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**MINUTES OF THE BOARD COMMITTEES' MEETING ON GENDER MAINSTREAMING, TRAINING, AND CAPACITY BUILDING HELD AT ISIOLO MUNICIPALITY BOARD 230 PM ON 23/3/2024**

**MIN 1/IM/4/2024 Call to Order**

The meeting was called to order at 12:30 by the Chairperson, who welcomed members and set the agenda.

**MIN/2/04/2024 Attendance**

**Present Members:**

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| **S/NO** | | **NAME** | **PHONE** | **DESIGNATION** | **EMAIL ADDRESS** |
|  | Hassan Wako Wario | | 0724615127 | Chair Person | hassanwako40@gmail |
|  | Anab Kassim | | 0726717180 | Vice Chair | [annabkassim@gmail.com](mailto:annabkassim@gmail.com) |
|  | Osman Halake Dadacha | | 0721311074  0722604370 | Manager/Secretary | [halakeosman30@gmail.com](mailto:halakeosman30@gmail.com) |
|  | Grace Lolim | | 0727046313 | S/C Committee Chairperson In Charge Of Capacity Building Policy Development And Research. | gracelolim@gmail .com |
|  | Harrison Thranyira | | 0722521655 | S/Committee In Charge Of Town Planning, Environment And Disaster Management | [harriethuranira@gmail.com](mailto:harriethuranira@gmail.com) |
|  | Mohamed Dahir | | 0721227820 | S/Committee Chairperson In Charge Of Finance Economic Planning And HR | mohamed20042002@gmail .com |
|  | Lesokoyo Nicholas | | 0726757365 | Member | Lesokoyo @gmail.com |
|  | Sakina Adan | | 0724107805 | Member | [sakinnaadam@gmail.com](mailto:sakinnaadam@gmail.com) |
|  | Col Sh Hassan Bonaya | | 0722608942 | Member | [hassanbonaya190@gmail.com](mailto:hassanbonaya190@gmail.com) |

**MIN 3/IM/2024 Adoption of the Agenda**

The agenda was reviewed and adopted with the following items:

1. Introduction to gender mainstreaming in organizational frameworks.
2. Training and capacity-building needs assessment.
3. Action plan for integrating gender perspectives into policies and practices.
4. Monitoring and evaluation mechanisms for gender mainstreaming.

**MIN 4/IM/4/2024 Introduction to Gender Mainstreaming in Organizational Frameworks**  
**Objective:** Provide a comprehensive overview of gender mainstreaming principles and establish its relevance to the organization.

* **Presentation:** An introductory session by the Gender Specialist outlining key concepts, including gender equity, equality, and inclusivity.
* **Discussion Points:**
  + Understanding the role of gender in policy and program development.
  + Identifying the benefits of mainstreaming gender within organizational structures.
  + Reviewing existing frameworks and policies to identify gaps in gender sensitivity.
* **Expected Outcome:** Consensus on the importance of embedding gender principles into the organization’s mission, values, and operations.

**MIN-5/IM/4/2024 Training and Capacity-Building Needs Assessment**  
**Objective:** Identify training gaps and prioritize capacity-building initiatives to strengthen gender mainstreaming efforts.

* **Presentation:** Findings from a needs assessment survey conducted across departments.
* **Discussion Points:**
  + Specific skill gaps in understanding and implementing gender-sensitive practices.
  + Proposed training modules (e.g., gender-sensitive budgeting, leadership training for women, diversity management).
  + Budget and resource allocation for training programs.
* **Expected Outcome:** Approval of a structured training plan targeting all staff and management levels.

**MIN 6/IM/4/2024 Action Plan for Integrating Gender Perspectives into Policies and Practices**  
**Objective:** Develop actionable steps to incorporate gender considerations across organizational policies and operations.

* **Presentation:** Draft action plan including gender-responsive policy recommendations.
* **Discussion Points:**
  + Development of a standalone gender policy for the organization.
  + Inclusion of gender-sensitive metrics in strategic and operational plans.
  + Establishment of a Gender Advisory Task Force to guide policy integration.
* **Expected Outcome:** Adoption of the proposed action plan and appointment of a task force to oversee its implementation.

**MIN 7/IM/4/2024 Monitoring and Evaluation Mechanisms for Gender Mainstreaming**  
**Objective:** Establish clear metrics and tools to track and assess progress in gender mainstreaming.

* **Presentation:** Overview of proposed M&E frameworks, including qualitative and quantitative indicators.
* **Discussion Points:**
  + Setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) for gender mainstreaming initiatives.
  + Developing periodic reporting templates for departments.
  + Engaging external auditors to provide independent reviews of progress.
* **Expected Outcome:** Approval of a comprehensive M&E framework and timeline for reporting.

**Additional Considerations**

* **Policy Alignment:** Ensuring gender mainstreaming efforts align with national, regional, and international policies (e.g., SDGs, CEDAW).
* **Stakeholder Engagement:** Identifying potential partners (NGOs, government agencies) to support implementation and monitoring.
* **Resource Mobilization:** Exploring funding opportunities to sustain gender mainstreaming initiatives.

This agenda ensures a structured approach to embedding gender mainstreaming within the organization while addressing key operational and strategic needs.

**MIN 8/IM/4/2024 Recommendations**

1. All board members to undergo gender mainstreaming orientation within the next quarter.
2. Approve budget allocation for training and development programs.
3. Schedule biannual reviews to measure progress on gender equality goals.

**MIN 9/IM/4/2024 Resolutions**

The following resolutions were passed unanimously:

1. Adopt the proposed gender training and capacity-building agenda.
2. Establish a Gender Mainstreaming Sub-Committee to oversee implementation.
3. Approve the formation of partnerships with gender advocacy organizations
4. Develop a detailed work plan for the training sessions.
5. Draft and circulate the gender policy for board review before the next meeting. Conduct the first training workshop within 3 weeks.

**MIN 10 /IM/4/2024AOB (Any Other Business)**

* Members were reminded of the upcoming strategic planning retreat where gender mainstreaming will be a core focus.

**MIN 11/IM/4/2024: ADJOURNMNT**

Having no other business, the meeting ended at 12.30 pm with a prayer said by Mr. Osman Halake Dadacha. The Chairperson thanked all members for their active participation.

Minutes taken and prepared by:

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|  | **Sign: Date:** |
| **Minutes Taken By:** | **Osman Halake,**  **Municipal manager/Secretary**  **Municipality of Isiolo** |
|  |  |
|  | **Sign: Date:** |
| **Minutes Confirmed By:** | **Chairman Hassan Wako Wario**  **Board Municipality of Isiolo**  **County Government of Isiolo.** |