

ADDITIONAL ITEM

7.11	MUNICIPAL MANAGER
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7.11.1	MUNICIPAL PARTNERSHIP FOR HUMAN RIGHTS: PROGRESS REPORT BY THE MUNICIPAL MANAGER
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and compliance

11 October 2023

1. SUBJECT: MUNICIPAL PARTNERSHIP FOR HUMAN RIGHTS: PROGRESS REPORT BY THE MUNICIPAL MANAGER

2. PURPOSE

To report to Council in terms of Council Item 13.5 of the 8th Council meeting of 26 October 2022. See attached **ANNEXURE 1**, in particular reference to resolution (e) of the minutes of this meeting.

Resolution (e): “that the Municipal Manager submits an updated (interim) report to Council as soon as the final application to Swedish International Centre for Local Democracy (ICLD) is approved by the latter.”

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality entered into a partnership agreement with Jönköping Municipality on the topic of Human Rights on 17 December 2020, which culminated in a multi-year agreement in December 2022. Therefore, and in accordance with the reporting standards created in the preceding years, the Municipal Manager must provide an annual report to Council, detailing the relevant activities undertaken during the reporting period.

The feedback to Council will deal with the following:

- 4.1 The conclusion of the Inception Phase of the Swedish International Centre for Local Democracy Programme;
- 4.2 The application to the Swedish International Centre for Local Democracy for a multi-year project;
- 4.3 Visit by rerepresentatives from Jönköping Municipality;

- 4.4 Establishment of a Steering Group / Committee;
- 4.5 Proposals for the multi-year programme;
- 4.6 The International Training Programme of Swedish International Centre for Local Democracy;
- 4.7 The alignment of the municipal partnership programme with the Stellenbosch Municipality's Employee Wellness Programme; and
- 4.8 Visit to neighbouring countries by representatives from the Stellenbosch Municipality (in accordance with the International Training Programme).

5. RECOMMENDATIONS

- (a) that Council take note of the visit by representatives of Jönköping Municipality during February 2023;
- (b) that Council take note of the visit to Gaborone Botswana during March 2023 by a delegation from Stellenbosch Municipality as part of the International Training Programme;
- (c) that Council take note of the training in Lusaka, Zambia during December 2022 by a delegation from Stellenbosch Municipality as part of the International Training Programme;
- (d) that Council take note of the Municipal Manager's progress report / feedback;
- (e) that Council take note of the approval multi-year application by Swedish International Centre for Local Democracy; and
- (f) that Council take note of the integration between the Employee Wellness Programme and the Municipal Partnership Programme.

6. DISCUSSION / CONTENTS

6.1 Background

Abbreviations

ICLD	-	Swedish International Centre for Local Democracy
ITP	-	International Training Programme
NS	-	NORMSTORM
GBP	-	Gender Based Planning
EWP	-	Employee Wellness Programme
MPP	-	Municipal Partnership Programme
SDG	-	Sustainable Development Goal

6.1.1 Conclusion of inception phase

As indicated in previous items to Council, the Municipal Partnership Programme (MPP) consist of 2 phases, i.e.,

- i. an Inception Phase; and
- ii. a Multi-year Project Phase. The latter phase is envisaged to continue for the following 3 to 4 calendar years (2023 – 2026).

The inception phase is an introduction phase, in which the respective municipalities learn more about each other in order to determine if a collaboration would potentially culminate into a multi-year programme / project. Stellenbosch and Jönköping Municipality has successfully concluded the inception phase and has since January 2023 entered into a multi-year programme **ANNEXURE 2**.

6.1.2 The application to the Swedish International Centre for Local Democracy for a multi-year project

The Partnership of Stellenbosch Municipality and Jönköping Municipality successfully applied for a multi-year programme in accordance with the prescribes of the Swedish International Centre for Local Democracy. The approval of the multi-year programme was granted in December 2022. However, there was a correction in the approval and the final approval was therefore granted in May 2023. **ANNEXURE 3**.



6.1.3 2nd Visit to Jönköping Municipality

Representatives from Jönköping Municipality, as well as two schools from the Swedish town visited Stellenbosch Municipality during the last week of February 2023. The purpose of this visit was to “kick-off” the multi-year phase of the partnership. The partnership will henceforth concentrate on implementing the respective versions of NORMSTORM and will also be exploring bi-lateral cooperation opportunities such as energy.

6.1.4 Swedish International Centre for Local Democracy requirement revisited

Swedish International Centre for Local Democracy requires the two municipalities to work jointly on a human rights project that will be beneficial to both municipalities’ gender-based issues and programmes respectively.

