

Notes from the IWRM II Olifants Doorn Project Meeting

Action List and Notes of Meeting
on 7 January 2009 from 11H00 to 15H00,
at the Informage Offices in Worcester

Attendance:

Roger Short	Senior Technical Advisor to IWRM / DWAF
Nosie Mazwi	Olifants Doorn Catchment Manager, DWAF Western Cape
Ella Bisset	Olifants Doorn Community Development Officer, DWAF Western Cape
Nik Wullschleger	IWRM Project Coordination on behalf of DWAF Western Cape
Gisela Wullschleger	IWRM Project Coordination on behalf of DWAF Western Cape

The meeting had the following purpose:

1. Prepare for Mini Footprint / MOU Partners Workshop 19/1/2009
2. Discuss Procurement Issues / Finances
3. Newsletter / Communications / Radio Planning
4. ILO Gender Workshop
5. Best Practices Workshop
6. Strand 3 Project Workshop Planning
7. Year ahead in general

1. Prepare for Mini Footprint / MOU Partners Workshop 19/1/2009
 - a. Roger discussed and finalized the agenda and workshop materials
2. Discuss Procurement Issues / Finances
 - a. The suggestion that project groups order call down support for payments within their contract budgets was discussed and it was agreed that this could be done
 - b. Gisela will assist the projects to arrange requisitions and quotations for the installations that were being arranged using the call down facility, but had hit obstacles as the budgets could not be identified for payment of the services.
 - c. It was further clarified that since the projects would be procuring the goods directly, there is no restriction on where the quotations are sourced – local providers would be cheaper and easier to follow up with at a later stage, but providers on the call down list would still be contacted for comparative quotes
 - d. Service Requisition Forms were signed by Nosie as required in order that invoices could be forwarded to Vendzulu
 - e. Vendzulu will need to do the formal contract paper work for all strand 3 projects that need time and budget extensions – OD PMG will put formal requests through to Vendzulu at the next

PMG (10 February 2009) regarding the required extensions. An e-mail should be sent to Vendzulu as soon as possible to initiate this process of gaining extensions of time and / or budgets.

- f. Nosie will investigate whether the GEOSS Training can be paid under a DWAF contract (it would have been paid under IWRM Capacity Building); The GARC Production Support contract may also be picked up under the DWAF, but if not, the projects may be able to contract support from GARC directly under their project budgets.
3. Newsletter / Communications / Radio Planning
 - a. The first newsletter in January will be circulated under the theme “Emerging Farmers and Water”, Black & White with Pictures rendered in B&W; Articles are being collected by Nolitha, Gisela and Nike will assist to ensure that the B&W version is completed in time for the month end mailing to projects.
 - b. IWRM Water Week Event: Quotations for T-Shirts, Hats, Water Bottles, Pens, Rulers, Diaries with inserts and other publicity material are being gathered for discussion at the next PMG (10 February 2009)
 - c. IWRM Water Week Event: Pop-ups should be updated with new photos and stories as a start to the IWRM Tapestry – as many as possible should be completed in time for the Water Week IWRM Events
 - d. The radio shows were confirmed by the Quarterly PMG in December, and the budget needs to be confirmed by National PMG in January 2009
 4. ILO Gender Workshop
 - a. The program will be e-mailed to all in the coming week
 - b. GARC, SPP and Gus Pickard will be invited and they need to confirm with Tshiamo on whether they can attend or not
 5. Best Practices Workshop
 - a. The program will be e-mailed in the coming week
 6. Strand 3 Project Workshop Planning
 - a. The National Water Act Workshops (3 sessions of 1 and half days each, in Citrusdal on 1 – 6 February) will go ahead, Nosie will send through the programs, Mark will distribute the invitations and make arrangements around logistics from Monday 19/1/2009
 7. Year ahead in general

Next Events / Meetings:

1. IWRM MOU Partners Meeting 19 January 2009, Technopark, Stellenbosch
2. IWRM National PMG Finances Meeting, 30 January 2009, Cape Town
3. IWRM Olifants Doorn PMG 10 February 2009