



**NAMIBIA
TRAINING OF TRAINERS WORKSHOP**

REPORT

20 – 23 AUGUST 2012

VENUE THURINGERHOFF HOTEL, INDEPENDENCE AVENUE, NAMIBIA



Workshop participants after receiving their certificates of participation



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Executive summary

The report seeks to provide information about the training of trainers' workshop on gender mainstreaming in local authorities held from the 20 - 23 August 2012 for gender champions, gender focal persons and regional gender coordinators as well as their trainers from the Ministry of Gender Equality in Namibia. GL Namibia hosted the training in partnerships with Spanish Embassy who funded the training. The participants of the workshop consisted of the regional gender coordinators from the ministry of gender equality in the 13 regions, two persons from each of the new seven COE councils in Namibia representing the gender champions and gender focal persons respectively as well as the trainers of the regions.



Participants engaging during group work

A detailed workshop programme is attached at **Annex A**. There were 38 participants in attendance, 15 men and 23 women and a full participants list is attached at **Annex B**. Participants also included representatives from the Spanish Embassy, the Ministry of Gender Equality and Gender Links staff. In addition, three current COE councils, i.e. Arandis, Outjo and Keetmanshoop, were represented by their mayors and deputy mayors and they were invited to share their experiences in cascading the COE activities in their councils.

From the workshop representatives from the councils also came up with tentative dates for their COE activities – please see **Annex C** for a detailed map of all dates. The workshop took place over four days where participants were equipped with knowledge and skills on how to mainstream gender in local authorities' activities using the ten-staged COE model developed by Gender Links. Participants found the training sessions very informative and helpful and a detailed summative evaluation is attached at **Annex D**.

Background of the COE process in Namibia

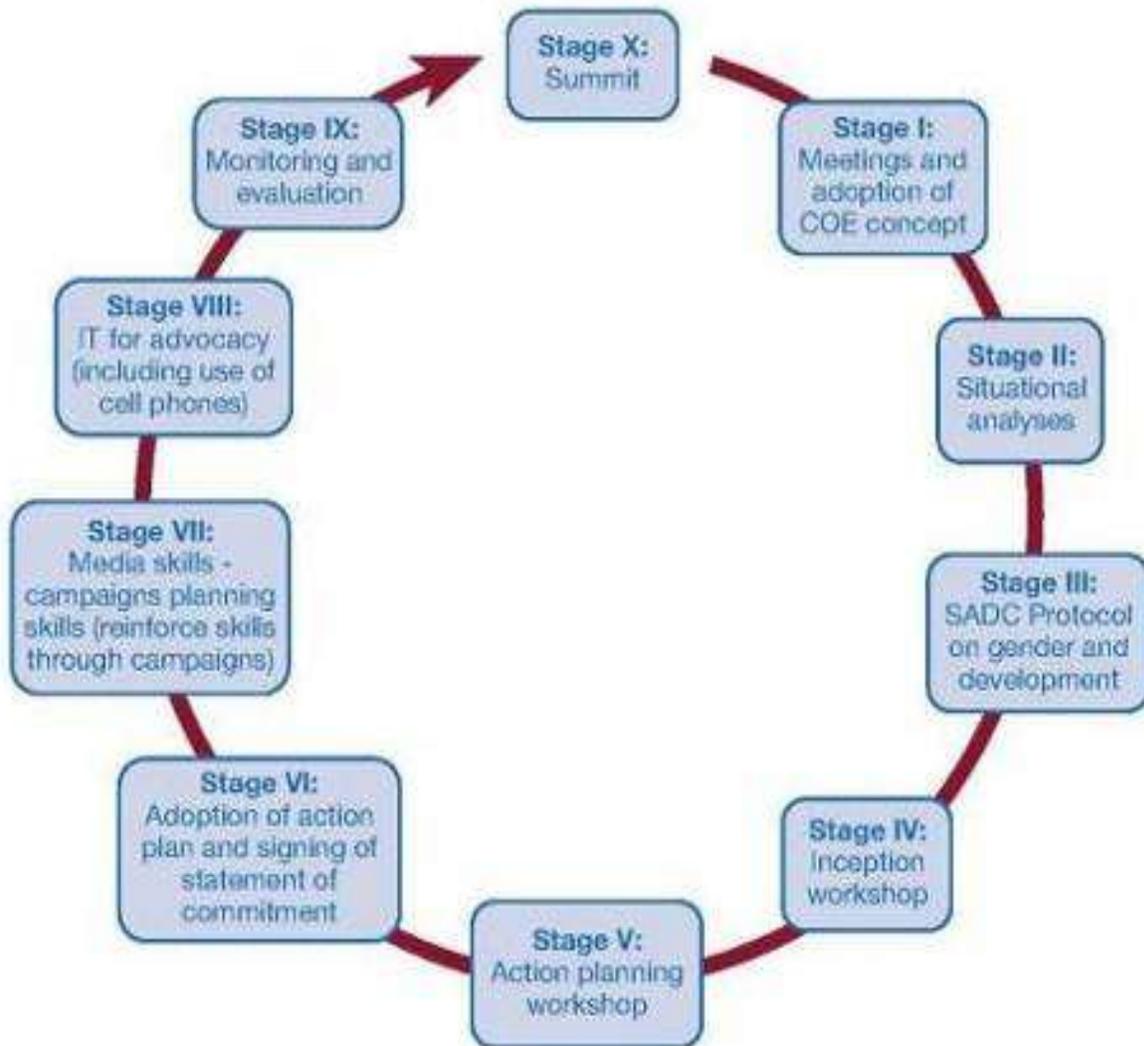
Gender Links is an organisation that does work around gender equality and justice. Through its media, particularly governance and gender justice programme, Gender Links strives for a Southern African region in which women and men are able to participate equally in all aspects of public and private life. To date GL has rolled out the COE model to 13 councils including Arandis, Gobabis, Rehoboth, Swakopmund, Windhoek, Keetmanshoop, Okahandja, Witvlei, Mariental, Karibib, Outjo and Otjowarongo. Looking into the future, GL Namibia therefore seeks to expand from the 13 COE's it has been working with in Namibia to 30 COE's through a variety of strategies, including existing regional gender coordinators, gender focal points, gender champions and peer educators.

