

**MINUTES  
#3**

**UEM PROGRAMME**

Wednesday 31<sup>st</sup> January 2007

10h00 – 12h30

**Programme Steering Committee Meeting #3**

**Venue: DEAT, Pretoria,**

**10<sup>th</sup> Floor, South Tower, Room**

**1014**



<b>Called by:</b>	PSC Secretariat / DEAT
<b>Type of meeting:</b>	Programme Steering Committee
<b>Chairperson:</b>	Ms Joanne Yawitch – DDG EQP DEAT
<b>Minutes</b>	Ranjini Pillay/Bo Leth-Espensen

<b>Attendees :</b>	<p><b>Ms Joanne Yawitch (CHAIR); Ms Lize McCourt (DEAT); Mr Peter Lukey; (DEAT), Ms Tsepiso Mashiloane (Department of Health); Dr Timothy Fasheun (KZN Province DAEA) Ms Dipolelo Elford (Western Cape Province, DEADP); Mr. Thabo Ndlovu (Gauteng Province DACE); Mr. Osman Asmal (Cape Town Municipality); Mr. Lebohlang Raliapeng (Ekurhuleni Municipality); Ms Soobs Moonsammy (eThekweni Municipality), Ms. Lunelle Serobatse (Johannesburg Municipality); Mr. Sorrius Manele ( Sedibeng District Municipality); Ms Sharon Lewis (SACN); Mr. Troels Bruun Jorgensen (RDE); Ms Portia Poulsen (Project officer, Royal Danish Embassy); Mr. Zies van Zyl and Ms. Lizette Venter (Sedibeng District Municipality); Mr. Julian Warbreck (CT Municipality) Mr. Oupa Mosia (Municipal Advisor of Ekurhuleni and Johannesburg), Dr Ranjini Pillay (Programme Administrator); Mr. Bo Leth-Espensen (International Programme Advisor); Ms Qaphile Gcwensa (Department of Health).</b></p>
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<b>Agenda</b>	<b>Notes</b>	<b>Responsible</b>
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<b>1. Welcome, Introductions</b>	<ul style="list-style-type: none"> <li>Joanne welcomed all participants to the meeting.</li> </ul>	Ms Joanne Yawitch Chair
<b>2. Apologies</b>	<ul style="list-style-type: none"> <li>Ms Zanele Mvusi (DEAT); Bea Drost (Department of Housing); Mr Mandla Sithole (Ekurhuleni Municipality); Ms Flora Makgohloa (Johannesburg Municipality); Ms. Vicky Sims (Senior Planner, eThekweni).</li> </ul>	
<b>3. Follow-up on items from 2<sup>nd</sup> PSC meeting</b>	<ul style="list-style-type: none"> <li><b>Municipal coordination:</b> The issue was discussed at the Mageliesburg Workshop.</li> <li>Minutes of PSC # 2, 28. June 2006 – earlier disseminated.</li> </ul>	Joanne
<b>4. Review of the 6 m reporting from National and Provincial partners (UEMP, Component 1)</b>	<ul style="list-style-type: none"> <li>Information behind the review of the 6 month reporting is important. Troels says that it is informative.</li> <li><b><u>Quarterly reports:</u></b></li> <li>Joanne said that there were admin problems being experienced, but that has now been sorted out.</li> <li><b><u>Business plans linked:</u></b></li> <li>Overall the level of activity (and expenditure) has been slow. This is a concern (but not a worry) of the PSC. There have been some initial problems with definitions of (partners') policies in relation to the programme, with management issues, including the employment of advisors and with financial issues, all of which seem to be sorted out or addressed in most partner organizations. PSC finds this pattern of starting up normal in the initial phase of a programme, and expects activities to speed up in year two and beyond.</li> <li>Lize explained that her expenses are low mainly because of PFMA issues and tenders for Sedibang took 5 months.</li> <li>Dipelelo stated that there is a delay on planning of PSDF programme because it is highly politicised.</li> <li>Ossie said his delays are due to procurement.</li> <li>Joanne suggested that the planning needs to be improved for next year. The output must be more than what it is now. Waste has not moved.</li> <li>Soobs suggested the following dates for reporting:</li> <li><b><u>Municipality Reporting:</u></b> -</li> <li>End/Final – August</li> <li>6 Month reporting – January</li> </ul>	Joanne

