

Gender action plan for North-west district council

GENDER ACTION PLAN FOR NORTH-WEST 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	Representation of women councillors in office 8.3 % (4 women out of 44 men)	Increase the representation of women in council by 30%	2015	
	Lobby all political parties to adopt and implement the zebra list system and include these provisions in their manifestos.	Political parties	What is the % of women in the different political parties? Where they are usually placed on the party list? To inquire information	What is the target % increase women's representation in political parties?	2010	
	Engage with Traditional Authorities on women's representation in local politics.	Political parties, councillors	The Botswana Democratic Party (BDP) has engaged traditional authorities on women's representation	<ul style="list-style-type: none"> • 3 meetings with local authorities annually • Success of meeting measured through attendance 	2010	
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.	Human resource	Statistics of women in leadership exists	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	What is the % of women in leadership positions in the council, i.e. Chairperson/ vice chair of council and on committees?	50% of all leadership positions to be held by women.		
To educate people and raise	Raise awareness in	Councillor	Awareness on importance of	<ul style="list-style-type: none"> • The general public to be 	Ongoing	

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awareness about the importance of women's equal representation in local councils	communities on the importance of women being equally represented in local politics and the importance of voting for women.	s, WAD, Gender Links	electing women has been in the form of political rallies, kgotla meetings, seminars, workshops	sensitised		
	Work with the Ministry of Education to encourage gender balance in their curricula and promote gender equality in schools.	Education department,	Ministry of Education engaged on the gender balance in the curricula	• Gender balance in subjects offered	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, BALA	Women's multi party caucus exists	Multiparty women's caucus established	2010	
	Engage women's wings in political parties to identify women who have leadership potential and groom them into leadership positions	Political parties, BALA	Grooming programmes for women exists within the BDP	Grooming programmes for women to take place every two years	2011	
	Network with regional and international women's caucuses	Political parties, BALA	Networks have been created in Swaziland, Nigeria and Namibia	Three networks to be established	Ongoing	
To empower women councillors and officials to articulate what are regarded as "women's issues."	Conduct a skills audit.	BALA, Human Resource, Gender Links, WAD	Has there been a skills audit? What kinds of skills exist?	Data on the specific skills of councillors.	2010	
	Training needs identified by women councillors e.g. gender, public speaking and assertiveness.	Political parties, BALA, Gender	Seminars and workshops conducted for women for empowerment	Seminars and workshops conducted		

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		Links, WAD				
	Council meeting rules should accommodate the use of vernacular so that councillors can use their first language in meetings and interpretation should be provided.	Human Resource , Council chairpers on, Council secretary	Setswana and English used during council meeting	Use of English and Setswana during council meetings	Ongoing	
	Comprehensive induction programmes for new councillors with follow up refresher courses.	BALA, Human Resource , Gender Links	<ul style="list-style-type: none"> • There is an induction programme for new councillors • Induction programme not gender sensitive 	Induction programmes that are gender sensitive	2011	
To empower men on gender issues and mobilise their support.	Gender training workshops for male and female councillors and officials.	BALA, Human resource, Gender links	<ul style="list-style-type: none"> • Gender training for male and female councillors taken place • 42 males participated 	All councillors and officials to participate in gender training	2010	
	Gender dialogues with male Councillors and officials, including community leadership	BALA, WAD, Gender Links	Dialogues with male councillors not taken place To inquire	Target number of gender dialogues eg. once a month?		
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.	WAD, MLG, Gender Links, Council secretary	Data on community participation does not exist	Gender disaggregated data on the community.	2011	
	Encourage men to participate in implementation of	Councillors, council departme	Statistics on community participation does not exist	Gender disaggregated data on community participation	2010	

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	community activities that are traditionally considered to be only of concern to women.	nts, VDCs				
	Educate, inform and disseminate information in indigenous languages on issues that affect women such as utilities, payment of bills, housing opportunities, employment, contracts and employment opportunities and HIV and AIDS	Council secretary, council departments, councillors	Information on services in council in English conducted	Information on council services in Setswana	2011	
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	MLG, Council secretary, councillors, BALA	What is the gender disaggregated stats on the consultative meetings? Not aware	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	Gender Links, BALA, WAD	Workshop with Men sector conducted	Two workshops with men groups	2011	
Communication						
To ensure that council publications do not perpetuate gender stereotypes.	Review of Council publicity from a gender perspective; developing materials that challenge stereotypes.	PRO, WAD, Gender Links	Council publications not reviewed	Gender aware publicity materials.	2011	
II. GENDER SPECIFIC PROGRAMMES						
Early learning						
To provide affordable child care to free women to	Greater coordination between the council and	S & CD, Educatio	Coordination between the MOE and council not	• Relationship between MOE and council	2010	