The COE approach includes a unique blend of research and evidence, applied to strategies and action planning, with on-the-job capacity building and applied learning, vigorous Monitoring and Evaluation, affirming of good practise, and sharing of learning at the annual summits. Emerging evidence suggests that this is an effective and sustainable model.

Learning from the first phase has been incorporated in the second phase that has expanded the original six phases to ten phases. The gender violence component will be strengthened through monitoring of the incidence of GBV at the outset and after implementation.

The stages covered are illustrated in the diagram below:

Stages in the Centres of Excellence



Key principles of the COE model include:

Strategic objective	Stage	Who
Political support: Getting buy-in at decision-making level and launching of the action plan, signing of a statement of commitment to ensure implementation	1, 6	GL, GC, GFP, RGC
An evidence-based approach: Conducting a situation analysis that is council-specific and will help to address the needs of that council.	2	GFP
Community mobilisation: SADC Gender Protocol village level workshops that familiarise communities with the provisions of the sub-regional instrument and empower them to hold their council's accountable	3	GC
Context specific interventions: Conducting council-specific gender and action plan workshops that localise national and district gender policies and action plans.	4,5	GL, GC, GFP, RGC
Capacity building through on-the-job training with council officials and political leaders.	7,8	GL media specialists, linked to Sixteen Days of Activism Campaigns, GFP
Application of skills: Assisting councils and communities to apply these new skills through running major campaigns, e.g. 365 Days to End Gender Violence; the 50/50 campaign etc.		
Monitoring and evaluation: Administration of score cards and other monitoring and evaluation tools that can be used to measure change in the immediate, medium and long terms.	9	GL, GC, GFP, RGC
Knowledge creation and dissemination: Working to gather and disseminate best practises, case studies, etc. that can be presented at the annual gender justice and local government summit and awards that provide councils and communities with a platform to learn from each other on empowering women and ending violence at the local level.	10	GL, GC, GFP, RGC

Strengthening of action plans through additional content and practise on climate change and sustainable development; care work and local economic development, and also IT skills of councillors will be strengthened as part of the communications component. Training of trainers' workshop therefore will be very imperative to the successful rolling out of the COEs process in Namibia.

ownership of the COE process. This is to ensure that capacity is retained at the local level to support local councils in gender mainstreaming work when the project phases out.

- **Gender focal points:** The strategy is to identify a GFP within each Council who is tasked with driving the process from within. The GFP's will receive training in the entire process and will conduct certain key stages, such as the situation analysis.
- **Gender champions:** Each council will identify a gender champion at political level within the Council to be trained in the COE process. The gender champions will have particular responsibility for the SADC Gender Protocol Village workshops and community mobilisation linked to this.

Therefore each COE council should have the support of the following individuals:



Objectives of the training of trainers

- To provide background on the COE process in Namibia and the model of cascading the COEs to other councils.
- To build the capacity of the regional gender coordinators, gender focal persons and gender champions on the COE model in light of their roles in the cascading process.
- To develop innovative strategies for putting across key concepts on how to run the workshops.
- Through the GL Namibia country manager, share learning' on how to run workshops.
- To share and build the capacity of the regional gender officers, gender focal persons and gender champions on the monitoring and evaluation tools of GL that are used at each stage.
- To understand the role of the Namibia media COE country facilitator at stage seven and eight of the local government COE model.
- To share the current COE training manual with participants.
- To share information and ideas on topical issues relevant to the local government contexts.

