

**REPORT**  
**CENTRES OF EXCELLENCE STAGE FIVE WORKSHOP**  
**SOUTH AFRICA**  
**COUNCIL: BITOU LOCAL MUNICIPALITY**



**DATES: 20 – 24 AUGUST 2012**  
**VENUE: NEW HORIZON COMMUNITY LIBRARY**



Participants engage in a group exercise



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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 four and five workshops held from 20 -24 August 2012 at the New Horizon Community Library with participants (councillors and officials) from the Polokwane Local Municipality, including community members and civil society organisations.

Participants contributed to the development of a comprehensive gender and GBV action plan which will operate as a guide to the municipality to fulfil its commitments to gender equality as set out in the SADC protocol on gender and development.

*The objectives of the workshop included:*

- To raise awareness in communities of the COE process; obtain their buy-in and participation.
- To equip participants with the provisions made in the SADC protocol on gender and development.
- Build knowledge and skills in key sector areas such as understanding the difference between sex and gender, stereotypes, local economic development, climate change, HIV and AIDS, care work and GBV and to apply knowledge to the development of an action plan Gender and the economy
- To help the municipality draft a gender and GBV action plan that is aligned to the targets of the SADC protocol on gender and development.

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

The workshop was attended by a number of council members as well as representatives from civil society in total 13 participants comprising of (3 men and 10 women) attended the workshop see **Annex B**.

The draft Gender Action Plan for the Bitou Municipality that was produced by the participants is attached at **Annex C**.

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 "*Ringling 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 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.

Key findings of the study within South Africa indicated that quotas were essential to promote the active participation of women and decision making at local level. Furthermore the research indicated through quantitative data gathered through questionnaires, highlighted the fact that women continued to face barriers that affected their full participation at local level. In addition to these findings it was also established that gender is not mainstreamed into the performance agreements of key functionaries at local level to ensure transformation.

The Centres of Excellence (COE) for Gender Mainstreaming in Local Government concept is a follow up to the gender and local government research, strategies and Gender and GBV action plan roll-out that took place from 2007 – 2010 across municipalities in the SADC region that Gender Links (GL) has been working with. The COE's bring 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. From an initial 100 municipalities the initiative will now be cascaded to another 200 Councils by 2014.

The COE process involves sustained interventions that bring together policy, implementation and capacity building through on-the-job training, monitoring and evaluation and the sharing of good practices at the annual Gender Justice and Local Government Summit. The approach builds on experience that GL has gained over several years working at the local level on developing and implementing gender policies and action plans through a six stage processes that has now been extended to a ten stage process. New modules on conflict resolution, care work, local economic development, climate change and IT have been added to the initial COE process.

### ***Objectives of the COE process***

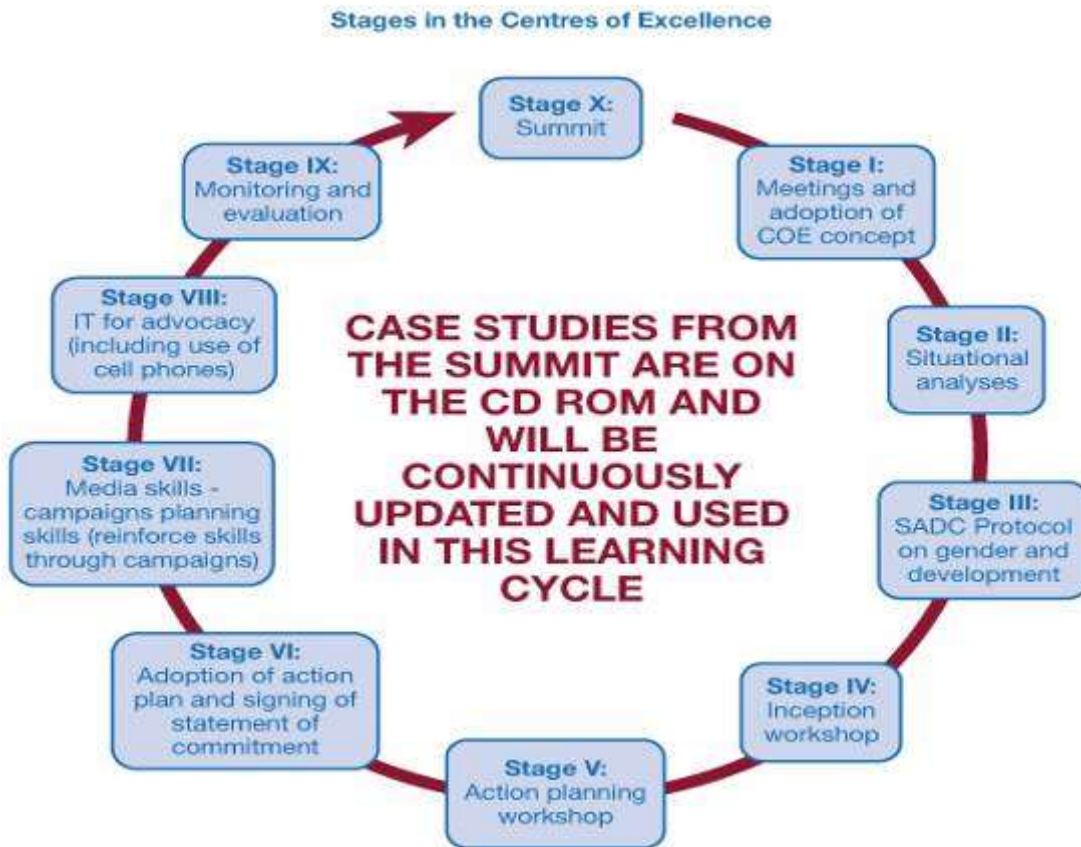
To integrate gender into the work of local government through sustained interventions in at least 300 councils by 2014 through:

- ***Political support:*** Getting buy-in at decision-making level.
- ***An evidence-based approach:*** Conducting a situation analysis that is council-specific and will help to address the needs of that council.
- ***Context specific interventions:*** Conducting council-specific gender and action plan workshops that localise national and district gender policies and action plans.
- ***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.
- ***Capacity building*** through on-the-job training with council officials and political leaders.
- ***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 scorecards and other monitoring and evaluation tools that can be used to measure change in the immediate, medium and long terms.
- **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.
- **Cascading the COE's:** GL is working with local government associations across the region on innovative strategies for cascading the COE's that include working through gender focal points of the associations and peer support.

**Stages to be covered:**

The stages covered are illustrated in the diagram:



**Process and activities**

During the five days the participants examined the content of the SADC protocol on Gender and Development, with a focus on various content including basic concepts of gender, sex, gender equality, gender equity, conflict resolution, gender and the economy, local economic development, climate change and sustainable development and GBV - which will be used it as a basis for composing a local gender action plan for local government and civil society. The gender action plan will be used as a tool for advocating and promoting the gender mainstreaming ideals of the Cape Winelands municipality and civil society.

