to ensuring that governments are responsive to the demonstrated needs of the diverse segments of each society.
- Over the next fifteen years, civil society will have a critical role in the support and strengthening of government-led processes, including working with ministers, government departments and the legislature to contextualise Goal 16 and to identify steps to take local implementation forwards.
- One of the most important things civil society can do regarding SDG implementation is to support efforts to raise awareness amongst local stakeholders about the 2030 Agenda and Goal 16.
- Ongoing monitoring, review and recalibration of SDG implementation will be critical to ensuring that they stay on track and deliver real progress.
- If our ambition for this new agenda is to stimulate 'inclusive, equitable, sustainable development' and to 'leave no one behind', civil society must ensure that governments are engaging with people in the design, implementation and accountability for sustainable development policies at all levels, and in ways that are transparent, inclusive and participatory.
- A national Goal 16 coalition would be an effective way to influence on this issue.

In general, the half day workshops should have 5 main objectives:

1. To build civil society capacity on Goal 16, helping organisations to engage with and influence the relevant processes at the local and national level.
2. To strengthen networks and identify ongoing opportunities for national level collaboration around advocacy on Goal 16

3. To identify key entry points at the national level
4. To develop a basic advocacy plan and advocacy messages around specific Goal 16 targets.
5. To identify organizations within your country that are working on Goal 16 issues, and build a national coalition of these organizations that you can work with going forward.

The 90 minute workshop should have the same objectives, with the exception of Objective 4.

It is especially important to wrap up the workshop with an agreed way forward. The facilitator should bear this in mind throughout the workshop, and should make specific suggestions in his / her closing remarks. It is recommended to agree on some basic actions, such as:

- Agree on the formation of a national coalition on Goal 16
- Individual organisations or small groups working together to finalise / formalise their gap analysis, stakeholder analysis, advocacy plan and advocacy messages.
- Agree on a division of labour around influencing key stakeholders. If this is not clear from the workshop, a follow up meeting may be a good next step.
- Inform journalists about the discussions held via press releases, and follow public attention using a Twitter hash tag or a WhatsApp group, or whatever is relevant in the local context.

To link to a wider global audience, participants may like to join the TAP Network, via the website.

NOTE

A suggested agenda for the half day workshop is provided in Annex 1, and detailed orientation is provided in Annex 2. A suggested agenda for the 90 minute workshop can be found in Annex 3, and orientation in Annex 4.

Part 4.

Capitalising on the workshop

Hopefully, the workshop will have led to information and expertise sharing, and the development of useful resources (gap analysis, stakeholder analysis, advocacy plans, and advocacy messages). New relationships will have been formed, and there may be appetite for further collaboration – especially if there is momentum behind the idea of a Goal 16 national coalition. It is crucial for organisers to capture the outcomes of the workshop and share these with participants, including those who were not able to attend.

Ideally the comprehensive report of the half day workshop will include:

- Detailed notes of each session.
- Examples of gap analysis for different targets.
- Examples of stakeholder analysis for different targets.
- Examples of gap analysis for different targets.
- Examples of a basic advocacy plan for the three / four most common targets.
- Examples of advocacy messages for two groups, on at least one target.

The report of the 90 minute workshop should obviously be less comprehensive.

The report should be prepared and disseminated to participants (including those who were not able to participate) in a timely manner, so as to build on momentum wherever possible. The report should also be shared with the TAP Network directly, by emailing John Romano, TAP Coordinator, on romano@wfuna.org.

The CSO convening the workshop should meet shortly after (perhaps with a small number of other motivated CSOs from the workshop) to decide on follow up actions to best capitalise on the momentum. Options to consider include:

- Consider any request / recommendations for follow up activities which were raised during the workshop itself, in terms of feasibility and capacity.
- Organise follow up meetings to further develop advocacy plans and advocacy messaging together.
- Coordinate advocacy activities towards agreed stakeholders.
- Coordinate media work based on the key messages.
- Share the report of the meeting with the relevant government department and UNCT, as well as the gap analysis and clear recommendations.
- If relevant, request the government to put in place a national coordination mechanism for SDG implementation, and / or for Goal 16, which includes civil society.
- Secure funding for ongoing collaboration and networking between the organisations involved in the workshop.
- Advocate for and support stakeholders' access to resources and information that would meaningfully support their engagement in the national process.
- Share information about coordination mechanisms on the SDGs and / or Goal 16 which facilitate participation of civil society.
- Consider what resources (human and financial) a Goal 16 coalition would require.

Annex 1. Suggested agenda for a half day workshop on the Goal 16 Advocacy Toolkit

This agenda is not meant to be prescriptive. It is simply meant to give CSOs an idea of the kind of session they could run. We expect that each CSO will need to tailor the agenda to their specific context, notably adapting the timing to the cultural context regarding working hours and breaks.

Time	Suggested session	Suggested objectives of session	Suggested lead(s)	Background resources
09 30	<p>Introductory session</p> <p>Introduction and welcome to the day</p> <p>Purpose / objectives</p> <p>TAP Network and the toolkit</p> <p>Discussion, comments and questions on the toolkit and the workshop</p>	<p>Participants know what to expect from the workshop, and become familiar with the TAP Network and the G16 toolkit.</p> <p>Note, this is where we would expect the power point / prezi about the toolkit to be presented. Participants will thus have an overview of what is in the toolkit, they will understand the tools they are about to use.</p>	Facilitator or CEO / senior staff of TAP member organisation	<p>Toolkit P5-6</p> <p>The power point / prezi</p>
10 15	<p>Case Studies</p> <p>Overview of the organisation</p> <p>Overview of their advocacy work on Goal 16 issues</p> <p>Goal 16 challenges at the national level</p>	<p>Participants hear one or two national examples of advocacy around Goal 16, with a focus on the challenges faced when undertaking such work.</p> <p>Open discussion around how to deal with the challenges.</p>	National level CSO selected by organisers.	Any resources provided by the partner CSO
10 45	<p>GAP Analysis</p> <p>Select target(s) on which to focus</p> <p>Map government commitments / policies / implementation / progress on this / these target(s)</p> <p>Analyze the gaps—what the government SHOULD be doing, vs what it IS actually doing.</p> <p>Make concise recommendations</p>	<p>Participants develop a shared understanding of where their country is in relation to a specific target(s), and where they need to be.</p> <p>Identify priorities and recommendations which will be used in the advocacy planning and messaging.</p>	Facilitator	<p>Toolkit P13</p> <p>Handout 1: Undertaking a Gap analysis</p>
11 30	<p>Stakeholder Analysis</p> <p>Using the results of the Gap analysis, identify those who can influence, and who are influenced by your selected target(s)</p> <p>Decide how much power they have to influence on your selected target(s)</p> <p>Decide how important your selected target(s) are to these stakeholders</p> <p>Map these findings in the table</p>	<p>Participants develop a shared understanding of who their key advocacy targets should be (Those with 'high power to influence' and who care a lot about selected target(s))</p>	Facilitator	<p>Toolkit P14-15</p> <p>Handout 2: Undertaking a Stakeholder Analysis</p>
12 00	Break			



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