

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

Country: South Africa

Facilitator: Abigail Jacobs Williams

Municipality: Bitou Municipality

Date of meeting: 11 July 2012

Attendance:

NAME	DESIGNATION	PHONE	FAX	EMAIL
Sylvia Mtshamba	Gender Coordinator	0718749828		smtshamba@plett.gov.za
Siphiwe Dlala		0761280978		sdlala@plett.gov.za
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Buy-in to proceed with 'centre of excellence' process obtained?

Yes buy in to the COE process was obtained the council has agreed and will be part of the process with full endorsement

Access to conduct a situation analysis obtained?

Yes access to conduct a situational analysis has been obtained and the required documentation will be given to GL accordingly.

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

Sylvia Mtshamba- Gender Coordinator