

## Gender Action Plan for South East District Council

<b>FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA</b>						
<b>STRATEGIC OBJECTIVE</b>	<b>ACTION</b>	<b>WHO</b>	<b>BASELINE</b>	<b>TARGETS/ INDICATORS</b>	<b>WHEN</b>	<b>BUDGET</b>
<b>I. GOVERNANCE</b>						
<b>Representation</b>						
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  Public	We have 28 % of women in the council	The target increase will be 22%	2014	
	Lobby all political parties to adopt and implement the zebra list system and include these provisions in their manifestos.	Council (Political) Parties	What is the % of women in the different political parties? We are not aware of it to research later  They are either placed as choir chairpersons or as additional members in the Party	We will target 50 % , SADC Gender Protocol quota	2019	
	Engage with Traditional Authorities on women's representation in local politics.	Councillors	The engagement has not taken Place	We will hold 4 Meetings in a year and successes will be measured by the report of the meetings undertaken	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.		There is no statistics currently in existence	The Council will establish Sex disaggregated statistics on women in leadership positions in local government.	2010	
	Take measures to ensure equal representation of women in leadership positions in council.		The presentation of women in the council is 28%	50% of all leadership positions to be held by women.  The council intend to increase it	Ongoing	

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				by 50%		
To educate people and raise awareness about the importance of women's equal representation in local councils	Raise awareness in communities on the importance of women being equally represented in local politics and the importance of voting for women.	Public	There has not been any awareness raising in the community about equal representation by women	We will target council wards both youth and adults ,Atleast 60 people per meeting in 6 wards	2011	
	Work with the Ministry of Education to encourage gender balance in their curricula and promote gender equality in schools.		We are not aware of any engagement where the curricula Promote gender equality	How will success be measured? We will establish what the base line is then after come with an indicator.	2011	
<b>Participation</b>						
To build the political capacity of women to participate more effectively in decision making	Strengthen the multi party women's caucus (see also GMS)	Women	Yes, there is a muliti -party women's caucus across party lines which is national level	To ensure that Multiparty women's caucus is established in the clusters Atleast 5 clusters	2013	
	Engage women's wings in political parties to identify women who have leadership potential and groom them into leadership positions	Emang Basadi/ Gender Links	Emang Basadi and Women Caucus have a program which grooms women in leadership positions in politics	To ensure that we follow the program and groom Atleast 10 women councillors in a year	2010-2011	
	Network with regional and international women's caucuses		The South East District Council has not networked with any regional or international women's caucuses	What is the target? How many networks established? Need to be discussed with Council management and lobby for networks established	2010	
To empower women councillors and officials to articulate what are regarded	Conduct a skills audit.	Dept. Women	No skills audit has been undertaken for councillors and officials to articulate	To recommend and establish data on the specific skills of councillors.	2010	

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as "women's issues."		Affairs	women issues			
	Training needs identified by women councillors e.g. gender, public speaking and assertiveness.	Council	A training was held on Gender for some women councillors	To ensure that the second workshop being held Targeting Atleast 40 women councillors.		
	Council meeting rules should accommodate the use of vernacular so that councillors can use their first language in meetings and interpretation should be provided.	Councillors	Everyone is free to express herself in any language. (Setswana or English)	To ensure that 100% councillors express themselves in vernacular		
	Comprehensive induction programmes for new councillors with follow up refresher courses.	Gender Links. Council BALA	There is currently an induction program for councillors but not planned to be gender sensitive. It target women accidentally if they are elected	All councillors have been inducted once after every elections		
To empower men on gender issues and mobilise their support.	Gender training workshops for male and female councillors and officials.	Council	There was training on gender and 20 men.	We will Target 30% of male councillors and officials for gender training	2011	
	Gender dialogues with male Councillors and officials, including community leadership		Before we did not have media gender dialogues for men , but recently Gender Gender and Local government workshop for the council where both men and women participated	Target 3 workshops with men sector for 60 men on gender dialogues e.g. one a month?		
<b>Community mobilisation</b>						
To ensure that women and men participate equally in community matters and that	Collected, disaggregate and analyse data on communities.	Ministry of Labour and	There is no collected disaggregated in existence	Two consultative meeting will be conducted lobbying for Gender disaggregated data on		

