

Gender action plan for Chobe district council

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
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 by 2015.	Public commitment to achieving parity between male and female councillors – through mobilisation of women as candidates.	Political parties	1 woman out of 8 men (12.5%)	Increase the representation of women by 25% through nomination	2014	
	Lobby all political parties to adopt and implement the zebra list system and include these provisions in their manifestos.	councillors	One woman in the lower party structure	40% increase in the representation of women in political parties?	2014	
	Engage with Traditional Authorities on women's representation in local politics.	Political parties, NGOs, civil society	There has never been an engagement with traditional authorities in the past	<ul style="list-style-type: none"> • Four meetings annually • Increase in the representation of women 	2014	
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.	Council chairpersons, council secretary	There is statistics on women in leadership at the management level and other committees	Sex disaggregated statistics on women in leadership positions in local government.	Ongoing	
	Take measures to ensure equal representation of women in leadership positions in council.	Council secretary, council chairpersons	The only woman councillor is a deputy in one of the committees	50% of all leadership positions to be held by women.	2014	
To educate people and raise awareness about the importance of women's equal	Raise awareness in communities on the importance of women being	Community leaders,	<ul style="list-style-type: none"> • Awareness through kgotla meetings and workshops 	<ul style="list-style-type: none"> • All members of the communities 	Ongoing	

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representation in local councils	equally represented in local politics and the importance of voting for women.	political parties, NGOs				
	Work with the Ministry of Education to encourage gender balance in their curricula and promote gender equality in schools.	Council secretary , council chairpers on	Gender equality is already being taught in schools	Availability of data on behavioural change on issues of gender equality by the young people	2015	
Participation						
To build the political capacity of women to participate more effectively in decision making	Strengthen the multi party women's caucus (see also GMS)	Political parties	There is a multi party women's caucus	Multiparty women's caucus established	Ongoing	
	Engage women's wings in political parties to identify women who have leadership potential and groom them into leadership positions	Political parties	Do any such grooming programmes exist within political parties?	<ul style="list-style-type: none"> 30% of women to be groomed 	2015	
	Network with regional and international women's caucuses	BALA, NGOs	Political parties have networked with both regional and international women's caucuses	<ul style="list-style-type: none"> 50% of women's councillors commission 	2011	
To empower women councillors and officials to articulate what are regarded as "women's issues."	Conduct a skills audit.	Council secretary , council chairpers on, BALA, NGOs	Skills audit never conducted	Data on the specific skills of councillors.	Annually	
	Training needs identified by women councillors eg gender, public speaking and assertiveness.	BALA, council	There has never been training for women councillors on public speaking and assertiveness	What is the target % increase in level of participation? How will this be measured? Target number of courses attended by councillors?		

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	Council meeting rules should accommodate the use of vernacular so that councillors can use their first language in meetings and interpretation should be provided.	Council chairpers on	Setswana is already in use during council meetings	Continual use of Setswana during council meetings	Ongoing	
	Comprehensive induction programmes for new councillors with follow up refresher courses.	council	There is an induction programme for councillors but it s not gender sensitive	<ul style="list-style-type: none"> • Gender sensitive induction programme every five years • Conduct two refresher courses in five years 	November 2009	
To empower men on gender issues and mobilise their support.	Gender training workshops for male and female councillors and officials.	Council. NGOs Gender Links	There has been a gender training workshop by Gender Links and BALA (July 2009)	All councillors and council heads of departments	2014	
	Gender dialogues with male Councillors and officials, including community leadership	Council	There has never been gender dialogues specifically with male councillors	One gender dialogue every quarter	2010	
Community mobilisation						
To ensure that women and men participate equally in community matters and that policy making is informed by accurate data.	Collected, disaggregate and analyse data on communities.	council	What data exists on the community currently?	Gender disaggregated data on the community.	2009	
	Encourage men to participate in implementation of community activities that are traditionally considered to be only of concern to women.	Traditional authorities, council	Statistics on community participation in public meetings not available	Gender disaggregated data on public participation	2009	
	Educate, inform and disseminate information in	Council	Malaria Prevention is disseminated in Setswana,	All members of the community targeted	Ongoing	

