

Chapter 6 – Tool 1: The Gender Lens Action Plan Template

This template is designed to help organizations translate the findings from their mapping and digital audits into a concrete, time-bound roadmap for reform.

Strategic Goal	Specific Action	Responsible Party	Resources Needed	Timeline	Indicator of Success
Example: Reduce OGBV risks in digital youth forums	Implement "Digital Safety Ambassador" role for all online activities.	Project Manager / IT Lead	Staff training time; Moderation tools	Month 3	100% of forums have a designated moderator.
Leadership Accountability	Include gender parity targets in management annual reviews.	Board of Directors	HR policy update	Month 6	Annual reports show progress against targets.
Policy Vitality	Conduct a quarterly "Policy Reality Check" survey with staff.	Equality Committee	Anonymous survey tool	Every 3 months	80% of staff report high awareness of OGBV protocols.
Structural Embedding	Audit all AI and recruitment tools for gender bias.	HR / IT Dept	External audit or bias-check tool	Month 9	Zero instances of biased filtering in recruitment.
Safe Spaces	Refine the "Digital Netiquette" based on staff feedback.	All Staff	Facilitated workshop	Month 4	Updated Code of Conduct signed by all staff.

The LAYERS project suggests that the protection of youth and staff from OGBV is not an endpoint but an approach. By using this Action Plan and engaging with the cycle of



constant monitoring, organisations in the Western Balkans and Europe may ensure that the digital transformation they are undertaking is not just efficient but also safe and inclusive.

Ready to use template

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