

REPORT

CENTRES OF EXCELLENCE IN GENDER MAINSTREAMING IN LOCAL GOVERNMENT

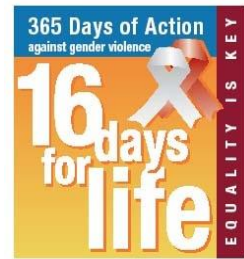
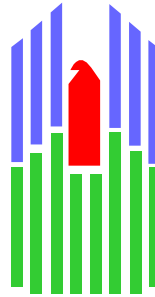
STAGE five -SIX WORKSHOPS REPORT

Country: Namibia
District: Karibib

Date: 27-28 June 2011
Venue: Karibib Council Hall



Group picture Karibib participants with the CEO in red



Partners in Local Governance

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Executive Summary

This is a report on the proceedings of the Centres of Excellence for Gender Mainstreaming in Local Government stage five and six workshops held on 27-28 June 2011 at the Council hall of Karibib. The COE brings the SADC Protocol on Gender and Development to the Coalface through gender policies and action plans with flagship programmes to end gender violence as well as promote local economic development and green Municipalities.

Purpose of the programme was to;

- To build the capacity of Council, management, stakeholders and community to better understand COE.
- Capacity building through on the job training with council officials, politicians, etc by doing local government specific modules with them around gender analysis and budgeting, media literacy and transformative leadership.
- Importance of to how to use media to popularize the Action Plans at Council and



- management levels.
- How to popularize their Plan for action when using media as a tool
- How to Communication as conveying belt for messages from one party/person to the other in the most effective ways possible..
- The way in which the effectiveness of the message is measured by feedback

that is received.

- To explore the roles that are assigned to women and men in society and how they are portrayed in the media.
- To look at strategies to hold the media accountable.
- To explore how to campaign and debate effectively on issues of gender and mainstreaming.
- Explore ways of building gender into campaigns.
- How to draw up strategic and sustained campaigns for localities.
- Preparations for the 2012 Summit
- Launch these campaigns at Councils with their blessing and support.

See the full workshop programme attached at **Annex A**.

Over the one day, the workshop was attended by a range of council officials, councillors and stakeholder representatives and community; in total 18 participants (8 men and 10 women); see **Annex B** for the full workshop participants list. **Annex C** is the reworked Action Plan as well.

The participants evaluated the workshop as having been an enlightening workshop. A summarised version of the evaluation forms is attached at the end of this report as **Annex D**.

Background

In 2003, GL undertook the first comprehensive study of the impact of women in politics in Southern Africa. One of the key findings of "*Ringing up the Changes, Gender in Politics in Southern Africa*" was that local government is a sadly neglected area of the gender and governance discourse. Taking heed of this finding, GL conducted groundbreaking research in 2006/2007, *At the Coalface, Gender and Local Government* covering South Africa, Lesotho, Mauritius and Namibia.

A key finding of this study was that few practical steps have been taken to mainstream gender in this tier of government or to build the capacity of councillors to lead this process. The study has since been extended to nine countries. In terms of process, once the research reports have been written up, GL hosts launch and strategy workshops in the respective countries with key



Plenary group sessions



stakeholders and partners, ideally the local government associations of that particular country to map out a way forward of how to roll out the strategy and host Gender and GBV action plan workshops. The launches are then followed by Gender and GBV action plan workshops that are held at a provincial, regional or district, level to ensure that all councils have gender action plans.

In 2009, GL embarked on a study in Zimbabwe on women's representation and participation in local government to assess the conditions necessary to increase the representation of women in local government in Southern Africa, and to ensure their effective participation.

In March 2010 GL convened the first Gender Justice and Local Government Summit and Awards to gather evidence of institutional and individual initiatives to empower women and end gender violence. The recommendations of this event informed the need for councils to become Centres of Excellence for Gender Mainstreaming in Local Government to ensure that Councils have the necessary and support to address issues of gender across all spheres.

