

<b>MINUTES</b>  <b>PSC-meeting</b> <b>#5</b>		<b>UEM PROGRAMME</b> <b>Thursday 24-th May 2007</b> <b>10h00 – 12h00</b> <b>Programme Steering Committee</b> <b>Meeting #5</b> <b>Venue: DEAT, Pretoria,</b> <b>10<sup>th</sup> Floor, South Tower, Room 1014</b>	
<b>Type of meeting</b>	Programme Steering Committee – ordinary meeting		
<b>Called by</b>	PSC Secretariat		
<b>Chairperson</b>	(This meeting :) Mr. Peter Lukey DEAT		
<b>Minutes</b>	Ranjini Pillay /Bo Leth-Espensen		
<b>Attendees</b>	<p>Members: Mr Peter Lukey; (DEAT), Chair of this meeting, Kelello Ntoampe (for Ms Zanele Mvusi (DEAT); Ms Qaphile Gcwensa (Department of Health); Dr Timothy Fasheun (KZN Province DAEA) Mr Willem Schimdt (Western Cape Province, DEADP); Mr. Craig Haskins, (for Osman Asmal, Cape Town Municipality); Ms Soobs Moonsammy (eThekweni Municipality); Ms Elisabeth Olivier for Mandla Sithole (Ekurhuleni Municipality); Ms Lunelle Serobatse (Johannesburg Municipality); Mr. Zies van Zyl (Sedibeng District Municipality); Ms Sharon Lewis (SACN); Mr. Troels Bruun Jorgensen, Royal Danish Embassy</p> <p>Administration and advisors: Ms Portia Poulsen (Project officer, Royal Danish Embassy); Ms. Vicky Sims (Senior Planner, eThekweni), Mr. Oupa Mosia Advisor (Municipal Advisor of Ekurhuleni and Johannesburg), Mr. Rob Short (short term Advisor, Sedibeng), Dr Ranjini Pillay (Programme Administrator); Mr. Bo Leth-Espensen (International Programme Advisor)</p>		
<b>Apologies</b>	Ms Joanne Yawitch (CHAIR, permanent), Sorrius Manele (Sedibeng)		

<b>Agenda</b>	<b>Documentation, decision and action</b>
<b>1. Welcome, Introductions</b>	
<b>2. Approval of Agenda</b>	√ PSC #5-ITEM 2 Proposed agenda Approved without changes.
<b>3. Minutes of PSC#4, 7<sup>TH</sup> March</b>	√ Minutes of PSC # 4 , 7 March Confirmed as a true reflection of last meeting
<b>4. Follow up on items from PSC#4</b>	All follow ups items either fully executed or adopted for further process on the agenda of this meeting.

Agenda	Documentation, decision and action
<p><b>5. Budgets, 2007-08</b></p> <p><b>Component 1, National and Provincial UEM partners</b></p> <p><b>Suggestions received since last PSC</b></p> <p><b>Endorsement</b></p>	<p>√ UEM PSC #5-ITEM5-0 PRESENTATION N+P Budget amendments</p> <p>√ UEM PSC #5-ITEM5-0 TABLE N+P Budget AMENDMENTS proposal.</p> <p>√ UEM PSC #5- ITEM5- 1 UEM Budget 2007-08 DoH</p> <p>The latest edition of the table was displayed at the meeting. This included proposals R640.000 for DOH and R 2.5 mill additional budget allocation on the STTA budget line for the use of “Greening of Stadia for 2010”. The proposals were motivated and discussed</p> <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• Budgets endorsed – total amount is R17,139,496.00. A specification of the budget lines is shown on annex 1 to these minutes.</li> <li>• It was decided, that ALL partners can submit supplementary extracts of their business plans incl. UEM budgets for 2007-08 throughout the budget year for PSC decision (at the next meeting).</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• A table of the whole C1 2007-08 (National and Provincial UEM) as <b>endorsed by the PSC</b> is annexed to these minutes (BLE)</li> <li>• PSC Secretariat will <b>request the transfer</b> of the funds. (RP/PL)</li> </ul>
<p><b>6. Budgets, 2007-08</b></p> <p><b>Component 3, Municipal UEM partners</b></p> <p><b>Endorsement</b></p>	<p>√ PSC #5-ITEM6.1 PRESENTATION M Budget proposals for the budget 2007-08</p> <p>√ PSC #5-ITEM6.2 TABLE M Budget proposal for 2007-08</p> <p>√ PSC #5-ITEM6.3 to 6.7 Extracts of business plans from 5 partners as indicated in table</p> <p>√ PSC #5-ITEM6.3a Proposal for Addendum to the BP of eThekwini (at the meeting)</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• The total C3 budget proposal comprises R 20,969,360 on more than 60 budget lines, some of which contain just small figures. Concerns were raised whether this is the best way – w. r. t. overall strategic steering and w. r. t. to transfer costs. Opposite concerns were also raised, that this be a flexible accommodation of partner wishes and a good transparent list of the programme content of activities. The chair concluded that the partners should assess this balance in the months ahead, and the matter will be reassessed later, e. g. on the workshop in September.</li> <li>• Johannesburg motivated the need for a full time Advisor.</li> <li>• eThekwini motivated the request for a full time UEMP office assistant (in-house Advisor) and announced an upcoming request for this (budget ± R200.000).</li> <li>• Each partners’ budget lines and the STTA budget lines were visited.</li> </ul> <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• Budgets endorsed – total amount is R20,969,360.00. A specification of the budget lines is shown on annex 2 to these minutes.</li> <li>• When found in order, the Chair/Administrator can approve the necessary amendment for eThekwini Budget for a full time Programme Assistant.</li> </ul>

