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IWRM/CHC Project Steering Committee Meeting Minutes
October 13, 2008: 10am – 12pm
Umzimkhulu Town Hall

Attendees:

Name:	Designation:	Contact Information:
Jay Reddy	DWAF Durban	0313362853 reddyj@dwaf.gov.za
Pravitha Jairam	DWAF Durban	0313362902 jairamp@dwaf.gov.za
Zama Dladla	DWAF Durban	0313362814 dladlaz@dwaf.gov.za
Bhabha Mkhungo	DWAF Durban	0313362720 mkhungob@dwaf.gov.za
Anthony Waterkeyn	Africa AHEAD	0724353716 awaterkeyn@telkomsa.net
Jason Rosenfeld	Africa AHEAD	0762732163 jason@afrikaahead.com
Thobeka Mahlaba	Economic & Community Services: Sisonke District Municipality	0398348700 mahlabat@sisonkedm.gov.za
Eric Mlomo	Department of Environmental Health: Umzimkhulu Municipality	0783846035
Nkululeko Sigunjana	Department of Environmental Health: Sisonke District Municipality	0763804894 Nkululeko.sigunjana@kznhealth.gov.za
Nicholas Msingaphansi	Traditional Authority: Umzimkhulu Municipality	083542837

Minutes:

Jay Reddy agreed to chair this first meeting of the Project Steering Committee (PSC) for CHCs in Umzimkhulu as part of the Department of Water Affairs and Forestry's (DWAF) Integrated Water Resources Management (IWRM) project. Jason Rosenfeld agreed to take minutes.

1. Welcome/Introduction

Jay: introduced himself and provided a brief overview of the IWRM project and the different roles that organizations have. DWAF is the implementing agency of IWRM, DANIDA is the funding organization and



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Africa AHEAD is the service provider contracted to implement CHCs. Jay then welcomed everyone to introduce themselves and their designations.

2. Overview of IWRM & CHCs in Umzimkhulu

Jay: invited Jason to provide an introduction to the IWRM and CHC project in Umzimkhulu.

Jason: discussed the basic principals and goals of IWRM and how CHCs will contribute to those goals by organizing and mobilizing communities around basic preventative health issues. He discussed the basic principals of CHCs, how they work via participatory activities with a focus on preventative health surrounding water, sanitation and hygiene, and how CHCs are to be implemented in Umzimkhulu in all 18 wards through bi-monthly training sessions for CHC Facilitators. It was discussed how this is a pilot project and that it is important to have inter-sectoral collaboration on such a project so that any success can be shown throughout South Africa for upscaling.

Jay: supported what Jason had to say and expanded by discussing the consultative process that IWRM and the CHC approach promotes and how water will be used for growth and development once the health promotion phase of the CHCs is completed. He then described how DANIDA is the funding agency, that DWAF is the implementing agency and that CHCs are the mechanism or tool for implementing IWRM in this Water Management Area. He elaborated on how this process will be beneficial to the communities as they take ownership of their own projects and decision making, with support from DWAF, Africa AHEAD, any relevant ministries/departments or non-governmental organizations, all leading towards sustainable development in Umzimkhulu. He then drew special attention to the attendance of a representative from the Traditional Authority and the important role that they can play in this process.

Ant: supported both Jason and Jay, but went on to comment that it was great that Health was represented so strongly at the meeting because in other places around Africa and Asia, the Ministries of Health are very excited about the prospects of using CHCs. CHCs focus on preventative health and holistic health, a focus of all health departments around the world. They are a way of getting families at a rural level in poor countries to understand what they can do at zero cost or subsidy to improve their own health outcomes. This process can trigger a spiral out of poverty that does not leave communities dependent upon resources from outside. The focus of the project is on knowledge creation and community mobilization, not on obtaining and spending resources. However, this project is merely in a pilot phase and Umzimkhulu, it is hoped, will show the rest of South Africa what is feasible through CHCs.