Process and activities

This was the last leg of the Centres of Excellence of Gender Mainstreaming in Local Government at the town of Karibib. Participants were led by the Chief Executive officer and some Community and stake holders. The first day there were no Councillors but the second day about three Councillors attended. The first day of the workshop was devoted to building the capacity of Councillors, staff including stakeholders on implementation of the Plan of Action. At this junction, they prioritised key areas of implementation taking from the Action Plan. This was done to make sure, proper, efficient and professional services take place at the Municipality.

The second day was devoted to strategic and sustainable campaigns in localities. It was meant to mainstream gender including the empowerment of women, the environment and sustainable development and car work campaigns in localities. The campaigns will be part of the 16 days campaign against Gender Violence as well as the Gender Justice and Local Government Summit

Welcome/closing

Genderlinks Country Facilitator welcomed all participants present at the workshop and thank them for attending the workshop.

Challenges

- That most communities especially women do not have funding to run some of these campaigns.
- The Council does not support initiatives by women at the town.
- Women do not form of any tenders distributed.
- Lack education on how to tender for tenders hence no notice is given when tenders are distributed.
- There are not enough stands given to women to trade at the informal settlement.

Way forward

- Genderlinks to provide training on women and economics.
- Educate them on how to apply for tenders.
- Young women also to be trained in leadership skills.
- Exposure to other economic avenues like trade fairs in country.

Outputs:

- The Council has a reworked and prioritised Action Plan and campaigns for the town. The Council will be launching these campaigns with GL Country Facilitator.

PROGRAMME
TWO DAYS
Stage5-6 Capacity and on the job support workshop FOR Councillors, Community and stake holders.
27-28 July 2011
Town Council Hall

DAY/TIME	ACTIVITY	WHO
DAY ONE 27 July 2011		
8:00 – 8:30	Registration	GL
8:30 – 8:45	Opening	CEO
8:45 – 9:15	Introductions and objectives	GL
Relook at Rollout PLAN of Action to complete		
9:15 – 10:30	Gaps identified and completed.	Group work
10:30 – 10:45	<i>TEA BREAK</i>	
10:45 – 13:00	Continue group work/Report back	GL/Group
<i>13:00 -14:00 LUNCH</i>		
Identify key issues for the popularisation of PLAN of Action		
14:00 – 15:30	Group work for domestication	GL
14:30 – 15:30	Groups divided into groups for domestication	Group work
15:30 – 15:45	T/break	Group
15:45 – 16:30	Continue group work	GL
16:30 –	CLOSE	GL
DAY TWO 28 JULY		
Strategic and sustainable campaign for communities and Local Authorities.		
8:30 – 8:45	Why Campaign What is a campaign Key questions for campaign	
8:45 – 9:00 T/BREAK		
WHAT ARE CAMPAIGNS/WHY		
9:00 – 11:00	What are campaign methods Key Questions for campaign Design campaign:	GL
11:00 – 13:00	Groups draw up their campaign	Individual/group
13:00 – 14:00	LUNCH	
14:00 – 15:00	Group Work continues	Individual/group
15:00 – 16:00	Way forward and Close	GL

Annex B: List of participants

Name of Participants: 27-28 July 2011

NAME	Sex M/F	ORGANISATION	PHONE	FAX	E MAIL
Otilie L Negumbo	F	Ministry of agriculture, water and forestry.	0812995963	064-550058	negumboO@mawrd.gov.na
Rooi Hilde	F	Community member	0813326054		
Bernhard Gertze	M	Elder (E.L.K.)	0812727788		
Angela Jatamunua	F	Ministry of health and social service.	0813763853		
Fedelis Muyunda	M	Councillor	0812568011	064-550347	
Innocen Dausab	M	Secreteriet general youth	0817191855		ck@yahoo.com
Barnabas Nuruheb	M	Music Entertainment youth	0816978404		
David Mutani Xoagub	M	Genderlinks	0810817357355		
Simon Hoaeb	M	Frox	0816059843		
Berlin Khomas	F	Community member	0817139461		
Cluquelm Samuel	F	Karibib Municipality	0812240925	064-550016	
Mildred Malzuis	F	Community member	0816921706		
Petrina Angala	F	M.A.W.F	0812873570	064-550058	petrinaangala@hotmail.com
M.S.Yaato	M	Karibib town council.	0812418704	064-550311	
Lydia Kandetu	F	Karibib town council	0813681821	064-550032	zoekandetu@yahoo.com
Liyawo Kudumo	F	Karibib town council	0813121820		
Lourenca	F	Community member	0814021104		
Laurentia Golley	F	Genderlinks	0817310302		

Females	10	
Males	8	
TOTAL	18	100

Councillors, stake holders and community at stage five, prioritised the work Plan. Key areas were identified for implementation.