Agenda	Documentation, decision and action
	<ul style="list-style-type: none"> <li>• “Departments own budget”: Should be included for all budget lines. In future budgets the figures should state on-budget contributions only (staff time and any other “in-kind” are not to be included).</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• An updated version of the <b>M budget as endorsed by the PSC</b> will be annexed to these minutes (BLE).</li> <li>• The PSC Secretariat will initiate funds transfer with the RDE/NT (RP/PL).</li> </ul>
<p><b>7. STTA-assignments</b></p> <p><b>Orientation of Progress</b></p> <p><b>Decision on new procedure.</b></p>	<p>√ PSC #5-ITEM 7 STTA: Summary of decisions + Proposal for procedure</p> <p>As reflected by the budget tables endorsed (Items 5+6) STTA will spend, largely, all the 2006 budgets on committed or planned activities. In particular the facility supports the technical quality and the publication procedure of the Waste Management Bill and a number of planning + Energy projects are initiated in the Municipalities. With the “greening of 2010 stadia” a substantial rise in spending is likely for 2007.</p> <p>The PSC Secretariat proposed that the chair, the UEMP- Administrator or persons acting for these will in the future approve STTA projects, which will be procured on this basis and reported to the PSC.</p> <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• PSC noted the STTA activities as reported</li> <li>• The new procedure was endorsed.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Projects will be pursued as now.</li> <li>• New procedure will be communicated and followed.</li> </ul>
<p><b>8. Upcoming Joint Programme Review</b></p> <p><b>(by Danida)</b></p>	<p>√ PSC #5-ITEM 8 DRAFT v1 for ToR - Joint Pr. Review, 2007</p> <p>Danida is preparing a review which is a joint undertaking between the partners and the donor. A first version of this draft is presented to the PSC. TBJ, Danida, explained that the review should be a useful, forward-oriented exercise, and that it would most likely take place at the end of October or the beginning of November.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• The ToR for the review will be further refined (RDE and PSC-Sec).</li> <li>• The timing will be announced when ready (RDE).</li> </ul>
<p><b>9. UEM - website + LOGO</b></p> <p><b>Progress and hick-ups</b></p>	<p>√ PSC #5-ITEM 9.1 UEM-Web Site Info about progress.</p> <p>√ PSC #5-ITEM 9.2 DIAS of Web Site 070502 EMP 20070501</p> <p>BLE reported that the website tender has been awarded to Octoplus Company in line with earlier decisions and info. Based on the “dummy-slides” he gave a presentation of the upcoming UEMP website, including the layout, structure content and the facilities (news, contact lists, archive of UEMP-documents). He pleaded for the info from the partners, called for since February. Demonstrated 3 proposals for a logo of the site / the UEM</p>