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participate in the labour force,	the Ministry of Education in provision of quality early childhood development facilities.	n Department	existent	• Meeting between MOE and council		
	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 free	Free school fee	Ongoing	
	Ensure pre-primary education is policy compliant	S & CD, MOE, education department	Prte-primary policy compliant	Policy compliant pre-primary education	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.	Physical planning, Roads department	How many streets are name? How many require naming? Not aware	What is the target? How many streets named by when?		
	Lobby businesses to assist people in need.	Councillors, S & CD, Trade and Industry	Businesses have supported people in need	Tourism industry and agriculture businesses to assist the poor	2010	
To educate women and to raise awareness, especially of women-headed households in informal settlements, who	Awareness programmes that target women, on the prevention of fires.	Fire department	People addressed on the prevention of fires through kgotla meetings	Fires to be reduced by 50%	2011	
	Train community members	Fire	Communities trained on	Old and young people, rural	2011	

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suffer disproportionately as a result of fires that destroy their homes and livelihoods.	on how to handle emergencies, including first aid.	department, primary health care	handling emergencies	dwellers to be trained (35% of population)		
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	Physical planning, arch & buildings, environmental health	Women have not been addressed on building requirements	Women in rural areas to be addressed on building requirements	2012	
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.	Ministry of local government, DPSM, Human resource	What are the current statistics of women and men employed by the council? To enquire from the council	What is the target? How will it be monitored? To enquire from the council	2015	
	Facilitate employment opportunity workshops for women in communities to enable them to be better placed to access opportunities.	S & CD, WAD	What are the unemployment figures? What proportion of women to men is unemployed? To enquire from the council	What is the target % increase in women employed? To enquire from the council	2010	
	Ensure an increased vote item in the budget specifically related to women's empowerment; review empowerment projects based on a gender analysis	Council secretary	Vote item for women empowerment not in existent	Vote Item for women empowerment in budget	2015	

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	Inform women about economic opportunities in liaison with WAD and other stakeholders	WAD, S & CD, councillors	What kind of information exists on employment opportunities for women?	What is the indicator? How will this be measured?		
To obtain sex disaggregated data on unemployment levels in communities	Conduct surveys, collect data and analyse it.	Human Resource, S & CD	Is there any data on unemployment levels? Not aware to follow –up	Not aware to follow –up	2012	
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	S & CD, Ministry of Tourism, Ministry of Agriculture	What is the representation of women in the tourism industry? Not aware to follow -up	What is the target % of men and women participating in the tourism industry? not aware to follow -up	2013	
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.	LAPAD	Women not provided with information on tendering procedures	What is the target %/ number increase in the number tenders submitted by women and contracts allocated to women? No statistics kept	2010	
	Implement and monitor quotas for women for the awarding of council contracts	LAPAD	Quotas in the awarding of tenders not in place	What will the quota be? How will it be monitored? To follow-up	2010	
	Tender board regulations should be changed to ensure that 50% of those sitting on the tender board that awards contracts.	LAPAD	50% women sit on the tender board.	To increase women by 20 %	2010	

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	Encourage and affirm larger businesses that sub-contract women-owned enterprises.	LAPAD	There are no incentives for larger businesses to sub contract women	To lobby for 20 % of women for sub contract	2011	
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.	WAD, S & CD	What are the current poverty statistics? What % of women lives in poverty? Is there any kind of poverty eradication strategy in place?	To make a follow-up	2010	
	Ensure oversight of Sustainable Livelihood assessment by CSO to identify needs and appropriate interventions to enhance the livelihoods of poor and very poor households.	S & CD	Assessment of poor and very poor households done	To look for statistics	Ongoing	
	Facilitate improved access to social grants, including food security nutrition	S & CD	Women make the largest proportion of beneficiaries of social grants. What are the stats? Not aware of to make a follow -up	What is the target increase in the number of women accessing social grants?	Ongoing	
	Facilitate the implementation of income-generating activities, improve resources allocated and implement monitoring.	Economic planning, S & CD	Basketry is one of the income generating activities being facilitated by the council	To find out what monitoring progress is in place	Ongoing	
	Liaise with and support CBOs and NGOs already	WAD, S & CD	CBOs are being mentored and assisted financially	By collecting data of those assisted	2010	

