

GBA Plus Readiness and Capacity Survey Template



Establishing a Baseline Understanding of Staff Readiness and Capacity to Implement GBA Plus

Establishing a baseline understanding of your staff's current level of readiness and capacity to integrate GBA Plus is an essential step as it allows you to gauge what topics, concepts, and terminology associated with GBA Plus that staff are already familiar with and comfortable applying in their day-to-day work. Even if GBA Plus is a new approach for your organization, staff may already possess valuable knowledge of related approaches and concepts (e.g. intersectionality, equity, diversity, inclusion, anti-racism, anti-oppression, etc.) that you can use as a starting point for introducing GBA Plus.

The foundational elements of GBA Plus—in particular, intersectionality—have played a central role in service and program delivery for newcomers across the settlement sector for some time. Connecting the existing experiences staff have with this type of work to the goals of GBA Plus can help integrate the approach within your organization in a meaningful way.

Gathering a baseline reading from staff will also allow you to identify gaps in staff knowledge around GBA Plus, which can be used to design and implement a training plan to address these areas. Gathering staff input on their capacity to integrate, or further integrate, GBA Plus into their work is equally important. Knowing what resources are in place to support this work, and those that still need to be put in place, allows you to develop a clear plan for moving forward.

There are many approaches that you can take to gather this information. Depending on the size of your organization, you could conduct informal focus groups to solicit input or speak to employees one-on-one. Staff surveys are a particularly efficient, and anonymous, method to gather this data (see below for a Staff GBA Plus Readiness and Capacity Survey Template that can be tailored to your organization and administered through SurveyMonkey or Microsoft Forms). You could also use multiple methods to gather information from staff depending on the size and capacity of your organization.

Whatever method you choose, you should plan to gather similar feedback from employees over time to gauge how GBA Plus knowledge and capacity increases and to further identify areas that may still need to be addressed through professional development opportunities. Similarly, this feedback can identify any challenges or barriers, especially related to resources and capacity, that staff are experiencing so that these can be addressed.

The survey covers a wide array of organizational activities including policy, programming, reporting, and training. Once the survey has been completed you will be able to use the results to focus your efforts to enhance and build GBA Plus capacity in your organization. If the staff responses for the GBA Plus knowledge section identify that more training is required to more fully integrate GBA Plus into their daily work within the organization then you can prioritize providing this training for employees. This may entail emphasizing existing training opportunities within your organization that employees may not be aware of or offering new training opportunities on this subject matter. Addressing any knowledge or capacity gaps identified in the survey will ensure that the other organizational areas covered such as policy, programming, and reporting, are strengthened, and as a result staff will be better equipped to apply this analytical approach to their work. Administering this survey on a quarterly or yearly basis will allow you to track improvement in staff capacity over time and allow you to continue to identify gaps or challenges being faced by employees in integrating GBA Plus into their work so that you can address them as an organization.

Staff GBA Plus Readiness and Capacity Survey Template

Survey Introduction

According to WAGE (Women and Gender Equality Canada) (2023), Gender-Based Analysis Plus (GBA Plus) “is an intersectional analysis that goes beyond biological (sex) and socio-cultural (gender) differences to consider other factors, such as age, disability, education, ethnicity, economic status, geography (including rurality), language, race, religion, and sexual orientation.”¹

Your participation in this survey is crucial in helping to gain a comprehensive baseline understanding of the levels of GBA Plus knowledge and capacity within [organization name's] operations – including both gaps and opportunities for integrating GBA Plus into [organization name's] work. Your responses will remain confidential and will be used for research purposes only.

The survey should take approximately 10 – 15 minutes to complete.

Thank you for taking the time to complete this survey.

1. Women and Gender Equality (WAGE) Canada, 2023. What is Gender-based Analysis Plus. Available at: <https://www.canada.ca/en/women-gender-equality/gender-based-analysis-plus/what-gender-based-analysis-plus.html> (accessed 13 May 2024).

Survey Questions

*Required



General Knowledge of GBA Plus and Associated Concepts and Terminology

1. How long have you been employed at [organization name]? *

- 0 - 6 months
- 6 months - 1 year
- 1 year - 2 years
- Over 2 years

Please note that if you are a smaller organization, you may want to consider omitting this question as it may limit or compromise anonymity.