Health/HIV and AIDs

During stage five session, participants re-looked and prioritised the previous Action Plans and narrowed gaps that existed during planning as well. This redraft new Action Plan is drawn up according to practical and strategic needs assessments. They also looked at challenges in the



CEO of Karibib Lydia Kadentu closing workshop

plan and accordingly selected key action plans they can deliver, in terms budget allocations. These below are the redrafted Action Plans and motivation thereof.

They stressed that Namibia should concentrate on treatment , care , support and prevention on HIV and Aids. Not to forget food sufficiency.

The Economy and Job creations:

Karibib is a very small town but rich in natural resources. And this resources should be plough back to those who produced them on daily basis. Most of the youth are unemployed. The town would

like to see more investors to come and invest by giving more needed economic

growth and employment. The town need infrastructural development like shops, houses, factories etc. This in the long run will help most of the people here by providing them with job opportunities which can decrease poverty levels within Karibib. Key areas are listed below.

- Improve economy growth within the town.
- Create jobs to the unemployed.
- Reduce poverty within town.
- Increase the town's economic growth.
- More skilled people within the town.

Business Support:

There are little business support initiatives at the town. Some Municipal stalls are erected but are far from the localities where women are situated. These business centres are very far established from town about 10km from the location, thus making it impossible for women to trade there. Women are poorly represented in the town's economic hub. They are of the opinion that more job opportunities to be created where women can have access to businesses. All these initiatives will boost the economic status of women in many ways. The town Council should give enough information to women and men to enter into these business ventures.

Employment practices and environment:

Unemployment is another biggest challenge. Women form majority of the unemployment rate which stand at 51.8 countrywide. This is a national challenge for the Namibia and Karibib is not

an exception. Majority of Women do not benefit from tenders. The town according to participants do not create enough business opportunities for the residents.

Gender policy framework.

This they say is a new concept to them. They learnt there are policies like Ministry of Gender Equality and Child Welfare, which they don't have copies, but they are interested to learn this frame work. The group has prioritised this concept to know more about it as policies sometimes



SXE of GL explaining to a participants how to work on Action Plans

can change their standards of leaving. The ministry of Gender Equality and Child Welfare has formulated a Gender Policy to guide issues regarding gender in the country. But according to participants this is lip service, it's not implemented correctly, that is why women are still suffering in the country. The integration of the gender action plan at the Council is not moving in the right direction. Women still do not have access to the town's infrastructural development. Maybe when gender is mainstreamed in Council, it will help women and men to address equality and balance of power in employment of men and women.

Governance

Governance, representation, participation were another areas they see, need lots of awareness. Since we do not see many women in parliament and Local Authority after the 2010 elections, there is a need to request political parties to engage more women on party lists and embrace 50/50 representation in decision-making and at all levels. Women need access to many matters, from decision-making, economic empowerment etc.

Infrastructure

The issue of developing infrastructure is a priority of the town. Look at housing, sanitation, water and environmental, these are issues, which is affecting mainly women and girls. It is the duty of the Council to make the town a leaving paradise for its resident. Participants say they are taxed through services provided and want to see these plough back accordingly. The revised Plan of Action is below.