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	working with poor households.					
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, S & CD, LEA	What is the proportion of women to men in the business sector? Not aware to make a follow-up	What is the target % growth?		
	Community liaison official to disseminate information and advice about sourcing economic opportunities.	PRO	Does such information exist? Not aware	How will this be measured?	2010	
	Encourage public and private business partnerships with all stakeholders	CEO	Public and private business partnership with stakeholders exists	What is the target number of partnerships to be formed? Not aware	2011	
To empower women entrepreneurs through business skills and support	Accelerate/catalyse skills development, access to information and finance, and business support for poor women.	LEA, CEDA, WAD	Skill development exists through S & CD and WAD	What is the target number of women to be empowered by training and support? To find out from S& CD	2011	
	Facilitate increased involvement of women-headed companies by raising their awareness on available opportunities e.g. floating tenders, export opportunities.	S & CD, LEA, WAD, LAPAD	Support for women headed companies exists	What is the target number of women-headed companies to be formed? How will support be measured? To follow-up with the council staff	2010	
	Facilitating mentoring of smaller enterprises and	WAD, LEA	Mentoring of smaller enterprises in place	What is the target? How many small enterprises mentored?	2010	

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	benchmarking with bigger enterprises			To enquire from council		
Informal sector						
To promote equal access to markets.	Link women to investment opportunities	WAD, S & CD, LEA	What are the statistics of women in the informal sector?	What is the target number of new formal businesses to be formed?	2010	
	Integrating women with partnerships, joint ventures etc.	WAD, NGOs, LEA, S & CD	How have women been integrated in partnerships and managers? Not aware to make a follow-up	What is the target% increase of women in partnerships?	2010	
INFRASTRUCTURE						
Housing and Land Rights						
To promote the equal rights of women to land tenure	Collect gender disaggregated data on housing.	SHHA	Gender disaggregated data on housing exists	Gender disaggregated data on housing.	Ongoing	
	Lobby Ministry of Lands to ensure that gender is mainstreamed in land policy and procedures as implemented by Land Boards	WAD, SHHA	There is no policy on women's access to land To make a follow-up	What is the target increase in the number of women owning land?	2010	
	Training of Land Board on gender issues (through Ministry of Lands)	WAD, Gender Links				
	Ensure gender balance on housing committees; and lobby for a quota for women	SHHA	Housing committee constituted of 19 members; 17 men and 2 women	50% of the housing committee should be women.	2015	
	Increase the range of housing and land options	SHHA, S & CD,	Previously there was no land tenure for women and	What is the target increase in the number of women owning	2010	

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	available to poor households; including subsidies for poor women		this still exists in some areas under chiefs	land? To make a follow-up		
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.	Environmental Health, physical planning	Living environments assessed	Customer satisfaction survey to be conducted	2010	
	A policy on low-impact economic activities to be undertaken from dwelling units.	Ministry of Local Government, Commercial	There is no policy on low impact economic activities	To Survey on applications and existing projects	2014	
To ensure women and men's equal access to housing subsidies.	Educate women on housing policies and subsidies.	SHHA	Information exists on policy and subsidies on SHHA but not specific to women	Increase in the number of applications ensure that Atleast 30 % are women	2011	
	Disaggregate and capture existing data; a mechanisms for continuous data capture	SHHA	Housing subsidies exist and are open to all who qualify based on income level	Gender disaggregated data and statistics	Ongoing	
	Audit housing plans.	SHHA, Arch and Buildings	Housing plans audited; 3RD Audit	Audit		
To review housing policies so that they are gender sensitive	Review current policies and change them to make them gender sensitive.	WAD	Has any policy review taken place? Not aware to make a follow-up	How will this be monitored?	2010	
Transport						
To ensure that women's transport needs are established and met and to	Collect gender disaggregated data to establish who uses public	DRTS	Lack of statistics and data for public transport users – are there any statistics in	Statistical data	2010	