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policy making is informed by accurate data.		Home Affairs ( Women's Affairs Department )	on communities	the community.		
	Encourage men to participate in implementation of community activities that are traditionally considered to be only of concern to women.		We do not have any data in existence on public participations in meetings	How will this be measured It could be measured by a registration of participants	2012	
	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		What information currently exists? In what languages?  Information which currently exist is in Setswana which educate and disseminate information in indigenous language and English	What is the target? What information, how many languages?  This has to be agreed by the Parliament and the South East District council women are conversant with Setswana and English. To continue with the Setswana language	On going	
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	N/A	What is the gender disaggregated stats on the consultative meetings?  NOT APPLICABLE FOR COUNCIL BUT FOR Ministry OF LABOUR AND HOME AFFAIRS	What is the target number of specialised participation exercises to take place?		
To mobilise men at local level	Conduct workshops with		No workshops have been	To hold one workshop once a		

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and ensure that they understand gender equality.	men's groups, and audit the impact of the training	Council	conducted for men's groups on gender equality	year with men at local level		
<b>Communication</b>						
To ensure that council publications do not perpetuate gender stereotypes.	Review of Council publicity from a gender perspective; developing materials that challenge stereotypes.	Council	Yes a publicity review has been held from a gender perspective in our council	No, we do not have gender aware publicity materials but we would like to request for publications from WAD and Gender Links .Atleast we should have 30 copies of gender related materials.	2010	
<b>II. GENDER SPECIFIC PROGRAMMES</b>						
<b>Early learning</b>						
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	Currently coordination in place? <ul style="list-style-type: none"> <li>• Council Committee licensing Day Care Centres</li> <li>• Guidelines</li> <li>• Consultation Among Stakeholders</li> </ul>	Intend to target 100% (all children)	By 2016	
	Review pre-primary and kindergarten fees to make them more affordable; and facilitate better access for disadvantaged children.	S & CD	The current fee structure is P150.00 per Term	The council target About 5000 children ??	By 2016	
	Ensure pre-primary education is policy compliant	S & CD	Yes, Pre-primary education currently policy compliant	The council want Policy compliant pre-primary education by all Schools	By 2016	
<b>III. GENDER IN EXISTING PROGRAMMES</b>						
<b>Security and emergency services</b>						

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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.	C & MES	No streets named in the villages in Botswana.  All streets require naming	Atleast 10 streets out of 50 should be named by 2014	2014	
	Lobby businesses to assist people in need.	S & CD	Yes, the support from businesses is available to the needy people is offered but by few businesses	All businesses should be targeted to assist		
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.	Fire Department	Education has been provided for both men and women	The council will target 100% protection to reduce the number of people who lose their homes due to fire		
	Train community members on how to handle emergencies, including first aid.	Fire Department	Has any such training been given in the past?  Yes general training has been held on how to handle fir emergencies but it is not frequent	60 participants should be targeted I 5 villages, through kgotla meetings and trained on fire emergencies. It has to be in the lands and rural areas Atleast once in a year	2010	
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	PP & EMS	Building control measures are in place accompanied by building signs	To recommend for a seminar each year to address both men and women on building and construction safety	2011	
<b>The economy and job creation</b>						
To facilitate equal employment opportunities because women are	Set and monitor specific targets to ensure gender parity in employment	HR & Council manage	What are the current statistics of women and men employed by the	The target will be both permanent staff and cleaners and messengers. It will be	2010	

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disproportionately affected by high levels of unemployment	opportunities created by local government.	ment	council?  The statistics of men and women employed by the council is not compiled.	monitored by holding a review yearly  To enquire from the relevant officers on the statistics in the council recommend for a compiled data		
	Facilitate employment opportunity workshops for women in communities to enable them to be better placed to access opportunities.	HR & A	What are the unemployment figures? What proportion of women to men is unemployed?  The council is not aware of unemployment figures of women in the communities and the proportion of women to men unemployed	What is the target % increase in women employed?  It is not the mandate of the council , we will enquire the responsible ministry	2010	
	Ensure an increased vote item in the budget specifically related to women's empowerment; review empowerment projects based on a gender analysis	HR & A	The increased vote item in the budget for women is not in existence	To raise motion for increase of vote for women in the incoming budget	2010	
	Inform women about economic opportunities in liaison with WAD and other stakeholders	S & CD Youth SHHA	What kind of information exists on employment opportunities for women? TBD	What is the indicator? How will this be measured?  TBD		
To obtain sex disaggregated data on unemployment levels	Conduct surveys, collect data and analyse it.	F & DP	Is there any data on unemployment levels?	Availability of gender disaggregated data.		