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	indigenous languages on issues that affect women such as utilities, payment of bills, housing opportunities, employment, contracts and employment opportunities and HIV and AIDS		Serotsi and Sesubia			
To ensure that women are consulted and participate equally in policy-making processes.	Conduct specialised participation exercises for women, and ensure that their concerns are captured in policy	Council, BALA, women's affairs	Consultative meetings with women never been held	What is the target number of specialised participation exercises to take place?		
To mobilise men at local level and ensure that they understand gender equality.	Conduct workshops with men's groups, and audit the impact of the training	Council, WAD, NGOs	Workshops with men's groups never held	To hold 2workshops with men's groups	2010	
Communication						
To ensure that council publications do not perpetuate gender stereotypes.	Review of Council publicity from a gender perspective; developing materials that challenge stereotypes.	Council, WAD, NGOs	The Malaria Prevention programme has been reviewed	Gender aware publicity materials.	2015	
II. GENDER SPECIFIC PROGRAMMES						
Early learning						
To provide affordable child care to free women to participate in the labour force,	Greater coordination between the council and the Ministry of Education in provision of quality early childhood development facilities.	S & CD, education department	<ul style="list-style-type: none"> Ministry of education provides the curriculum and trains teachers S & CD provides grants and guidelines for early childhood development facilities 	<ul style="list-style-type: none"> Separation of kindergarten and preschool Enrolment of children in the six schools in the Chobe enclave where there are spare classrooms 	2011/ 2012	

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	Review pre-primary and kindergarten fees to make them more affordable; and facilitate better access for disadvantaged children.	S & CD, education department	School fee is P20	<ul style="list-style-type: none"> Continue with the current fee structure so that parents will not be discouraged to enrol their children The council should pay the teachers because the school fees is not sustainable to run the schools 	2011/2012	
	Ensure pre-primary education is policy compliant	Bye Law, S & CD, education	Pre primary education is not currently policy complaint	Policy compliant pre-primary education through the implantation of bye laws	Ongoing	
III. GENDER IN EXISTING PROGRAMMES						
Security and emergency services						
To address issues of safety within communities that affect women disproportionately especially in informal settlements.	All streets should be named, where applicable, and reference points identified, so that emergency services can locate women who call for assistance.	Roads department	All streets are named	<ul style="list-style-type: none"> Continue naming streets as when required 	Ongoing	
	Lobby businesses to assist people in need.	S & CD, councillors	Mascom Cellular Phone network has assisted children in need	All lodges and hotels in the area should be targeted	2010/2011	
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.	Health, fire department, disaster committee	Women have not been trained in the prevention of fires	<ul style="list-style-type: none"> 50% reduction of people who lose their homes due to fires 	2012	
	Train community members	Health,	The community has not	The community during kgotla	2010/2011	

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	on how to handle emergencies, including first aid.	fire department, disaster committee	been trained on how to handle emergencies	meetings twice a year		
To ensure that building control measures are enforced, in particular are well informed on the process	To provide critical information, particularly for women, on building and construction in order to ensure safety	Arch and buildings, physical planning	Assessment of plans and building inspections to ensure that buildings are of a quality standard	Improvement of housing standards	Ongoing	
The economy and job creation						
To facilitate equal employment opportunities because women are disproportionately affected by high levels of unemployment	Set and monitor specific targets to ensure gender parity in employment opportunities created by local government.	HR	There are 210 women and 334 men employed by the council	To reach 50/50 representation of both men and women in council structures	Ongoing	
	Facilitate employment opportunity workshops for women in communities to enable them to be better placed to access opportunities.	S & CD	What are the unemployment figures? What proportion of women to men is unemployed? Statistics not yet available	What is the target % increase in women employed?		
	Ensure an increased vote item in the budget specifically related to women's empowerment; review empowerment projects based on a gender analysis	S & CD	There is no vote item specifically for women empowerment	Lobby for the vote item that specifically deals with women's empowerment	2010/2011	
	Inform women about economic opportunities in	WAD, S & CD	WAD has economic empowerment programmes	Increase in the number of women beneficiaries in the	2009/2010	