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ensure that public transport is made safer for women and children.	transport, whose needs are being met and whose are not.		this regard?			
	Taxi and bus stations and stopping points to be regulated in order to make travelling safe for all people, especially women and children.	DRTS, Botswana police	Study on safety of passengers on bus stations and stopping points not conducted	Police statistics to measure the level of violence at bus stops	2012	
	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.	Botswana Police, DRTS	Taxis go for road worthiness tests every 6 months	Road worthiness tests to take place every three months	2012	
	Taxis should be made safer, including eliminating transport pirating	DRTS	What kind of safety features do taxis currently have? Not aware	What is the target?		
	Pedestrian safety, especially in informal settlements.	DRTS	What are the current statistics on pedestrian safety? Not aware	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? Not aware	What is the target?		
	Train women to drive and		Are there any female taxi	What is the target % increase		

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	own taxi's, buses and haulage and get women on taxi and bus associations.		owners or drivers? Not aware	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	SHHA, Environm ental health	Assessment on the use of services not undertaken	What are the target/ timeframe in which to do this?	2014	
	Provide affordable services to poor households.	SHHA	Water, reticulation, power and sewerage provided at subsidised costs	What is the target?		
	Council to provide subsidies for those who cannot afford	Council secretary	Poor people exempted from payment of basic services	Assessment of poor people	Ongoing	
	Create jobs through awarding tenders, community projects, and cash for work and training for women in this sector.	LAPAD	Women employed in sanitation through Ipelegeng	What is the target number of women to be employed in this sector?		
	Ensure that women are consulted prior to the provision of services.	Environm ental Health	Consultations done through kgotla meetings	What is the target?		
	Align services to the needs of women.	Environm ental Health	Service delivery not gender sensitive	Gender sensitive service delivery	2015	
	Involve women in the management and maintenance of these services and facilities.	Primary health, Environm ental health	Are any women currently being involved in this role (numbers and comparisons)? Not aware	What is the target number of women to be involved?		
Environmental health						
To involve women, as key stewards of the environment,	Create an environment committee in which women	Environm ental	There is a Health committee in place	Establish gender balanced health committee	Ongoing	

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in environmental preservation projects or making business ventures from the environment.	and men are equally represented, including waste management and recycling projects	health, Primary Health Care				
	Increase the frequency of refuse collection.	Environm ental health	Refuse collected once a week	Refuse to be collected bi-weekly	2011	
	Provide and maintain public toilets in strategic areas	Environm ental health	How many public toilets are there in the council? How often are they maintained? Not aware	Public toilets to be built in mall, rank and clinics	2013	
	Review the waste management policy from a gender perspective.	Environm ental health, WAD	Waste management policy does not exist	Gender sensitive waste management policy	2011	
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.	Primary Health Care	What are the current statistics? Not aware of to enquire	Gender disaggregated data	Ongoing	
	Develop gender aware HIV and AIDS public education and awareness campaign.	Primary Health care	HIV/AIDS public education and awareness campaign in place conducted through health talks at clinics and also disseminated through booklets	Gender aware HIV/AIDS public education awareness campaign	2010	
	Advocate for and promote the female condom and so that women have free access to them.	Primary Health Care, councillor s	Female condom available at the public clinics and hospital free of charge	Campaign on female condoms	2010	

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	Gender sensitive sex education in schools.	Primary health care	Sex education taught in schools but not gender sensitive	Behavioural change survey	2011	
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.	Primary health care, councillor s	Council has participated in the 16 days campaign? The council has not participated in 16 days of GBV CAMPAIGN Is PEP readily available at all the health facilities? A how many facilities is it available? Not aware to make a follow up	A workshop will be conducted for 16 Days with councillors and officials This will be monitored by report produced and the activity under taken What is the target % increase in the number of women accessing PEP	2010	
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.	Primary health Care	What are the statistics? What is the % of men and women who go for VCT? Not aware to make a follow-up	What is the target % increase in number of women and men going for VCT?	2010	
Treatment						
To facilitate improved access to free treatment nationally	Gender disaggregated statistics on access to treatment and care; policy measures to rectify this.	Primary Health care	How many women compared to men access free treatment? Not aware to enquire from ministry of health	Gender disaggregated data	2010	
	Facilitate access to ARV's for women and men and keep gender disaggregated statistics on uptake.	Primary health care	Council hold talks and take the services to rural areas to promote access to ARVs	People who qualify for the ARV treatment are enrolled on ARV	Ongoing	
Social development						
To make community and sporting facilities more	Collect gender disaggregated data on the	S & CD	Data on use of council facilities does not exist	Gender disaggregated data on the use of community and	2011	