As mentioned, NORMSTORM was the chosen project, but different elements of this programme have been employed by the respective municipalities. Table 1 (below) summarises the Sustainable Development Goal 5.

Table 1: Interpretation of Sustainable Development Goal 5 (Jönköping and Stellenbosch Municipality respectively)

HUMAN RIGHTS PROGRAMME	Gender Equality	
Sustainable Development Goal	5	
Localised programme	NORMSTORM	
Jönköping Municipality interpretation	Youth Focus	To be confirmed by Jönköping Municipality
Stellenbosch Municipality interpretation	Employee focus – emphasis on young employees	<ul style="list-style-type: none"> • Integrated Development Plan • Gender Matrix • Employee Wellness / Appreciation programme • Gender sensitive infrastructure deployment especially in vulnerable areas



6.2 Stellenbosch scenario

- a) Stellenbosch Municipality must implement NORMSTORM *mutatis mutandis*, i.e., Stellenbosch Municipality must implement a version of NORMSTORM, however the founding principles of NORMSTORM will fundamentally be rooted in the Stellenbosch Municipality approach.
- b) Against this overview, Stellenbosch Municipality identified 3 (three) areas within the current organisation where a version of NORMSTORM is applicable. These areas are:
- i. Including / emphasising gender matters in the IDP through the gender matrix **(ANNEXURE 4)**.
 - ii. Provision of infrastructure through a gender sensitive lens, especially in vulnerable areas.
 - iii. Revisit the NORMSTORM through the Stellenbosch Municipality Employee Wellness / Appreciation programme.

The reasoning behind this is that the majority of employees are also parents. The distribution of changed norms and standards can start through these vessels / vehicles.

6.2.1 The above is/or should be underpinned by regular communication and reporting in the employee centered media such as the Stell-Teta.

Table 2: Short-term interventions

SHORT TERM INTERVENTIONS			
	ITEM	DATE	COMMENTS / NOTES
1.	Item to Council	June 2023	Postponed to October 2023 in order to include the signed Agreement as an annexure and to accommodate Employee Wellness Day
2.	Gender Matrix - IDP (5 th Generation)	April 2023	Completed (Annexure 4)
3.	Communication: Stell-Teta	July 2023 (thereafter quarterly)	Completed
4.	Video / Photographic Equipment (SG Budget)		To be discussed with Jönköping Municipality

6.2.2 Draft implementation strategy (Stellenbosch Municipality)

Table 3: Medium-term interventions

MEDIUM TERM INTERVENTIONS			
	ITEM / ACTION	DATE	COMMENTS / NOTES
5.	Lighting project – wall mounted solar lights Budget 24/25	2024/2025	Contact has been made with a researcher running a similar programme in City of Cape Town. Proposed pilot for next financial year.
6.	Communication Strategy	2024/2025	In proess to develop a communication plan specific for the issues as described under Sustainable Development Goal 5. Draft in progress.
7.	Employee Wellness Programme	2024/2025	Integration between International Training Programme and Employee Wellness Programme

The Swedish International Centre for Local Democracy requires that, once the Inception Phase of a municipal partnership has commenced, the partnering municipalities must visit each other to determine if the match between the municipalities can result in a plausible future relationship. If the municipality are a match they should visit each other annually. It was therefore incumbent for Jönköping Municipality to visit Stellenbosch Municipality and *visa versa* in order to ascertain if the above is achievable and sustainable.

6.2.3 Employee Wellness Programme

The Employee Wellness Programme is a key element of the municipal collaboration. It is with keen interest that our Swedish counterparts are observing this programme from abroad especially the intertwining of gender matters in the workplace, as well as in less stressed environments such as the Employee Wellness Day activities.

The Wellness Day was scheduled for 29 September 2023. The latter had to be cancelled as a result of the recent storm damages that was experienced in the Western Cape area and Mop up operations had to be done.

The Wellness Day activities has been postponed to a later date.

6.2.4 Alternative Energy

The Jönköping Municipality generates up to 30% of their energy by means of alternative energy sources. Most of the energy derives through the incineration of household waste. There are several programmes in operation dealing with the collection and recycling of the waste as a product of energy.

6.2.5 Waste Management

The Swedes and recycling are synonymous. There are all kinds of recycling happening across the country especially in Jönköping Municipality in particular. Their Waste Management Systems are impeccable and a study of these systems as a best practice could be undertaken.