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in communities			N/A	N/A		
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	N/A	What is the representation of women in the tourism industry? N/A	What is the target % of men and women participating in the tourism industry? N/A		
<b>Procurement</b>						
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.	F & DP	Does any information or support exist for women in this regard?  TBD	What is the target %/ number increase in the number tenders submitted by women and contracts allocated to women? TBD		
	Implement and monitor quotas for women for the awarding of council contracts	F & DP	What are the current statistics? Is there a point system, i.e. How many points are awarded for gender, should this be increased? N/A	What will the quota be? How will it be monitored?  TBD		
	Tender board regulations should be changed to ensure that 50% of those sitting on the tender board that awards contracts.	N/A	How many women sit on the tender board at the moment? N/a	50% women on the tender board. N/A		
	Encourage and affirm larger businesses that sub-contract women-owned enterprises.	N/A	Do any such incentives exist? N/A	What is the target?  N/A		
<b>Poverty eradication</b>						
To develop a gender sensitive strategy to address the high levels of poverty that affect	Lobby for the mainstreaming of gender in the national poverty	S & CD	What are the current poverty statistics? What % of women lives in poverty?	What is the indicator? How will this be measured?		

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mainly women.	reduction strategy.		Is there any kind of poverty eradication strategy in place? TBD	TBD		
	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	Has any kind of assessment been done in the past?  No	Assessment results  N/A		
	Facilitate improved access to social grants, including food security nutrition	S & CD	What kind of access do women have to social grants at the moment? What are the stats? TBD	What is the target increase in the number of women accessing social grants?  TBD		
	Facilitate the implementation of income-generating activities, improve resources allocated and implement monitoring.	F & DP	What types of income generating activities are already being facilitated and with what kind of success? TBD	What is the indicator? How will this be measured?  TBD		
	Liaise with and support CBOs and NGOs already working with poor households.	S & CD	The NGO 's and CBOs are provided with Finance and Training	This will be measured by annual audit.		
<b>Business support</b>						
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.	S & CD	What is the proportion of women to men in the business sector? N/A	What is the target % growth?  N/A		
	Community liaison official to disseminate information	S & CD	Does such information exist?	How will this be measured?		

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	and advice about sourcing economic opportunities.		Yes community liaison office	TBD		
	Encourage public and private business partnerships with all stakeholders	S & CD	Are there any such partnerships? Has anything been done in this regard? Yes to all	What is the target number of partnerships to be formed?  TBD		
To empower women entrepreneurs through business skills and support	Accelerate/catalyse skills development, access to information and finance, and business support for poor women.	S & CD	Is there any existing skill development and business support for women?  yes	What is the target number of women to be empowered by training and support?  TBD		
	Facilitate increased involvement of women-headed companies by raising their awareness on available opportunities e.g. floating tenders, export opportunities.	N/A	Does any support exist form women-headed companies currently? N/A	What is the target number of women-headed companies to be formed? How will support be measured? N/A		
	Facilitating mentoring of smaller enterprises and benchmarking with bigger enterprises	N/A	Has any such mentoring been undertaken before? N/A	What is the target? How many small enterprises mentored? N/A		
<b>Informal sector</b>						
To promote equal access to markets.	Link women to investment opportunities		What are the statistics of women in the informal sector?	What is the target number of new formal businesses to be formed?		
	Integrating women with partnerships, joint ventures etc.		How have women been integrated in partnerships and mergers?	What is the target% increase of women in partnerships?		
<b>INFRASTRUCTURE</b>						
<b>Housing and Land Rights</b>						

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To promote the equal rights of women to land tenure	Collect gender disaggregated data on housing.	Council buildings	There is no gender disaggregated data on Housing	To initiate for a Gender disaggregated data on housing.	2010	
	Lobby Ministry of Lands to ensure that gender is mainstreamed in land policy and procedures as implemented by Land Boards	N/a	Do any policies exist to ensure women's access to land?	What is the target increase in the number of women owning land?		
	Training of Land Board on gender issues (through Ministry of Lands)	n/a				
	Ensure gender balance on housing committees; and lobby for a quota for women		The housing committee is currently dominated by men male dominated	The council targets 50% of the housing committee to be women.		2014
	Increase the range of housing and land options available to poor households; including subsidies for poor women	Council CCDO	Previously there was no land tenure for women and this still exists in some areas under chiefs but most women now have land	What is the target increase in the number of women owning land? We are not aware of the target of women owning land to enquire from other offices in the council		2014
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.	Council CCDO	Assessments are a continuous exercise in the council	How will this be measured? Customer satisfaction survey? Customers satisfaction will be measured by No. of cases assessed on unsatisfactory living conditions		2010
	A policy on low-impact economic activities to be undertaken from dwelling		What are the current regulations in this regard?	How will this be measured?		2012

