

# UEM PROGRAMME

## SIX-MONTHLY REPORTING AND MONITORING GUIDELINE TABLE

### WESTERN CAPE DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DATE: 15 OCTOBER 2006

REPORTING PERIOD: 1 APRIL TO 1 30 SEPTEMBER 2006

KEY RESULT AREA (related to achievement of outputs)	KEY ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		PROGRESS / STATUS	EXPENDITURE	
		TARGET DATE	INDICATOR		Danida UEM Budget	Department Budget
<b>Implementation of the Western Cape Provincial Spatial Development Framework (WC PSDF)</b>	Convene Steering Committee	15/04/06	Steering Committee convened	<ul style="list-style-type: none"> <li>Induction meeting held from 1-3/08/06 in Magaliesberg, attended by senior management of Chief Directorate: Environmental and Land Planning</li> <li>Donor funding confirmed</li> <li>Follow up meeting with Bo Leth-Espensen held on 24/08/06 to clarify procedural matters</li> </ul>	R0	R0
	Develop ToR	28/04/06	ToR developed	<ul style="list-style-type: none"> <li>Draft ToR for four WC PSDF manuals developed</li> </ul>	R0	R0
	Submission to Departmental BID Committee for appointment of service provider/s	12/05/06	Submission submitted to BID Committee	<ul style="list-style-type: none"> <li>Specifications meeting held with procurement department on 13/09/2006 to discuss recommended amendments to draft ToR</li> <li>Comments incorporated and ToR finalised</li> <li>Finalised ToRs signed off on 15/09/2006</li> <li>Notice published on national tender bulletin on 15/09/2006</li> <li>Closing date for tenders: 13/10/2006</li> </ul>	R0	R0
	Service provider/s appointed	15/06/06		<ul style="list-style-type: none"> <li>Awaiting tenders.</li> <li>Nothing further to report at this stage</li> </ul>		
	Detail project plan compiled	30/06/06		<ul style="list-style-type: none"> <li>Nothing to report at this stage</li> </ul>		

	1st drafts submitted	31/07/06		<ul style="list-style-type: none"> <li>Nothing to report at this stage</li> </ul>		
	Comments on/ review of 1st drafts	15/08/06		<ul style="list-style-type: none"> <li>Nothing to report at this stage</li> </ul>		
	2nd drafts submitted	31/08/06		<ul style="list-style-type: none"> <li>Nothing to report at this stage</li> </ul>		
	Final draft submitted to HoD	29/09/06		<ul style="list-style-type: none"> <li>Nothing to report at this stage</li> </ul>		
	Training course material ready	13/10/06		<ul style="list-style-type: none"> <li>Next 6 monthly reporting table</li> </ul>		
	Training course	13/10/06		<ul style="list-style-type: none"> <li>Next 6 monthly reporting table</li> </ul>		
	Documents printed and distributed to Municipalities	30/11/06		<ul style="list-style-type: none"> <li>Next 6 monthly reporting table</li> </ul>		