

MINUTES #4



UEM PROGRAMME

Wednesday 7-th March 2007

13h15 – 15h15

Programme Steering Committee

Meeting #4

Venue: DEAT, Pretoria,
10th Floor, South Tower, Room 1014



Prior to the meeting, 9h00 -12h30 in the same venue
a WS was held about the RESEACH components of the UEMP

Called by:	PSC Secretariat / DEAT
Type of meeting:	Programme Steering Committee
Chairperson:	Ms Joanne Yawitch – DDG EQP DEAT
Minute taker:	Ranjini Pillay/Bo Leth-Espensen
Attendees:	<p>Members: Ms Joanne Yawitch (CHAIR); Mr Peter Lukey; (DEAT), Ms Zanele Mvusi (DEAT); Ms Qaphile Gwensa (Department of Health); Dr Timothy Fasheun, Mr Jay Puckree (KZN Province DAEA) Mr Willem Smith (Western Cape Province, DEADP); Dr Dhiraj Rama (Gauteng Province DACE); Mr. Craig Haskins (Cape Town Municipality); Ms Vicky Sim (eThekweni Municipality); Mr Mandla Sithole (Ekurhuleni Municipality); Ms Lunelle Serobatse (Johannesburg Municipality); Mr. Sorrius Manele (Sedibeng District Municipality); Ms Sharon Lewis (SACN); Mr. Troels Bruun Jorgensen (RDE)</p> <p>Administration and advisors: Mr Zies van Zyl and Ms. Lizette Venter, Sedibeng Municipality, Ms Portia Poulsen (Project officer, Royal Danish Embassy); Mr. Oupa Mosia Advisor (Municipal Advisor of Ekurhuleni and Johannesburg), Dr. Ranjini Pillay (Programme Administrator); Mr. Bo Leth-Espensen (International Programme Advisor)</p> <p>Thus all 10 UEMP partners were represented by their PSC members / substitutes along with staff members from several of the institutions.</p>

Agenda	NOTES: Documentation, Process, Decisions
Welcome, Introductions	Joanne Yawitch welcomed the participants to the meeting.
Approval of Agenda	Joanne Yawitch noted that the content of the meeting was in particular budgets for National and Provincial partners, and progress reports of Municipal partners. As a few members needed to leave early, Agenda item II was initially dealt followed by I, III, IV, etc.
Follow-up on items from 2nd PSC meeting	Minutes of PSC # 3, 31 Jan – earlier disseminated was adopted .
I. Review of the 6 m reporting from Municipal Partners (UEMP, Component 3) Endorsement	<ul style="list-style-type: none"> √ PARTNER reports no. 1-5 (last to be submitted) √ Draft: UEMP, C3, Municipal UEM, 6 Months Progress Report, JUL-DEC 2006, incl. annexes √ Table showing progress and disbursements as predicted at the end of the budget year (30 June in municipalities) <p>BLE presented the reportings, including the table. In general there is good progress and a predicted need for rollover of (only) 20 % - less than for component 1. In Sedibeng major re-structuring activities and the lack of a Municipal programme advisor has held back substantial activities; a plan is being set up to catch up.</p> <p><u>ACTION: Ranjini to submit report to the donor:</u> The report is a true reflection of the progress to date and will be submitted – along with annexes.</p> <p>1. The disbursement issue should also be addressed in the Cities budgets for next meeting. i.e. there should be provision for good projects to go ahead. (All)</p>
II. Budgets, 2007-08 Component 1, National and Provincial UEM partners. Endorsement	<ul style="list-style-type: none"> √ UEM Budget 2007-08 C1 National and Provincial Budget. Presentation to PSC – 070228 – one pager. √ UEM PSC # 4 TABLE N+P Budget proposal – 070228 √ Extracts of business plans as indicated in table √ Check lists as indicated in table available at the IPA <p>BLE thanked every institution for the input and presented the overall budget, pointing out the principles of the 1 page presentation and introduced each budget line in the budget table. The issue of simplification of the procedure, the checklist has proven difficult to work with. Recommended the budget as is, noting that documentation was still pending from DoH and should be brought in order ASAP.</p> <p>Discussion:</p> <ul style="list-style-type: none"> ♦ TBJ, RDE pointed out that although the ideas and activities proposed are good the pattern of rollover from last year reflect a problem of disbursement. This was also discussed at the last PSC. He suggested considering ways of increasing the disbursement. ♦ JY pointed out that many of the proposed allocations are co-funding, (only Danida's contribution, while the own budgets of the department proper was not in the table) ♦ JY also pointed out that a number of synergies were evident – the

