

Report Forms

Stage 1 & 2

Annex A: Stage 1 - Report form: Briefing with Political heads and Management

Country: Botswana

Facilitator: Keabonye Ntsabane

Council: Palapye Administration Authority

Date of meeting: 18 /07/2013

Yes, buy in to proceed with Centres of Excellence obtained through Botswana Association of Local Authorities

Yes, access to conduct situation analysis has been obtained

Contact person/s for the process identified? *(Mr. Koti Molefi/s and position/s).*

Agenda for stage 1 and 2 meetings

- 1) Introductions
- 2) Background to the COE process
- 3) Understanding the 10 stages of the COE process
- 4) Questions and comments
- 5) Adoption of the COE process
- 6) Proposed process
- 7) Access to conduct a situation analysis.
- 8) Contact person for the situation analysis.
- 9) Agreement on way forward and next steps.
- 10) Closure

The management meeting started by a prayer and followed by introductions . Individual introductions were led by the Assistant Council Secretary Mr. Koti Molefi who also welcomed Gender Links country manager Ms Keabonye Ntsabane. The meeting was attended by most of the management staff and Senior Assistant Council Secretary Mr. Koti Molefi

In that meeting most of the managers were new in the council due to the routine council transfers , this then led to Gender Links briefing them on the background of the Gender mainstreaming strategy document and At the Coal Face research baseline study conducted in 2008

The participants were then given the attitudes questionnaire and the Protocol quiz to fill in , and this was followed by a dvd play on the SADC Gender Protocol. The participants

were then shown tracking sheet of the CEOs stages and what other council are in the stages including their Palapye Administration authority .

Comments: Most of them were concerned that all those who were part of the drafting of the Gender Action Plans Developed in collaboration with Gender Links and BALA and that most of the implementation deadline have passed . They also wanted to know where the budget for implementation will be sources from

Way forward:

A temporary task force was formed and were tasked to edit the plan and tasked to be a link between Bo Gender Links and Botswana Association of Local authorities BALA. A process on the buy in to conduct the situation analysis was agreed and process was explained .Then the process of filling in the forms were then started . Not all the information they had but promised to provide later

Participants list
Meeting with management of council
Country: Botswana
Venue: Palapye administration Authority
Date: 18/07/2013

NAME	Sex M/F	ORGANISATION	DESIGNATION	PHONE	FAX	E MAIL
Mopaki Godfrey	M	Palapye Administration Authority		4930808		Gmopakiagov.bw
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NAME	Sex M/F	ORGANISATION	DESIGNATION	PHONE	FAX	E MAIL
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M Ngwato	F	Palapye administration authority		4930802		Masegongwako@yahoo.com
K Natsabane	F	Gender links		3188250		Coordbotswanaagenderlinksorg.za
GT Ramogala	M			4933561		Gramogalaagov.bw
Charles pk Otoo	m	Palapye administration authority		4930822		Cpkoo@yahoo.com

Attendance statistics by gender

Females	10	
Males	5	
TOTAL		

Report form 2_Situational analysis report

Country: Botswana

Name of the council : Palapye Administration Authority

Synopsis

Why does this Council have an interest in developing a gender policy?

It is not the mandate of individual councils to develop policies on gender, but of Gender Affairs

Strengths

Plan in place and a coordinator in place and participated in the Gender summit

Some officers have been trained on Gender Equality

Challenges

Lack of understanding and appreciation

Results of gender score card

Area assessed	Score Council	Score GL	Agreed score
Policy framework	1	1	✓ 1
Governance	1	1	✓ 1
Gender specific programmes	2	2	✓ 2
Mainstreaming gender into existing programmes	2	2	✓ 2
Employment practises and environment	2	2	✓ 2
Gender management system	1	1	✓ 1
Overall	9	9	✓ 9

✓

CATEGORY	No of women	%	No of men	%
Top management	0	0	2	100%
Senior Management	12	55%	10	45%
Professional	29	71%	12	29%
Secretarial/clerical	72	50	71	50

