

**COUNTY GOVERNMENT OF MARSABIT  
MARSABIT MUNICIPALITY.**

**SPECIAL BOARD MEETING OF MARSABIT MUNICIPALITY HELD AT THE  
MUNICIPAL BOARD ROOM ON FRIDAY, 13<sup>th</sup> OCTOBER 2023.**

**Present Members**

1. Md. Dahabo Darro – chair person
2. Mr. Osman Mohamed – Member
3. Md. Halima Orto – Member
4. Boru Golicha – Secretary
5. Mamo Dabasso – secretariat
6. Adhi Sora – Secretariat
7. Naye Male – Secretariat

**Agenda:**

1. Adoption of Terms of Reference (TOR) for the Gender Mainstreaming Committee.
2. Any Other Business (AOB).

**1. Preliminaries**

The meeting was called to order at 10:00 AM by the chairman, who welcomed all members and emphasized the importance of the committee's work in promoting gender equality within the institution.

**2. Adoption of Terms of Reference (TOR)**

The draft Terms of Reference (TOR) were reviewed and discussed. The committee unanimously agreed to adopt the TOR, which include:

1. Facilitate institutional gender analysis and gender audits.
2. Facilitate development, implementation, and review of gender and GBV policies.
3. Ensure the existence of an elaborate and institutionalized gender mainstreaming implementation structure.
4. Oversee sensitization and training of all staff on gender mainstreaming.
5. Spearhead the review of all institutional policies for gender responsiveness.
6. Ensure the committee is represented in all relevant institutional
7. Coordinate reporting on the status of gender equality to relevant structures.
8. Regularly review progress of planned gender mainstreaming interventions within the institution.

9. Receive and disseminate feedback on gender mainstreaming and take appropriate action.

The committee resolved to align its activities with these TOR to ensure a cohesive and comprehensive approach to gender mainstreaming.

### 3. AOB

#### Training Plan:

The committee proposed developing a training schedule for all staff to raise awareness and build capacity on gender mainstreaming.

#### Reporting Mechanisms:

A reporting template will be designed to facilitate consistent updates on the status of gender equality interventions.

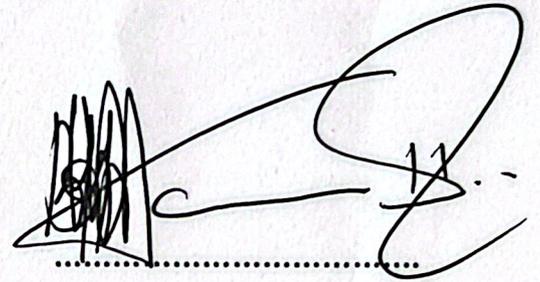
### 4. Closing

The chairperson thanked members for their contributions and commitment. The meeting adjourned at 12:30 PM.

Minutes taken by

**Mr. Boru Golicha Gababo**

*Secretary.*

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*(Sign)*

Approved by **Md. Dahabo Darro.**

*Committee chair.*

A handwritten signature in black ink, appearing to be 'Dahabo Darro', written in a cursive style above a dotted line.

*(Sign)*