6.3 Milestones (achieved) by the partnership thus far

- The two Municipalities have found synergy in their approach and discussions, and it is therefore recommended that a multi-year project be entered into;
- That a firm agreement is reached between the two Municipalities', i.e., Twinning Agreement (to be discussed) or an agreement similar in status be entered into by the two (2) municipalities.
- That the application to Swedish International Centre for Local Democracy be finalized as per the discussions held between the two Municipalities.
- That the establishment of a steering group as per Swedish International Centre for Local Democracy's requirements be cemented through the proposed Twinning Agreement.
- Swedish International Centre for Local Democracy has a steering group training session in Lusaka, Zambia primarily aimed at enhancing the skills of the steering group members and provide training on Twinning Agreements.

The week-long training was based on various aspects of cultural diversity as opposed to monoculture hegemony (see **ANNEXURE 3** attached). This approach fits the Stellenbosch method to the multi-year project like a glove. The project recognizes that there are diverse cultures within the Stellenbosch municipal area and that a fresh approach in dealing with safety and security must appreciate the cultural diversity of the inhabitants of the Municipality.

6.4. Way Forward

- Swedish International Centre for Local Democracy is planning a 3rd leg of the training to be provided in one of the African countries. The 1st training session was held in Johannesburg and the 2nd in Lund, the 3rd in Lusaka, the 4th in Gaborone and the 5th in Lusaka.
- That the representatives attend the 5th leg of the training as arranged by Swedish International Centre for Local Democracy.
- That the representatives attend the Swedish International Centre for Local Democracy required visits to Jönköping in Sweden as part of the multi-year programme.

7. Financial Implications

None. Swedish International Centre for Local Democracy covers all costs directly associated to the project(s), as well as the cost for accommodation and travelling as and when required.

8. Legal Implications

None

9. Staff Implications

None

6.10 Previous / Relevant Council Resolutions**8TH COUNCIL MEETING: 2022-10-26: ITEM 13.5****RESOLVED (nem con)**

- (a) that Council takes note of the visit to Jönköping Municipality by a delegation from Stellenbosch Municipality;
- (b) that Council takes note of the visit to Lund Municipality by a delegation from Stellenbosch Municipality as part of the International training programme;
- (c) that Council takes note of the Municipal Manager's progress report / feedback;
- (d) that Council takes note for the multi-year application;
- (e) that the Municipal Manager submits an updated (interim) report to Council as soon as the final application to the International Commission for Local Democracy is approved by the latter;
- (f) that the possibility of a Twinning Agreement be investigated and the results be reported to Council; and
- (g) that Council takes note of the training in Lusaka, Zambia during December 2022.

3RD COUNCIL MEETING: 2022-03-30: ITEM 11.11.7**RESOLVED (nem con)**

- (a) that Council takes note of the Municipal Manager's progress report / feedback;
- (b) that Council take note of the visit to Stellenbosch Municipality by a delegation of from Jönköping Municipality;
- (c) that the Municipal Manager submits an updated report to Council as soon as the final application to Swedish International Centre for Local Democracy is approved by the latter; and

- (d) that Council appoints the following office bearers, as representatives to the Swedish International Centre for Local Democracy:
- (i) Cllr Z Dalling (Ms)
 - (ii) Cllr M Nkopane (Ms)

40th COUNCIL MEETING: 2021-01-27: ITEM 11.10.2

RESOLVED (majority vote)

- a) that Council takes note of the requirement to identify and confirm the appointment of two (2) suitable Councillors to represent the Municipality in this partnership;
- b) that Council takes note of the requirements to identify and confirm the appointment of two (2) suitable Officials to represent the Municipality in this partnership;
- c) that council takes note that the traveling and accommodations requirements for the four (4) staff members will be covered by Swedish International Centre for Local Democracy;
- d) that Council takes note of the fact that there currently are international travel restrictions in place as a result of the ongoing Covid 19 pandemic;
- e) that Council confirms the appointment of Cllrs WC Petersen (Ms) and Z Dalling (Ms) – with Cllr E Groenewald (Ms) to be second- to represent the Municipality in this partnership, who's particular will be recorded in the Inception Application; and
- f) that Council confirms the appointment of the Municipal Manager, Ms Geraldine Mettler, and the Manager: Housing Administration, Ms Rotanda Swartbooi, as the two (2) suitable Officials to represent the Municipality in this partnership.

39th COUNCIL MEETING: 2020-11-25: ITEM 11.10.1

During deliberation on the matter, Cllr P Sitshoti (Ms) requested that the topic of Human Rights be discussed with Council before the partnership is undertaken. The Speaker replied that her request is NOTED.

