

# MINUTES



**UEM PROGRAMME**  
**Tuesday, 25 MARCH 2008**  
**10H00 – 12H30**  
**Programme Steering Committee**  
**Meeting # 8**  
**Venue: DEAT, Pretoria,**  
**10<sup>th</sup> Floor, South Tower, Room 1014**



<b>Called by:</b>	PSC Secretariat / DEAT
<b>Type of meeting:</b>	Programme Steering Committee
<b>Chairperson:</b>	Ms. Joanne Yawitch
<b>Minutes</b>	Ranjini Pillay/Emmarie Otto
<b>Attendees :</b>	Bo Leth-Espensen, Carsten Hollander Laugesen, Craig Haskins, Dipolelo Elford, Ralempotse Mosia, Lizette Venter, Peter Lukey, Portia Poulsen, , Ranjini Pillay, Sharon Lewis, Sibusisiwe Hlela, Rob Short, Debra Roberts, Soobs Moonsammy, Qaphela Moatshe, Lunelle Serobatse; Tsholefelo Phajane, Nolwazi Cobbinah, Heinrich Mostert, Emmarie Otto, Vicky Sim (items 10,11, 6b)
<b>Apologies:</b>	Gauteng Province, KZN Province

<b>Agenda</b>	<b>Minutes</b>	<b>F -ups</b>
<b>1. Welcome, Introductions</b>	Ms. Yawitch welcomed everybody and everybody introduced themselves.	
<b>2. Approval of Agenda</b>	Approved.	
<b>3. Follow up on from 7th PSC meeting</b>	The minutes were screened and <b>confirmed</b> . No outstanding follow-ups were identified.	
<b>4. Review Report: Follow up on recommendations</b>	The Joint Review in its Report (Aide Memoire) of 14 Nov 2007 made 10 recommendations. These were visited one by one. In general they are already implemented or in the process of implementation. The following specific remarks were noted <ul style="list-style-type: none"> <li>• Rec 1: This will be taken forward</li> <li>• Rec 2 : Advisors to take actions on this</li> <li>• Rec 3 : Dependent on Embassy and Time frames. On line</li> </ul>	

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	<p>budgets should be used more effectively and STTA's should not substitute business plan activities</p> <ul style="list-style-type: none"> <li>• Rec 4,5,6: This will be addressed at the workshop to be held in April /May 2008</li> <li>• Rec 7: Next PSC to make decision on % roll over</li> <li>• Rec 8: Agreed by all</li> <li>• Rec 9: Admin support will join from April 2008. If required additional support should be defined</li> <li>• Rec 10: Outcomes indicators to be developed by Sharon and Portia- whether process or content</li> </ul>	
<p><b>5. 6 m Reporting (Components 1 &amp; 3)</b></p> <ul style="list-style-type: none"> <li>- Progress reporting</li> <li>- Financial reporting</li> </ul>	<p><b>The Chair / the national advisor</b> presented the progress reports which were previously circulated. The total budget spent on the program thus far for component 1 and 3 = R 9.8 mil (out of R 18 mil budget). They noted in particular, that <i>on the average</i> activities (and spending) is substantially higher than same time last year; with spending of 54 % of the total budget (municipal partners are 6 m into spending and national almost 12 m). For details see the documents incl. the power point presentation.</p> <p>On this basis <b>the comprehensive financial report and the contributions from the partners were all endorsed without any amendments</b> and will be forwarded to Danida as the PSCs 4th progress report and financial report in the programme.</p>	RP
<p><b>6. Presentations</b></p>	<p>In terms of STTA's completed (Ekurhuleni) and request for additional top up funding for on budget support (eThekwini) the following presentations were made:</p> <p><b>Ekurhuleni:</b>  <b>Restructuring of Environment Dept.</b>  On behalf of Mandla Sithole, Ralempotse Mosia presented outputs of this STTA, which was just completed. The assignment was a formal response and a technical support to the merger of four functional units into one department of 5000 employees. It produced the analysis of the Dep. functions, and in line with this, a proposal for a suitable organizational design + a plan for the implementation. It was also noted that the Environment section and Air Quality has been linked. It has also defined key interventions, of the department proper and of the UEM Programme. These outputs and the main report are presented on <a href="http://www.uemp.org.za">www.uemp.org.za</a></p> <p><b>eThekwini:</b>  <b>The upcoming project, Computerised climate change model: Decision making tool to assess the impact of climate change on the municipal level, assessing vulnerability and risk</b>  Dr. Debra Roberts presented (ppt presentation circulated with these minutes) a written proposal was submitted at the previous PSC. In short the project will establish a comprehensive (computerized) model for the prediction of "all" Climate Change impacts and inform decision making</p>	