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	liaison with WAD and other stakeholders		for women and S & CD have economic empowerment programmes under home economics of which women are the beneficiaries	empowerment programmes		
To obtain sex disaggregated data on unemployment levels in communities	Conduct surveys, collect data and analyse it.	CSO	The Central statistics Office provides labour statistics	Availability of gender disaggregated data.	Ongoing	
To promote equal representation of women in the tourism industry and commercial agriculture	Facilitate development and entry of women into the tourism industry and commercial agriculture	Department of tourism in the department and ministry of agriculture	What is the representation of women in the tourism industry?	What is the target % of men and women participating in the tourism industry?		
Procurement						
To ensure that women benefit equally from the procurement process.	Facilitate increased involvement of women contractors by raising their awareness and providing them support and training on tender procedures.	WAD	There is no information for women on tender procedures	What is the target %/ number increase in the number tenders submitted by women and contracts allocated to women?		
	Implement and monitor quotas for women for the awarding of council contracts	Not council mandate	What are the current statistics? Is there a point system, ie. How many points are awarded for gender, should this be increased? To inquire information	What will the quota be? How will it be monitored?		

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	Tender board regulations should be changed to ensure that 50% of those sitting on the tender board that awards contracts.		How many women sit on the tender board at the moment? To inquire information	50% women on the tender board.		
	Encourage and affirm larger businesses that subcontract women-owned enterprises.		Larger businesses are not encouraged to subcontract women owned enterprises	Encourage larger businesses to sub contract women owned enterprises and ensure a 20% target in the council tenders	2011/2012	
Poverty eradication						
To develop a gender sensitive strategy to address the high levels of poverty that affect mainly women.	Lobby for the mainstreaming of gender in the national poverty reduction strategy.	Not council's mandate	Poverty statistics exist through the House hold Income and Expenditure survey. There is a national poverty eradication strategy in place to address the poverty situation in the country	Poverty Eradication strategy that is gender sensitive		
	Ensure oversight of Sustainable Livelihood assessment by CSO to identify needs and appropriate interventions to enhance the livelihoods of poor and very poor households.	CSO	Has any kind of assessment been done in the past? To inquire information	Assessment results		
	Facilitate improved access to social grants, including food security nutrition	S & CD	Women are aware of social grants and constitute the highest number of beneficiaries. (Provide sex disaggregated statistics for beneficiaries of social grants)	Increase the women beneficiaries by 20%	2011/2012	

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	Facilitate the implementation of income-generating activities, improve resources allocated and implement monitoring.	WAD	Women have been assisted to run tuck shops (What is the success of these?) To inquire information	Monitoring of businesses to ensure sustainability	Ongoing	
	Liaise with and support CBOs and NGOs already working with poor households.	S & CD	NGOs are providing grants and capacity building in the community	Sustainable partnership between council and NGOs and CBOs	Ongoing	
Business support						
To enhance women's participation in the business sector, particularly in big business where they are poorly represented	Link women's small businesses with opportunities in the value chains of growth sectors.	WAD	What is the proportion of women to men in the business sector? To inquire information	What is the target % growth?		
	Community liaison official to disseminate information and advice about sourcing economic opportunities.	CEDA, LEA, WAD, S & CD	CEDA, LEA and WAD disseminate information to women entrepreneurs especially during national women's expositions	Increased business initiatives by women	Ongoing	
	Encourage public and private business partnerships with all stakeholders	WAD, S & CD	Are there any such partnerships? Has anything been done in this regard? To inquire information	What is the target number of partnerships to be formed?		
To empower women entrepreneurs through business skills and support	Accelerate/catalyse skills development, access to information and finance, and business support for poor women.	WAD	Is there any existing skill development and business support for women? To inquire information	What is the target number of women to be empowered by training and support?		