Annex:C

GENDER AND GENDER BASED VIOLENCE ACTION PLAN FOR ROLL OUT IN LOCAL COUNCILS

The fields to be completed are:

- **Who** – *who/ which department/s will responsible of the action?*
- **What is the baseline data** - *what is the starting point, answer the questions?*
- **What is the target / indicator** – *what is the ultimate goal of the council and how will achievement of this goal be measured, answer the questions?*
- **When** – *what is the timeframe in which this should be completed?*
- **Budget** – *what is the budget required for this action to be completed?*

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
GENDER POLICY FRAMEWORK						
Increase council's level of awareness around national, regional, international commitments that the country has made especially the SADC Protocol on Gender and Development and the National Gender Policy	Councils should have standard training on national, regional and international commitments made by the country at each induction session of new staff.	Ministry of Gender, Stakeholders. Council.	In service training for gender policy.	More women involvement.	2011-2012	<i>N\$60-000</i>
Ensure that there is a gender policy in the council and it is implemented.	Advocate for the development and implementation of a gender policy for the council.	Stakeholders	Integration of gender action plan.	Women.	2011-2012	<i>N\$40-000</i>
Gender issues are given a high political profile by the Council and has a political champion	Provide training for key councillors on gender issues to ensure that gender issues are championed by key politicians.	Stakeholders.	Quality monitoring and evaluation.	Awareness campaign.	2011-2012	<i>70-000</i>
I. GOVERNANCE						
Representation						
To increase the representation of women councillors in the next elections to ensure that the SADC target of 50% women in local government is achieved	Ensure that there are equal numbers of women and men councillors in the council through advocating for 50/50 quota	Local authorities, Equality act.	50%-50% women awareness campaign	Equal gender balance representative.	2011-2012	<i>N\$50-000</i>

by 2015.	Lobby that there are equal numbers of women and men in decision-making positions in council, Mayoral committee, chairs of committees etc.	Stakeholders.	50%-50% usually women used to be the last.	50%-50%	The coming election.	4 th	<i>None.</i>
	Ensure that there is gender balance on all community committees.	Traditional authorities women.	Yes.	4 times a year.	After every 3 months.		<i>N\$5-000</i>
To ensure that women are equally represented in leadership positions in the Council.	Compile and update statistics on women in leadership positions in local government including management and other committees.	Stakeholders.	Yes exist.	50%Male and 50% women.	Currently.		<i>N\$10-000</i>
	Encourage women to participate by mentoring and coaching them into these roles	Both male and female.	Mentorship programme established.	mentorship	Soon as possible.		<i>None.</i>
To educate communities and raise awareness about the importance of women's equal representation in local councils	Raise awareness in communities on the importance of women being equally represented in local politics and the importance of voting for women.	Local authorities.	Women empowerment awareness.	All women representation.	Ongoing		<i>N\$40-00</i>
	Host sensitisation	Local	Strengthen existing	50%-50%	Ongoing.		<i>20-000</i>

	programmes and hold dialogues that address the causes of 'pull her down' syndrome to promote better understanding of this phenomenon	authorities, Ministry of gender, ministry of education.	programmes			
Participation						
To increase participation by women because their concerns are often sidelined or overshadowed by political party concerns.	Ensure that women and men participate equally in council meetings.	Council, WAD	Not aware.	Multiparty, women causes established	Ongoing	
	Ensure that women have an influence on decisions taken by the council.	Council	Workshop to sensitise and to empower women.	50% women gender.	Ongoing.	
	Network with other local, national and provincial women's caucuses.	Council	It is existing.	External link established to empower women.	Ongoing.	
To empower women councillors to articulate what are regarded as "women's issues."	Conduct a skills audit of women's councillors.	Council	Determine the skills audit.	Data on specific skills. Female.	Once a year.	N\$10-000
	Induction programmes for new councillors with follow up refresher courses.	Genderlinks	I does exist.	Data on specific skills, Male.	Once a year.	N\$10-000
To empower men on gender issues and mobilise their support.	Host gender training workshops for male and female councillors and officials.	Genderlinks	Male council.	Male.	3 times.	
	Host monthly gender	Women	Training on assertiveness and	50%-50%.	Once per	N\$25-000