- GL Namibian together with the regional gender officers, gender focal persons and gender champions of their respective councils come with a plan to roll out each stage for their respective councils (these plans to be recorded and filed by GL Namibia and the councils)
- To create a platform of learning between GL Namibia and regional gender officers who have co - facilitated workshops previously.

Process and activities

The programme was spread over four days and the country manger with the help of the Gender and Governance manager facilitated all different stages and modules including discussions with the participants. The whole process was designed to enable engagement and active participation of all so that participants were able to share learning from one another as set by one of the objectives of the workshop. Participants were also introduced to different Monitoring and Evaluation tools that GL uses to measure progress made and prepare for changes and challenges.



Carmen Sendigo from the Spanish Embassy

Day one

The workshop was officially opened by Ms Abigail Jacobs - Williams, followed with a special address by the Head of the Spanish cooperation in Namibia Mrs. Carmen Sendino. In her speech, she said that often male - dominated leadership lacks the political will to address gender inequality and further stating that this makes it a vicious cycle that is difficult to break. She addressed everyone present at the workshop and said that one the main priorities for her government are paying attention to gender equality and women’s empowerment. The Spanish cooperation is one of the biggest donors to GL. GL in turn determines to empower women in the region and boost development.



Ambassador Tonate Itenge representing the Ministry of Gender

Later to speak was the Ministry of Gender Equality and child welfare of local government, Ambassador Tonate Itenge who spoke on behalf of the Ministry. She welcomed everybody present to the workshop and briefed participants on the key gender concepts and how important it is to recognize the work of women in development and the smart partnerships formed between women and men in achieving gender parity. She further said she was thankful that ministry’s regional trainers and programme officers were also participating in the workshop. In addition she further elaborated that how GL projects seeks to empower or strengthen women’s participation and representation in decision-making at local government level through mainstreaming gender in local councils. Consequently, she highlighted

to the participants to become drivers of change because they are going to be equipped with skills on how best the gender agenda can be pushed forward.

She finally urged gender focal persons/participants to utilise the outcomes of the workshop by saying that it is “processes like these are vital to promote peer learning and sharing on sustainable development and wealth creation”, and thanked Gender Links by holding this important workshop for the people of to be the best in gender mainstreaming. “Moreover, gender mainstreaming needs to be embedded within councils and practise, as well as the support systems provided by the gender ministry”.

There after participants were introduced to three councils of excellence (Arandis, Otjo and Keetmanshoop) who highlighted on what has worked and what has not for they specific COE’s and how can they do things better. There were presentations made on the current situation within the COE’s and what challenges they faced so that other new councils on board can learn from them.

Discussions

Representing Arandis, Deputy Mayor Ms Bella Kavendji, discussed that her council began with a plan of action in 2009 on gender mainstreaming, on set they decided to get everyone in government involved. The then drew up activities and made sure that the council had a budget to back up they gender advocacy plans. Hence, they started implementing them from grass roots and this has help in eradicating some ill factors like gender-based violence.

While Otjo and Keetmanshoop discussions concentrated mainly on the current situation of the COE work and how best the situation can be improved. Here both presenters showed that the current work of the COEs in the country is faced with challenges of shortage of funds to implement the action plans as mostly donors keep pulling out and the don’t have full time employee for spearheading to run these Gender and HIV and AIDS activities.

Nonetheless, both COE’s specified gender inequality to be a burning issue, gradually women have been introduced. Both councils highlighted that leaders are now involved in GBV activities. Both councils agreed that to have completed COE stages of implementation and these councils are striving for creating a society in which women and men enjoy the same opportunities, rights and obligation in spheres of life in orders to realise gender equality.

All councils further noted that activities should be a responsibility for council staffs to help councillors to effectively mainstream gender into their activities and help them in the monitoring and evaluation of the process. Participants suggested that the gender activity is a cross cutting issues so there should not be any problems of budget and others suggested that it will be more easier for the councils to realize their full responsibility on gender mainstreaming if the activity can be decentralized.



The mayor of Otjo, the deputy mayor of Arandis listening to their fellow colleague from Keetmanshoop

In the afternoon, the trainers were then taken through stage three of the COE model. The SADC Protocol on Gender and Development DVD was played to highlight the important targets of the protocol and share learning from work

done by others outside Namibia. Participants especially the gender champions from the local authorities were briefed how to conduct these meetings. Stage three workshops were seen as the mobilisation meetings with council's representatives and key stakeholders on the provision of the SDC Protocol on Gender and Development.