Jason: invited by Jay to provide an overview of what has taken place to date. Jason handed out a progress report that he briefly summarized, focusing on the completion of the M&E tool, the support obtained from the Umzimkhulu Municipal Council (letter of invitation received and attendance at a full



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Council meeting to discuss CHCs), the distribution of CHC application forms to all 18 Ward Councilors to complete and submit so as to facilitate the site selection process, the status of returned applications, the creation and first meeting of the PSC and the status of site visits (based upon the returned applications). Jason emphasized that while he began the process of site visits, they were put on hold at the moment, but could begin as soon as given the go-ahead.

Pravitha: added that it might be necessary to compose a letter to the Municipal Council indicating which of the 9 Wards, out of 18, returned an application, but that the decision of the council was to include all 18 Wards. Therefore, the Council/Municipality is aware that not all councilors submitted application forms and the individual councilors are held accountable, not the PSC.

Jay: agreed with this and nominated Jason to draft such a letter, which will be submitted in draft form before Friday October 17, 2008 to DWAF for review. DWAF will then submit to the Council.

3. Purpose & Role of PSC

Jay: discussed the PSC roles and responsibilities. Overall, the PSC guides the project, provides feedback to local, provincial and national stakeholders, while also holding Africa AHEAD and DWAF accountable for proper implementation and support. Jay then elaborated by discussing how important the role of the PSC is. It provides a common platform that should allow the project to grow. Each member must work together to make the project successful, but must provide the vantage point from where they work.

Jay: asked whether it was necessary to have a Terms of Reference drafted for the PSC, which everyone agreed was necessary. Jason volunteered to draft this ToR and submit to DWAF for review.

Jay: emphasized how important it is for members of the PSC to attend each meeting or to make apologies if unable to attend a meeting. Many people did not RSVP for this first meeting and part of each member's role is now to help follow-up with those individuals to ensure their attendance at future meetings. Finally, the invitation list was reviewed to see who showed up and who needs to be followed up with for future meetings. It was also emphasized how important it is for all PSC members to commit, at this time, to regular attendance.

Jay: inquired as to suggestions for other groups/individuals not represented on the PSC, keeping in mind that we want to keep the group small and manageable.

Mr. Eric Mlomo: recommended that a representative from the Umzimkhulu Development Society (UDS) be included in future PSC meetings. This recommendation is being considered.

Jay: posed the question of how often the PSC should meet. Jason first suggested that it should meet more frequently at the beginning, but that once the CHCs are up and running and the health promotion sessions have begun, that they can be fewer. Again, upon the end of the health promotion sessions, the



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PSC should meet more regularly to set the way forward for CHCs. Jay then proposed monthly meetings for the first 4 months, followed by every 2 months for the middle 3-4 months, and back to monthly again at the end of health promotion. Jay then began setting dates for the next PSC meetings, but Jason asked him to hold off until a discussion about site selection was held. Jay agreed that the dates for future meetings would be decided at the end of the meeting.

4. Nominate & Elect PSC Chair & Secretary

Jay: began the process of nominating and electing a chairperson and secretary for the PSC. He indicated that the Chair was vital to the success of the project and that these roles will help the group to be open and transparent. He emphasized that it was the job of the PSC members to make this decision, not AA or DWAF.

Jason: suggested how to choose a Chairperson based upon the focus of CHCs at the time. For example, since all CHCs will start with health promotion, the Chair should be held by someone from health, but then when Phase 2 activities start (nutrition gardens, water and sanitation provision), the chair should then be selected from the appropriate organization or representative.

Mr. Mlomo: suggested that the Chair should come from the Municipality because of difficulties in organize things from outside the Council.

Jay: the common denominator of this project is the Council because the project focuses on delivery, the main aim of the Municipal Council. He then drew attention to the absence of a Municipal representative at this first meeting and discussed how this has been a constant problem in Umzimkhulu.

Mr. Sigunjana: suggested that we should have a chair from the Council and a deputy chair from Health. He then agreed that between Mr. Mlomo and himself, they would decide who would be the deputy.