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accessible to women and ensure that they benefit equally from such facilities.	use of council community and sporting facilities.		Not aware to make follow-up	sporting facilities developed.		
	Ensure that every library has a section on women's literature.	S & CD	There is no section on women's literature in libraries	To enquire from the library on Women's literature section in libraries	2011	
	Set up mobile libraries to make reading more accessible to women especially in rural areas.	S & CD	Mobile libraries not in place, but to enquire	How often should they operate? Which areas should be targeted?		
	Design programmes to ensure that women and men benefit equally from local authority facilities, for example promoting women in traditionally male sports, e.g. Soccer and boxing.	S & CD	There are male and female sporting facilities at primary schools	Out of school youth to be targeted and a program being designed	2011	
	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, Council secretary	<ul style="list-style-type: none"> There are no events that celebrate women achievements I the council. Programmes challenging stereotypes not in place 	<ul style="list-style-type: none"> Events that celebrate women's achievements Programmes for challenging stereotypes 	2012	
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	Parenting programmes not in place	Men's groups campaigning for involvement of men in raising of children	2012	
IV. EMPLOYMENT PRACTICES AND ENVIRONMENT						
To increase the	Adopt the SADC target of	DPSM,	Nothing done to prioritise	To lobby for 50% women in all	2015	

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representation of women employed in the council.	50% women in all areas of leadership and employment by 2015. Explicitly prioritise gender equity in performance plans.	MLG, Council secretary, Human Resource	gender equity in the employment practices of the council	areas of employment by 2015		
	Address gender imbalances in departments – increase 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.	Human Resource, DLGSM, DPSM	What are the current gender statistics of employees in the council? What % men And women occupy management positions – what is the breakdown per department? Not aware to make a follow-up	What is the target % increase in the number of women employed by the council? What is the target % increase in mgmt positions and departments?		
	Include women's targets as a non negotiable component of senior manager's contract.	Human Resource, DLGSM, DPSM	<ul style="list-style-type: none"> Council secretary responsible for ensuring that targets are met Women's target not part of senior managers contract 	To ensure that contract is available.	2015	
	Align the work place skills Plan to the Affirmative Action plan.	Human resource, Heads of department	Work place skills plan not aligned to the affirmative action	Work skills plan aligned to affirmative action Conduct an affirmative briefing meeting with the council management	2015	
	Obtain buy-in and support of him unions for increased gender equity in the employment profile of the council.	Council secretary, councillors, human resource	Unions not approached regarding gender equity in the employment profile of the council	Unions advocating for gender equity in the employment profile of the council approached and functional	2012	

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To ensure that the recruitment and selection process offers equal opportunity to women.	All job advertisements should encourage women to apply.	Human Resource , DPSM	Job advertisements open to everyone and not specify for women to apply	50% of employees to be women	2015	
	Selection panels should be gender balanced.	Council secretary	How are selection panels currently constituted? Not aware	Gender balance on selection panels.		
	Gender sensitive selection policies should apply at all time: 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.	DPSM, DLGSM, Human Resource , Council secretary	Interview questions do not discriminate and those who qualify are hired on the Not aware to make a follow-up	Gender sensitive selection policies	2015	
	Develop comprehensive employment equity plans.	DPSM, DGLSM, Council secretary	Employment equity plan not inexistence	HR/ EE Policy to be developed	2015	
	Apply job preservation policy to meet women's targets.	DPSM, DGLSM, Council secretary	Job preservation policy for women does not exist	HR/EE policy	2015	
	Incorporate gender into structure system policies and processes.	DGLSM< DPSM, Council secretary	Gender not incorporated into structure system policies and processes	Gender sensitive structure systems and policies	2015	

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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.	DPSM, DLGSM, Council secretary	Succession and staff development plans not in place	Succession and development plan	2015	
	Undertake a skills/qualification audit and assessment of all municipal employees.	Human resource	Skills audit carried out	Results of the skills audit report	Ongoing	
	Devise and implement a range of capacity-building options for employees and clrs.	Council secretary, council chairpersons, Human resource	What kinds of capacity building options exist already? Not aware to make a follow up	What is the indicator? How will this be measured?		
	Mentoring new clrs and employees.	Human Resource	Councillors are inducted every term	This will be measured by number of councillors inducted		
	Identify skills needs among communities and skills gaps in key economic sectors.	S & CD, WAD	Community needs assessment are carried out To find out the report on that	What is the indicator? How will this be measured?		
	Develop targeted skills development programmes.	S & CD	Has any such skills development been done? Not aware of it	What is the indicator? How will this be measured?		
	Facilitate women's entry to skills development programmes.	DLGSM, City Clerk, S & CD	What has already been done to facilitate women's entry to programmes? Not aware of it	What is the target % increase in number of women accessing programmes?		