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	<p>on strategic and specific issues in this respect. The project is budgeted to <b>R 1.6 mil</b>. The PSC will look into the decision of the grant at its next meeting, based on the total picture of budgets of the spending and rollovers of the municipalities. Linkages with other programmes in terms of Climate Change initiatives should be maintained.</p> <p>It was noted that it would be important for such a project to include an outreach activity and to make linkages with existing national, provincial and local climate change initiatives.</p>	
<p><b>7. Endorsement, UEMP, Comp. 1 (N + P partners)</b></p> <ul style="list-style-type: none"> <li>• <b>Themes for programmatic approach</b></li> <li>• <b>Rollover</b></li> <li>• <b>Budgets and BPs for 2008-09</b></li> </ul>	<p><b>Themes for programmatic approach</b></p> <p>The discussion followed previous discussions in the PSC, the progress work shop, held in September 2007 and in the group of advisors, Feb 2008, from which a discussion note for the PSC has been compiled by Rob Short. RS presented the issue. The objective is to combine capacities; activities etc. of the partners across all spheres of government and transform the assets of all into synergy and a greater impact.</p> <p>The following cluster areas have been defined and discussed:</p> <ul style="list-style-type: none"> <li>• <b>Air and Climate Change, Energy</b> is already a key theme of the programme and an issue in need for interventions, cf. current situation of RSA. The programme should look into sustainable energy solutions, but also the potential health and environmental impacts of issues such as generators, safe disposal of CFL light bulbs containing mercury etc. It would be good to consult with the National Energy Response Team in this regard as well.</li> <li>• <b>Waste management and Sustainable City planning</b> are also key themes of the programme, which may be focus areas. The Waste Management Bill is anticipated to be endorsed by Parliament during this coming year, where after strategies would be put in place. UEM to engage on this in a workshop in more focus by the end of the year/beginning of next year, when strategies are in place.</li> <li>• <b>Environmental Health, compliance and regulation</b> in part depending on the outcome of the health study may also have potential.</li> <li>• <b>A workshop will be conducted in April 2008</b> in order to clarify the needs and potential of the focus theme and guide the proposed business planning of the municipalities to be endorsed at the next PSC in May 2008. This workshop should include Energy experts, DME and Public Enterprise and address recom 5, in the Review Report in order to address synergies and cooperation between the different programmes and various levels of environmental governance and recom on the UEMP Annual Conference.</li> <li>• <b>A workshop to be conducted end of the year beginning of next year</b> to address the theme of waste management based on the outcomes of the Waste Bill's implementation strategies.</li> </ul> <p><b>Roll-overs</b></p> <p>Roll-over is a possibility in a donor funded programme (acc. to</p>	<p>RP</p>

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	<p>Nat. Treasury and the Manual of the UEMP). While this provides flexibility, it is not fortunate if substantial rollovers continue to the end of the programme. (Funds not spent, will not be available for activities). The Review has found that rollovers should be addressed in some way.</p> <p>The PSC discussed this, and there was <b>general agreement to establish some maximum limit</b> of accepted rollovers, i.e. e. some 25 % of the partners total budget. This would imply that non spent funds exceeding the limit set will have to be returned. The matter will be discussed again at the next PSC.</p> <p><b>Budgets and BPs for N + P partners, 2008-09</b></p> <p>JY and EO presented the proposals from the partners.</p> <p><b>All budgets, including proposed rollovers and proposals for new budget money were endorsed</b>, the sum of the rollovers being R 5 760 201, the sum of new budget money being 19 418 300.</p> <p>Hence <b>a total of R 25 178 501 was endorsed</b>, all in accordance with the BPs submitted by the partners, the composed budget sheet. This included 12 roll over projects and 26 new projects. The total proposed <b>on budget support</b> for 2008/2009 (include roll over) is:</p> <p>DEAT = R 10.7 mil; DOH = R 6.3 mil; GP = R 2 mil; WC = R 2.1 mil; KZN = R 1.1 mil</p> <p>In connection to the endorsement the following remarks were made by the PSC</p> <ul style="list-style-type: none"> <li>• In terms of environmental health it was note that the officials for this are in 2 different sections in municipalities and they should all be included.</li> <li>• AQM Plans: Aligned with national</li> </ul> <p><b>Proposed Municipal +2008/2009 business plans</b></p> <ul style="list-style-type: none"> <li>• Send DEAT and Provincial Strategic Plan to Municipal Partners</li> <li>• Municipal partners business plans to be submitted to UEMP secretariat by <b>10 May 2008</b> for processing for PSC # 9</li> </ul> <p>The budgets thus endorsed will be reported to Danida for transfer of the funds to NT, after which it will be up to partner adm. to draw down the funds.</p> <p><b>Indicators (monitoring and performance + qualitative)</b></p> <p>While indicators are often difficult to define they are also important to the assessment of programme progress. The chair found it was time to define indicators of the programme as set out in the Review Report (Recommendation 10). There was a general agreement on this and PP and SL will look into the matter to the next PSC.</p>	<p>EO</p> <p>Municipal Partners</p> <p>RP, PP</p> <p>PP SL</p>