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	units.					
To ensure women and men's equal access to housing subsidies.	Educate women on housing policies and subsidies.	SHHA	What information exists on women and housing? Is there existing material that can be used regarding policies and subsidies? YES SHHA POLICIES?	How will this be measured? No of Units	2010	
	Disaggregate and capture existing data; a mechanisms for continuous data capture	SHHA	What are the stats on housing subsidies, which accesses them? Not aware of	To enquire from the council	2010	
	Audit housing plans.	COUNCIL	Have any audits been done in the past?  Not aware of them	Audit REPORTS	2010	
To review housing policies so that they are gender sensitive	Review current policies and change them to make them gender sensitive.	COUNCIL /SHHA	Has any policy review taken place?  Not aware to enquire from the council	How will this be monitored?  To enquire from the council		
<b>Transport</b>						
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.	N/A	Lack of statistics and data for public transport users – are there any statistics in this regard?	To enquire from the council		
	Taxi and bus stations and stopping points to be regulated in order to make travelling safe for all people, especially women and children.	CCMESO	What studies have been done in this regard? Has any regulation been done? Regulations are already in place	How will this be measured? Police statistics? What is the target %decrease in violence? By increase of number of cases reported from the police fortnightly	2010	

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	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. N/A TO COUNCIL		What kind of policing is there currently? How taxis are's currently registered? How often do they go for roadworthy tests?  NOT APPLICABLE IT S THE MANDATE OF MINISTRY OF WORKS	What is the target % decrease in violence/ accidents/ deaths? How often should taxis be roadworthy?		
	Taxis should be made safer, including eliminating transport pirating N/A		What kind of safety features do taxis currently have?	What is the target?		
	Pedestrian safety, especially in informal settlements.	CCMESO	What are the current statistics on pedestrian safety?  Not known	How will this be measured? Police statistics? What is the target % decrease in pedestrian fatalities?  To enquire from the council	2010	
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	N/A	What data currently exists?	What is the target?		
	Train women to drive and own taxi's, buses and haulage and get women on taxi and bus associations.		Are there any female taxi owners or drivers?	What is the target % increase in women taxi owners and drivers		
<b>Water, sanitation and electricity</b>						
To ensure that women, who are disproportionately affected by inadequate service delivery, are provided	Undertake community assessment on use of services and disaggregate data by sex	COUNCIL CPHO	Has any assessment been done in the past Not aware to enquire from council	What are the target/ timeframe in which to do this?	2010	

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with affordable access to basic services	Provide affordable services to poor households.	COUNCIL	What services are currently being provided and at what cost? Water sanitation cost not known	What is the target?  To enquire	2010	
	Council to provide subsidies for those who cannot afford	council	. Socio economic assessments has been made	100% has been met	Continuous	
	Create jobs through awarding tenders, community projects, and cash for work and training for women in this sector.	Council	Are any women currently being employed in this sector (numbers and comparisons)? Not aware	What is the target number of women to be employed in this sector? Not aware	2010	
	Ensure that women are consulted prior to the provision of services.	council	What kind of consultation process has there been in the past? Not aware	What is the target? ?	2011	
	Align services to the needs of women.	Council	What is the current state of service delivery? Not aware	What is the target? ?	2011	
	Involve women in the management and maintenance of these services and facilities.	Council	Are any women currently being involved in this role (numbers and comparisons)? Not aware	What is the target number of women to be involved? ?	2011	
	<b>Environmental health</b>					
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	COUNCIL /CPHO	Does such a committee on environment exist  Not Aware	What is the target?  Not aware	2010	
	Increase the frequency of refuse collection.	COUNCIL /CPHO	Refuse is collected DAILY	Refuse should be collected twice in a week	Continuously	

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	Provide and maintain public toilets in strategic areas	COUNCIL /CPHO	We have no public Toilets	To plan for them Atleast in the shopping centre	2015	
	Review the waste management policy from a gender perspective.	COUNCIL /CPHO	Is there any such policy at the moment? Not aware	What is the target?? Not aware	2015	
<b>HIV and AIDS</b>						
<b>Prevention</b>						
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.		What are the current statistics? Not aware	To enquire from the council		
	Develop gender aware HIV and AIDS public education and awareness campaign.		Is there any such campaign at present? Not aware to enquire from the council	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.		Women condom is available for free	100% of female condom available , what is questionable is usage		
	Gender sensitive sex education in schools.		What sex education is currently being taught in schools? Is this gender sensitive?	How will this be measured?		
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.		How has the council participated in awareness campaigns in the past? Has the council actively participated and promote the 16 Days Campaign in the past?	What is the target? How will this be measured?		