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
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.	DLGSM, DPSM, Human Resource	Maternity leave is 84 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	DLGSM, DPSM, Human Resource , S & CD	<ul style="list-style-type: none"> • Paternity leave does not exist • There are no programmes on responsible fatherhood 	This could only initiated through Parliament		
	Meetings times should take the needs of all employees into consideration and not run too late.	Human Resource , Council secretary	What is the policy on meeting times? Not aware	What is the target? What should the times be?		
	Provide child care facilities for municipal employees.	Council secretary , S & CD	Municipal employees do not have child care facilities specific to them	Target number of child care facilities? To enquire from health		
	Provide flexible work arrangements for parents.	DPSM, DLGSM, Human Resource , Council secretary	Mothers provided with one hour recess for a year	The indicator will be data established data. This will be measured by data available		
	Conduct awareness programmes on parenting responsibilities.	Council secretary , S & CD, Human	Awareness programmes on parenting responsibilities not in place	To follow –up with Council	2010	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
		resource				
	Support and expand crèches.	Council secretary , S & CD	What crèche facilities exist? To follow-up with council	Target number of crèche facilities?	2010	
To address issues of sexual harassment in the council.	Develop and implement a sexual harassment policy (SHP).	Council Secretary , DPSM, DLGSM, Human Resource , WAD	Sexual harassment policy not in existence but, to find out from ministry of health	How will this be monitored?	2010	
	Workplace education and awareness on the SHP	PRO, Human Resource , S & CD	Not aware of it	<ul style="list-style-type: none"> Awareness of sexual harassment Reporting of sexual harassment cases 	2011	
	Code of conduct to ban the use of sexist jokes and language.	Human Resource , Council secretary	Code of conduct on the ban of sexist jokes and language not in place	To lobby for Code of conduct on ban of sexist jokes and language	2010	
V. GENDER MANAGEMENT SYSTEM						
Planning						
To consult women when drawing up plans for the council	Adapt the vision and mission statement of the council to ensure that it is gender aware.	Council secretary , Council management	Current mission, vision silent on gender	To review the council mission vision to be gender sensitive Indicator will be the reviewed mission ,vision of the council	2012	
	Conduct surveys prior to planning to determine the needs of both women and	Council secretary , Council	Surveys not conducted prior planning	Gender aware survey conducted and results produced.	2013	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	men.	management				
	Consult with both women and men when drawing up plans.	Council departments	planning meetings held with VDCs and people are invited	To ensure participation of both men and women when drawing up of plans takes place	2010	
	All units and departments should include gender indicators in their business plans.	Council secretary	Gender indicators not included in business plans	To develop Gender sensitive business plans with gender indicators?	2011	
	Councils should administer customer satisfaction surveys that are disaggregated and analysed according to gender.	Council secretary, council departments	Customer satisfaction surveys not administered	<ul style="list-style-type: none"> Customer satisfaction surveys in each department to be administered Every 3 years 	2012	
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.	Council secretary, DPSM, MLG	Work not done to establish gender structures in the council	GMS established, vested with authority, strategy, plan and resources.	2015	
	Recruit/appoint/hire gender focal points.	N/A, duplication of efforts	Has a gender specialist been recruited? To make a follow-up	Specialist staff appointed.		
	The gender coordinator should be assisted by gender focal points in all departments, together comprising the gender management committee.	N/A	As any work been done in the establishment of structures; Not aware to make a follow up	GMS established, vested with authority, strategy, plan and resources.		
	Senior managers must take ultimate responsibility for gender mainstreaming	Council secretary, HODs	No one is responsible for gender in the council	To recommend for gender focal person in the council. GMS established, vested with	2015	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	within the administration.			authority, strategy, plan and resources.		
	Gender to be written into the job description and performance agreements of senior managers and GFP.	Council secretary , MLG, DPSM	Gender not written in the Pas of senior managers	Accountability on gender through PAs. Indicator Pas being developed	2015	
	Gender should be a standing item on the agenda of management committee meetings.	Council secretary , council chairpers on	Gender not a standing item in the council meetings' agenda	Gender as a standing item in the council agenda of council meetings	2010	