	dialogues with male councillors and officials.	councillors.	public speaking.		year.	
Public participation						
To ensure that women and men participate equally in community matters	Collect, disaggregate and analyse data on communities.	NGO's, council, gender.	Conduct a survey.	Sex disaggregated.		
	Encourage men to participate in public meetings and on issues that are traditionally considered to be only of concern to women.	Council, Ministry of gender.	Workshop of men to educate them on issues of women.	Targeting men.		
	Educate, inform and disseminate information in indigenous languages on issues that affect women such as utilities, payment of bills, housing opportunities, contracts and employment opportunities and HIV and AIDS	Council.	Outreach program on to educate the clients on service issues.	Educated man and women.		
Security and emergency services						
To address issues of safety within communities that affect women disproportionately especially in informal	All streets should be named so that emergency services can locate women who call for assistance	Council	Name streets that are standing without street names.	Visible street names	2011-2012	N\$50-000
	Establish community	Nampol	Karibib youth against crime,	Reduction of criminal	2011-2012	N\$45-000

settlements.	policing posts	, Council, commu nity.	PPRC.	activities.		
To educate women and to raise awareness, especially of women-headed households in informal settlements, who suffer disproportionately as a result of fires that destroy their homes and livelihoods.	Awareness programmes that target women, on the prevention of fires. Train community members on how to prevent disasters and to handle emergencies, including first aid.	NGO's, Council	Handling of disasters programs.	Disaster risk management reduction.	2011-2012	N\$60.000
The economy and job creation						
To facilitate equal employment opportunities because women are disproportionately affected by high levels of unemployment	The council has a local economic development plan that targets women entrepreneurs as key beneficiaries	Council, local govern ment.	Led offices has develop the local economic development policies. Awareness and training of policies.	Policy implementation	Annually or ongoing.	
	Ensure that women and men benefit equally from informal trading facilities in the council.	Council	Council put SME infrastructure and are accessible by all. Sex disaggregated data	SME ,ARG functional. Include in annual budget.	Ongoing	20000
To obtain sex disaggregated data on unemployment levels in local authorities	Conduct surveys, collect data and analyse it in conjunction with NGOs and CSO	Local Govern ment	Sex disaggregated data. Establishment that women enjoys employment.	Ensure women employment 50/50 gender base balance. Genderlinks policies.	2011-12	5000
To promote equal representation of women in the tourism	Facilitate development and entry of women into the tourism	Council	The led policy made provision of women involvement in tourism. Awareness and	Women involved in tourism.	2011-12	200000

industry	industry e.g. Provision of land to women in the industry		training.			
Procurement						
To ensure that women benefit equally from the procurement process which they have historically been excluded from.	The council has a procurement policy that sets a target for increasing the number and value of contracts received by women.	Council	Survey to establish number of contracts received by women. Raised awareness amongst women	More women to be involved	Annually.	
	Implement and monitor quotas for women for the awarding of council contracts	Council	The tender board policy are specific on unemployment. Creation	Tender board in place. Women must benefit from tender board projects.	Annually.	
Poverty eradication						
To develop a gender sensitive strategy to address the high levels of poverty that affect mainly women especially women headed households and align it with the planning unit in the Ministry of Finance	Facilitate the implementation of income-generating activities, improve resources allocated and implement monitoring and evaluation systems Train women on project management and sustainable livelihoods and how to access CDF and network with NGOs	RACOC, Council	Council support projects, HIV/Aids. Committee by giving small grand funds.	Sponsorship indentified. Projects must benefits, Small grand funds.	Annually.	
	Liaise with and support CBOs and NGOs already working with poor households.	Constituency office	The CDC, also donate funds to local projects SME.MSE strengthen.	Project and benefit from CDC funds. Establishments.	Annually.	