Jay: nominated Thabiso Sondzaba (in absence) to be the chair of the PSC and that the deputy should be called a Co-Chair and not a deputy. This was agreed to by all. He then went on to nominate Jason and/or the Project Officer (Moses - once he comes on board) to be the Secretary. This was agreed to by all.

5. First Order of Business: CHC Applications and Site Selection Process

Jay: asked Jason to discuss the status of the distributed application forms. First, Jason gave an overview of the application form itself, highlighting the number of villages each Ward could nominate (3), the relevant information that should have been provide about each village, the number of Facilitators per village that could be nominated (3), and the relevant information about each Facilitator. Jason then went on to distribute a matrix of the returned applications that highlights all the relevant information from each Ward and a discussion ensued about the best way to proceed with conducting and finalizing site selection. Finally, Jason distributed AAs site selection criteria for review.



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Jay: recommended that instead of the PSC as a group selecting sites, the PSC should rather provide criteria for selecting the villages. This criteria should then be given to Jason, Thabiso and the Co-Chair who will then conduct site visits and make recommendations to the PSC.

Ant: supported this idea and added that this group should verify the information in the applications as it appears there are some discrepancies in the information provided.

Pravitha: asked how long it would take to conduct site visits and complete the verification process. It was also suggested at this time that the PSC use the criteria developed by AA for the site selection process.

Jason: replied that once given the go-ahead to continue with field work, it could be possible to complete all site visits within one week and agreed that it was appropriate to use the criteria previously developed. Pravitha then recommended that the Council be given one week to respond to the aforementioned letter regarding the status of returned applications.

Ant: mentioned that we are not restricted to one CHC per Ward and that if only the 9 applications already returned were used, then we could take more than one village from each Ward, depending upon the selection criteria. He went on to inquire as to whether Nicholas from the Traditional Authority could assist in contacting the councilors and if so, how long it would take to distribute letters to all the Councilors.

Jay: replied that maybe it should be Caroline James' (Social Services) job to circulate any letter and follow-up with the full Council.

Nicholas: added that the appropriate way to proceed is to draft a letter and give it to the Secretary of the Municipal Manager who could then distribute the letter to all Councilors.

Jason: added that it should be Thabiso's job to contact the Councilors. He was appointed by the full Council to liaise with AA and DWAF on this project and we should continue to work within that framework. Nicholas agreed that Thabiso was the appropriate person for this task.

Jay: summarized the above by recommending that Jason conduct site visits and complete the verification process, while Thabiso should chase up the last 9 Councilors yet to submit an application form. Jason agreed and said he would work with Thabiso, Florence and the MoH representative (and maybe Nicholas) to complete the above tasks. A separate meeting will be held with this group to set the way forward. Jason agreed to organize this meeting.

Ant: continued by saying that the Council should be contacted and made aware of progress to date. Jay agreed, but thought that a written report submitted to the council, instead of a presentation at a Council meeting, would make a greater impact.



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Pravitha: inquired as to whether we were proceeding with a phone call to the Council or a letter and when this should be completed. It was agreed by all that a letter was most appropriate and that Jason should draft a letter by Friday, October 17, 2008.

Jay: once the site selection process has been completed, a progress report should be drafted and submitted to all relevant stakeholders. Also, seeing as how the Town Hall was used as a stop-gap measure for this meeting, future meetings should be held elsewhere. Where should they be held?

Mr. Mlomo: there are a couple of B&Bs around that could be used.

Jay: could we use MoH office space?

Mr. Sigunjana: it's possible, but nothing can be promised at this point.

Jay: let's take a look at the B&B, as DWAF will be able to pay for a space and for catering for future meetings. Plans were made to visit the B&B at the conclusion of the meeting. Jay then began a discussion about setting dates for the next 2 meetings. It was decided that if Jason begins site visits next week, then holding the next PSC on November 13, 2008 at 10am would be appropriate. It was agreed that the B&B would be looked at, but that the venue would be announced through the next invitation letter. The meeting for December was also scheduled for December 10, 2008, again at 10am and at the venue decided by Jay. It was asked if we could host meetings in Ixopo, but some people have to travel a distance just to get to Umzimkhulu, so it was decided that Umzimkhulu would be the best place to hold all future meetings.