Day two

The day began eye and ears recap on what was covered the day after. This was followed by presentations were participants presented on gender concepts which included Gender governance, transformative leadership and conflict resolution. This was done through interactive sessions, role-plays and group work amongst themselves. The role was about sex, gender and inter-changeable roles society has given on people. This was any eye open to some participants because they could now understand the gender demission better. Although gender is dynamic some of the participants challenged some of the gender roles in their role plays, by means of socialization. The suggested that this gender roles should remain as they are.

Then next was a role play on gender and governance where participants portrayed a woman running for elections and how other women did want to vote for her, eventually the election was won by a male.

To follow was conflict resolution, some participants played as community in need of answers, other played the council's role and there was a mediator to mediate the discussion of conflict situation. Whereby, the communities will rise up issues and the council will answer.

There after a video presentation on HIV/AIDS and Care Work the presentation touched most of the participants because the video documented a babe's corpse which went missing in the mortuary for seven months to negligence. To follow it was time for different score cards for each stage were also discussed for the relevant stages. A role play, video presentation was staged. For voting participants staged a play to show how women don't vote for their female counter parts and show cased how causes of conflict, and how conflict can be solved.

Local Economic Development and Gender Based Violence were role played and discussed as well. On the other the presentation involved Sustainable Development and Climate Change, a concept which was new to many, the participants pointed change in weather patterns being the evident change the have noticed.



Participants listening to the speakers

Later on participants worked on stage five which involved gender policies and planning concepts and they were taught how to do gender budgeting. In gender and the economy a role play was staged, so was in HIV/AIDS and Care Work and local economic development. Participants were given an hour to do the presentations and role plays according to their groupings.

Discussions

Participants had their own different understanding of gender and the roles to be played by different sexes, after the on gender concepts, it became clear that all men and women can join hands in development, if all are given an opportunity to participate without being discriminated or sidelined that other activities are mainly men or women.

The following issues were raised

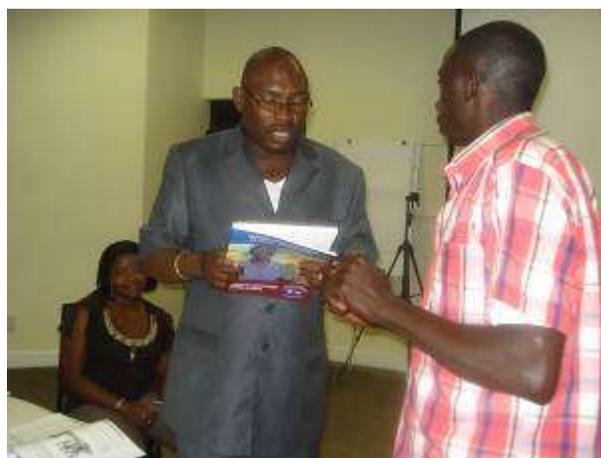
- Dark alleys were contributors to GBV, as this can be hot spots for offenders to commit crimes. The participants initiated councils should make sure lights are put in these streets.
- The issues of Sustainable Development and Climate Change was said to be a pressing issues and the most overlooked ones. Examples were given that like what snow that occurred in the south in august, rain in June.
- Gender governance and transformative leadership

Different role plays and group works on different modules were staged by participants to deepen understanding of the modules and to show their interrelated with one another. Saddening was a video that was played by one of the councils that showed negligence and dilapidated mortuary.

Day three

Participants were further grouped according to the on councils to discuss different sections of the action planning framework. This stage is crucial because it ensure that the councils formally adopt the action plan development during stage Five. Participants were then engaged in debate on how best they can help the councils develop their own plans and how they can include activities from other modules with the help of the facilitators. Participants looked into the plans and came up with suggestions that some issues on the plan are not relevant to their councils.

Day three continued on to stage six. This stage deals with issues related to ownership, on why should councils adopt their action plans and why do we encourage them to publically sign a statement of commitment. Ms. Sarry Xoagus-Eises facilitated this module. Participants were asked by the facilitator to meet with the respective councils or committee to do a formal signing of a statement of intent. They further shared the experiences.



Participants doing role play

Later on the participants were introduced to IT as an advocacy skill – i.e. the use of information technology, and campaign planning skills were discussed. Participants were further equipped with skills on how to use media to mainstream gender at community and at work place, how they plan for campaigns such as 16 days of activism and those against gender violence. These stages will help the councillors to share ideas and learn from others through using media like, Skype, facebook, Tweeter, g-mail later alone newspapers. On this participants were taught how to create e-mail accounts and social media accounts.