Business support						
To promote women's participation in the business sector where they are poorly represented	Link women's small businesses with opportunities in the value chains of growth sectors.	Councillors, Business partners.	Conduct a survey in order for us to find out.	% of women base on the findings from the survey (+/-80%)	May 2011	N\$20-000
	Encourage public and private business partnerships.	Ministry of trade and industry	Yes, Chinese contractors (roads).	Already existed but we want more women's participation.	Ongoing.	N\$4.1 million.
To empower women entrepreneurs through business skills and support	Facilitate skills development, access to information and finance, and business support for poor women.	Same as above.	Yes, exist open market where women are selling their Kapanas.	At least 90% of women to be empowered+ trained.	Ongoing.	
Informal sector						
To promote equal access to markets.	Link women to growth sectors.	Council, business partners	Number of women in the informal sector registered with the municipality. +/- 50%	Number of new formal businesses applied to municipality.	Ongoing	
INFRASTRUCTURE						
Housing						
To promote the equal rights of women to land tenure	The council keeps sex disaggregated data on title deeds.		Yes.	Sex disaggregated data on housing (male and female).	Ongoing	
	The council has taken steps to ensure that women benefit equally from land and housing opportunities.	Council, Ministry of local government	Yes,, they are available at municipal offices.	Existing policies that are ensuring women on equal distribution of land.	Annually	

		and housing				
To ensure that women's needs are taken into account because they are mostly affected by inadequate housing.	Identify unsatisfactory living environments and formulate recommendations for their improvement.		Conduct a survey. Holding community meetings.	50% of women in housing committees.	Ongoing	N\$30-000
Water, sanitation and electricity						
To ensure that women, who are disproportionately affected by inadequate service delivery, are provided with affordable access to basic services	The council has sex disaggregated data on who has access to basic services i.e. male and female headed households.	Council, Manpo wer.	No disaggregated data on access of services.	80% of women has access to the electricity and Sanitation, therefore they using woods as a sources of energy.	Asap	N\$10million.
	Women are involved in the planning, management and maintenance of these services and facilities.	Ministry of energy, Sonere d.	Yes, 50%-50-50	80% to be involved.	Ongoing.	Depends on municipality budget.
	Ensure that women are consulted prior to the provision of services.	Solar energy, Erongo red.	Meetings to brief women on this agenda.	90% needs to be empowered before	Before 2015Ongoing	
Environmental health						
To involve women, as key stewards of the environment, in environmental preservation projects or making business ventures from the environment.	Women are consulted in the management of waste.	Town council.	Train women on waste management campaign..	75% of women will be given training.	2 days trainings I day campaign.	N\$35000-000
	Women and men benefit equally from business opportunities in this sector.	Town council, private sector, public	No, create an entrepreneurship meeting for all business with in Karibib. This will be registered businesses and non-	Both man and women that have businesses, 50% of people will be trained.	1 day meeting @ month.	N\$500-000

		sector.	registered businesses.			
To take into account the needs of women who are increasingly burdened with the responsibility of burying family and community members.	Women's needs should be taken into account in the location of cemeteries.	Town council, Ministry of Gender.	None, hire consultant to do survey on needs of women.	Keep sex disaggregated data, that will give us more information on women's needs into account in the location of cemeteries.	1 month and every after 3 months.	N\$50000
HEALTH						
Ensure health facilities are accessible to women		Ministry of health and town council.	Hire consultant to do a survey on needs on women.	Have the number of women that have access to health facilities and the once that don't have access to health facilities, educate them on the importance of using health facilities.	Annually	N\$95000-00
HIV and AIDS						
<i>Prevention</i>						
To establish the gendered dimensions of HIV/AIDS and raise awareness on the disease in the council.	Ensure that council keeps disaggregated data on HIV/AIDS	Ministry of health, town council and ministry of gender. V.T.C	There is already such programme existing. We will conduct on free testing programmes for us to keep records of sex disaggregated data we will make it an awareness programme.	We will have the percentage of both women and men infected within the town.	Once a year, annually.	N\$40000-00
	Integrate gender considerations local in HIV/AIDS programmes.	Ministry of health, town council.	It is already available, we will raise an awareness to educate women and men on the PEP.	It increase the % of knowledge for the people to know about PEP.	2 x a year.	N\$10000-00