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STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	Facilitate increased involvement of women-headed companies by raising their awareness on available opportunities e.g. floating tenders, export opportunities.	WAD	Does any support exist for women-headed companies currently? To inquire information	What is the target number of women-headed companies to be formed? How will support be measured?		
	Facilitating mentoring of smaller enterprises and benchmarking with bigger enterprises	WAD	Has any such mentoring been undertaken before? To inquire information	What is the target? How many small enterprises mentored?		
Informal sector						
To promote equal access to markets.	Link women to investment opportunities	S & CD, WAD, LEA	What are the statistics of women in the informal sector? To inquire information	What is the target number of new formal businesses to be formed?		
	Integrating women with partnerships, joint ventures etc.	WAD , LEA	How have women been integrated in partnerships and mergers? To inquire information	What is the target% increase of women in partnerships?		
INFRASTRUCTURE						
Housing and Land Rights						
To promote the equal rights of women to land tenure	Collect gender disaggregated data on housing.	SHAA dept, department of housing in the ministry	Does any such data currently exist? To inquire information	Gender disaggregated data on housing.		
	Lobby Ministry of Lands to ensure that gender is	WAD, social	There are no policies in place to ensure women's	50% of women owning land	2015	

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STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET	
	mainstreamed in land policy and procedures as implemented by Land Boards Training of Land Board on gender issues (through Ministry of Lands)	and community development WAD, BALA	access to land Land boards have not been trained on gender issues		Land boards to be trained on gender issues	2010	
	Ensure gender balance on housing committees; and lobby for a quota for women	Housing committee, SHHA and planning committee	The housing committee has a 12.5% representation of women	50% of the housing committee should be women.		2015	
	Increase the range of housing and land options available to poor households; including subsidies for poor women	SHHA, Land board	Previously there was no land tenure for women and this still exists in some areas under chiefs	50% land ownership by women		2015	
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.	S & CD, SHHA, environmental health	The environmental health department has done assessment on housing in the Pandamatenga farms	<ul style="list-style-type: none"> Conduct assessments in the living conditions of people in other areas 50% of women should have satisfactory living environments 		2011/2012 2015	
	A policy on low-impact economic activities to be undertaken from dwelling units.	Ministry mandate	What are the current regulations in this regard? C	How will this be measured?			
To ensure women and men's equal access to housing	Educate women on housing policies and subsidies.	SHHA	Information on the housing of women exists	How will this be measured?			

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subsidies.	Disaggregate and capture existing data; a mechanisms for continuous data capture	SHHA	What are the stats on housing subsidies, which accesses them?	Gender disaggregated data and statistics	201/2012	
	Audit housing plans.	council	Currently the audit on housing plans is conducted	Audit in all the housing plans	Ongoing	
To review housing policies so that they are gender sensitive	Review current policies and change them to make them gender sensitive.	Ministry of lands and housing	Has any policy review taken place? To inquire information	How will this be monitored?		
Transport						
To ensure that women's transport needs are established and met and to ensure that public transport is made safer for women and children.	Collect gender disaggregated data to establish who uses public transport, whose needs are being met and whose are not.	Department of Roads and Transport - not council mandate	Lack of statistics and data for public transport users – are there any statistics in this regard? To inquire information	Statistical data		
	Taxi and bus stations and stopping points to be regulated in order to make travelling safe for all people, especially women and children.	DRTS	What studies have been done in this regard? Has any regulation been done? To inquire information	How will this be measured? Police statistics? What is the target %decrease in violence?		
	There should be effective policing to ensure that taxis comply with safety standards and laws, including that they be registered and that they go for regular roadworthy tests.	DRTS	What kind of policing is there currently? How are taxi's currently registered? How often do they go for roadworthy tests? To inquire information	What is the target % decrease in violence/ accidents/ deaths? How often should taxis be roadworthy?		

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	Taxis should be made safer, including eliminating transport pirating	DRTS, police	What kind of safety features do taxis currently have? To inquire information	What is the target?		
	Pedestrian safety, especially in informal settlements.	Roads department	Statistics on road safety does not exist To inquire information	How will this be measured? Police statistics? What is the target % decrease in pedestrian fatalities?		
To empower women to participate in the male-dominated transport sector.	Gather gender disaggregated data on who owns and drives taxis, buses and haulage transport	DRTS	What data currently exists? To inquire information	What is the target?		
	Train women to drive and own taxi's, buses and haulage and get women on taxi and bus associations.	DRTS	Are there any female taxi owners or drivers? To inquire information	What is the target % increase in women taxi owners and drivers		
Water, sanitation and electricity						
To ensure that women, who are disproportionately affected by inadequate service delivery, are provided with affordable access to basic services	Undertake community assessment on use of services and disaggregate data by sex	Council departments	Assessment on use of services not done	Sex disaggregated data on the use of services	2011/2012	
	Provide affordable services to poor households.	Council departments	Water, health services are provided free to registered destitute persons	100% delivery of services to households	2015	
	Council to provide subsidies for those who cannot afford	S & CD	Poor people are registered so that they may be exempted from paying	<ul style="list-style-type: none"> Register destitute persons 100% exemption of all destitute persons from paying for services 	Ongoing	
	Create jobs through awarding tenders,	council	Statistics on women employed in water and	Sex disaggregated data on employment in this sector	2011/2012	

