

Urban Environment Management Programme (UEMP)

PSC Secretariat - ble@deat.gov.za – 012 310 3228

DEAT, Pretoria, 14 February 2007

To: **All partners** in the UEM-Programme

Request for contributions To The UEM Web Site.

Dear UEM-partners,

As you recall from the PSC 31 Jan we are currently setting up a web site for the Programme. It will be a window in the DEAT web site.

We hope to have it up and running in March. The IT-Department of DEAT has promised that the main structure of the website will be ready at the beginning of March .

The rest is up to us: To populate this structure with information. This will be a joint exercise in which I need your inputs.

We therefore ask you to take action in three ways

- 1. Inputs that are “need to have”: Please respond to these in the below before 1 March. The estimated time you need to complete this is 1-2 hour(s).**
- 2. Some input that are “nice to have” – to populate the home page with stories from your institution / context. We will always appreciate these.**
- 3. We also suggest that in your administration you appoint one person, with whom I can communicate on the content of the website. Of course we can also communicate with others, but, it will be practical if the main inputs could go through them.**

Re. 1 “Need to have” (Please respond before 1 March)

A A description of your institution (20-40 lines).

Please write in a brief form and include

- Type of organisation

- Your key working areas and ambitions in relation to the 5 themes of programme: Air, Energy, EH, Planning and Waste Management
- Your key intentions with the programme: Such as collaboration between governments, spheres, 30 year plans for your governments, specific targets that you want to archive, etc.
- Key contact persons in relation to the UEMP

B The relevant links to your own Web Site

- Main site main site
- To Your Department
- To Urban Environment Management Programme – if any
- Other, 3-10 in number links to relevant sites on your own web site.

C Your PSC member – Please indicate the correct

- Name, title, department, organisation, telephone and email (will be coded on the site)
- If possible, please include an electronic photo of the PSC member

D Your managers and other staff engaged in the programme – please indicate the correct

- Name, title, department, organisation, telephone and email (will be coded on the site) - one for each
- Field of work in the programme
- Current project(s) underway

E Your advisor – if any – Please indicate correct

- Name, title, department, organisation, telephone and email (will be coded on the site)
- Field of work in the programme
- Current project(s) underway
- If possible please include an electronic photo.

F The logo of your administration – in a suitable electronic form

G A small package of documents as you see it, which we can use or should be particularly aware of in setting up the site.

Re. 2: We will receive with thanks

News items from your administration in relation to UEM

Any piece of news, to be shared with the other partners and the public. This could be projects that you will carry out under the UEMP umbrella, Results of projects that you have completed under the UEMP umbrella - If you are looking for other partners/Adm. working with the same issues, etc.

Structure (guideline) should be like this:

- Date
- Headline: The key world of the news you want to share (e.g. "XXX(name of administration): A plan for ...").
- Statement: What is the most important result/result you hope to achieve (5 lines max)
- Perspective: Why is this important for your administration/people, what is the future use of the results (this will lead to.../ this will give us valuable knowledge of.../ this will benefit

(whom), how will it benefit the livelihood of the people effected, etc..... (you can use the relevant points a sub-headlines)

In total ½ - 1 page. You are welcome to include links to other documents, electronic pictures etc. One is welcome to call me to discuss.

Re. 3 Please appoint a UEM Website responsible

This is to make future communication on the website easier and simpler. Before publishing, we will, as pertinent, consult the content of the website **with this person.**

Any other proposals or supplementary ideas, .

which you may wish us to consider in the work setting up the site is of cause always welcome.

As always you are welcome to contact me if you want to discuss these issues.

Kind Regards,

Bo Leth-Espensen
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PS: I enclose an overview “Proposal for Archive & Website for the Urban Environment Management Programme”. This is the frame that we work to fill in. It is a technical document, and you need not read it in total, but on **page 2** your get an overview of the structure.

√ *Annexed: 10p technical description of the upcoming UEM Web Site. Constructive comments and suggestions are welcome to ble@deat.gov.za*