It was evident that some of the participant lacked media skills; campaign planning skills and the found this session pretty useful. Participants were again asked work in conjunction with the score cards to check which sections are relevant and those that are not relevant to their localities and come up with suggestions that will inform the action plan in different councils. Different experiences were also shared amongst the country managers on the importance of adopting the action plan and signing the statement of commitment by the councils. Following this exercise, different M&E tools used to monitor progress were also discussed and best ways to administer them.

Other discussions we included in stages five that involved working on the action planning. The action plan equipped participants with skills on how to conduct workshops to help the councils develop their own gender action plans. Different modules were discussed which included the following, gender policy and planning concepts, gender and the economy, HIV/AIDS and care work, local economic development, sustainable development and climate change, and finally the gender based violence.

Discussions

As discussed the previous day on action planning, the participants also discussed the importance of adopting the plan and the following suggestions were made on how best the council can include the communities' suggestions so that they will own the plan and support its implementation;

- Gain understanding on how media works
- Gender should appear in the job descriptions of staff as the key function of the workers of
- The community should also be involved the adoption process of the action plan.
- Only then can the council adopt the plan after, followed by the statement of commitment for implementation.
- Councils should also consult with each other councils to seek assistance were they don't understand.



Participants during the IT session

Councils were committed to becoming fully pledged COEs since they now understood the importance of gender mainstreaming they were ready to take ownership. M&E tools were also discussed and agreement was reached that these are important to monitor progress and pave way for future plans.

Day four

On this day participants we asked to finalise their M&E forms. They were later engaged in a presentation/discussion session with Ms Emily Brown over Media literacy. Participants learnt about Gender at work in the media with an over view on different kinds of media households, reporting and media stereotypes including the use of SMS to express opinion. They then performed an exercise analysing newspapers reporting on sources, check weather reporter was male/female and checked if any person living with HIV was interviewed in the stories.

The presentation further raised questions to participants like how do gender roles in society reflect in the media, does media mirror the reality. Making the use of different newspapers they counted the number of female and male reporters first, secondly they counted the number of female and male sources, thirdly they identified if this male and female were experts or not. Some of the findings were appalling, the participants found even though there was a high percentage of women reporters, male sources still dominate as sources in news, and about 0% where any persons living with HIV/AIDS ever mentioned. However, the presentation involved encouraging assurance of reinforcing fair coverage. The presentation also touched on degrading or exploitation of women, especially in the area of advertising and entertainment, and one of the participants played a song by P-Square titled chop my money to be one of the stereotypes out degrading women. On an advertising a photos were shown. Day four also involved participants receiving their certificates. Photos were taken in the initial process, as participants displayed pleasure.

Issues raised by participants

- Sectors like communication shouldn't be cut off as this weakens the nation
- Namibian people are reactionists, they only act when something happens. This was suggested maybe it should change
- The use of SMS was found important, so they suggest this could be a platform they can use to advocate for key gender issues in the action plan.
- Take appropriate measures that encourage the media to play a constructive role in the eradicating media stereotypes and gender based violence



GL board member Emily Brown facilitating the stage seven module

SMS platform was identified as a powerful tool because it is instant, cheap and political leaders to pay or rather do read the section. During the closing, on behalf of the participants' pastor Tjaritje stated the workshop was an eye opener; he said "men should raise" and it's not only women who can be care givers but men can as well. Ms Brown Emily also added by saying participants should leave with the light shining in their hearts for what they learnt during workshop. Stating, participants should keep the passion and drive inside alive in going to implement the task at hand.

Outcomes

Participants of the workshop have acquired skills and knowledge of the COE process on gender mainstreaming in local authorities, how to engage everybody in decision making, to do the action planning that is gender sensitive and finally how to monitor progress made and be able to map way forward.

Next steps

- Concretise the cascading model for Namibia in consultation with the Regional Gender Coordinators, the respective ministries and other relevant partners in Namibia.
- Do a follow up meeting with the Ministry of Gender to discuss a possible MOU around the COE model.

- Circulate report to partners, particularly the ministries of gender and local government to lobby for their support and commitment around the COE activities.
- Agree on the identified seven new COE councils and host stage one meetings with them.
- The Gender Focal Persons to do the situation analyses of the seven new councils and present the findings to the councils.

Conclusion and way forward

In conclusion the GL board member Ms Emily Brown did the closing remarks and thanked everybody who participated in the workshop. She thanked the Gender Links team for going the extra mile and that everything ran smoothly over the four days. She thanked the participants for their active participation and that they made the workshop a great success. Participants were finally reminded of their different roles to play in the councils and how important it is to wear their gender lenses and be the change that they wish to see in their council around gender mainstreaming. Participants were encouraged to transfer the skills learnt through the TOT to their fellow colleagues and partners to ensure that change is brought about.

