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Department:
Water Affairs and Forestry
REPUBLIC OF SOUTH AFRICA



Minutes of the Project Steering Committee (PSC) Meeting held at Ekuphumuleni B&B in Umzimkhulu in November 13, 2008 at 10h30

Attendees:

Name & Surname	Department/Organization	Contact Details
EM Mgojo	Agriculture (Ext Officer)	039 2590 262
Nokuphiwa Zondi	Sisonke District (ISD-Officer)	039 834 1637 zondin@sisonkedm.gov.za
Zamampembe Dladla	Dwaf Dbn	031 336 2814 dladlaz@dwaf.gov.za
Mandisa Mkhwalo	Umzimkhulu Municipality (PR – Councilor)	039 259 5000
Moses Mncwabe	Africa Ahead	072 249 9172 mncwabes@yahoo.com
Bulelwa Lukhozi	Dept of Health (EHP)	039 259 0209 / 072 421 0687
Bhabha Mkhungo	Dwaf Dbn	031 336 2720 mkhungob@dwaf.gov.za
Pellen N Nokwanda	Dept of Social Development	039 259 0955
Pravitha Jairam	Dwaf Dbn	082 805 2626 jairamp@dwaf.gov.za
Jay Reddy	Dwaf KZN	082 803 1817 reddyj@dwaf.gov.za
Jason Rosenfeld	Africa Ahead	076 273 2163 Jason@africaahead.com



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After noticing that the elected chair from the municipality Mr. Thabiso Sondzaba was not in attendance, Mr. Jay Reddy was asked to chair the meeting and he accepted to do so.

1. Welcome and Introductions

The chairperson greeted everyone present and introduced himself and then asked everyone to introduce oneself.

Again the chairperson thanked everyone present especially Councilor Mkhwalo as well as officials across government departments.

2. Apologies

Mrs. Thobeka Mahlaba

3. Approval of agenda

The agenda was approved by all present and no additional items were included.

4. Adoption and approval of Previous Minutes

Corrections:

- Corrections were made on **page 7 paragraph 3 Melenge correct from Malenge**
- Last digit number of Mr. Msingaphansi's contact number ends with **6 page1 last attendee**

The minutes were accepted as a true reflection of what prevailed on the day by Pravitha and seconded by Zamampembe

4.1. Matters Arising

It was confirmed that the letter which was to be drafted by Jason was indeed drafted and handed over to Thabiso to take it forward. Jason went on to explain that he also submitted a copy of the letter to Mrs. James, Director of Community and Social Services.

5. Applications and Site Visits

Jason asked permission to re-introduce the concept of Community Health Clubs (CHC) as there were new members who had not been introduced to the project. When permission was granted Jason said the CHCs are a mechanism of letting communities take decisions about their community. He further said the CHCs focus on participatory health education where every member of a club is involved in every issue presented. This approach is based on PHAST.

There are twenty-four health topics that will be explored over six months and there are trainings that will be given to facilitators who will then take the trainings to the health clubs. There is a membership card that will be issued to members of a club, which will serve as a monitoring tool for the project. This approach is inclusive and it serves as a foundation for future development projects as is holistic in its nature.

Question from Dept of Social Development

Who forms the PSC committee and what is it for?

Response

The PSC is this committee and it was initiated to ensure that the CHCs are not happening in a vacuum. And in addition the PSC is there to track progress of the project and troubleshoot the problems that lie ahead.

Pravitha mentioned that there are pamphlets that DWAF has compiled and they help in explaining how the CHCs ought to function. Pamphlets were then circulated to all members.

Jason went on to say that initially the plan was to start 18 CHCs, one in every ward. However, due to the fact that only 10 councilors returned application forms, the project will then take place in those wards where councilors responded. The second reason for ten wards was because of realistic reasons based on resources that do not permit the 18 wards to be covered concurrently. However, the 10 facilitators will be encouraged to do more than one health club if they see it feasible within their scope.

Question from Dept of Social Development



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Will there be offices in the selected communities for them to meet and discuss the CHC activities?

Response

CHCs meet in any place they see fit for them to gather and discuss issues related to their health and community (eg meeting under the tree). A structure like that will not be imposed on people because the approach of CHCs is people participatory – allowing people to reach decisions on their own.

5.1. Report on Applications and Site Visits

It was mentioned that applications were giving to all councilors and the response was received only from ten councilors. Jason mentioned that there is only one village from ward 13, called Mahobe, that was not visited but Thabiso has been kind to present an overview of the village, which fits well within the scope of ideal areas for CHC.