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	<p>proposal has many similar or parallel waste projects.</p> <p>Decisions:</p> <ol style="list-style-type: none"> The budget is endorsed as is – line 6.08 (DoH) only after DoH and The Secretariat have agreed on the documentation. (All, BLE) The PSC open to more proposals for activities from national and provincial partners, which are in line with the programme and with the business plans and which are realistic to put on the programme this year. <p>ACTION:</p> <ol style="list-style-type: none"> <u>All programme partners</u> must submit proper documentation regarding their business plans by 15 April to the Secretariat, Bo. The PSC is also open to relevant proposals for revision of the current budget figures, areas in which the disbursements can increase. BLE to collate. Simplification of templates for budget proposals. <u>All programme partners</u> should abandon the Checklist is and will be replaced with a motivation of ½ page to be included on the template for extracts of business plan. The extracts should continue to show the budget figures of the institution proper on the activity as well as the figures of Danida.
<p>III. Budgets, 2007-08 Component 3, Municipal partners.</p> <p>Orientation</p>	<p>BLE briefly conveyed that budgeting is in good progress, partners have submitted their wishes and there are many good activities, following up on this (200/7) years activities as well as new ones. They interact well with the activities endorsed for N and P partners. Technically the budget for one city is fully in place, two are almost in place while there still is some work to do with two.</p> <p>Decision:</p> <ol style="list-style-type: none"> Municipal budgets will be signed off at a PSC-meeting in Mid-May <p>ACTION: <u>All Municipal partners</u> are encouraged to submit or re-submit by 15 April to the Secretariat, so that they can be tabled at the next PSC.</p>
<p>IV.</p> <p>STTA-assignments</p> <p>Endorsements</p> <p>Orientation</p>	<ul style="list-style-type: none"> √ Summary for PSC # 4 of STTA Proposals √ ToR, DEAT, Waste, Expert to document comments on WMBill √ ToR, DEAT, Waste, Int. Expert for technical advise on WMBill √ ToR, DEAT, Waste, SA Expert for technical inputs on WMBill <p>BLE presented the three proposals, adding that the process was urgent and initialized with the procurement company, which now – 48 hours later was in the stage of completing the contracting. ZMv elaborated on assistance necessary for the public process of the Bill.</p> <p>Decision:</p> <ol style="list-style-type: none"> All three ToRs were endorsed and will be actioned. <p>On request BLE informed that following the last PSC all procedures and templates of the STTA facility have been simplified and a CD-Rom with 125 relevant SA and International CVs made available to each partner.</p> <p>PL made the comment that receiving assistance from “some of the best expertise of the world” works very promising in his Chief directorate and recommended that other partners also pursue the possibility.</p>

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V. Orientation Items	<p>Advisors In office</p> <ul style="list-style-type: none"> ♦ The IPA since June 2006 ♦ The MPA, Jbg+ Ekuhuleni since Sep 2006 ♦ The in-house coordinator, eThekwini since Jan 2006 <p>Upcoming, status ?</p> <ul style="list-style-type: none"> ♦ National Advisor, DEAT, Progress unclear. The position may re advertised in the next month. ♦ Municipal Advisor, CT: Municipal manager has just signed off and advertisement can happen within the next month. ♦ Municipal Advisor, Sedibeng: Re-advertisement can happen within the next month. <p>UEM Web site: For three months a technical plan + a quote from a private company has been available, meetings have been held with IT and DEAT who in the end are not able to set up the site. All partners have received requests for info to populate the page.</p> <p><u>ACTION and Decision:</u> <u>The Secretariat (BLE, RP) is instructed to materialize the web site as soon as possible, using the original plan and quote.</u></p>
Any other business	None
Thanks and next meetings	<p>According to the calendar circulated after last meeting</p> <p><u>ACTION: MID- May – date to be fixed: PSC #5</u></p> <p>Proposed Agenda items:</p> <ul style="list-style-type: none"> ♦ Budget C3 (Municipal) ♦ Budget C1 (If remaining) ♦ Programme Review (in Aug) <p>21 Nov PSC #6 Progress reporting</p> <p>Members are invited to submit proposals for agenda items to the Secretariat.</p>