	Develop gender aware HIV and AIDS public education and awareness campaign.	Ministry of health, town council.	Hire a consultant to do a survey on the number of women that uses health facilities.	Have the number of women that have access to health facilities and the once that don't have access to health facilities, educate them on the importance of using health facilities.	Annually	N\$95000-00
To raise awareness that there is an increased risk of contracting HIV/AIDS as a result of sexual assault.	Public awareness campaigns on the links between GBV and HIV/AIDS	Ministry of health, NGO's, council.	Have a workshop, awareness raising campaign.	Knowledge created.	Ongoing.	
To educate women who are not aware of the need to avail themselves of Post Exposure Prophylaxis (PEP) and emergency contraception in the event of a sexual assault.	Integrate PEP into public awareness campaigns; Lobby to have PEP available in all health facilities.	Ministry of health, Ministry of gender. NGO's, and council.	Educated people on PEP and servers to see how many clinics use.	Inform people on PEP.	Ongoing.	
To educate women and men on voluntary counselling and testing which is a powerful tool for preventing the spread of HIV/AIDS.	Obtain gender disaggregated statistics on VCT. Use this to devise campaigns to encourage women and men to go for VCT.	Ministry of health. Ministry of gender. Council.	Survey on VTC in the area.	Statistics do exist.	Ongoing.	
Treatment						
To address the fact that women are often the last to access free	Gender disaggregated statistics on access to treatment and care;	L.A and MHSS	Compare number of man and women that access free treatment.	Sex disaggregated data	Ongoing	

treatment where this is available.	policy measures to rectify this.					
Social development						
To make community and sporting facilities more accessible to women and girls and ensure that they benefit equally from such facilities.	The council keeps sex and age disaggregated data on the use of existing facilities, e.g. retirement centres, community centres, libraries and Women, girls, men and boys benefit equally from budget allocations for sports and recreation facilities	L.A and all line ministries.	<i>Sex disaggregated survey data to be conducted.</i>	Sex disaggregated on the use of community and sporting facilities.	Ongoing process.	
	Design programmes to ensure that women and men benefit equally from local authority facilities, for example promoting women in traditionally male sports, e.g. Soccer and boxing.		Conduct various workshops to sensitise women and man	Man and women.	Ongoing process.	
IV. EMPLOYMENT PRACTICES AND ENVIRONMENT						
To increase the representation of women employed in the council.	Adopt the SADC target of 50% women in all areas of leadership and employment by 2015. Explicitly prioritise gender equity in performance plans.	Council	Advertisement and employment are made on a gender base practise.	50% women in all areas of employment by 2015.	Ongoing.	

	Address gender imbalances in departments – increase number of women employed overall as well as increase the number of women in senior and management positions and address the departments where the greatest imbalances exist.		Affirmative action plan in place.	To address the imbalances of employment for both men and women in all positions.	annually	
	Include women's targets as a non negotiable component of senior managers' contract.		Affirmative action policy providing for such.	To change the mind sets of management in inherited colonial laws.	Annually.	
	Obtain buy-in and support of the unions for increased gender equity in the employment profile of the council.		Enters into close shops agreements with unions to address equality issues.	To ensure women representation in various positions of council	Annually.	

Selection and recruitment

To ensure that the recruitment and selection process offers equal opportunity to women.	All job advertisements should encourage women to apply.	Council, NGO's.	Review recruitment policies, make sure all adverts include women and people of disability.	Recruitment policy.		
	Selection panels should be gender balanced.	Council, NGO's.	Select experts with gender knowledge. Make sure they are 50/50% panel of representatives.	50/50 balance.		
	Gender sensitive	Council,	Criteria drawn up for	Gender panellist drawn up.		

	selection policies should apply at all time: Interviews questions and practices should not discriminate against women in any way. Experience and qualifications should both be taken into account in evaluating suitability for posts.	NGO's.	panellist, questioner drawn up. Make sure women are not discriminated.			
	Develop comprehensive employment equity plans.	Council.	In the recruitment policies make sure that the equity plans are equated.	Policy in place.		
	Apply job preservation policy to meet women's targets.	Council, NGO's.	Put coder system in place.	Coders introduced.		
	Incorporate gender into structure system policies and processes.	NGO's, Council, Ministry of gender.	Gender management system introduced.	In gendered structures.		