6. Next Steps

Jay: we are at a very fluid point in the project cycle where there will be a lot of other meetings outside of the PSC, working towards improving issues on the ground. In addition, AA has a Project Officer lined-up who will be coming to work very closely with the Municipality on this project.

Jason: yes, but it is important to remember that the PSC has been established so as to provide reporting and supervisory mechanisms of the project. Jason was then asked about the status of Florence Nene. He explained that while she does not have a full time position with the project, AA is looking at including her as a Trainer of Facilitators as well as for enumeration.

Jay: advocacy will be a big part of what the PSC does and of this project as a whole. Since it is a pilot project, it is important to promote the successes through outside workshops, meetings and media outlets. The pilot carries a lot of status and should be a success. He highlighted how there is a lot of 'stove-piping' in this sector (individuals doing their own, singular-focused work) and that we need better integration and coordination between the sectors and actors to create efficiencies and sustainability. Again, this is one purpose of the PSC. Part of what the PSC should be doing is spreading the word about



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the project to relevant groups, organizations and ministries → health should discuss with health, traditional authority should share with traditional leaders, etc.

Jay: continued by highlighting the central role of advocacy. He discussed Water Management Area (WMA) forums that are put on DWAF, which are platforms for people to voice issues relevant to each catchment area and how it is likely these forums will come to Umzimkhulu. It will be important for members of the PSC to attend these meetings/workshops to share their thoughts and experiences. He discussed how the PSC is not just specific to this one project, but rather it should share information and ideas for all development projects. Again, one way of enhancing coordination and inter-disciplinary collaboration.

Jay: examples of such projects were then provided. The working for water project where community members are employed to remove alien plants. This project provides both new jobs and saves water resources, two important goals of the IWRM project. The Melenge irrigation board in the Eastern Cape was another example. Emerging farmers in this area could replicate the irrigation board as another type of development project. There are lots of potential projects, but it is important that information and experiences are shared so that people can learn what is going on and what can be achieved.

7. Wrap-Up & Closure

Jay: thanks to all for coming today. Only your input and involvement can make this project a success.

Ant: as the process evolves, it is ok to look for other people to be involved in the PSC so as to enhance the overall process. Everyone agreed to look for other actors to keep the PSC viable.

Mr. Mlomo: inquired as to whether PSC members and their staff might be able to benefit from any of the trainings provided for the project so as to know how it works, but also to benefit professionally? Staff need consistent In-Service Training because people forget things or need to learn new things.

Jay: of course. Capacity building and empowerment is one of the stated focuses of this project.

Ant: people can be involved in training workshops, this is very important. Also, it is important that members of the PSC go on site visits to see how the project is being implemented so that they can also report back to their supervisors.

Jason: AA has discussed with Environmental Health how we would like to have the EHPs trained so that they can support the Facilitators on difficult topics and/or start their own clubs to support the overall initiative. Very good idea.

Jay: again, thank you for coming and we will see each other at the next meeting.



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Tasks to Be Completed

1. Compose letter to Umzimkhulu Municipality regarding status of returned applications, making them aware of how the PSC has decided to proceed. **Jason**
 - a. Liaise with the Council to ensure the letter is distributed and that they are made aware of the status of the project. Contact all Councilors yet to return an application form to inquire as to whether they plan to participate in the project. **Thabiso**
2. Compose ToR for the PSC and submit to DWAF for review. **Jason**
3. Continue conducting site visits and facilitator interviews to provide final site and facilitator list to PSC by next PSC meeting on November 13th. **Jason, Thabiso & Co-Chair**
4. Identify appropriate venue for future PSC meetings: **Jay/DWAF**

Future PSC Meetings

November 13, 2008, 10am – 1 pm: Next PSC meeting. Venue to be decided

December 10, 2008, 10am – 1 pm: PSC meeting. Venue to be decided