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	community projects, and cash for work and training for women in this sector.		sanitation not sex disaggregated			
	Ensure that women are consulted prior to the provision of services.	Council departments	Consultations with the community prior to the provision of services is being done but not specifically for women	Consultation of women in the provision of services	Immediately	
	Align services to the needs of women.	council	Service delivery is gender blind	100% alignment of services to the needs of women	2015	
	Involve women in the management and maintenance of these services and facilities.	council	Women are involved in the maintenance of the facilities (numbers and comparisons)? To inquire information	What is the target number of women to be involved?		
Environmental health						
To involve women, as key stewards of the environment, in environmental preservation projects or making business ventures from the environment.	Create an environment committee in which women and men are equally represented, including waste management and recycling projects	Dept of environmental health	There are health committees in the wards	Equal participation of men and women in the health committees	Immediately	
	Increase the frequency of refuse collection.	Environmental health department	Refuse is collected by weekly	Bi weekly	Ongoing	
	Provide and maintain public toilets in strategic areas	Environmental Health dept	Public toilets are currently under construction (How many for men, how many for women?)	How many public toilets should there be in the council? How often should they be maintained?		

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			To inquire information			
	Review the waste management policy from a gender perspective.	Ministry of Environment	Is there any such policy at the moment? To inquire information	What is the target?		
HIV and AIDS						
Prevention						
To establish the gendered dimensions of HIV/AIDS and raise awareness on the disease in the council.	Gender disaggregated data on HIV/AIDS for the council; integrate gender considerations local HIV/AIDS programmes.	Health department	What are the current statistics? To inquire information	Gender disaggregated data		
	Develop gender aware HIV and AIDS public education and awareness campaign.	Health department	There is a gender HIV/AIDS public education and awareness campaign	What is the target? How many people reached over what period? How will it be coordinated?		
	Advocate for and promote the female condom and so that women have free access to them.	Health department	The female condom is available for free at public clinics	100% distribution of condoms and promotion of use	Ongoing	
	Gender sensitive sex education in schools.	Health and education department	Abstinence and condom use for those who are already sexually active. The education is not gender sensitive	Conduct a gender sensitive sex education	Immediately	
To raise awareness on the increased risk of contracting HIV/AIDS as a result of sexual assault, and the need for women to have access to Post Exposure Prophylaxis (PEP)	Public awareness campaigns on the links between GBV and HIV/AIDS; the red and white ribbon campaign, coupled with ongoing awareness campaigns.	Health department, S & CD	The council has not participated awareness campaigns in the past that link GBV and HIV/AIDS	The council should participate in the 16 days campaign		
			Is PEP readily available at all the health facilities? A how	What is the target % increase in the number of women		

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			many facilities is it available?	accessing PEP		
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.	Council departments	What are the statistics? What is the % of men and women who go for VCT? To inquire information	What is the target % increase in number of women and men going for VCT?		
Treatment						
To facilitate improved access to free treatment nationally	Gender disaggregated statistics on access to treatment and care; policy measures to rectify this.		How many women compared to men access free treatment? To inquire information	Gender disaggregated data		
	Facilitate access to ARV's for women and men and keep gender disaggregated statistics on uptake.		What does the council do to facilitate access to ARV's? What stats exist in this regard? To inquire information	What is the target? How many people receive treatment? Over what period?		
Social development						
To make community and sporting facilities more accessible to women and ensure that they benefit equally from such facilities.	Collect gender disaggregated data on the use of council community and sporting facilities.	S & CD	There is no data on use of council sporting facilities since there is none	<ul style="list-style-type: none"> Sporting facilities to be put in place Gender disaggregated data on the use of community and sporting facilities. 	2015	
	Ensure that every library has a section on women's literature.	Library dept	There is no section on women literature in the library	Establish a section on women's literature in the library	2010	
	Set up mobile libraries to make reading more accessible to women	Library dept	There are no mobile libraries but there are reading rooms in some	There should be mobile libraries in places without reading rooms such as Pandamatenga	2015	

