

Minutes



UEM PROGRAMME

Monday, 30 July 2007

12h00 – 15h30

Programme Steering Committee

Meeting #6

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



Called by:	PSC Secretariat / DEAT
Type of meeting:	Programme Steering Committee
Chairperson:	Joanne Yawitch
Minutes	Ranjini Pillay/Bo Leth-Espensen
Attendees :	Bo Leth-Espensen, Oupa Mosia, Willem Smith, Portia Poulsen, Ranjini Pillay, Elisabeth Olivier, Troels Jorgensen, Lunelle Serobatse, Sharon Lewis, Craig Haskins, Vicky Sims, Lizette Venter, Dhiraj Rama, Dipolelo Elford, Lance McBain-Charles, Sibusisiwe Hlela, Joanne Yawitch, Shirley Moroka, Chris Albertyn, Raudhiyah Sahabodien, Kelello Ntoampe, Sorrius Manele.
Apologies:	Osman Asmal, Soobs Moonsamy, Gottlieb Arendse, Lize McCourt, Peter Lukey

Agenda	Notes	Responsible
1. Welcome, Introductions	<ul style="list-style-type: none">➤ Joanne welcomed all participants to the meeting.	Ms Joanne Yawitch Chair
2. Approval of Agenda	<ul style="list-style-type: none">➤ Agenda was approved, item 10.4 was taken first.	JY
3. Minutes of 5th UEM PSC meeting	<ul style="list-style-type: none">➤ Actions from the last PSC➤ The Chairperson indicated that partners should use the UEM Budget lines of Departments i.e. invariably use UEM monies for provinces and municipalities.➤ For future could get a travel agent to do it for all i.e. centrally book for all.➤ Embassy will do it centrally.➤ Regarding travel to LFA workshop, there was confusion around travel and accommodation costs.	JY All partners

	<ul style="list-style-type: none"> ➤ Partners needed to indicate amount drawn, if this is NOT done please do it and submit to the secretariat by 15 August 2007. ➤ Municipalities to indicate what they have put in if this is NOT done please do it, and submit to the secretariat by 15 August 2007. 	<p>All Partners</p> <p>All municipalities</p>
<p>10.4</p>	<ul style="list-style-type: none"> ➤ Presentation by Bagale Strategic on Coaching for Sustainable and Environmentally Managed Cities. ➤ Partners requested to meet Bagale Strategic prior to the 2-day training to determine each one's priorities. 	<p>Bagale Strategic</p>
<p>4.12 Month reports from all partners, National, Provincial and Municipal Review</p>	<p>12 m (2006-07) progress reports from partners</p> <ul style="list-style-type: none"> ➤ All partners' reports were received at the Secretariat after the announced deadline, many immediately before the meeting. Consequently the reports were available only one working day before the meeting. Progress reports or statements of no progress and financial reports were in part received in the Secretariat but not disseminated. <p>On this basis the chair and the PSC did not process the reports. Instead it was decided:</p> <ol style="list-style-type: none"> 1. The partners individual progress reporting and financial reporting will be circulated for PSC-members for comments. The comments will be integrated in the documents and the documents together with the partners report will then be presented to the PSC again for endorsement and submitted to the donor. 	<p>RP: Disseminate partner reports.</p> <p>OA, SM, MS, SMan FM (PSC-members of the provincial partners): Submit the following updated materials soonest and before the deadline: 15 August to ranjinip@deat.gov.za And ble@deat.gov.za (both addresses):</p> <ol style="list-style-type: none"> 1. Verified figures of spending 2. Proposals for non-spent budget lines (2006-07) 3. Revised budget for 2007-08 <p>BLE + RP Compile comments Prepare submission</p>

	<p>2. DEADLINES for submission of partners' progress reports to the Secretariat is 1 ½ months after the end of the reporting period i.e.:</p> <ul style="list-style-type: none"> · 6m - N+P partners: 15 November · 12m - N+P partners: 15 May · 6m - M partners: 15 of February · 12m - M partners: 15 August <p>Compiled reports will be prepared in the week after</p> <ul style="list-style-type: none"> • This is necessary to ensure that documents are disseminated to the PSC one week prior to a meeting. 	<p>RP Forward to Danida</p>
<p>5. Financial reports from all partners, National, Provincial and Municipal Review</p>	<p>Financial reports from all partners, National, Provincial and Municipal</p> <p>Municipal financial reports were received in the Secretariat, long after deadline and only very close to the meeting. Consequently they were not available for distribution.</p> <p>The figures of these reports were fundamentally different from what the partners have reported to PSC # 5, at which meeting the Municipal budgets were endorsed, based on this in-correct info. As a result the PSC did not review the financial reporting. Instead it was decided:</p> <ol style="list-style-type: none"> 1. To follow the same course of action as indicated under item 4. 2. The next PSC will process the financial reports for all partners and re-process and re-endorse the budgets for 2007-08) 3. Future financial reports from partners have the same DEADLINES as the progress reports (item 4). 4. In relation to the financial reporting several partners called for guidelines for budgeting and managing VAT. Danida clarified its position: That Danida does not need or want any reporting which includes the VAT issue. <ul style="list-style-type: none"> • Guidelines for budgeting and management of VAT are needed NT and the South African Revenue Service (SARS). When received from these institutions, guidelines on VAT will be disseminated via the Secretariat. 	<p>BLE+RP+ PSC-members from municipalities: Collect info from partners as described.</p> <ol style="list-style-type: none"> 1. Set up final financial reports and amend line items wrt. Rollovers 2. Adjust M-budgets for 2007-08 accordingly 3. PSC: Process + endorse new M-budgets.
<p>6. Programmatic approach. Framework and discussion of the upcoming UEMP Workshop, 13-14 September</p>	<ul style="list-style-type: none"> ➤ Workshop Programme: ➤ <u>Issues for workshop:</u> <ul style="list-style-type: none"> ✓ Financial issue: identification of programme issues and ways of unblocking blockages 	