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	<p>Programme. If we are lucky and if we get the materials needed the site should be active from end of June. Asked for the PSC members views and ideas for the use of the ongoing process.</p> <p><b>Decisions/recommendations</b></p> <ul style="list-style-type: none"> <li>• There was a significant call and recommendation to give the web site priority and get it published ASAP.</li> <li>• Logo b (globe/city with buildings, trees water and sunbeams) received the most support - and will be developed further.</li> <li>• The general structure and content as demonstrated is supported.</li> <li>• In general the Web site will follow the principle of Programme transparency: In general all endorsed (finished) info/documents may be published. Published documents will be downloadable but not editable. At the Editors discretion some particular info may be withheld. Published info/material will have an owner within the programme (i.e. the site will not publish other government materials, NGO-materials etc., unless perhaps on special request by an UEMP actor).</li> <li>• A feedback opportunity for web site readers should be included.</li> <li>• An internal (access via password) should be established (will be so, in the beginning with CV-database, later extended).</li> <li>• UEMP Component 2 should have the opportunity to publish info and documents, i.e. with the RDE as a special actor (not a partner).</li> <li>• Links and search facilities will be included.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Above decisions / recommendations will be pursued. (all, BLE)</li> <li>• The appeal for partner info will be re-sent to PSC members and to persons known (in PSC Sec) to have this assignment. Members are requested to use the guidelines and respond in 1 week.</li> <li>• Work will continue as planned.</li> <li>• Demonstration of the web site is an item for the next PSC.</li> </ul>
10. Orientation Items	<p><b>7.1 Advisors</b></p> <p><b>In office</b></p> <ul style="list-style-type: none"> <li>♦ The IPA since June 2006.</li> <li>♦ The MPA, Jbg. + Ekurhuleni since Sep 2006.</li> <li>♦ The in-house coordinator, eThekwini since Jan 2006.</li> <li>♦ CTs new MPA is found and will start, beginning of June.</li> <li>♦ Sedibeng: Short term advisor (1 year) in place - Permanent advisor position (4 years = the programme period) will be announced in 14 d.</li> </ul> <p><b>Upcoming, status</b></p> <ul style="list-style-type: none"> <li>♦ <b>National Advisor</b>, DEAT, will be announced in 14 d.</li> <li>♦ <b>Johannesburg (and Ekurhuleni)</b> will arrange for two full time advisors.</li> </ul>
11. Any other business	<p>PL announced a <b>2 d workshop of LFA</b> (Day 1: Project identification based on comprehensive analysis, institutions strategies and plans and realities, Day 2: Write-up of tangible plan of execution for an identified project, incl. time plan, budget, etc. <b>Decisions</b> on this:</p> <ul style="list-style-type: none"> <li>• Will be held in July – dates to be announced.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Should be offered (financed by Programme) to participants from each partner. Partners are invited to send more participants and the WS proper for these will be paid by the programme, but not the costs of travel, accommodation etc. for these will not be covered.</li> </ul> <p><b>PL</b> reported back to the PSC about the <b>comprehensive pursuits for clean air in townships</b>: Following the last PSC and the research WS, 7 March, a WS with broad participation from relevant government institutions of all spheres was conducted 27 March. In general this WS confirmed the need and the scope of a broad and comprehensive approach to the issue. The work will now continue within the Programme (cf. the endorsed budgets) and in integration with stakeholders and actors in RSA, and DEAT will support in due collaboration with other actors the design and the implementation of a national strategy for this.</p> <p>This comprehensive approach may be further discussed on the September workshop and be an example for elaboration/replication. (to be replicated/elaborated in the service delivery fields of planning (EMFs), Energy management &amp; Renewable energy, Environmental Health and Waste management. All of this may be addressed at the September Workshop.</p> <p><b>Sharon Lewis reported the from SACN</b></p> <ul style="list-style-type: none"> <li>➤ SACN – Plea to attend the SACN seminar. <b>Worldwatch Institute’s State of the World Report 2007: Our Urban Future</b> 30th and 31st May 07 in Nelson Mandela Bay</li> <li>➤ Annual report due in August, all contributions due mid June.</li> <li>➤ <b>Renewable Energy Summit</b>: in October – a joint event, speak to Sharon to get involved.</li> <li>➤ Another joint programme- Peer learning of Sustainable Transport.</li> </ul> <p><b>RP reminded the following activities (previously announced)</b></p> <ul style="list-style-type: none"> <li>• Workshop: Financial procedures in relation to the UEM Programme 24-th May 2007 (same day) 12h30-13h00.</li> <li>• Workshop on research projects, 25-th May, 08h30 – 15h00.</li> </ul>
12. Next meetings	<p>2 Aug. PSC #6  13 + 14 Sep. 2 d. WS: Strategic ways forward for budgets years 3-5  Oct.-Nov. (14 d) Joint Programme Review  21 Nov. PSC#7</p> <p><b>Partners are invited to submit proposals</b> for PSC - agenda items to the Secretariat (<a href="mailto:ranjinip@deat.gov.za">ranjinip@deat.gov.za</a>; <a href="mailto:ble@deat.gov.za">ble@deat.gov.za</a>)</p>
Annexes to these minutes	<p>The following annexes are an integrated part of these minutes:</p> <ol style="list-style-type: none"> <li>1. PSC #5-ITEM 5 TABLE NP-budget 2007-08 ENDORSED by PSC 070524</li> <li>2. PSC #5-ITEM 6 TABLE M-budget 2007-08 ENDORSED by PSC 070524</li> </ol>