Participants concluded by stating what they have learned during the four days in the workshop. A few quotes have been sited below;

Comments from participants after workshop

"The workshop was very constructive and informative in terms of gender mainstreaming in local government and gender policy should be a cross sect oral instrument" Fabien Sampaya.

"Gender and media as well as care work but in actual sense the whole workshop was a highlight for me because I learned something new in all topics" Maggy Katimba (MGECW).

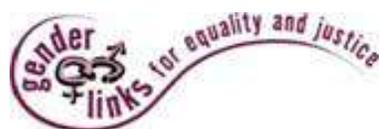
"I am glad with the workshop; it opened my mind and gave knowledge on gender justice" Abel Jasson (gender champion)

"The implementation of gender policy when it comes by councils and budgeted" Angela Sabatha (councillor)

"Group work sessions and the participation of male" Valery Niingungo programme assistant

The session was officially closed with a prayer from Pastor Tjaritje.

Annex A: Workshop programme



NAMIBIA TRAINING OF TRAINERS 20 – 23 AUGUST 2012 THURINGERHOFF HOTEL, INDEPENDENCE AVENUE, NAMIBIA

PROGRAMME

NB: *From day two gender officers, gender focal persons and gender champions will be paired to run the sessions*

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
SUNDAY, 19 AUGUST 2012			
	Travel and arrival of participants	ALL	
MONDAY, 20 AUGUST 2012			
8:00 – 8:30	Registration	All/ LG	
8:30 – 8:45	Ice breaker, welcome and introductions, objectives	Ms Abigail Jacobs-Williams	
8:45 – 9:00	Special address by the Head of the Spanish Cooperation in Namibia	Mrs. Carmen Sendino	
9:00 - 9:15	Opening speech by the Ministry of Gender Equality and Child Welfare or Local government	Ambassador Tonate Itenge	
9:15 – 9:30	Presentation of the ten stage COE process	Abigail Jacobs – Williams, Governance Programme Manager, Gender Links	Process planning framework
9:30 – 10:30	Panel discussion on current COEs: what has worked, what has not worked, how can we do things better from Arandis, Outjo & Keetmanshoop	Panellists Hon Isa_Bella Kavendjii Kleophas Geingod Fiiena Elago	

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
		-	
10:30 – 11:00	TEA		
11:00 – 12:30	How adults learn; policy, action plans and capacity building		
12:30 – 13:00	SADC Protocol on Gender and Development DVD	ALL	
13:00 – 14:00	LUNCH		
14:00 – 15:00	Why stages one of the COE model? – GL country managers share their understanding and highlight the importance of these stages and how it aids our processes on the ground.	Role play, SXE	Participants list GMDC form KAS form LG scorecard
15:00 – 16:00	Stage two: Situation analysis - Mock interviews for the situation analysis and local government score card	SXE	LG scorecard LG policy checklist
16:00 – 16:30	TEA		
16:30 – 17:30	Stage three: SADC protocol village level meeting	AJW	Participants list GMDC form KAS form (Knowledge - SADC protocol quiz) Citizens scorecard Workshop evaluation form
17:30	Country manager, regional gender coordinators, gender focal persons and gender champions to group themselves in pairs for training the next day	ALL	
TUESDAY, 21 AUGUST 2012			
8:30 – 9:00	Eyes and ears recap		
9:00 – 9:45	Stage four: inception workshop Key gender concepts (interactive session including roles plays, group work, etc.)	SXE	Participants list GMDC form KAS form LG scorecard Workshop evaluation form Gender aware leadership scorecard
9:45 – 10:45	Gender governance and transformative leadership (interactive session including roles plays, group work, etc.)		
10:45 – 11:00	TEA		
11:00 – 12:00	Conflict resolution (interactive session including roles plays, group work, etc.)	SXE	
12:00 – 13:00	Stage five: action planning workshop	SXE	Participants list Workshop evaluation form Gender aware
	Gender policy and planning concepts, including gender budgeting (interactive session including roles plays, group	SXE	