**Welcome and opening**

The workshop was officially opened by the GL facilitator and a background was given about work done with the Cape Winelands council to date. Workshop objectives were shared, ground rules set and participants also shared their expectations of the workshops.

**Key gender concepts**

Through an interactive session, participants were taken through a very practical way of understanding what the difference between sex, gender and stereotypes is. This module stirred a lot of debate and participants was able to share their own examples and experiences.

**Gender, governance and transformative leadership**

This module allowed participants to look at issues of access, participation and transformation. Participants did short skits on their experiences around the content and what kept women out of participating freely at the local level and the female councillors shared their experiences as well.

When asked what makes a good leader, some characteristics included:

- Follower
- Listener
- Self respect
- Mutual respect
- Willing to learn
- Sympathy
- Empathy
- Practise what they preach
- Servant
- Accepts criticism
- Charismatic
- Multi-tasking
- Emotional
- Hands-on



Participants role play on conflict resolution

What do communities expect from their leaders?	How can communities contribute yo good leadership? What role can they play?	What are the problems associated with leadership?
<ul style="list-style-type: none"> <li>• Decency</li> <li>• Confidence</li> <li>• Transparency</li> <li>• Provision of services</li> <li>• Feedback</li> <li>• Respectable</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute</li> <li>• Listen</li> <li>• Work together</li> <li>• Care</li> <li>• Keep leaders accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Untruthfulness</li> <li>• Jealousy among women leaders</li> <li>• Exploitation</li> <li>• Being Bias</li> <li>• Discrimination</li> </ul>

<b>What do communities expect from their leaders?</b>	<b>How can communities contribute to good leadership? What role can they play?</b>	<b>What are the problems associated with leadership?</b>
<ul style="list-style-type: none"> <li>• Reflectiveness</li> <li>• Liable</li> </ul>	<ul style="list-style-type: none"> <li>• Be hands-on</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of transparency</li> <li>• Capacity</li> </ul>

### **Conflict resolution**

This was one of the new modules that were introduced to the participants in the workshop. This was an interactive exercise which involved reading a case study and displaying an enactment of reactions through role play. This was then followed up with a discussion on the different types of conflict at local government and community level including the gendered dimensions of peace building.

This was a very interactive session as participants as both officials and communities could share their experiences around types of conflict as they relate to the local level.

Furthermore the role plays generated strong discussions on council processes and procedures and the limited integrated manner and approach to which conflict resolution was often handled. With regards to equal representation and participation in peace building processes, and conflict resolution

### **Gender policy and planning concepts**

#### ***Gender and the economy***

Participants were given exercises to do in groups on gender, the economy and budgets. While discussing gender and the economy participants came up with the following points:

- The work that women perform is not seen as work on a daily basis
- Policies that are in existence often do not ensure that they will function in a manner which will be beneficial to women.
- Women tend to work under bad circumstances
- Men are often also guilty of underpaying women as workers



Participant feedback from an exercise

Examples of care work highlighted within Bitou Municipality included housekeeping, running food gardens, soup kitchens, bead work projects, NGO volunteers, health care workers and ward committee members.

The aim of the exercises were to demonstrate and inform participants with the knowledge of the SADC Protocol which makes clear guidelines for the provisions in

terms of policies and legislative frameworks that should be instituted to ease the multiple burden of the roles played by women.

***HIV/AIDS and Care work***

This is one of the new modules that were introduced to the COE process that aim of the module was to establish the different perceptions of care work and the assigned roles in terms of care work.

Participants watched the Care work DVD from there the group was further divided into two opposing side, those who supported the remuneration for carework and those who did not support the notion, the following points were noted:

- Care work should be seen as specialised work
- Workers need to be remunerated accordingly
- Care workers need to also learn to be independent and not rely on resources for donations
- Care workers should be trained accordingly and empowered
- Care workers deserve recognition for the sacrifices that they make.
- Careworkers are too reliant on funding

**Gender and local economic development**

This module on gender and local economic development highlighted the role in which local government needs to make sure that equal economic opportunities are created for women and men. The participants also indicated further gaps in which there are limitations for economic development, the following were identified as some of the key factors

- Lack of economic empowerment initiatives locally within Bitou
- Lack of financial assistance given to women
- Women are not consulted accordingly with regard to decision making processes
- Transformation is happening at a very slow pace
- Beneficiaries of initiatives are women and the decision makers are often men

Direct and indirect inputs that the participants felt the councils could make:

<b>Direct</b>	<b>Indirect</b>
<ul style="list-style-type: none"> <li>• Increase facility provisions</li> <li>• Enhance LED initiatives</li> <li>• LED should be the key priorities</li> <li>• More education and training on LED issues</li> <li>• Easy access to required information.</li> <li>• Women should be the main beneficiaries</li> <li>• More economic oppurtunities</li> <li>• Mobilisation</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate space for female traders</li> <li>• Basic service delivery, including water, electricity, sanitation</li> <li>• Share pamphlets and other information accordingly</li> </ul>

**Gender, climate change and sustainable development**

The gender, climate change and sustainable development module aimed to capacitate the participants understanding around the key concepts of climate change, as well as the gendered dimensions.



Participants were given exercises to do in groups and key concepts were discussed in plenary which formed the basis of the exercise. Further more the participants analysed how the issue of climate change impacted on their immediate settings. In from the discussions it was clear that the council is prepared to get more involved with gender and climate issues.

The following points were noted.

Area	Gender Dimension
Lack of food security	<ul style="list-style-type: none"> <li>The impact of increased droughts have resulted in a shortage of food insecurity which in turn places an increase burden on women</li> </ul>
Water	<ul style="list-style-type: none"> <li>The scarce availability of immediate water and sanitation creates a danger and safety barrier for women as they are often forced to walk many kilometers to get water, thus exposing them to criminal activities and increased vulnerability</li> </ul>
Seasonal changes	<ul style="list-style-type: none"> <li>Women are particularly vulnerable to climate change because they are more prone to the adverse impacts from climate change.</li> <li>Their limited adaptive capacities arise from prevailing social inequalities and ascribed social and economic roles</li> </ul>
Limited natural resources	<ul style="list-style-type: none"> <li>The limited access of women to natural resources, in order to reduce poverty, further exposes them to poverty, measures need to be taken to ensure that women cope better with climate change.</li> </ul>
Migration	<ul style="list-style-type: none"> <li>Drought and soil degradation can force women to move from village to village with their families thus causing displacement in some family units.</li> </ul>

## Gender based violence

The module on GBV was very interesting the participants indicated that GBV was an issue that was very prominent with Bitou Municipality. It was noted that GBV could take on many different forms including:

- Rape
- Sexual abuse
- Physical mishandling
- Domestic violence
- Emotional abuse
- Verbal abuse
- Adolescent pregnancy
- Child abandonment



Group Exercise

The municipality has GBV programmes that include:

- A 16 Days programme (annual)

## SADC Protocol on Gender and Development

Participants did the protocol quiz and on average most people failed to get all the answers correctly, the workshop participants were divided into groups and the groups came up with the following points with regards to the SADC protocol. The participants administered the quiz and a discussion was held afterwards whilst going through the correct answers.