	<ul style="list-style-type: none"> <li>• <b>Provincial Reporting:</b></li> <li>• End/Final – April</li> <li>• 6 Month reporting – October</li> <li>• The dates have been agreed by the PSC.</li> <li>• <b>Health Component:</b> Tender will be out on Friday (2 February).</li> <li>• Transferring of funds from DEAT to DOH will via Treasury is still to be done.</li> <li>• Peter enquired as to when will the Programme meetings be held, what is required for the meeting (communication), why does it go to everybody and what is it useful?</li> <li>• The year planner and the key dates for UEM meetings will be compiled.</li> <li>• Thabo requested for a repeat of the crash course for Financial Processes.</li> <li>• Other departments who need it: GDACE; DOH; Ekuruheleni; SEDIBANG; JOBURG.</li> <li>• Peter suggested an LFA 2 day WS should be offered to all partners (managing staff + advisors). The WS will on an LFA basis be tailor made to do business plans relevant to the programme, making the cut-and-pasted extracts operational and complete. RDE has a budget for this.</li> <li>• The financial manual must be circulated to all again.</li> </ul>	<p>Ranjini and Bo</p> <p>Protia must speak to Denise.</p> <p>Ranjini</p> <p>Peter, Troels, Bo, Portia</p> <p>Ranjini</p>
<p><b>5. Review of</b></p> <ul style="list-style-type: none"> <li>- Knowledge Dissemination</li> <li>- Research</li> <li>- Civil Society Organizations</li> </ul> <p><b>(Component 2)</b></p>	<ul style="list-style-type: none"> <li>• Portia discussed the Component 2 Report.</li> <li>• Sharon discussed meetings to be held by the Cities Network. Reference group meetings will be held on 22 February 2007. She requests that all PSC participants attend the seminar which will be held in May. Those interested should check the CN website for further information.</li> <li>• Cities Network will be hosting a workshop on 22 February at Nelson Mandela City.</li> <li>• Annual report submitted to CN should be used as a knowledge sharing input.</li> <li>• Peter suggested that presentations should be done at the PSC meetings for partners.</li> <li>• Joanne stated that it about institutional learnings and that the Advisor’s be used primarily to give us an update on what is happening.</li> <li>• Thabo knowledge management concerned about co-ordination between Provincial; National and local government levels.</li> <li>• Joanne suggested that a workshop be held before the year ends to reflect on outputs of</li> </ul>	<p>Portia, RDE</p>

	<p>the Programme.</p> <ul style="list-style-type: none"> <li>• Soobs suggested that accessibility to everybody's programmes.</li> </ul>	
<p><b>6. Discussion of the STTA, Short Term Technical Assistance Facility (Comp. 1+3)</b></p>	<ul style="list-style-type: none"> <li>• The STTA is up and running.</li> <li>• Soobs requested idea of Budget: PSC needs to get a report on that i.e. length/output/costs.</li> <li>• Joanne suggested that we look at the planning and whether these STTA should actually be 1 month or longer or shorter. She requested that all must plan their projects properly looking at cost, time and resources.</li> <li>• <b>Similar things need to be rationalized.</b></li> <li>• <b>Sharing of outputs is important. For example: planning in Durban can be shared.</b></li> <li>• <b>Must be move speedily.</b></li> <li>• <b>Extend the database. Partners must forward names to Bo to add on the list.</b></li> <li>• <b>To review the list. Add local people as well.</b></li> <li>• <b>Put in applications at any time, not restricted.</b></li> <li>• <b>Flexibility in days is needed as there is no set date. It could take 2-43 days.</b></li> <li>• Portia included that the number of projects present are vast.</li> <li>• Joanne suggested that Peter talk to Lunnelle and Timothy regarding the software around the database for STTA.  </li> <li>• Troels indicated that the decision making should be flexible around the procuring of STTA.</li> </ul>	<p>Bo, PSC Secretariat</p>
<p><b>7. Simplifications of systems within the programme (Comp. 1+2+3)</b></p>	<ul style="list-style-type: none"> <li>• It was said that the reporting should be linked to Province; National and Municipalities own reporting cycles. The reports will be sent back to you for your comments.</li> <li>• It should be done in line with the format that is used in your Departments, that is progress; challenges; corrective actions.</li> <li>• Interim decision making in absence of PSC and round robin.</li> <li>• RE: Requests for Budget Changes: With an</li> </ul>	<p>Joanne</p>