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	especially in rural areas.		villages			
	Design programmes to ensure that women and men benefit equally from local authority facilities, for example promoting women in traditionally male sports, for example. Soccer and boxing.	Ministry of sports and culture	What programmes currently exist? To inquire information	What is the target?		
	Organise events and displays that celebrate women's achievements and challenge stereotypes. Encourage programmes that challenge stereotypes all spheres, including the home. Educate parents on how their children should be socialised.	S & CD	There are no programmes that celebrate women's achievements and challenge stereotypes	What is the target? How ill this be measured?		
To challenge the practice that child care is the sole responsibility of women and to educate men on parenting responsibilities.	Conduct awareness programmes on parenting responsibilities for men and women.	S & CD, health department	There are no programmes on parenting skills	Establish responsible parenting programmes	2015	
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.	Chief executive , HR	No steps have been taken to prioritise gender equity in the employment practices of the council	50% women in all areas of employment by 2015	2015	
	Address gender imbalances in departments – increase	CEO, HR, DLGSM	Employees Women=210	<ul style="list-style-type: none"> The council should increase employment of 	2015	

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	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.		Men =344 Management Men =8 Women =9	women by 12% • The constitution of management positions is good and it should therefore be ensured that 50/50 parity is maintained	Ongoing	
	Include women's targets as a non negotiable component of senior manager's contract.	CEO	The CEO is responsible for ensuring that targets are met but this is not in the contract	Contract that has a gender component		
	Align the work place skills Plan to the Affirmative Action plan.	Ministry of Local Government	Has any work been done in this area?	How will this be measured?		
	Obtain buy-in and support of him unions for increased gender equity in the employment profile of the council.	Council secretary	Unions have not been approached regarding increased gender equity in the employment profile of the council	<ul style="list-style-type: none"> Increased gender equity in 5th employment profile of the council Union support for gender equity in employment 	2015	
To ensure that the recruitment and selection process offers equal opportunity to women.	All job advertisements should encourage women to apply.	Council Secretary , HR	Job advertisements are gender neutral	Job advertisements that encourage women to apply	2015	
	Selection panels should be gender balanced.	CS, HR	Selection panels comprise of 3 men and 1 woman	Gender balance on selection panels.	2015	
	Gender sensitive selection policies should apply at all time:	CS, HR	<ul style="list-style-type: none"> Interview questions not discriminatory Experience and 	Gender sensitive recruitment practices	2015	

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	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.		qualification account for selection			
	Develop comprehensive employment equity plans.	HR	Staff lists are used as equity plan	HR/ EE Policy	2015	
	Apply job preservation policy to meet women's targets.	DPSM	Data not available	HR/EE policy		
	Incorporate gender into structure system policies and processes.	Gender Coordinat or at HR	Gender has not been incorporated into any system policy or process?	Gender sensitive structure systems and policies	2015	
To ensure that staff development programmes are gender sensitive						
	Succession and staff development plans should have a specific focus on upgrading the skills of women and their promotion to senior decision-making positions.	CS, HR	There are no succession plans in council	Should develop succession and development plans	2015	
	Undertake a skills/ qualification audit and assessment of all municipal employees.	HR	Skills and qualification audit is done annually	Results of the skills audit report	Ongoing	
	Devise and implement a range of capacity-building options for employees and cllrs.	CS, HR	Workshops and seminars for councillors and employees	<ul style="list-style-type: none"> • Workshops and seminars conducted • Quality service delivery 	2012	