*Work already done to achieve targets in protocol:*

- Women are in positions of leadership
- There are systems in place to ensure that gender equality is practiced
- There is a draft sexual harassment policy in place
- Procuring of tenders is focused on women as equal participants



Discussions

*How the targets in the protocol be included in the work of Bitou Municipality:*

- The gender focal person can be trained accordingly with regard to the protocol
- Recruitment practices must be transparent
- Share this information with internal and external stakeholders
- Ensure that communities are also informed
- Strengthen existing programs

## Developing a gender action plan

A draft gender action was produced for Bitou Municipality by the participants present at the workshop and is attached at **Annex C**.

### Way Forward

- The action plan will tabled at the next council meeting scheduled for November
- GL to assist with possible 16 Days of Activism Activities and plans
- Bitou Municipality to organise a follow up session with GL

### Challenges

- The council has no clear plan as to what will take place with other local municipalities for the COE process
- Preparations for other events/ commitments limited the full participation of the participants

- The lack of the senior management present also made the process a bit more difficult to facilitate and process.

### **Closing remarks**

Cllr Elaine Paulse from the municipality thanked Gender Links as well as the participants for making the workshop a success. She further encouraged all the participants to implement what they had learnt in their communities and in their various respective areas of work.

### **Outputs**

A draft gender action plan was completed during the workshop.

## Annexes

### *Annex A: Programme*

Venue: New Horizon Community, Library Centre

Dates: 20-24 August 2012

DAY/TIME	ACTIVITY	TIME	WHO
<b>DAY ONE: MONDAY, 20 AUGUST 2012</b>			
8:00 – 8:30	Registration	30 min	
8:30 – 8:45	Opening	15 min	
8:45 – 9:00	Introductions and objectives Expectations from participants To develop guidelines of participation Eyes and Ears	15 min	
<b>Key gender concepts</b>			
9:00 – 10:30	Sex and gender	1 hr 30 min	
10:30 – 11:00	<i>TEA</i>		
11:00 – 13:00	Group work on stereotypes	2 hrs	
	Report back		
13:00 – 14:00	<i>LUNCH</i>		
<b>Gender, governance and transformative leadership</b>			
14:00 – 15:30	Access, participation, transformative leadership Group work (role plays)	1 hr 30 min	
	Report back		
15.30 -16:00	<i>TEA</i>		
16:00 – 17:00	<i>At the Coalface</i> DVD Plenary discussions	1 hr	
17:00	<i>CLOSURE</i>		
<b>DAY TWO: TUESDAY, 21 AUGUST 2012</b>			
8:00 – 8:30	Reflections, Eyes and ears		
<b>Conflict resolution</b>			
8:30 – 10:00	What is conflict? Conflict at the local level Resolving conflict	1 hr 30 min	
10:00 – 10:30	<i>TEA</i>		
10:30 – 11:30	Mayoral address – Mayor of Drakenstein Municipality	1 hr	
<b>Gender policy and planning concepts</b>			
11:30 – 13:00	Practical and strategic needs Gender mainstreaming Gender blind and gender aware policies	1 hr 30 min	
13:00 – 14:00	<i>LUNCH</i>		
14:00 – 15:00	Gender disaggregated data	1 hour	
15:0 – 15:30	<i>TEA</i>		
15:30 – 17:00	Gender budgeting	1 hr 30 min	
<b>DAY THREE: WEDNESDAY, 22 AUGUST 2012</b>			
8:00 – 8:30	Reflections, Eyes and ears		
<b>Gender and the economy</b>			
8:30 – 10:00	The unwaged work of women	1 hr 30 min	
10:00 – 10:30	<i>TEA</i>		

<b>DAY/TIME</b>	<b>ACTIVITY</b>	<b>TIME</b>	<b>WHO</b>
10:30 – 13:00	Care work	2 hr 30 min	
13:00 – 14:00	<i>TEA</i>		
<b>Local Economic Development</b>			
14:00 – 15:30	Gender and local economic development Strategies for local economic development	1 hr 30 min	
15:30 – 16:00	<i>TEA</i>		
16:00 – 17:00	Gender and local economic development Strategies for local economic development (continues...)	1 hr	
17:00	<i>CLOSURE</i>		
<b>DAY FOUR: THURSDAY, 23 2012</b>			
8:00 – 8:30	Reflections, Eyes and ears		
<b>Sustainable Development (Climate Change)</b>			
8:30 – 10:00	Definitions / background Impact of climate change on gender	1 hr 30 min	
10:00 – 10:30	<i>TEA</i>		
<b>Gender Based Violence</b>			
10:30 – 13:00	Key GBV provisions in the SADC Protocol on Gender and Development GBV as a key service delivery issue	2 hr 30 min	
13:00 – 14:00	<i>LUNCH</i>		
<b>Developing a Gender Action plan</b>			
14:00 – 15:30	Exercise: Key gender issues in local government	1 hr 30 min	
15:30 – 16:00	<i>TEA</i>		
16:00 – 17:00	Developing a gender and GBV action plan	1 hr	
17:00	<i>CLOSURE</i>		
<b>DAY FIVE: FRIDAY, 3 AUGUST 2012</b>			
8:00 – 8:30	Reflections, Eyes and ears		
8:30 – 10:00	Developing a gender and GBV action plan	1 hr 30 min	
10:00 – 10:30	<i>TEA</i>		
<b>Prioritising the action plans</b>			
10:30 – 12:00	Prioritising the action plans	1 hr 30 min	
12:00 – 12:30	Agreement on gender task team to finalise plan	30 min	
12:30 – 13:00	Closure, way forward and agreement on how the plan is to be adopted	30 min	
13:00 – 14:00	<i>LUNCH</i>		