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			Is PEP readily available at all the health facilities? A how many facilities is it available?	What is the target % increase in the number of women 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.		What are the statistics? What is the % of men and women who go for VCT?	What is the target % increase in number of women and men going for VCT?		
<b>Treatment</b>						
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?	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?	What is the target? How many people receive treatment? Over what period?		
<b>Social development</b>						
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.		Does this data exist?	Gender disaggregated data on the use of community and sporting facilities.		
	Ensure that every library has a section on women's literature.		Are there currently any such facilities in the libraries?	What is the target?		
	Set up mobile libraries to make reading more accessible to women especially in rural areas.		Are there any mobile libraries?	How often should they operate? Which areas should be targeted?		
	Design programmes to ensure that women and		What programmes currently exist?	What is the target?		

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	<p>men benefit equally from local authority facilities, for example promoting women in traditionally male sports, e.g... Soccer and boxing.</p> <p>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.</p>		<p>Do any such programmes exist?</p>	<p>What is the target? How ill this be measured?</p>		
<p>To challenge the practice that child care is the sole responsibility of women and to educate men on parenting responsibilities.</p>	<p>Conduct awareness programmes on parenting responsibilities for men and women.</p>		<p>Are there any awareness programmes or training materials covering parenting responsibilities? If there are, are they gender sensitive?</p>	<p>How will this be measured?</p>		
<p><b>IV. EMPLOYMENT PRACTICES AND ENVIRONMENT</b></p>						
<p>To increase the representation of women employed in the council.</p>	<p>Adopt the SADC target of 50% women in all areas of leadership and employment by 2015. Explicitly prioritise gender equity in performance plans.</p> <p>Address gender imbalances in departments – increase number of women employed overall as well as increase the number of women in senior and</p>		<p>What steps have been taken to prioritise gender equity in the employment practices of the council?</p> <p>What are the current gender statistics of employees in the council? What % men and women occupy management positions – what is the breakdown per</p>	<p>50% women in all areas of employment by 2015</p> <p>What is the target % increase in the number of women employed by the council? What is the target % increase in mgmt positions and departments?</p>		

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STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	management positions and address the departments where the greatest imbalances exist.		department?			
	Include women's targets as a non negotiable component of senior manager's contract.		Who is responsible for ensuring that targets are met? Is this included in their contract?	Contract		
	Align the work place skills Plan to the Affirmative Action plan.		Has any work been done in this area?	How will this be measured?		
	Obtain buy-in and support of he unions for increased gender equity in the employment profile of the council.		Have the unions been approached?	How will this be measured?		
To ensure that the recruitment and selection process offers equal opportunity to women.	All job advertisements should encourage women to apply.		What is the baseline?	What is the target?		
	Selection panels should be gender balanced.		How are selection panels currently constituted?	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.		What are the current practices? Are they gender sensitive?	What is the target?		

**FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA**

<b>STRATEGIC OBJECTIVE</b>	<b>ACTION</b>	<b>WHO</b>	<b>BASELINE</b>	<b>TARGETS/ INDICATORS</b>	<b>WHEN</b>	<b>BUDGET</b>
	Develop comprehensive employment equity plans.		What kind of employment equity plan is in existence?	HR/ EE Policy		
	Apply job preservation policy to meet women's targets.		What are the women's targets?	HR/EE policy		
	Incorporate gender into structure system policies and processes.		Has gender been incorporated into any policies and processes?	Gender sensitive structure systems and policies		
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.					
	Undertake a skills/ qualification audit and assessment of all municipal employees.		Has any kind of skills audit been done in the past?	Results of the skills audit report		
	Devise and implement a range of capacity-building options for employees and cllrs.		What kinds of capacity building options exist already?	What is the indicator? How will this be measured?		
	Mentoring new cllrs and employees.		As any mentoring of new cllrs been done?	What is the indicator? How will this be measured?		
	Identify skills needs among communities and skills gaps in key economic sectors.		Have any needs assessments been done?	What is the indicator? How will this be measured?		
	Develop targeted skills development programmes.		Has any such skills development been done?	What is the indicator? How will this be measured?		
	Facilitate women's entry to skills development programmes.		What has already been done to facilitate women's entry to programmes?	What is the target % increase in number of women accessing programmes?		

**FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA**

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.		What are the current provisions for maternity leave?	Three months full maternity leave through the contributions of both local government and Social Security.		
	Provide and standardise paternity leave and accompany this with a programme on responsible fatherhood. Possibly consider shared maternity and paternity leave		What are the current provisions for paternity leave? Are there any current programmes around responsible fatherhood?	How much paternity leave should be allowed?		
	Meetings times should take the needs of all employees into consideration and not run too late.		What is the policy on meeting times?	What is the target? What should the times be?		
	Provide child care facilities for municipal employees.		What child care facilities are currently available?	Target number of child care facilities?		
	Provide flexible work arrangements for parents.		Is there any such arrangement currently?	What is the indicator? How will this be measured?		
	Act upon employees who are not making maintenance payments.		Has this issue ever been addressed? How?	What is the indicator? How will this be measured?		
	Conduct awareness programmes on parenting responsibilities.		Are there any such programmes?	What is the indicator? How will this be measured?		
	Support and expand crèches.		What crèche facilities exist?	Target number of crèche facilities?		
	To address issues of sexual	Develop and implement a		Is there a sexual	Implementation of the Sexual	

## FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
harassment in the council.	sexual harassment policy (SHP).		harassment policy in existence?	harassment policy How will this be monitored?		
	Workplace education and awareness on the SHP		Is there any such awareness?	How will this be measured?		
	Code of conduct to ban the use of sexist jokes and language.		Is there such a code?	What is the target?		

### 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.		What does the current mission and vision statement say about gender?	What is the target?		
	Conduct surveys prior to planning to determine the needs of both women and men.		Have any such surveys been conducted in the past?	Gender aware survey results.		
	Consult with both women and men when drawing up plans.		Have any such consultations taken place in the past?	What is the target? How many consultations? What is the target group, how many?		
	All units and departments should include gender indicators in their business plans.		Do any units/ departments in the council use gender indicators in their business plans?	What is the target?		
	Councils should administer customer satisfaction surveys that are disaggregated and analysed according to gender.		Have any such customer satisfaction surveys been administered in the past?	What is the target? How many surveys, how often etc?		

#### Gender structures

To establish structures that constitute the gender	Council should have a gender coordinator in the		As any work been done in the establishment of	GMS established, vested with authority, strategy, plan and		
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## FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
machinery and to obtain the commitment of all managers	office of the CEO.		structures;	resources.		
	Recruit/appoint/hire gender focal points.		Has a gender specialist been recruited?	Specialist staff appointed.		
	The gender coordinator should be assisted by gender focal points in all departments, together comprising the gender management committee.		As any work been done in the establishment of structures;	GMS established, vested with authority, strategy, plan and resources.		
	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.	WAD BALA GENDERL INKS	Has gender been written into the performance agreements of senior managers and GFP?  It has not been written and we have no gender focal person	To lobby for Accountability on gender through Pas at least 50 % of management.	2010	
	Gender should be a standing item on the agenda of management committee meetings.		There is no gender as an outstanding item of management meetings	We will target that one out of two meetings have a gender item	2010	
	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.		

**FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA**

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	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 clarify reporting procedures.		Have gender focal points been established in all departments? Have TOR been drafted?	GFP formed; TOR for GFP		
	Publicise the establishment of the gender machinery.		Is the GMS known, has it been publicised?	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		
<b>Budget, monitoring and evaluation</b>						
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?	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?	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?	What is the target, how will this be measured?		
	Conduct a gender analysis of the municipal and departmental budgets to ensure that expenditure responds equally to the		Are there direct or indirect budget allocations for advancing gender equality?	What is the indicator? How will this be measured?		

**FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA**

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	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?		
<b>Capacity building</b>						
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 councillors and staff with		What training has already been done?	Target number of cllrs, officials and community groups trained?		

**FRAMEWORK GENDER ACTION PLAN FOR LOCAL COUNCIL IN BOTSWANA**

STRATEGIC OBJECTIVE	ACTION	WHO	BASELINE	TARGETS/ INDICATORS	WHEN	BUDGET
	specific gender mainstreaming responsibilities.					
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?		