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
	work, etc.) Gender and the economy (interactive session including roles plays, group work, etc.)		leadership scorecard
13:00 – 14:00	<i>LUNCH</i>		
14:00 – 15:00	HIV/AIDS and Care Work (interactive session including roles plays, group work, etc.)	SXE	
15:00 – 16:00	Local Economic Development (interactive session including roles plays, group work, etc.)	SXE	
16:00 – 16:15	<i>TEA</i>		
16:15 – 17:15	Sustainable Development and Climate Change (interactive session including roles plays, group work, etc.)	SXE	
17:15 – 18:15	Gender Based Violence (interactive session including roles plays, group work, etc.)	SXE	
WEDNESDAY, 22 AUGUST 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:00	Understanding the gender action plan framework – group work	ALL	
10:00 – 10:30	Why a stage six : Why should councils adopt their action plans and why do we encourage them to publically sign a statement of commitment – SXE share the experiences	SXE	Participants list GMDC form Workshop evaluation form
10.30-11.00	<i>TEA</i>		
11:00 – 13:00	Stage seven: Media skills; campaign planning skills (interactive session including roles plays, group work, etc.)	EB	Participants list GMDC form Workshop evaluation form
13:00 – 14:00	<i>LUNCH</i>		
14:00 – 16:00	Stage eight: IT for advocacy (including use of cell phones) (interactive session including roles plays, group work, etc.)	AJW	Participants list GMDC form Workshop evaluation form KAS form (Skills form – IT skills)
THURSDAY, 23 AUGUST 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:30	Group work on M and E forms to be administered to the community – how best to do this	ALL	Alliance pack Protocol, score card

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
10:30 – 11:00	<i>TEA</i>		
11:00 – 12:00	Bringing all of the M&E together = relooking all of the tools, questions of clarity	AJW	All COE related M&E tools
12:00 – 13:00	Discussion with regional coordinators, gender focal persons and gender champions Roles and responsibilities Clarity on next steps	AJW	
	Summary and way forward Thanks and closure	SXE/AJW	
13:00 – 14:00	<i>LUNCH</i>		

Annex B: Participants List

NAME	Sex M/F	ORGANISATION / MUNICIPALITY	DESIGNATION	
Roline Amunjera	F	Tses Village council	Secretary to the COE	Gender focal person
Aikali Kanelombe	M	Tses Village council	Assistant Accountant	Gender focal person
Sara Kooper	F	Berseba village council	Assistant accountant	Gender focal person
Sabina M. Esterhuizen	F	Berseba village council	Councillor	Gender champion
Christina Swartbooi	F	Maltahohe	Councillor	Gender champion
Priscilla Gawes	F	Grootfontein Municipality	Councillor	Gender Champion
Antage Tsuseb	M	Grootfontien Municipality	Councillor	Gender champion
Aila M Haufiku	F	Hentiesbay Municipality	Councillor	Gender Champion
Angela Sabatha	F	Khorixas town council	Councillor	Gender champion
Daniel D. Geiseb	M	Khorixas town council	House off	Gender focal person
Fabian Sampaya	M	COCAD/MGECN	Programme director	Regional gender trainer
Abel Jasson	M	Otavi town council	Official	Gender champion
Jacobus Petrus	M	Otavi town council	Debtor accountant	Gender focal person
Abel Mwauluka	M	COCAB	Volunteer	Regional gender trainer
Maggy Katimba	F	MGECW	Glo	Regional gender trainer
E. Haindongo	F	MGECW	Glo	Regional gender trainer
Matundu Jenelly	F	MGECW	Glo	Regional gender trainer
Batseba N. Urika	F	MGECW	Glo	Regional co-ordinator
Sadrag Nghinyeil	M	MGECW	Glo	Regional co-ordinator
Ronney Muljavikua	M	Amicaal	Trainer	Regional gender trainer
Valery Niingungo	F	Amicaal	Programme manager	Regional gender trainer
Fabianus Fransiskus Tjaritje	M	CLM		Gender champion
Michael Muraghuli	M	CAA	Programme assistant	Regional gender trainer
Piet. M. Boois	F	Maltahohe council	Clerk	Gender focal person
Christina Swartbooi	F	Maltahohe council	Councillor	Gender champions
Christina Bowe	F	H/bay municipality	Clerk	Gender focal person

NAME	Sex M/F	ORGANISATION / MUNICIPALITY	DESIGNATION	
Isabella Kavendji	F	Arandis municipality	Deputy mayor	
Fiina Elago	F	Keetmanshoop municipality	Deputy mayor	
Olga Martin	F	AECID	Project officer	
Musa Zimunga	M	New era	Journalist	
Carmen Sendino	F	AECID	Head Spanish Corp	
DSaphne Katjinea	F	NALAO		Gender focal person
Godrich Sikwana	M	Gender Links	Intern	
Sarry Xoagus Eises	F	Gender Links	Country manager	
Laurentia Golley	F	Gender Links	Programme assistant	
Abigail Jacobs Williams	F	Gender Links	Governance manager	
Kleofas Geingob	M	Outjo municipality		
John Swartz	M	Gender Links	Driver	