**Annex B: Participants List**

**COE Implementation Workshop- Bitou Local Municipality**

**Country:** South Africa, Western Cape

**Venue:** New Horizon Community Library

**Date:** 20-24 August 2012

	<b>NAME</b>	<b>SEX</b>	<b>ORGANISATION</b>	<b>POSITION</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>1.</b>	Miltonette Cupido	F	SALGA	Official	0828803735	<a href="mailto:mcupido@salga.org.za">mcupido@salga.org.za</a>
<b>2.</b>	N. Ndingela	F	Womens' Organisation	Community Worker	0737329539	
<b>3.</b>	T. Guzi	F	Womens' Organisation	Community Worker	0834779381	
<b>4.</b>	Yvonne Jansen	F	Womens' Organisation	Community Worker	0847379434	tcjansen@telkomsa.net
<b>5.</b>	Constance Plaatjies	F	Womens' Organisation	Community Worker	0785733693	
<b>6.</b>	N Ngoqenda	F	Women's Organisation	Community Worker	0769433854	
<b>7.</b>	Sindelwa Mkita	F	Bitou Local Municipality	Official	0784317144	smkitha@plett.gov.za
<b>8.</b>	T Mhlana	M	Bitou Local Municipality	Official	044 5334763	tmhlana@plett.gov.za
<b>9.</b>	A Olivier	F	Bitou Local Municipality	Councillor	0738609584	aolivier@plett.gov.za
<b>10.</b>	T Lombard	M	SALGA	Official	0214699609	tlombard@salga.org.za

	<b>NAME</b>	<b>SEX</b>	<b>ORGANISATION</b>	<b>POSITION</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>11.</b>	Handy Bacela	M	Bitou Local Municipality	Official	076 548 8917	hbacela@plett.gov.za
<b>12.</b>	Elaine Paulse	F	Bitou Local Municipality	Councillor	0445330610	<a href="mailto:epaulse@plett.gov.za">epaulse@plett.gov.za</a>

#### **Attendance Statistics by Gender**

<b>FEMALE</b>	<b>8</b>	<b>80%</b>
<b>MALES</b>	<b>3</b>	<b>20%</b>
<b>TOTAL</b>	<b>11</b>	<b>100%</b>

**Annex C: CAPE WINELANDS DISTRICT MUNICIPALITY**

**COE GENDER PLANNING FRAMEWORK FOR LOCAL COUNCILS**

*The fields to be completed are:*

- **Why** - What is the objective; starting point, answer the questions?
- **What is the indicator** –How will progress towards achievement of this target be measured; for example percentage increase in women’s representation.
- **What is the action** – What needs to be done for the target to be achieved?
- **Who** –Which department/s unit/s is responsible of the action?
- **When** – What is the timeframe in which this action should be completed?
- **Budget** – What financial resources are required for this action to be completed?

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATOR S	ACTIONS	OUTPUT	WHO	TIME FRAME	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	What is the current level of awareness?  3 people in the group knew about the Protocol prior to the workshop	Laws and policies are accompanied by public awareness campaigns to demonstrate link between equal representation participation of men and women to democracy, good governance and citizen participation.	22 people have been empowered /taught about the SADC Protocol	Mainstreaming Campaigns SADC Village Workshop Training of Senior Managers	Attendance Register Workshop report Photos Comments Book	GL Special Focus participation Unit Councillors	August 2012  August 2013  November 2013	R20.000  R50.000  R5.000
Ensure that there is a gender policy in the council and it is implemented.	Gender Policy is being formulated will be finalised adopted and approved	Laws and policies put in place to enable women to have equal opportunities with men to participate	No extensive consultation has been taking place to finalise and adopt the Gender	Inputs from the portfolio committee, consultation with external stakeholders	Draft Gender policy Final gender policy	Legal section Special Focus GFP Chairperson of the	October 2012  March 2013	N/A



STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
			policy			Portfolio Committee		
Gender issues are given a high political profile by the Council and has a political champion	MMC of the portfolio is the current gender champion, even though there is no gender policy in place gender issues are still being driven	Laws and policies put in place to enable women to have equal opportunities with men to participate	Adoption and finalisation of the gender action plan will assist with issues of gender mainstreaming	Women's Caucus to assist with highlighting gender issues Appoint a task team to finalise the gender policy	Adopted gender policy with clear guidelines on implementation Actions adopted to ensure that there is compliance with gender issues Quarterly programme around gender issues	MMC Exec Mayor Chief Whip Special Focus Speaker Gender Task Team	October 2012  March 2012	R10.000
<b>GOVERNANCE</b>								
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 by 2015.	The council has a total of 48% women councillors in the municipality	At least fifty percent of decision-making positions in public and private sectors are held by women; affirmative action measures in effect.	Advocacy and lobbying for the additional 2% and lobby for retention of current female councillors	50/50 Campaigns Women's Caucus Awareness Raising Workshops	Resolutions Evaluation Report	Office of the Speaker Office of the Executive Mayor Special Focus MMC-Special Focus Chief Whip	Quarterly Basis-commencing September 2012 (Women's Caucus)  April 2013 (50/50 Campaigns)	R20.000 (Women's Caucus)