2. How familiar are you with the concept of Gender-based Analysis Plus (GBA Plus)? *

- Very familiar
- Familiar
- Somewhat familiar
- Somewhat unfamiliar
- Not familiar at all

3. How familiar are you with the following terms and concepts?

	Very Familiar	Familiar	Somewhat Familiar	Somewhat Unfamiliar	Not Familiar
Equity					
Intersectionality					
Anti-Racism					
Anti-Oppression					

	Very Familiar	Familiar	Somewhat Familiar	Somewhat Unfamiliar	Not Familiar
Diversity, Equity, and Inclusion (DEI)					
Feminism/ Feminist					
BIPOC/ Racialized					
Accessible/ Accessibility					
Universal Design					
Accommodation					
Translate/ Translation					

	Very Familiar	Familiar	Somewhat Familiar	Somewhat Unfamiliar	Not Familiar
2SLGBTQIA+					
Gender-Based Violence					

4. Have you received any training or education on GBA Plus, or related concepts, whether in your role at [organization name], or prior to joining the organization? *

- Yes - a lot of training
- Yes - a fair amount of training
- Yes - a bit of training
- No training

5. If you have received GBA Plus training, please provide additional details (e.g., the name of the course(s), hours of training received, etc.) below.

6. What level of training is available to staff on GBA Plus, or related concepts, such as equity, diversity, and inclusion (EDI) and intersectionality? *

- None
- Minimal - Basic concepts covered
- Moderate - Key concepts covered, but not comprehensive
- Significant - Broad range of GBA Plus-related topics covered
- Extensive - Comprehensive curriculum covering GBA framework and its integration into [organization's] operations



Gauging The Levels of Readiness and Capacity to Integrate GBA Plus into [organization name's] operations

7. To what extent do you feel prepared to implement GBA Plus within the work that you do at [organization name]? *

- Very prepared
- Somewhat prepared
- Not very prepared
- Not prepared or comfortable at all

8. Do you feel like you would require additional information and training on GBA Plus to have the capacity to fully integrate it into your work? *

- No, I do not feel that additional information and training is necessary
- Yes, I do feel that some additional information and training is necessary
- Yes, I feel that a lot of additional information and training is needed

9. Are there any specific information, tools, or support that you feel you will require to apply GBA Plus to your work? *



Employee Perceptions of the Importance and Relevance of GBA Plus to [organization name's] Work

10. Do you think that GBA Plus is relevant and important to the settlement sector in [province or region your organization is located in]? *

- Yes, it is highly relevant and important
- Yes, it is somewhat relevant and important
- No, it is not relevant and important

11. Do you think that GBA Plus is relevant and important to the work that [organization name] does? *

- Yes, it is highly relevant and important
- Yes, it is somewhat relevant and important
- No, it is not relevant and important

12. If you answered that GBA Plus is relevant and important to the settlement sector in [province or region your organization is in] (Question 10), and/or relevant and important to work that [organization name] does (Question 11), please explain why you feel this way. Please be as specific as possible.



Operations, Programming, Evaluation, and Reporting

13. To what extent do you feel that GBA Plus is currently integrated into [organization name's] organizational practices? *

- Fully integrated
- Partially integrated
- Not integrated
- Unsure

14. To what extent do you feel that GBA Plus informs decision-making at [organization name]? *

- Fully informs decision-making
- Somewhat informs decision-making
- It does not inform decision-making
- Unsure

15. Is GBA Plus incorporated into your program evaluation and reporting procedures? *

- Fully incorporated
- Partially incorporated
- Not incorporated
- Unsure
- Not applicable

16. Do you collect gender-disaggregated data as part of your program reporting? *

- Yes
- No
- Unsure
- Not applicable

17. Do you collect data disaggregated by any other social identities (e.g. race, age, sexual orientation, disability)

- Yes
- No
- Unsure
- Not applicable

18. Does your organization work in partnership with any community-based organizations that serve under-represented and equity-seeking groups, whether within or external to the newcomer-serving sector?

- Yes, my organization regularly works in partnership with these types of community-based organizations
- Yes, my organization occasionally works in partnership with these types of community-based organizations
- No, my organization does not work in partnership with these types of community-based organizations
- I'm not sure if my organization works in partnership with these types of community-based organizations



Challenges, Opportunities, and Additional Thoughts

19. Are there any challenges or limitations to integrating GBA Plus into [organization name's] operations that you can think of (whether within your work at [organization name], or the organization more broadly)? Please be as specific as possible. *

20. Are there any opportunities that you can think of to integrate GBA Plus into your work and/or the work of [organization name] more broadly? *

21. Please share any additional thoughts, suggestions, or comments related to integrating GBA Plus within [organization name's] operations. *



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