

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

KAMANJAB VILLAGE COUNCIL



Country: Namibia

Facilitator: Beverley Mpho Slinger

Kamanjab Village Council

Date of meeting: 7 October 2013

Attendance:

NAME	DESIGNATION	PHONE	FAX	EMAIL
Beauty Aebes	Admin Clerk	067-330051		eveaebes@yahoo.com
Regina Stuurman	Mayor	067-330051		Reginastuurman@gmail.com
Magdalena Aebes	Cllr	0813878047		n/a
Niklaas Hendriks	Cllr	0812984878		n/a

The buy in meeting was attended by the Chairperson of the Management Committee who is the mayor, two a councillors , Admin Clerk.

Buy-in to proceed with 'centre of excellence' process obtained?

The Programme Officer presented the CoE Gender mainstreaming Concept through a PowerPoint presentation under the following subjects:

- **About Gender Links**
- **Partnerships**
- **Background of the Gender Mainstreaming**
- **Definition of Gender Mainstreaming and Example**
- **The ten stages of Gender Mainstreaming and understanding the process**

- **Questions and Answers**
- **Adoption off the CoE process**
- **Way Forward (workshop)**

The Chairperson of the Management Committee said that the concept was clear and a good one as council needed to be informed and capacitated on issues of Gender. She said that at the meeting there was not a lot of questions but was going to find out more from the workshop about Gender Mainstreaming together with her councillors.

Access to conduct a situation analysis obtained?

Access to conduct a situation analysis was granted and the contact person for the analysis is the admin clerk Ms Aebes.

Contact person/s for the process identified? *(Give name/s and position/s).*

Beauty Aebes Admin clerk (Gender focal Person)

Champion still to be appointed.