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
							Aug 2012 Nov2012 April-2013 (ongoing)	
To ensure that women are equally represented in leadership positions in the Council.	There are 5 women and 5 men who are responsible and are chairs of committees (50/50) balance, speaker is a male while the chief whip is a woman.	Policies, strategies, and programmes for building capacity of women to participate effectively through leadership and gender sensitivity training and mentoring.	Continue with gender sensitisation for councillors	Support for projects/programmes for councillors which are gender sensitive Compliance with gender policy once completed	M&E document Quality& Compliance Framework Gender Policy Attitudes Survey	Special Focus Office of the Mayor MMC-Special Focus	Ongoing	R10.000
To educate communities and raise awareness about the importance of women's equal representation in local councils	Council has not done any 50/50 awareness raising campaigns with their communities	Legislative measures and public awareness campaigns to emphasise that women's representation and participation are an important component of democracy and good governance.	Start formulating 50/50 Campaigns within the council	Engage the local community radio stations/ media/ newspapers Engage external stakeholders to be part of the campaigns including (CBO's, NGO's, Churches)	SADC Protocol Pamphlets Awareness Raising Workshops Women's Dialogues	Councillors Civil Society (NGO's, CBO's,FBO's) Special Focus Public participation unit	August 2013	R100.000
Political participation								
To increase participation by women because their concerns are often sidelined or overshadowed by political party concerns.	There is a multi-party women's caucus within the council	Policies, strategies and programmes for the establishment and strengthening of structures to enhance gender mainstreaming.	2 meetings of the multiparty women's caucus have taken place. 13 Aug has been identified as a workshop	Awareness Raising Workshop Quarterly engagements	Workshop report Minutes	Chief Whip MMC	13 August 2012  September 2012- (Quarterly engagements)	R15.000  R5.000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUT	WHO	TIME FRAME	BUDGET
			date on women caucus structures & functions					
	No networking has been done with other women's caucus structures		District Municipalities to ensure coordination and facilitation	Meeting with District Municipality (Chairperson of the Caucus)	Resolutions taken can be published in the newsletter	Chief Whip MMC	October 2012	N/A
To empower women and male councillors to advocate for gender equality	Skills audit has been conducted, including IT Assessment and Competency	Policies, strategies and programmes for building the capacity of women and men to participate effectively through leadership and gender sensitivity training and mentoring.	Some female and male councillors were trained on basic IT understanding	Follow up with training section to establish further training plan Host meeting with training unit Gender office can advise on relevant training for the women councillors	Reviewing and identify gaps within existing training/ outsource plan	Training Unit Office of the Speaker Chief Whip	September 2012	N/A
	What training has already been done?							
To empower men on gender issues and mobilise their support.	No training has been done for men with gender sensitisation; men's dialogues took place last year. 500 men participated	Ensure the inclusion of men in all gender related activities, including gender training and community mobilisation.	Gender sensitisation workshop will take place for men including civil society.	Planning workshop -for Gender Sensitisation workshop	Minutes Workshop report	CGE GL Special Focus Civil Society (Sonke Gender, Men's Voice) HR	November 2012 ( day 1)	R25.000
	Men's Dialogues were also held		Men's dialogues	Formulate concept paper	Establish a support	Office of the	November 2012 ( day	R25.000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUT	WHO	TIME FRAME	BUDGET
	with male councillors (DOH)		with male councillors and civil society will take place combined	Planning Meetings	group to deal with men's issues Survey/ Feedback /comment book Minutes/ Report	Speaker CGE GL Special Focus Civil Society (Sonke Gender, Men's Voice) HR	2 )	
Public participation								
To ensure that women and men participate equally in local government and community matters	What is the representation of women and men in ward committees?	At least 50 percent of decision-making positions in public and private sectors are held by women; affirmative action measures in effect.	Women and Men	Public participation	Media Attendance register Pictures	Office of the Executive Mayor Champion Councillor	2013/2014	R10 000
	Are there gender disaggregated statistics on the consultative meetings?	Women and men participate equally in all governance structures.	Women in governance	Awareness	Attendance register	Office of the Executive Mayor Champion Councillor	2013/2014	N/A
PLANNING								
To ensure that targeted planning and service delivery takes place in the council women are consulted equally in policy-making processes.	Is the Council's strategic plan gender aware?		Women Councillors Women ward Structures Office of the Executive Mayor	Discussions in Council meetings	Council Minutes Attendance register	Women councillors Women ward structures	2014	N/A
To ensure that women are consulted about	Has the gender desk been involved in the	Equal participation of women and men in policy formulation	Women and Men	To be discussed in the council meeting	Minutes Attendance register	Office of the Executive	2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
their needs when drawing up Council plans.	strategic planning process? Have the views of women and men been taken into account in the plan?	and implementation of economic policies.	Gender Desk Women and Men councillors			Mayor		
<b>MAINSTREAMING GENDER INTO EXISTING PROGRAMMES</b>								
Local economic development – The economy and job creation								
To facilitate access to equal employment opportunities	Is there gender disaggregated data on jobs created through Council activities?	Equal opportunity: ensure that women and men have an equal chance to participate in and implement economic decisions and policies.	HR Department  HOD's  Councillors	To be discussed with HR department	Advertisement  Employment Status	Women councillors  Office of the Executive Mayor  HR Department	2013	R2000. 00
To provide gender aware support to the informal sector	How gender aware is council assistance to the informal sector?	Trade and informal sector: adopt policies and enact laws, which ensure equal access, benefits and opportunities for women and men in trade and entrepreneurship; take into account the contribution of women in the formal and informal sectors.	Councillors  HOD's  Gender Officer  HR Department  To be discussed in Council meeting  Office of the	Awareness  Booking of venue  Logistical arrangements	Council minutes  Attendance register	HR Department	2013/2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
			executive mayor					
To ensure that women and men have equal access to financial resources	Does the Council have any financial schemes or influence over any financial schemes to assist LED? Are these gender aware?	Policies and laws that determine access to, control of, and benefit from productive resources by women in order to ensure that women have equal access and rights to credit, capital, mortgages, security and training as men.	LED department Councillors	To initiate programmes and projects for women in the communities  To introduce women in banks and other financial institutions	Workshops for women in the communities  Distribute flyers to churches and where women are gathering  Awareness	Women councillors  Women ward structures  BWF	2013/2014	R5000.00
To ensure that women and men have equal access to new technologies for improving the efficiency of their enterprises.	Does the Council have any technology schemes or influence over any technology schemes to assist LED? Are these gender aware?	Ensure that women and men have access to modern, appropriate and affordable technology and support services.	Women and Men Councillors Office of the executive mayor	Workshops  Awareness Information sessions	Attendance registers  Pamphlets	CDW's Gender Desk Councillors Women ward structures	2014/2015	R5000.00
Procurement								
To ensure that women benefit equally from the procurement processes which they have historically been excluded from.	What proportion of Council tenders over the last year went to women? Is there a policy and or point system in place to redress gaps?	Women benefit equally from economic opportunities, including those created through public procurement policies.	Public participation Awareness Community participation 6/7 wards Target of	Invitations to community members  Venue booking  logistical arrangements	Attendance registers  Report  Photos  Media	Gender Officer  Office of the executive mayor	2013/2014	R10 000.00

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
			50 ppl per ward					
<b>CLIMATE CHANGE AND SUSTAINABLE DEVELOPMENT</b>								
Ensure that the council understand the effects of climate change and they address the effects through instilling measures to address the negative impact of climate change	Has there been a gender aware audit done of climate change and its effects and or likely effects?	Laws and policies: review all policies and laws that determine whether women can access, control, and benefit from, productive resources.	Women ward structures BWF Gender Officer HR Departments Office of the executive mayor	Consultations with the different departments  Logistical arrangements	Attendance registers  Pamphlets for awareness  Photos	Gender officer  Youth Unit Disability Unit Unions BWF Office of the executive mayor	2013/2014	R10 000.00
To involve women, as key stewards of the environment, in environmental preservation	Are women involved in drawing up policies and plans for "going green"	Equal participation of women and men in policy formulation and implementation of economic policies.	Public participation	Invitations  Booking of venues  Publicity  Logistical arrangements	Attendance registers  Reports  Photos	HR BWF Unions Councillors  Office of the executive mayor	2014/2015	N/A
To involve women in projects and green business ventures, e.g. waste management.	Are there any green business ventures?	Women benefit equally from economic opportunities, including those created through public procurement policies.	Public participation	Publicity Venue Logistical arrangements	Attendance registers  Reports	Gender Officer  BWF  Champion Councillor	2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
						Supply Chain		
INFRASTRUCTURE								
Housing								
To promote the equal rights of women to land tenure	What proportion of stands (ERF's) are owned by women?	Collect and analyse baseline data against which progress in achieving targets will be monitored.	Public participation	Invitations Publicity Logistical arrangements	Data of women owning houses	Housing Department Gender Officer Office of the executive mayor	2015	N/A
To women's equal access to housing.	What kind of consultation process exists in residential design?	Laws and policies: review all policies and laws that determine whether women can access, control, and benefit from, productive resources.	Public participation Awareness	Publicity Logistical arrangements Workshops for women in the communities (ward 1 to ward 7)	Attendance register Photos Media	Housing Department Office of the executive mayor Councillors	2015	N/A
Water, sanitation and electricity								
To ensure that women, who are disproportionately affected by inadequate service delivery, are provided with affordable access to basic services	What services are currently being provided and at what cost?	Laws and policies: Review all policies and laws that determine whether women can access, control, and benefit from, productive resources. Especially with regard to Water and	Public participation	Awareness	Information in public notice boards of municipal buildings	HR Unions Gender Officer Councillors Office of	2015	N/A



STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
		property rights.				the executive mayor		
	What kind of consultation process has there been in the past?		Public participation	Workshops	Media Attendance registers Reports	Gender officer Councillors	2015	N/A
	What is the current state of service delivery?		Public participation	Information in all municipal offices	Media	Governmental departments	2014/2015	N/A
<b>HEALTH</b>								
Ensure health facilities are accessible to women	How many mobile clinics are there currently? Which communities do these clinics service?	Legislative frameworks, policies, programmes and services to enhance gender sensitive, appropriate and affordable quality health care.	Public participation	Public participation	Media	Health department Gender Office Champion councillor Office of the executive mayor	2014/2015	N/A
<b>HIV/ AIDS AND CARE WORK</b>								
<b>Prevention</b>								
To run gender-aware prevention campaigns	Do prevention campaigns emphasise differences in power relations between women and men?	Develop gender sensitive strategies to prevent new infections.	Awareness Community Workshops	Publicity Logistical arrangements Invitations	Attendance register Media Photos Reports	Health Department Gender Officer Champion Councillor Women ward structures Bitou local Aids Council (BLAC)	2013/2014	R15 000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
						Bitou women's Forum		
	Is the female condom available? If so where?		Public participation Awareness	Logistical arrangements	Pamphlets Media	Health department Gender officer Youth Unit Disabled Unit Councillors Office of the executive mayor	2014	N/A
To ensure that messages of generational sex and multiple partners are addressed	How has the municipality participated in awareness campaigns in the past? Has the municipality actively participated and promote the 16 Days Campaign in the past?	Programmes take account of the unequal status of women, the particular vulnerability of the girl child as well as harmful practices and biological factors that result in women constituting the majority of those infected and affected by HIV and AIDS.	Public participation	Logistical arrangements	Attendance register Photos Media Pamphlets	Gender Officer Youth and Disability Units Councillors Bitou Local Aids Council Community support groups School teachers and children	2014/2015	N/A
To raise awareness that there is an increased risk of contracting HIV/AIDS as a result of sexual	Are there any awareness campaigns in the Council on the link between gender violence,	Information on services available to survivors of gender based violence AND Laws on gender based violence	Public participation To be discussed in council	Logistical arrangements	Council minutes Reports Attendance	Community supporting groups Bitou Local Aids	2015	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
assault.	HIV and AIDS?	provide for the comprehensive testing, treatment and care of survivors of sexual offences, which shall include preventing the onset of sexually transmitted infections.	meetings		e registers Media	Council		
To educate women and men on voluntary counselling and testing which is a powerful tool for preventing the spread of HIV/AIDS.	What is the % of men and women who go for VCT?	Collect and analyse baseline data against which progress in achieving targets will be monitored.	HIV/AIDS awareness to women, men and youth  Community workshops	Invitations  Pamphlets  Booking of venues for workshops	Attendance registers  Reports  photos	BWF Gender Officer Youth Unit Disability Unit	2014/2015	R10 000
Treatment								
To address unequal access to treatment; especially inhibitions by men to accessing treatment	What proportion of women compared to men access free treatment?	Collect and analyse baseline data against which progress in achieving targets will be monitored.	Public participation	Logistical arrangements	Reports such as the number of women and men taking treatment  Attendance registers	Community supporting groups Gender Officer Councillors BWF BLAC	2014/2015	N/A
Care								
Ensure that the council addresses the gendered dimensions of care work	What proportion of care givers in the community are women?	Policies and programmes to ensure appropriate recognition of the work carried out by care givers, the	Women and Women	Awareness  Public participation  Women and man community workshops	Invitations  Logistical arrangements	HR Unions Councillors Office of the executive	2014/2015	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
		majority of whom are women, the allocation of resources and the psychological support for care givers as well as promote the involvement of men in the care and support of people living with HIV and AIDS.				mayor		
	Do care givers receive any remuneration		Care Givers	Care givers awareness workshop in all seven wards	Invitations Booking of venues in all 7 wards Stipend Working equipment Municipal support	Health Department Community Care Givers Gender Officer Champion Councillor	2015	N/A
	What support do care givers receive		Community Care Givers	Awareness	Invitations Logistical arrangements Stipend	Community care givers Health Department Councillors Office of the executive	2013/2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
						mayor		
	Do care givers receive training? What kind?		Community Care Givers	Awareness	Invitations Logistical arrangements Trainings/workshops To involve other governmental departments	Governmental departments Gender Officer Councillors Youth and Disability Unit Office of the executive mayor	2013/2014	N/A
	Are there any efforts to involve men in care work?		Women and men	Workshops and Awareness	Invitations to both women and men for care givers workshops and trainings	Governmental departments Gender Officer Councillors Youth and Disability Unit Office of the executive mayor	2013/2014	N/A
<b>Social development</b>								
To make community and sporting facilities more accessible to women and girls and ensure that they benefit equally from such	What kind of work is/ has been done with women's groups?	Collect and analyse baseline data against which progress in achieving targets will be monitored.	Community members	Community workshops	Invitations Status of existing sport facilities and who is	Sport coordinator Community Sport leaders Governme	2014/2015	Not sure