RESOLVED (majority vote with 1 abstention)

- a) that Council notes the invitation by ICLD annexed hereto as **“APPENDIX 1”**;
- b) that Council approves that Stellenbosch Municipality enters into a partnership with a Swedish Municipality on the topic of Human Rights;
- c) that the Municipal Manager be authorized to negotiate the terms of the partnership agreement with the identified Swedish Municipality as per the requirements of the Inception Phase of the partnership; and
- d) that the Municipal Manager submits a report to Council subsequent to the conclusion of the Inception Phase, i.e. after one (1) year or as soon as practically possible thereafter.

6.11 Risk Implications

This report has no risk implications for the Municipality.

6.12 Comments from Senior Management

No comments required.

ANNEXURES

ANNEXURE 1 – Minutes of 8th Meeting of Council: Item 13.5

ANNEXURE 2 - Memorandum of Understanding – Jönköpings Municipality, Sweden and Stellenbosch Municipality

ANNEXURE 3 – Agreement between the Swedish International Centre for Local Democracy and Jönköpings Municipality on financial contribution from the Municipal Partnership Programme

ANNEXURE 4 – Gender Mainstreaming Matrix

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021- 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	2023-10-06

ANNEXURE 1

13.5	PROGRESS REPORT: MUNICIPAL PARTNERSHIP FOR HUMAN RIGHTS: VISIT TO JÖNKÖPING MUNICIPALITY
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Collaborator No: 11/2/5/2/2

IDP KPA Ref No:

Good governance and compliance

Meeting Date:

26 October 2022

1. SUBJECT: PROGRESS REPORT: MUNICIPAL PARTNERSHIP FOR HUMAN RIGHTS: VISIT TO JÖNKÖPING MUNICIPALITY

2. PURPOSE

To report back to Council in terms of Council Item 11.11.7 of the 3rd Council meeting of March 2022. See attached **ANNEXURE 1**, in particular reference to point 4.3 of the minutes of this meeting.

"Para 4.7 Visit to Jönköping Municipality in Sweden."

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality entered into a partnership agreement with Jönköping Municipality on the topic of Human Rights on 17 December 2020. The feedback to Council will deal with the following:

- 4.1 The application to ICLD for a multi-year project;
- 4.2 Proposals for a multi-year programme;
- 4.3 Visit to Jönköping Municipality;
- 4.4 The International Training Programme (ITP) of International Commission for Local Democracy (ICLD);
- 4.5 The Compilation of a Steering committee.

8TH COUNCIL MEETING: 2022-10-26: ITEM 13.5

RESOLVED (nem con)

- (a) that Council takes note of the visit to Jönköping Municipality by a delegation from Stellenbosch Municipality;
- (b) that Council takes note of the visit to Lund Municipality by a delegation from Stellenbosch Municipality as part of the International training programme;
- (c) that Council takes note of the Municipal Manager's progress report / feedback;
- (d) that Council takes note for the multi-year application;

ANNEXURE 2

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- (e) that the Municipal Manager submits an updated (interim) report to Council as soon as the final application to the International Commission for Local Democracy is approved by the latter;
- (f) that the possibility of a Twinning Agreement be investigated and the results be reported to Council; and
- (g) that Council takes note of the training in Lusaka, Zambia during December 2022.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021- 808 8025
E-MAIL ADDRESS	Municipal.manager@stellenbosch.gov.za
REPORT DATE	2022-10-20



**JÖNKÖPINGS
KOMMUN**



STELLENBOSCH
MUNICIPALITY
STADENBOSSCH

MEMORANDUM OF UNDERSTANDING


between

**Jönköping Municipality, Sweden
and
Stellenbosch Municipality, South Africa**

Agreement to attend Municipal partnership between Jönköping Municipality, Sweden and Stellenbosch Municipality, South Africa for period of 2023-01-01 to 2025-12-31

Jönköping Municipality and Stellenbosch Municipality agree on this document, to enable future project applications to International Centre for Local Democracy (ICLD). The parties will develop cooperation within the areas that are described in the MOU, regarding the partnership within the framework of the Municipal Partnership Programme.

The partners, Jönköping Municipality and Stellenbosch Municipality, hereby agree to support this partnership that takes place in the period of 2023-01-01 to 2025-12-31.



M. Johan Erik, Chief Executive Officer
Jönköping Municipality, Sweden



Ete Gemline Meeor, Municipal Manager
Stellenbosch Municipality, South Africa

ANNEXURE 3

Ref. No. 2022-0027

Steering group

Agreement between the Swedish International Centre for Local Democracy ("ICLD") and Jönköpings Municipality on financial contribution from the Municipal Partnership Programme.