Career pathing

To educate and train women employees, who have previously been disadvantaged, by implementing capacity-building and mentoring programmes so that they may be	Council should have a staff development plan and this should be adequately planned and budgeted for.	Council, NGO's.	Draw up a structured development plan which is budget for.	Policy in place .Plan in place.		
	Undertake a skills/qualification audit and	Council, NGO's.	Audit skills of municipality staff.	Audit. The different qualifications/experience		

empowered to perform their job functions and map their intended career paths	assessment of all municipal employees.			skills.		
	Devise and implement a range of capacity-building options for employees and councillors	Council, NGO's.	Capacity building training for councillors and employees.	Skilled and capacitated coders.		
	Mentoring new councillors and employees.	Council, NGO's.	Indication courses for new councils and employees.	Mentorship program in place.		
	Provide information to councillors, CBOs and community members.	Council.	Information dissemination campaign in place.	Inform councils.		
	Increase the number of learner ships available for girls.	Ministry of gender, council, NGO's.	Training program developed for girls.	Training manual in place.		

Work conditions and environment

To facilitate women's equal participation in the workplace by providing support for parents because parenting responsibilities have continue to be the main responsibility of women.	Provide and standardise paternity leave and accompany this with a programme on responsible fatherhood. Possibly consider shared maternity and paternity leave	Ministry of health, Ministry of gender, NGO's, council.	Train men on responsibility of fatherhood.	Fatherhood programmes.		
	Meetings times should take the needs of all employees into consideration and not	NGO's, council, private sectors.	Introduce sensitive working hours .Draw up strict agenda for meetings.	Timeline set.		

	run too late.					
	Provide child care facilities for municipal employees.	NGO's, council private sector.	Introduce baby corners child.	Child care facility program in place.		
	Provide flexible work arrangements for parents.	NGO's, council, private.	Strictly adhere to 8 hour per day work.	Timeline set.		
	Conduct awareness programmes on parenting responsibilities.	Council, NGO's.	Courses on parenthood.	More parents educated on the upbringing of their kids.		
Address issues of sexual harassment in the council.	Develop and implement a sexual harassment policy (SHP).	Council, NGO's	To educate staff on sexual harassment policy.	Policy on sexual harassment reviewed.		
	Workplace education and awareness on the SHP	Council	Staff to be educated of codes of ethics in the Municipality	SHP awarene4ss raised	Ongoing	

At stage six , groups have to come up with sustained campaigns, that speaks to the plight of women men and girls. Karibib Council and community selected three campaigns. "Cleaning up campaign" picking up papers, plastics cans etc. this project will be run by the youth of the town supported by the Municipality. They intern want to educate residents about hygiene, and importance cleaning and whereby attracting investors to the town. The targets groups are, youth, community and schools.

"Teenage pregnancy and alcohol abuse ` were another campaign the residents and Council want to embark upon. During this campaign schools will be visited, shebeens and settlement. Workshop will also be held for educational chats with girls and boys. The Council promised to launch these activities and invite the Country Facilitator.

Annex F:

EVALUATION FORM

Date:

Venue: Town Council hall

This is a clustered Evaluation form 15 participants:

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>VERY POOR</u>
1. PROGRAMME DESIGN	5	6			
2. PROGRAMME CONTENT	5	5			
3. DOCUMENTATION	6	5			
4. FACILITATION	5	6			
5. GROUP WORK	4	7			
6. OUTPUTS	2	7	2		
7. OUTCOMES AND FOLLOW UP PLANS	1	8	2		
8. LEARNING OPPORTUNITY	3	7			1
9. NETWORKING OPPORTUNITY	4	6			1
10. ADMINISTRATIVE ARRANGEMENTS	2	8		1	
TOTAL	37	65	4	1	2

COMMENTS

- **Which session did you find most useful? Why?**
- The SADC protocol on gender and development.
- Topic about the case studies.
- Case studies and development of campaigns.

Which session did you find least useful? Why?

- The group responded none to all.

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

- Campaigns, because campaigns can inform and educate 16 days.
- By engaging myself in this campaigns that we have set up.
- Through internet.
- With the help of others.
- Do more research on internet.
- Commit myself to the project and coordinate to use the success of the project.

Any other comments?

- I am glad that we are putting the SADC Protocol on Gender and Development on the local authorities agenda.
- Please do invite more communities with Councillors together.

END