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
facilities.					benefiting	ntal departments Gender Officer Councillors Youth and Disability Unit Office of the executive mayor		
GENDER SPECIFIC PROGRAMMES								
FLAGSHIP PROJECT - ENDING GENDER BASED VIOLENCE								
Prevention								
To contribute to the SADC Gender Protocol target of halving gender violence by 2015.	What are the current statistics on GBV in the municipality?	Collect and analyse baseline data against which progress in achieving targets will be monitored.	Women and Men in the different communities	GBV awareness to women and men, youth and disability forums	Attendance registers Reports Stats of abused women and men	Governmental departments Gender Officer Councillors Youth and Disability Unit Office of the executive mayor BWF Women ward structures Schools Churches Shebeens	2013/2014	N/A
Public awareness campaigns								
To educate	How has the	Introduce and	GBV	Invitations	Attendance	Government	2013/2014	R10 000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
communities to challenge and eradicate gender based violence.	municipality participated in awareness campaigns in the past? Has the municipality actively participated and promote the 16 Days Campaign in the past?	support gender sensitisation and public awareness programmes aimed at changing behaviour and eradicating GBV in all sectors of society.	awareness to the communities  GCB pamphlets  Trainings and workshops  Programmes of 16 days of activism against abused women and children	Logistical arrangements	e registers  Photos  Pamphlets  Media	ntal departments Gender Officer Councillors Youth and Disability Unit Office of the executive mayor Women ward structures BWF Schools Churches Shebeens SAPS		
		Ensure the inclusion of men in all gender related activities including gender training and community mobilisation.						
Response								
To implement actions that are effective in responding to GBV in your council	What is the state of street lighting in the municipality?	Accessible, effective and responsive police, prosecutorial, health, social welfare and other service to redress cases of gender based violence.	GBV awareness to the communities  GBV pamphlets  Trainings and workshops	Invitations  Booking of venues  Logistical arrangements	Attendance registers  Photos  Reports  Pamphlets	Governmental departments Gender Officer Councillors Youth and Disability Unit	2013/2014	R10 000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
			Marches to show pamphlets and posters of GBV			Office of the executive mayor Women ward structures BWF Schools Churches Shebeens SAPS		
	Are any of the police stations within the municipality equipped (private room, female officers etc) to deal with cases of GBV?	Specialised facilities, including support mechanisms for survivors of gender based violence.	Public participation	Invitations Booking of venues Logistical arrangements	Safe house for abused women and men  SAPS private room to deal with cases of GBV	SAPS Gender Officer Office of the executive mayor Champion councillor	2013/2014	N/A
		Community sensitisation programmes regarding available services and resources for survivors of gender based violence.	Public participation	Invitations Booking of venues Logistical arrangements	Safe house for abused women and men SAPS private room to deal with cases of GBV	SAPS Gender Officer Office of the executive mayor Champion councillor	2013/2014	N/A



STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
Support								
To implement a plan and actions that supports survivors of GBV	How many places of safety and care are there within the municipality?	Provide specialised facilities, including support mechanisms for survivors of gender-based violence.	Public participation	Invitations Publicity Venue booking Logistical arrangements	Attendance registers Reports Photos Media Reports	SAPS Community support groups Gender Officer Office of the executive mayor Youth and disability units Champion councillor	2013/2014	R10 000
	How many counselling facilities are there within the municipality?		Awareness workshops for the communities in all seven wards	Invitations Publicity Venue booking Logistical arrangements	Attendance registers Reports Photos Media Reports	SAPS Community support groups Gender Officer Office of the executive mayor Youth and disability units Champion councillor	2014/2015	R10 000
Coordination								
To ensure that efforts to address GBV are conducted in a coordinated manner	Is there a multi sector committee for addressing GBV in the local council?	Integrated approaches, including cross sector structures with the aim of reducing current levels of gender	Public participation	Invitations Venue booking Publicity Logistical arrangements	Reports Attendance registers Media	SAPS Community support groups Gender Officer Office of	2013/2014	R10 000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
		based violence, by half by 2015.			Pamphlets photos	the executive mayor Youth and disability units Champion councillor		
Budget allocation								
To ensure that Councils commit budget and resources to addressing GBV	Is there a budget line for addressing GBV in the Council?		Workshops and trainings	Invitations Venue booking Publicity Logistical arrangements	Reports Attendance registers Media Pamphlets photos	SAPS Community support groups Gender Officer Office of the executive mayor Youth and disability units Champion councillor	2013/2014	R10 000
Monitoring and evaluation								
To ensure that efforts to address GBV are monitored and evaluated		Collect and analyse baseline data against which progress in achieving targets will be monitored.	Public participation	Logistical arrangements	Detailed reports	Gender Officer Champion councillor	2014	N/A
Best practices								
To showcase best practices to end GBV			Public participation	Logistical arrangements	Reports GBV stats Photos Attendance	Gender Officer Champion councillor Office of the executive	2013/2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
					e registers	mayor Community support groups		
EMPLOYMENT PRACTICES AND ENVIRONMENT								
To increase the representation of women employed in the council.	What steps have been taken to prioritise gender equity in performance plans?	At least 50% of decision-making positions in the public and private sectors are held by women including the use of affirmative action measures.	Women in governance	Council meetings	Council minutes	HR Councillors Office of the executive mayor Gender officer Champion councillor	2014/2015	N/A
	What are the current gender statistics of employees in the municipality? What % men and women occupy management positions – what is the breakdown per department?	Review, amend and enact laws and policies that ensure women and men have equal access to wage employment in all sectors of the economy.	Women in governance	Council meetings	Council minutes	HR Councillors Office of the executive mayor Gender officer Champion councillor	2013/2014	N/A
	Who is responsible for ensuring that targets are met? Is this included in their contract?		Women in governance  Unions	To be discussed in council meeting and be in the council minutes	Council minutes	Gender officer HR Councillors Office of the executive mayor Unions	2013/2014	N/A
	Has any work been done in this area?		Women in governance  Unions	To be discussed in council meeting and be in the council minutes with the presence of	Council minutes	Gender officer  HR	2014/2014	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
				the unions		Councillors Office of the executive mayor Unions		
	Have the unions been approached?		Women in governance  Unions	To be discussed in council meeting and be in the council minutes with the presence of the unions	Council minutes	Gender officer HR Councillors Office of the executive mayor Unions	2014/2015	N/A
Selection and recruitment								
To ensure that the recruitment and selection process offers equal opportunity to women.	What kind of employment equity plan is in existence?	Affirmative action measures with particular reference to women in order to eliminate all barriers that prevent them from participating meaningfully in all spheres of life and create a conducive environment for such participation.	Workshops	Advertisements to be specific	Council minutes  Reports from HR	HR Councillors	2014/2015	N/A
	Has gender been incorporated into policies and processes?	Eradication of occupational segregation and all forms of employment discrimination.	Awareness	Policies to be discussed in all municipal departments	HR report	HR Unions Councillors Gender Officer	2014/2015	N/A
	Are women and men paid equally for the work they	Equal pay for equal work and equal remuneration for	Awareness	Men and women must get the same payment/salary when	HR Report	HR  Unions	2014/2015	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
	do?	jobs of equal value for women and men; and		doing the same duties		Councillors Gender Officer		
	What is the policy on maternity leave?	Enact and enforce legislative measures prohibiting the dismissal or denial of recruitment on the grounds of pregnancy or maternity leave.	Women and men	Men to get the same maternity	HR report	HR Councillors Gender Officer Champion Councillor	2015	N/A
Capacity building								
To ensure that training is done to educate all employees and community groups on gender	What training has already been done?	Ensure equal participation of women and men in decision making by outlining in place policies, strategies and programmes for the establishment and strengthening of structures to enhance gender mainstreaming.	Women and men	Capacity buildings Trainings  Awareness  Public participation	Reports  Drafted document ie. Gender Strategic Documents	Gender officer  BWF  Women ward structures  Youth and disability forums  Councillors  Office of the executive mayor	2015	N/A
Work conditions and environment								
To facilitate women's equal participation in the workplace by providing support for parents	What childcare facilities are currently available?	Provide protection benefits for women and men during maternity and paternity leave.	Awareness	Logistical arrangements	Reports  Crèches at the workplace	HR  Gender officer  Office of	2015	R100 000