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<p><b>8. STTA Progress and Finance Proposals for PSC approval</b></p> <ul style="list-style-type: none"> <li>• <b>KZN: EMF Support</b></li> <li>• <b>eThekwini: Ferromanganese Manual + Training</b></li> </ul>	<p>BLE presented the progress report of the STTA; this included a table of 28 projects, in execution or in the pipeline and a document with short descriptions of the projects.</p> <p>On this background PSC decided</p> <ul style="list-style-type: none"> <li>• In line with the Review Report (Recommendation 3), STTA should not be used to replace normal budgeting, planning and procurement.</li> <li>• The proposal of eThekwini, to produce a guideline for the processing and permitting of <b>Ferro-alloy plants, R 845,961</b> was endorsed. Concerns were raised that the project should utilise RSA knowledge and acknowledge work already done such as documentation on Operation Ferro, products should have general applicability in RSA.</li> <li>• The proposal of KZN of technical assignment to support the implementation of an <b>EMF in uMhlathuze, R 321000.00</b> was endorsed.</li> <li>• Proposal for next years budget (rollover of non-committed funds + R 2 mil to Municipal and R2 mil to N+ P) was endorsed.</li> </ul>	<p>BLE</p> <p>BLE</p> <p>BLE</p>
<p><b>9. Research Programme, Status + scope</b></p>	<p>Portia Poulsen, RDE presented a status update and the scopes for the future: To date 3 of the 7 projects, (total value of 7 projects is R 1.8 mil), which have been committed thus far, have been completed. For the next three years, there is a provision of R 9.6 mil. The RDE is in the process of establishing an advisory Research Team.</p> <p>The following remarks emerged:</p> <ul style="list-style-type: none"> <li>• The provision is an excellent opportunity for research benefiting Urban Environment, this should be driven by needs emerging in the programme and investigate the knowledge gaps</li> <li>• The advisory committee, if established, should be technical and quality assuring, rather than governing. The agenda of the research to be defined and conducted should come from partner needs. This concern could be met in various ways.</li> </ul>	<p>PP, CHL</p>
<p><b>10. Update on Advisors - Jhb, Cpt, Sed, eTh</b></p>	<p>Status:</p> <ul style="list-style-type: none"> <li>• <b>National Advisor</b> started end of Jan 2008</li> <li>• <b>CT:</b> Procurement in process</li> <li>• <b>EKU:</b> Advisor in place since 2006</li> <li>• <b>ETH:</b> Coordinator in place since programme started, and Programme assistant started March 2008</li> <li>• <b>JHB</b> Advisor started February 2008</li> <li>• <b>SED:</b> Short term advisor in place until end of current budget year. A longer term solution is in the pipeline.</li> <li>• <b>The International Advisor</b> will leave the Programme by end of June 2008</li> </ul> <p>The first Advisors meeting took place on 21 Feb 2008.</p>	<p>CT</p>

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<b>11. Update on SACN</b>	<p>Sharon Lewis made an update.</p> <p>The focus areas of SACN in 2008 are</p> <ul style="list-style-type: none"> <li>• Renewable Energy</li> <li>• Sustainable Public Transport</li> <li>• Cities coaching project.</li> </ul> <p>Anticipated focus areas for 2009:</p> <ul style="list-style-type: none"> <li>• Urban biodiversity</li> <li>• Waste management</li> <li>• Regulating Green Buildings.</li> </ul> <p>More on SACNs web site. Contributions are welcome with SL.</p>	SL
<b>12. Next Meeting</b>	<p>PSC # 9: 29 May 2008 in DEAT</p> <p>PSC # 10: 23 Oct 2008 in DEAT</p> <p>UEMP Review Workshop: 3 &amp; 4 Sept 2008</p> <p>SACN Workshop – 13-14 May 2008</p>	RP