	Establish a gender committee comprising councillors and other stakeholders to ensure political oversight for gender mainstreaming in the work of local government.	Council secretary	No committee in council responsible for gender	Gender equality committee being mobilised.	2010	
	Form a multi party women's caucus.	Political parties, BALA	No structure to bring women caucus	Women's caucus established at local level.	2010	
	Prepare Terms of Reference for gender machinery, and clarify reporting procedures.	Council secretary , DPSM, MLG	<ul style="list-style-type: none"> Not aware of to make a follow-up 	GFP formed; TOR for GFP		
	Publicise the establishment of the gender machinery.	PRO	GMS not known as does not exist	Publicise GMS once established	2015	
	Gender machinery to prepare their own strategic plans.	Gender Coordinat or, Council secretary	GMS does not have a strategic plan	Strategy and action plan adopted.	2015	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	Establish linkages with gender machinery in other municipalities.	Gender Coordinator, Council secretary	Linkages with other machineries not established	GMS Networked	2015	
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.	Heads of department	Sex disaggregated exists but not applied	All statistics disaggregated by gender.	Ongoing	
	Gender indicators to be formulated for each department/ programme and HR management.	Council secretary	City score card does not have KPIs	Gender KPIs integrated into city score card.	2010	
	Ensure that women and men participate equally in public consultations on planning and budgets.	Gender Coordinator, Council coordinator, HODs	Men and women consulted at kgotla meetings for planning purposes	<ul style="list-style-type: none"> 70% participation Participation measured through attendance lists 	2010	
	Conduct a gender analysis of the municipal and departmental budgets to ensure that expenditure responds equally to the needs of women and men.	Council secretary, WAD, Gender Links	<ul style="list-style-type: none"> No budgets for advancing gender equality Economic empowerment for both men and women through S & CD 	<ul style="list-style-type: none"> Budget for advancing gender equality developed during the council financial year Programmes for advancing gender equality 	2012	
	Recommend resource allocation (specific budget line) for initiatives that will promote gender equality, including fighting gender violence and HIV and AIDS).	Council secretary, Primary Health care, S & n CD	Action plan not costed?	To follow –up with officers responsible	2010	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL						
STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	Ensure that departments allocate resources to gender priorities.	Council secretary	Departments do not allocate resources to gender equality	Allocation of resources to gender priorities	2011	
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.	Council secretary	Gender machinery not trained	<ul style="list-style-type: none"> All members of the gender machinery to be trained 2 workshops held 	2015	
	Liaise with service providers to provide training programmes.	Council secretary, BALA	Training not taken place	<ul style="list-style-type: none"> Training programmes 2 workshops 	2010	
	Facilitate training programmes among councillors, officials and community groups.	WAD, BALA	Training has not taken place	All councillors and community groups to be trained	2011	
	Ongoing mentorship and support through linkages with civil society.	Council secretary	Mentorship programmes do not exist	<ul style="list-style-type: none"> 12 (6 men and 6 women) councillors in mentorship programmes 	2010	
	Assess impact of training.	BALA, WAD, Gender Links	No training has been done before except for BALA and gender Links training	Impact Assessment Survey	2010	
	Gender sensitivity training for both male and female councillors	BALA, council chairpersons, council secretary	BALA and gender Links trained women and men councillors	All councillors to be trained		
	Gender analysis training for councillors and staff with specific gender mainstreaming responsibilities.	WAD, BALA, Emang Basadi	Gender analysis training not taken place	All councillors and 2 clusters community groups to be trained	2010	
To raise awareness on gender	Compile a calendar of	S & CD	Council has not participated	<ul style="list-style-type: none"> Calendar with special 	2010	

GENDER ACTION PLAN FOR NORTH-WEST DISTRICT COUNCIL

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
issues	special gender events and campaigns. Engage in campaigns to raise the profile of gender e.g. Women's Day; Sixteen Days campaign.		on gender events	gender events • Publicity on gender issues		
	Prepare pamphlets, advertising, posters, logo etc.	Information officer, S & CD	Publicity materials on gender issues does not exist	Publicity materials on gender issues	2011	
	Run competitions, sporting activities that challenge stereotypes.	Council secretary, S & CD	Competitions on challenging stereotypes not conducted	Devise activities to challenge stereotype	2010	