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STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	Mentoring new councillors and employees.	CS, HR	Councillors have not been mentored	Establish a mentoring programme for new councillors	2015	
	Identify skills needs among communities and skills gaps in key economic sectors.	S & CD	Workshop has been carried out	<ul style="list-style-type: none"> Sustainable income generating projects Self reliant community 	2015	
	Develop targeted skills development programmes.	S & CD, civil society	<ul style="list-style-type: none"> Skills development programmes conducted CBRN policy in place 	What is the indicator? How will this be measured?	2015	
	Facilitate women's entry to skills development programmes.	Women's affairs, NGOs, S & CD	Workshops carried out to sensitise women	What is the target % increase in number of women accessing programmes?		
Work conditions and environment						
To facilitate women's equal participation in the workplace.	Review maternity leave provisions to ensure that women are able to take three months full maternity leave through the contributions of both local government and Social Security.	Ministry of Labour and home affairs, DPSM	Maternity leave is 84 calendar days	Three months full maternity leave through the contributions of both local government and Social Security.	Ongoing	
	Provide and standardise paternity leave and accompany this with a programme on responsible fatherhood. Possibly consider shared maternity and paternity leave	MLG, DPSM	There is no paternity leave and programmes on responsible fatherhood.	Paternity leave to be advocated for, considering shared paternity and maternity leave		
	Meetings times should take the needs of all employees into consideration and not	CS, HODs, Hr,	Meetings scheduled within working hours	Meetings held between 730 am and 430 pm	Ongoing	

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	run too late.	Stakeholders				
	Provide child care facilities for municipal employees.	S & CD, CS	There are no child care facilities for council employees	To create 1 day care centre for council employees	2015	
	Provide flexible work arrangements for parents.	CS, HR	Lactating mothers are given 1 hour per day for 12 months to attend to their babies	Continue with the provision of flexible work arrangements of parents	Ongoing	
	Act upon employees who are not making maintenance payments.	HR	Employees are acted upon for maintenance through the government maintenance program	Facilitating monthly maintenance deductions from employees salaries	Ongoing	
	Conduct awareness programmes on parenting responsibilities.	HR, councillors, S & CD	Parenting responsibilities awareness programmes not in place	Design and implement parenting awareness programmes	2015	
	Support and expand crèches.	S & CD, civil society	There are crèche facilities in the district (How are there?)	Establish 2 more crèches	2015	
To address issues of sexual harassment in the council.	Develop and implement a sexual harassment policy (SHP).	CS, HR	Sexual harassment policy not in place	Develop and implement a sexual harassment policy	2015	
	Workplace education and awareness on the SHP	HR, council attorney, Cs, S & CD	Awareness on sexual harassment policy not done	Workplace education and awareness on SHP once in place	2015	
	Code of conduct to ban the use of sexist jokes and language.	HR, CS	There is no code on the ban of the use of sexist language	Establish and implement the code on the ban of the use of sexist language	2015	
V. GENDER MANAGEMENT SYSTEM						
Planning						
To consult women when	Adapt the vision and	Managem	The current mission and	To make the mission and vision		

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
drawing up plans for the council	mission statement of the council to ensure that it is gender aware.	ent	vision of the council is silent on gender	of the council gender sensitive		
	Conduct surveys prior to planning to determine the needs of both women and men.	Task force	Surveys not carried out prior planning to determine the needs of both men and women	Gender aware survey results.	Immediately	
	Consult with both women and men when drawing up plans.	Council departments, councillors	Women and men have been consulted for drawing up of plans	VDCs and Tribal authorities to conduct 2 more consultations		
	All units and departments should include gender indicators in their business plans.	Heads of departments	Gender Indicators used in the department's plans	Increase number of gender indicators?		
	Councils should administer customer satisfaction surveys that are disaggregated and analysed according to gender.	Council departments	Customer satisfaction surveys have never been administered	Administer customer satisfaction surveys	Annually	
Gender structures						
To establish structures that constitute the gender machinery and to obtain the commitment of all managers	Council should have a gender coordinator in the office of the CEO.		Has any work been done in the establishment of structures; To inquire information	GMS established, vested with authority, strategy, plan and resources.		
	Recruit/appoint/hire gender focal points.		Has a gender specialist been recruited? To inquire information	Specialist staff appointed.		
	The gender coordinator should be assisted by gender focal points in all		As any work been done in the establishment of structures;	GMS established, vested with authority, strategy, plan and resources.		