	<p>email from the PSC Secretariat, the subject line should read “Round Robin Request for PSC Approval for...”</p> <ul style="list-style-type: none"> <li>• Take silence as consent, if no response within ten working days then you can assume that everybody has agreed. This will then be sent to Bo. If any comments come in, it will be incorporated and then we will send the email with the following comments included.</li> <li>• Should there be any objections, partner must register the concern(s) with the person involved if no consensus is reached, then speak to Joanne.</li> <li>• At the PSC we will ratify.</li> </ul> <p><b>Budget re-allocation:</b></p> <ul style="list-style-type: none"> <li>• From now on partners can make changes in their own UEM budget within the these flexible frames:</li> <li>• Re-allocation may be made from one line item to another line item in the budget which has been is endorsed by the PSC.</li> <li>• Re-allocation must be in accordance with programme objectives etc.</li> <li>• Re-allocation must be in accordance with institutions own BP and procedures.</li> <li>• Re-allocations must be reported (and explained) in progress reporting and in financial reporting.</li> </ul>	
<p><b>8. Plans for 2007</b></p>	<ul style="list-style-type: none"> <li>• <b>Budget Finance workshop.</b></li> <li>• <b>Regular PSCs.</b></li> <li>• <b>Workshop on year 1 at end of the year.</b></li> <li>• <b>Project actualities for 2007 to be discussed at the next PSC.</b></li> <li>• <b>Reports due.</b></li> <li>• <b>Will circulate Budgets before next PSC not earlier.</b></li> </ul>	<p>Portia</p>
<p><b>9. Proposed budget changes, (2006-budgets)</b></p>	<ul style="list-style-type: none"> <li>• Joanne: endorsement of motivations for budget changes i.e.: Cape Town; eThekwini; Western Cape; Joburg.</li> <li>• Lize requested if all can roll their money over to next year.</li> <li>• Joanne suggested that people be realistic about their Budget.</li> <li>• Everybody to state what they want to do</li> </ul>	<p>Joanne, Bo</p> <p>All</p>

	<p>and how much is required for the 5 years.</p> <ul style="list-style-type: none"> <li>• A cash flow needs to be worked out.</li> <li>• If you have drawn down and not spent the money, it is a problem.</li> <li>• All were requested to send their draw down and cash flow figures by the end of February 2007 to the secretariat.</li> <li>• All must prepare their PSC Budgets for 2007. Speak to Treasury and get the cash flow reconciliation to us especially RDP Funds which have been drawn down.</li> </ul>	<p>All</p>
<p><b>10. Information Items</b></p>	<ul style="list-style-type: none"> <li>• The Joint Programme is between the Programme and the foreign ministry in Denmark.</li> <li>• The review will take place in July/August.</li> <li>• Portia, Bo, Ranjini and Troels to look at how we want the meeting to run. Troels questioned whether to involve the foreign ministry. Troels does not agree with this.</li> <li>• Cities Network can participate.</li> <li>• The review must be seen as an advantage to the programme. It should be a dialogue reflecting the essence and ideas of the programme. A proposal to be presented at the next PSC.</li> <li>• Website: A source of communication service to the public. There should be a password to log in for security purposes.</li> <li>• Peter suggested that the documentation be on PDF and word.</li> <li>• Reflections of last year should be held within the last two weeks in February or early March. Chris will meet with the National and Provincial Partners and present a report at the next PSC.</li> </ul>	<p>Joanne</p> <p>Bo</p>
<p><b>11. Next meetings</b></p>	<ul style="list-style-type: none"> <li>• Special - Budget PSC in early March should be held for National and Provincial Governments and what the Municipalities plan for 2007.</li> <li>• On 5 March, there will be a special PSC to deal with budgets.</li> <li>• 13-14 September – Workshop to reflect on the programme.</li> </ul>	<p>Ranjini PSC Secretariat</p>