



UEM PROGRAMME

Wednesday 26th April 2006

DEAT, Pretoria

10h00 – 13h00

Programme Steering



Committee

Called by:	DEAT and Royal Danish Embassy
Type of meeting:	Programme Steering Committee
Chairperson:	Ms Joanne Yawitch – DDG EQP DEAT
Minute taker:	Chris Albertyn
Attendees:	Ms Joanne Yawitch; Ms Lize McCourt; Mr Peter Lukey; Dr Ranjini Pillay (DEAT) Ms Jabulile Mhlophe, Ms Tsepiso Mashiloane (Department of Health) Ms Bea Drost(Department of Housing) Dr Dhiraj Rama (Gauteng DACE) Dr Timothy Fasheun (KZN DAEA) Ms Dipolelo Elford (W Cape DEADP) Dr Debra Roberts (eThekweni Municipality) Mr. Mandla Sithole; Mr Lebohng Raliapeng (Ekurhuleni); Ms Flora Makgohloa (Johannesburg); Mr Osman Asmal (Cape Town); Ms Dolphin Magagula (Sedibeng District Municipality); Mr Troels Jorgensen; Ms Portia Poulsen (Royal Danish Embassy); Mr Chris Albertyn (Programme Inception Advisor).
Apologies	Ms Zanele Mvusi (DEAT); Mr Thabo Ndlovu (GDACE)
Agenda	Notes
1. Welcome, Introductions	Ms Yawitch welcomed all participants to the first UEM PSC meeting and outlined the purpose of this committee as a forum for promotion of common issues; and the need for senior management participation in its decision-making. Participants introduced themselves to the meeting. It was noted that a miscommunication had resulted in Norad not being sent an invitation. Norad will be invited to the next meeting.
2. Approval of PSC ToR	The PSC Terms of Reference were summarised, and time provided for further scanning of the document. ACTION: Chris Albertyn to insert a brief paragraph further detailing the duties and obligations of PSC members. ADOPTION: The PSC Terms of Reference were adopted. Proposed: Ms Joanne Yawitch; Seconded: Dr Dhiraj Rama and Ms Dipolelo Elford.
3. Presentation of Programme	Chris Albertyn presented an overview of the programme, including its structure, management requirements and opportunities. The need for an on-budget approach to

<p>overview; inception report; budgets and plans</p>	<p>planning and financial management was emphasised. It is necessary for the UEM Programme plans and budgets to have the same formal status and management procedures as officially voted funds. Some concerns were raised with respect to facilitating flow of funds through the RDP Fund and Treasury Departments. Further discussion was held on a late amendment by Gauteng with respect to EMF's. DEAT responded that such changes would also require them to adjust and coordinate their plans with respect to EMFs, particularly ensuring sufficient support to Sedibeng. Mr Albertyn confirmed with the PSC that the submitted plans and budgets were a) in line with governmental priorities and were reflected in their official plans; b) were consistent with the described objectives; themes and outputs in the programme documentation; c) and were within the proposed budgets.</p> <p>Reporting for monitoring purposes must be done every 6 months. Cities will submit theirs in December. These reports must be forwarded to the secretariat. In February 2007 the PSC will ratify issues.</p> <p>R9, 4 million has been allocated for cities networking.</p>
<p>Legal status of provincial plans</p>	<p>With regard to Technical Assistance Mr Chris Albertyn indicated that there will be a website for the management of the programme. The International Advisor when appointed will keep all members of PSC informed.</p> <p>ACTION: <u>Provincial Departments</u> to send Chair of PSC a letter (copy to Chris Albertyn) indicating steps they were taking to ensure the official and legal status of the programme plans and budgets within their administrations. Funds will be disbursed following official clarification of this.</p>
<p>Letter to provincial treasuries</p>	<p>ACTION: <u>Chris Albertyn and Ranjini Pillay</u> to draft a letter for Joanne Yawitch to send to Provincial Treasuries (cc National Treasury and partner departments) informing them of the UEM programme and the flow of funds. The letter will further inform the Provincial Treasuries of the participation of Municipalities in this Programme and request their assistance in obtaining a letter of concurrence with those municipalities concerning the flow of funds.</p>
<p>Framework for enhancing city cooperation</p>	<p>ACTION: <u>Ossie Asmal and Chris Albertyn:</u> By the next PSC meeting a draft framework for enhancing and guiding coordination among cities will be produced.</p>
<p>DEAT to convene meeting on EMF coordination</p>	<p>ACTION: <u>Lize McCourt</u> to convene a meeting before the next PSC meeting in June bringing EMF role-players from DEAT, Gauteng and Sedibeng together in order to align their UEM plans and budgets across all three spheres of government. Chris Albertyn requested to attend this meeting.</p>
<p>4. Presentation and discussion of programme monitoring framework</p> <p>Inception workshop in July or August 2006</p>	<p>Chris Albertyn presented the programme and component monitoring framework as described in the Inception Note. Mr Troels Jorgensen noted that the Joint Annual Programme Review should be understood as a resource and service to assist the programme. While there would not be a review during 2006, it was necessary to set a date at least six months in advance so that appropriate arrangements could be made with the relevant departments in Denmark.</p> <p>Further discussion was held on the value of this UEM programme providing a forum for enhanced inter-governmental coordination, and for it to be able to create new opportunities. Joanne Yawitch proposed a “two to three-day” inception workshop where all relevant stakeholders and actors would be brought together to discuss and plan further to utilise the opportunities that this programme presented.</p> <p>ACTION: <u>Ranjini Pillay and Chris Albertyn</u> to make arrangements for a two nights away inception workshop in either July or August 2006.</p>

5. Adoption of Tabled reports and proposals	<p>The following were adopted unanimously by the PSC:</p> <ol style="list-style-type: none">1. Inception Report (with amendments as directed and approved) and the four appendices to the report;2. The submitted business plans and budgets (with amendments to content of EMF activities to be discussed between DEAT, Gauteng and Sedibeng);3. Programme monitoring approach as described in the inception report; including the submission of six-monthly reports to the PSC Secretariat;4. The establishment of a PSC Secretariat Focal Point in DEAT with an administrative and coordination role. The Secretariat will include Ms Ranjini Pillay of DEAT; the International Programme Advisor; and further persons who may be delegated by the PSC Chair. The PSC will report to the PSC on decisions and actions taken between PSC meetings, and will notify PSC members of relevant issues and actions if and when they arise.
6. Next meeting	<p><u>20th; 21st or 22nd June</u>: The next PSC meeting will take place at DEAT on either the 20th; 21st or 22nd June. DEAT will advise partners of this date very shortly.</p>