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	departments, together comprising the gender management committee.		To inquire information			
	Senior managers must take ultimate responsibility for gender mainstreaming within the administration.		Who is currently responsible for gender in the council?	GMS established, vested with authority, strategy, plan and resources.		
	Gender to be written into the job description and performance agreements of senior managers and GFP.		Has gender been written into the performance agreements of senior managers and GFP?	Accountability on gender through PAs.		
	Gender should be a standing item on the agenda of management committee meetings.		Is there such an item on the management committee meetings agenda? To inquire information	What is the target?		
	Establish a gender committee comprising councillors and other stakeholders to ensure political oversight for gender mainstreaming in the work of local government.		Is there a committee in Council responsible for gender?	Gender equality committee.		
	Form a multi party women's caucus.		Is there currently a structure to bring together women councillors around common concerns?	Women's caucus established.		
	Prepare Terms of Reference for gender machinery, and		Have gender focal points been established in all	GFP formed; TOR for GFP		

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	clarify reporting procedures.		departments? Have TOR been drafted? To inquire information			
	Publicise the establishment of the gender machinery.		Is the GMS known, has it been publicised? To inquire information	What is the indicator? How will this be measured?		
	Gender machinery to prepare their own strategic plans.		Does the GMS have a strategic plan	Strategy and action plan adopted.		
	Establish linkages with gender machinery in other municipalities.		Have any linkages been established?	GMS Networked		
Budget, monitoring and evaluation						
To make use of gender disaggregated data for monitoring, evaluation and resource allocation based on gender priorities.	Obtain sex-disaggregated data.		Does sex disaggregated data exist? Is it applied? To inquire information	All statistics disaggregated by gender.		
	Gender indicators to be formulated for each department/ programme and HR management.		Are there gender KPIs in the City score card? To inquire information	Gender KPIs integrated into city score card.		
	Ensure that women and men participate equally in public consultations on planning and budgets.		What sort of consultation takes place at the moment? Are both women and men involved? To inquire information	What is the target, how will this be measured?		
	Conduct a gender analysis of the municipal and departmental budgets to		Are there direct or indirect budget allocations for advancing gender equality?	What is the indicator? How will this be measured?		

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	ensure that expenditure responds equally to the needs of women and men.					
	Recommend resource allocation (specific budget line) for initiatives that will promote gender equality, including fighting gender violence and HIV and AIDS).		Has the action plan been costed?	Costing of this action plan.		
	Ensure that departments allocate resources to gender priorities.		Do departments allocate resources to gender priorities?	What is the indicator? How will this be measured?		
Capacity building						
To ensure that training is done to educate all employees and community groups on gender.	Facilitate skills training for members of gender machinery.		What training has already been done?	How many workshops to take place? How many trainees?		
	Liaise with service providers to provide training programmes.		What training has already been done?	What is the indicator? How will this be measured?		
	Facilitate training programmes among councillors, officials and community groups.		What training has already been done?	Target number of cllrs, officials and community groups trained?		
	Ongoing mentorship and support through linkages with civil society.		Do any such programmes exist?	Target number of cllrs and officials involved in such programme?		
	Assess impact of training.		What training has already been done?	What is the indicator? How will this be measured?		
	Gender sensitivity training for both male and female councillors		What training has already been done?	Target number of cllrs, officials and community groups trained?		
	Gender analysis training for		What training has already	Target number of cllrs, officials		

GENDER ACTION PLAN FOR CHOBE DISTRICT COUNCIL

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	councillors and staff with specific gender mainstreaming responsibilities.		been done?	and community groups trained?		
To raise awareness on gender issues	Compile a calendar of special gender events and campaigns. Engage in campaigns to raise the profile of gender e.g. Women's Day; Sixteen Days campaign.		What kind of special gender events and campaigns has the council participated in? What kind of awareness raising has been done?	What is the indicator? How will this be measured?		
	Prepare pamphlets, advertising, posters, logo etc.		Has any work been done in this area?	What is the indicator? How will this be measured?		
	Run competitions, sporting activities that challenge stereotypes.		Have any such activities been done in the past?	What is the indicator? How will this be measured?		