Jason mentioned that prior to the PSC meeting there was a sub-committee comprising of Thabiso from Umzimkhulu Municipality, Buyelwa from Department of Health, Jason and Moses both from Africa AHEAD, which met and discussed the merits of both the potential villages and facilitators to be recommended to the PSC. With this having been said a ***spreadsheet list of both villages and facilitators from the responded 10 wards / councilors was circulated. (Attached as addendum 1)***

5.2. CHC Site Recommendations

The chairperson urged the committee to accept the recommendations as per circulated spreadsheet.

Question from the Department of Social

Will the ill-resourced communities be given all the resources needed?

Response

The chairperson responded by saying the nature of CHCs is not to issue hand –outs, but rather in organizing communities to work as a unit for their development.

Jason added that CHCs main focus is on health education, which will be given to the communities for the period of six months then moved to other communities.



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The chairperson went on to say the criteria followed in terms of selecting the village as well as facilitators should be clearly spelt out for everyone to note, especially the municipality, councilors as well as the communities. Jason agreed to undertake this task.

Attached again is the rationale about the criteria used to identify the selected locations (Attached as addendum 2)

Jason explained that the interviews conducted with potential facilitators contributed either way to the selection of their villages because of the information they provided to him and the team about their locations.

The chairperson felt that this is a sensitive issue and for the project to stand a good stead within stakeholders it is imperative that there should be a memo that will be done which will specify the criteria about selection of wards, villages and facilitators.

Question from the Department of Department of Social Development

As the team went ahead interviewing communities, did it see the Home Community Based Care (HCBC) as they deal a lot with health related issues in the communities?

Response

The approach used was that councilors were asked to recommend people and villages that they think the combination of both the facilitator and villages will yield a positive and great impact to the community as a whole.

Question

Why 10 instead of the initially proposed 18 villages in all wards?

Response

The ten wards are based on the fact that other councilors did not return the applications as planned but in addition to this there are obvious realistic reasons that do not allow all 18 wards to have CHC at one go. However within the ten locations, the recommended facilitators will be encouraged to have more than one CHC.

6. Finalization of the CHC, Notification and Way Forward



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Discussion about way forward

It was suggested that Africa AHEAD would work with the councilor in terms of getting the project off the ground – Africa AHEAD will together with a councilor concerned as well as the facilitator go to the community (to an imbizo) to introduce the project and the criteria used about the selection of the area and the facilitator so as to answer all questions that may arise from the community there and then. This approach will help all concerned to move forward with the same concept of the project.

Having listened to this idea Africa AHEAD responded by saying the approach that has been seen to be effective is the one of twinning the councilor with the facilitators and urging them to work hand in hand and be the face of the project as the project is in the location that they both live in. However, technical support will be provided on intervals depending on the need from the communities.

Baseline study of the three villages will then be pursued straight to the holidays and then by January 2009 training of facilitators will then be conducted.

Question

Is there a stipend that will be given to facilitators and how is rated?

Response:

The stipend is equal to the one received by the HCBC and we take into consideration the fact that the facilitators will be giving about six hours a week. Two hours are related to training sessions with the health clubs while the other four are related to actual monitoring of the projects with the members of the health clubs.

Municipality has been asked to put some financial backing for the project like transport, meals and halls for the facilitators.

There are twenty four health topics that have been developed and will be covered throughout the six months training.

It was recommended that anyone within this sector should be encouraged to attend the training workshops, however attendance per session should not exceed twenty-five people.

It was said that departments or organizations that seek to send people to these sessions are more than welcomed to forward Moses with a list of those so that there are fit into the scheduled training. Again it was stressed that equity in this regard will be highly encouraged as all sectors interested in this field will have to have some personnel benefiting from these sessions.



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Question

During the implementation of the project will there be an effective monitoring and evaluation?

Response

There is a membership card through which monitoring and evaluation will be done accordingly and this system will ensure that in case of mishaps cropping up technical support is driven there to keep the project functioning.

7. Tasks to be completed

- Baseline study to be carried out on selected villages. Moses & Jason
- To inform councilors of the decision taken regarding Community Health Clubs – Jason & Moses
- To present a report to Management Committee (Manco) of Umzimkhulu Municipality - Jason & Moses
- To train facilitators as per recommendation of PSC – Jason & Moses
- To get a list of officials to attend the training of facilitators - PSC members

8. Date of next meeting

It was noted that since the initial stages of the project there is much ground that has been covered and therefore there is no need for the meeting in December. With everybody in accord the date of next meeting was planned as **February 11, 2009**

Closure

Seeing that there were no issues on the table, the meeting was adjourned by the chairperson at 11:52