ATTENDANCE STATISTICS BY GENDER

FEMALE	23	60%
MALES	15	40%
TOTAL	38	100%

Annex C: Tentative dates for new COE council stages

DATES AGREED FOR COE ROLL-OUT

STAGE	NO. OF DAYS	WHO	TSES	BERSEBA	GROOTFONT EIN	KHORIXAS	MALTAHOHE	OTAVI	HENTIES BAY
One	0.5 days	GL, GFP, GC	5 - 9 Sept 2012	30 Aug 2012	11 Sept 2012	15 Oct 2012	4 Sept 2012	30 Aug 2012	17 - 21 Sept 2012
Two	2 days	GFP	10 - 15 Sept 2012	5 Sept 2012	03 Sept 2012	16 Oct 2012	5 - 6 Sept 2012	10 - 11 Sept 2012	
Three	1 day	GC	1 - 5 Oct 2012	9 - 12 Oct 2012	15 Sept 2012	17 Oct 2012	7 Sept 2012	20 Sept 2012	17 - 21 Sept 2012
Four	2 day	GL, DGO, GFP, GC	8 - 12 Oct 2012	7 - 8 Nov 2012	1 Oct 2012	18 Oct 2012	24 - 25 Sept 2012	8 - 12 Oct 2012	
Five	3 days	GL, GFP, GC	29 Oct - 2 Nov 2012	13 - 15 Nov 2012	3 - 5 Oct 2012	19 Oct 2012	26 - 28 Sept 2012	8 - 12 Oct 2012	
Six	1 days	GL, GFP, GC	5 - 9 Nov 2012	5 Feb 2013	26 Feb 2013		15 Feb 2013	April 2013	22 - 26 Oct 2012
Seven	3 days	GL media COE country facilitators , GFP	12 - 16 Nov 2012	5 - 6 Dec 2012			15 Sept 2012	5 - 9 Nov 2012	22 - 26 Oct 2012
Eight									
Nine	1 day	GL	26 - 30 Nov 2012	15 Jan 2013			16 Sept 2012	13 Nov 2012	

STAGE	NO. OF DAYS	WHO	TSES	BERSEBA	GROOTFONT EIN	KHORIXAS	MALTAHOHE	OTAVI	HENTIES BAY
Ten	3 days	GFP, GC (GL)	3 - 7 Dec 2012	6 - 7 March 2013			15 - 19 Sept 2012	19 - 22 Nov 2012	

Annex D: Summative Evaluation

EVALUATION FORM
Date: 20 – 23 August 2012
Venue: Protea Thuringerhoff Hotel, Namibia

	SCORE OUT OF TEN
1. PROGRAMME DESIGN	64%
2. PROGRAMME CONTENT	73%
3. DOCUMENTATION	76%
4. FACILITATION	71%
5. GROUP WORK	81%
6. OUTPUTS	68%
7. OUTCOMES AND FOLLOW UP PLANS	66%
8. LEARNING OPPORTUNITY	75%
9. NETWORKING OPPORTUNITY	76%
10. ADMINISTRATIVE ARRANGEMENTS	75%
11. OVERALL	73%

GENERAL COMMENTS

Sessions found most useful and why

- Presentation on Climate change affects our everyday life and was an eye opener.
- Gender and economic because it taught them a lot on the roles of women and men.
- All sessions where were useful as it taught them a great deal on COE and the SADC gender protocol and development
- Gender planning concepts as it addresses consciousness raising, increasing self-confidence, and its easily identifiable to women by relating to their daily needs
- IT session e.g. skype and how to use the internet
- Gender concepts and the stereotypes
- Stage II situational analysis and the management meetings
- Gender and governance it creates gender equality in spheres of leadership and if implemented it will lead to 50/50
- HIV/AIDS and care work we realise that many are just observes instead they should be landing a hand and helping and this was a great starting point.
- Gender and sex because they didn't know the different.
- About 4 participants identified group to be the most useful as it helped them to understand the concepts better.
- 5 participants found that all session were useful

Sessions found least useful and why

- IT for advocacy because in the rural areas councils do not have access to IT equipment and electricity so for them the session was least useful.
- Internet
- Gender and economic
- Participation of women in economic development they input as GFP is limited
- Involvement of gender participation in decision-making

- Situational analysis; participants suggest would have like to see qualified statistics within all levels of management especially in the Namibian government

How will you apply what you have gained from this engagement?

- Make use the documents in my own work environment, for presentation.
- Through disseminating the messages with their peers and in council meetings.
- Pass it what they have gained here to the community and local councils in the regions
- Use the manual for in their gender trainings
- To encourage many women and men to join gender links to practise gender main streaming
- Through information sharing e.g. workshop and meetings
- By embracing gender equality
- Raising awareness with key stakeholders and community members

Any other comments

- The workshop was very enlightening and gender and media reinforced learning outputs
- Gender links Namibia should continue capacitate gender champions focal persons and gender trainers and coordinators to ensure that Namibia achieves 50/50 by 2015
- More councils members were supposed to be invited and attend the TOT training