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
because parenting responsibilities have continue to be the main responsibility of women.						the executive mayor Champion councillor		
	Is there any such arrangement currently?	Conduct time use studies by 2015 and adopt policy measures to ease the burden of the multiple roles played by women.	Women and men in the workplace	Awareness	Reports	Councillors HR Gender Officer Office of the executive mayor	2015	N/A
	Has this issue ever been addressed? How?		Women and men in the workplace	Awareness	Reports	Councillors HR Gender Officer Office of the executive mayor	2015	N/A
Address issues of sexual harassment in the council.	Is there a sexual harassment policy in existence?	Enact legislative provisions adopt and implement policies, strategies and programmes that define and prohibit sexual harassment in all spheres, and provide deterrent sanctions for	Women and men in the workplace	Awareness	Detailed reports	Unions HR Councillors Gender Officer Office of the	2015	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
		perpetrators of sexual harassment.				executive mayor		
GENDER MANAGEMENT SYSTEM								
Gender structures								
To establish structures that constitute the gender machinery and to ensure that they have the authority to carry out their work and to obtain the commitment of all managers.	Has any work been done in the establishment of structures?	Establish and strengthen structures to enhance gender mainstreaming.	Public participation	Logistical arrangements	Attendance registers Reports Photos Media Pamphlets	BWF Gender Committee Councillors Women ward structures Youth Forums Disability Forums Unions	2015	R10 000
	Is there a committee in Council responsible for gender?		To establish a committee in council responsible for gender issues					

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUT	WHO	TIME FRAME	BUDGET
						Unions		
	Has a gender technical task team: comprising the GFP has been formed?		Women and men	To be approached by trainings and workshops	Reports	BWF Gender Committee Councillors Women ward structures Youth Forums Disability Forums Unions	2015	N/A
	Have gender focal points been established in all departments? Have TOR been drafted?		Women and men	To be approached	Reports	BWF Gender Committee Councillors Women ward structures Youth Forums Disability Forums Unions	2015	N/A
	Has a gender specialist been		Women councillors	Logistical arrangements	Detailed reports	BWF	2015	N/A



STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
	recruited?					Gender Committee Councillors Women ward structures Youth Forums Disability Forums Unions		
	Has gender been written into the performance agreements of senior managers and GFP?		Women councillors	Logistical arrangements	Reports	BWF Gender Committee Councillors Women ward structures Youth Forums Disability Forums Unions	2015	N/A
Budget, monitoring and evaluation								
To make use of gender disaggregated data for monitoring and	Does sex disaggregated data exist? Is it applied?	Ensure gender sensitive and responsive budgeting at the	Public participation Financial and	Logistical arrangements	Reports	Councillors Finance departmen	2015	N/A

STRATEGIC OBJECTIVE/ OUTCOME	BASELINE	SADC PROTOCOL TARGET - 2015	INDICATORS	ACTIONS	OUTPUTS	WHO	TIME FRAME	BUDGET
evaluation to ensure that gender equality is being strived for.		micro and macro levels, including tracking, monitoring and evaluation.	budget trainings			t Gender Officer  Youth and disability units  Office of the executive mayor		
To ensure that resources are being allocated to gender priorities.	Are there direct or budget allocations for advancing gender equality?	Ensure that all national and local budgets sufficiently represent the needs of women and men; assessment of all spending should reflect how resources have been allocated to all gender groups.	Trainings and workshops	Logistical arrangements	Detailed reports	HR  Councillors  Office of the executive mayor  Gender officer  Youth and disability unions	2015	N/A

**Annex D: Summative Workshop Evaluation Form**

**COE Implementation Workshop-Bitou Local Municipality**

**Country:** South Africa, Western Cape

**Venue:** New Horizon Community Library Centre

**Date:** 20 – 24 August 2012

**Administration information**

<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female					
<b>Country</b>						
<b>City/ Town/ Village</b>						
<b>Age Group</b>	<input type="checkbox"/> 12 - 17	18 -30 <input type="checkbox"/>	31- 40 <input type="checkbox"/>	41 - 50 <input type="checkbox"/>	51 – 60 <input type="checkbox"/>	60 + <input type="checkbox"/>
<b>Education level</b>	Primary School <input type="checkbox"/>	Secondary School <input type="checkbox"/>	Tertiary <input type="checkbox"/>	Vocational <input type="checkbox"/>	Adult literacy <input type="checkbox"/>	

*Please score the following 1-10 where 1= very poor; 10 – excellent*

	<b>SCORE OUT OF TEN</b>
<b>1. PROGRAMME DESIGN</b>	<b>70%</b>
<b>2. PROGRAMME CONTENT</b>	<b>73%</b>
<b>3. DOCUMENTATION</b>	<b>72%</b>
<b>4. FACILITATION</b>	<b>80%</b>
<b>5. GROUP WORK</b>	<b>77%</b>
<b>6. OUTPUTS</b>	<b>68%</b>
<b>7. OUTCOMES AND FOLLOW UP PLANS</b>	<b>71%</b>
<b>8. LEARNING OPPORTUNITY</b>	<b>80%</b>
<b>9. NETWORKING OPPORTUNITY</b>	<b>72%</b>
<b>10. ADMINISTRATIVE ARRANGEMENTS</b>	<b>78%</b>

**Which session did you find most useful? Why?**

- SADC Protocol was very good
- The representation of women as politicians
- Carework was very useful for me as it is what I am doing at the moment
- Gender Budgeting as I understand why we need to out money aside for gender issues
- Sex and Gender
- Women and Governance and why politics is harsh towards women
- All sessions
- Peace building and conflict resolution was the best for me
- Gender and Climate change because this was something new for me
- Economic Empowerment

**Which session did you find least useful? Why?**

- Gender and sex it was not required
- All the sessions were very nice
- Carework was not something I found very crucial

- Climate Change

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

- Share with my friends
- Teach my colleagues
- Understanding diversity and what I can do to make a change
- Be very open as a person
- Stop being a stereotype person
- Take this forward with my manager
- Ask a lot of questions and also reflect more
- Know that I can also make small changes in my life
- Do this workshop with other structures

**Any other comments**

- GL must do this training for my community and also the church members this training would be very good for them
- Good work Genderlinks
- Nice facilitator
- Get more involved with Genderlinks
- Workshop was a lot of fun
- More people must attend
- Educational week
- I am feeling very empowered

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