Background

Jönköpings Municipality has applied to the ICLD for financing of the Steering group "Human Rights 2.0 - Steering group" (herein referred to as the "Steering group") as part of the co-operation with Stellenbosch municipality, South Africa.

The ICLD considers the application to be relevant, feasible and sustainable. The proposed Steering Group is deemed capable of ensuring strong support for the partnership and ensuring that its related projects will make sustainable contributions to the ICLD core areas, especially equity.

The ICLD has made its decision about financing. Jönköpings Municipality and Stellenbosch municipality have consented to be included in the following agreement concerning financial subsidies to implement the Steering group.

The parties agree that this agreement shall become effective on the date of formal signing by the parties. No costs that have arisen before the signing of the agreement or costs that have arisen after the 31st of August 2025 can be reimbursed.

1 Jönköpings Municipality's undertaking

- 1.1 Jönköpings Municipality will implement the Steering group in accordance with the agreed proposal, and agreed budget.
- 1.2 Deviations from the proposal and/or the agreed budget must be communicated to and approved by the ICLD before these are made. If Jönköpings Municipality deviates from the approved application and/or the budget without the approval of the ICLD, the ICLD is within its right to withhold funding.
- 1.3 Jönköpings Municipality will conduct the Steering group in accordance with the Municipal Partnership Programme's established guidelines, and budget guidelines.
- 1.4 The ICLD Code of Conduct is an integral part of this agreement and is applicable to the partners in this Steering group. The authorized signatory of Jönköpings Municipality hereby certifies that the Code of Conduct has been agreed to by the project participants in Sweden as well as by the participants in the partner country.
- 1.5 Jönköpings Municipality will report on the Steering group to the ICLD no later than the following dates unless another date has been agreed between the parties.

Project Type	Reporting no later than
Development/expansion:	8 months after the effective date of this agreement
Inception Phase and Dissemination:	14 months after the effective date of this agreement
Project and Steering Group:	14 months after the effective date of this agreement for the first year, 26 months after the effective date of this agreement for the second year if applicable, and 2025-08-31 for the third year if applicable

All reports shall include results and accounts. The reporting will be carried out in accordance with the accountancy rules stated by the ICLD.

- 1.6 The ICLD audit instructions are an integral part of this agreement and are applicable to the partners in this Steering group.

2 The ICLD's undertaking

- 2.1 The ICLD undertakes to refund Jönköpings Municipality for the actual costs of

conducting the Steering group in accordance with the approved budget. The following maximum amounts have been approved:

- 2023: 350000.00 SEK

- 2024: 350000.00 SEK

- 2025: 350000.00 SEK

Please note that budget expenditures cannot be transferred between expenses and labour costs.

2.2 Costs incurred are refunded to Jönköpings Municipality in accordance with 2.1 when the report and costs have been approved by ICLD. Projects and Steering Groups lasting for several years shall report on an annual basis and costs are then refunded yearly.

A3-4

3 Other

3.1 This agreement is in accordance with the agreement between the Swedish Development and Cooperation Agency (Sida) and the ICLD on the financing of the Municipal Partnership Programme contribution no: 61070063. Should the agreement with Sida be subject to changes, the ICLD retains the right to change this agreement.

3.2 Any changes to this agreement are to be made in writing.

Each party has retained a copy of this agreement.

Signature of ICLD representative:



Johan Lilja, Secretary General

Signature of authorised signatory for municipality/region:



Name in block capitals and title:

Johan Fritz *stadsdirektör*

Place and date:

Visby 47 Mars 2023

Place and date:

Jönköping 2022/2/2

ANNEXURE 4

Gender Mainstreaming Matrix

	Indicator Description	Target 2022 - 2027*		Annual Target		Actual 2022/23		Actual 2023/24		Actual 2024/25		Actual 2025/26		Ac
		M	F	M	F	M	F	M	F	M	F	M	F	
3.														
3.1	Percentage of males and females that benefit from the installation of toilets installation	100%	100%	100%	100%		100%	100%						
3.2	Percentage of males and females that benefit from the installation of stand-alone water taps in informal settlements	100%	100%	100%	100%		100%	100%						

- Measured at national norms and standards for toilets and stand-alone taps respectively

Note: Everybody, regardless of gender benefits from the installation of ablution facilities and water points in an informal settlement. The facilities are gender neutral and hence a 100% benefit to all genders.

Directorate	Department	Indicator Description	Target 2022 - 2027	Annual Target	Actual 2022/23	Actual 2023/24	Actual 2024/25	Actual 2025/26
Corporate	Human Resource	Percentage of Non-permanent employees (incl. EPWP, Conditional Grants, Provincial Grants) disaggregated by						