	<ul style="list-style-type: none"> ✓ Multi year: programme. Rather than just projects with are too fragmented. Multi year planning for more co-ordination and integration (idea is to leave workshop with a 2 pager of what we're going to do therefore helps with intergovernmental co-ordination) ✓ If we go for Programmatic approach, the question is how to? ✓ Operational tightening to improve the programme ✓ Value of Line managers getting together at Provincial and Local level <ul style="list-style-type: none"> ➤ Chair requested all to read Chris' document and progress report and all must contribute. ➤ All must via Round Robin give an idea of what 2 things they want to discuss at the workshop within 14 days and then we will do a draft programme. ➤ Third week in August a draft programme will be sent. <p>ACTION</p> <ol style="list-style-type: none"> 1. Within 14 days PSC members will submit to RP + BLE their proposals for the content of the WS. On this basis a draft programme will be set up by the Secretariat. Draft programme will be circulated for a week for comments. Final programme will follow from RP. <ul style="list-style-type: none"> ➤ The Workshop programme should clarify what the WS will deal with, as well as list other issues and line up plans of action for how these are addressed, when not included in the WS. 	<p>All</p> <p>All</p> <p>All, due 15 August 2007</p> <p>All PSC members Submit proposals To Secretariat By 13 August.</p> <p>Chair, RP: Issue draft programme By 20. August</p> <p>RP, BLE: Disseminate Final Programme By 1st September</p>
<p>7. Received proposals for amendments of the 2007-08 BP's</p> <p>7.1 eThekwini</p> <p>7.2 DEAT- WASTE</p>	<ul style="list-style-type: none"> ➤ Will deal with DEAT's Waste Business Plan via Round Robin. ➤ EThekwini the business plan asks for R200 000 for Programme Advisor (Additional) all partners support this. 	<p>DEAT: Pollution and Waste Management</p>
<p>8. Status update Report: Discussion of content and ways forward</p>	<ul style="list-style-type: none"> ➤ Update report by Chris: ➤ Questions of clarity: ➤ Troels suggested we use it as a resource 	

	<p>Document.</p> <ul style="list-style-type: none"> ➤ At the workshop people may want to give a presentation on what worked from the report. 	<p>Partners</p>
<p>9. Research Programme, Update</p>	<ul style="list-style-type: none"> ➤ Portia requested how best to use the research fund. ➤ Portia recommended a Reference Group formation, but will send proposals to PSC. ➤ Two new Research proposals: ➤ 1. From DEAT regarding Air pollution ➤ 2. From Cape Town. 	<p>Portia</p>
<p>10. Other matters: 1. STTA Update 2. Website 3. Advisors 4. Sustainable cities coaching project 5. Other business</p>	<p>1. STTA</p> <ul style="list-style-type: none"> ➤ 17 initiated, 13 contracted and 4 in the pipeline. ➤ Budget spent for Provincial and National for last year. ➤ Half of Budget for Municipalities Budget for last year spent. ➤ Also catalogue for Air monitoring and Air Modelling for Johannesburg done ➤ R2m per sphere per annum for STTA function. <p>2. Website. The website has been constructed and populated. A demonstration was given by Project leader Carla Visser and technical programmer, Diederick de Roos, from the Company (Octoplus).</p> <p>Address www.uemp.org.za User name uemp Password joanne</p> <p>Requests were made to include also the research facility and the NGO support of the programme.</p> <p>Decisions</p> <ol style="list-style-type: none"> 1. The programme will make use of the Website as a key communication tool, archive etc. 2. All partner officials are encouraged / requested to submit corrections, comments, suggestions and electronic materials to further populate the site. (Mails with instructions were sent out 30 July). 3. The site will open to the public (public section only) on 1. September. 	<p>All PSC-members and staffs: Corrections, comments and materials soonest and before 13. Aug.</p>

	<p>3. Advisors: National Advisor Recruitment In process hopefully end August/Early September – appointment.</p> <ul style="list-style-type: none"> ➤ What’s the role of the Advisor to provide expertise and not be the project/programme manager as such. Pitched at level of technical expertise. ➤ Reporting must be the advisor’s responsibility. <p>5. AOB:</p> <ul style="list-style-type: none"> ➤ Troels announced that in line with earlier info to the PSC the Joint Programme Review will be fielded by Danida (Copenhagen) in the two weeks starting on 5 November 2007. The review team will consist of 2 Danes. In addition the Embassy wishes to contract a South African as a member of the team and - if possible a PSC member to join the team for the interviews and other joint activities. 	<p>PSC in November: Secretariat</p>
<p>11. Next Meeting Update of UEMP Calendar</p>	<ul style="list-style-type: none"> ➤ November 5-12 during the Joint Programme Review. 	