
	WATER AND FORESTRY	
	PROVINCIAL AND LOCAL GOVERNMENT	
INTEGRATED WATER RESOURCES MANAGEMENT II OLIFANTS-DOORN IWRM PILOT		

Meeting notes

DMA Emerging Farmer Forum meeting with IWRM Coordinators

Informage Offices, Worcester
24 April 2009, 8h30 to 12h30



Attendance:

Mr Bertie Cloete (BC)	DMA Emerging Farmer Forum Vice Chair, Nuwerus 073 611 0171, 027 643 2050 (fax)
Ms Anna Abrahams (AA)	DMA Emerging Farmer Forum Vice Secretary, Putsekloof, 027 642 1065, 027 632 5003 (fax)
Ms Katrina Willemse (KW)	DMA Emerging Farmer Forum Treasurer, Rietpoort, 027 632 5207, 027 632 5013 (fax)
Mr Lesley Maarman (LM)	Driver Nuwerus, 073 499 1066
Ms Gisela Wullschleger (GW)	Project Co-ordination to IWRM II Olifants Doorn, Informage cc, 023 347 0336, 083 735 2038, gisela@informage.co.za
Mr Nik Wullschleger (NW)	Project Co-ordination to IWRM II Olifants Doorn, Informage cc, 023 347 0336, 083 735 2038, nik@informage.co.za

Apologies:

Ms Elaine Owies (EO)	DMA Emerging Farmer Forum Chair, 027 632 5038, 071 376 4401
Mr Cedric Cloete (CC)	DMA Emerging Farmer Forum Secretary, 027 808 7835

1. Opening & Welcome

NW welcomes the group to the meeting, and asked for short introduction from all participants.

Apologies were recorded and the attendance register was circulated.

2. Purpose of the meeting & adoption of the Agenda

GW facilitates the purpose of the meeting – which is to gain clarity around project management and leadership, project purpose and gauge commitment from members.

1. Points of Agenda of the planned DMA meeting of the 3 April 2009
 - a. Roles and Responsibilities
 - DMA Emerging Farmer Forum (EFF)
 - DWAF IWRM (Informage)
 - SPP
 - GARC
 - b. IWRM Project templates (financial, schedules and timeframes)
 - c. IWRM Project Contract
2. Mr Steenkamp claim for visiting EFF members
3. Printer / Fax
4. Wendy house
5. Task list
6. Way forward

3. Brief background on IWRM II

GW gives a brief background to the Integrated Water Resources Management (IWRM) programme funded by the Danish International Development Agency (DANIDA) and Department of Water Affairs and Forestry (DWAF).

GW mentions that a significant part of the IWRM support addresses many of the issues related to the integration of IWRM into service delivery. IWRM II works with beneficiaries to design and implement a broad spectrum of projects that include: water awareness and conservation, food security, wetland conservation, water reuse, grey-water irrigation systems, and support to emerging farmers and water reform.

The three Emerging Farmer Forum projects currently funded under IWRM are particularly important in terms of meeting the DWAF's objectives around water allocation reform and support to emerging farmers.

The IWRM programme gets direction from a monthly meeting called the Project Management Group (PMG). The PMG is attended by DWAF Regional and National, Informage, MOU Partners such as SPP and GARC, and representatives from the three EFF's.

4. DMA Emerging Farmer Project – Objectives

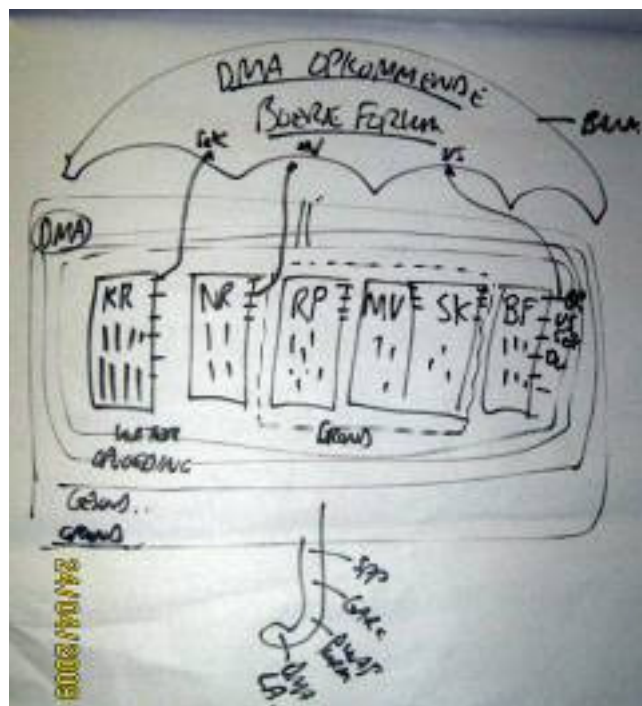
The DMA EFF (DM11) project was approved for IWRM funding in July 2008 and a number of workshops were held at regular intervals to build capacity within the projects.

NW explained the purpose and function of DWAF as custodians of water management in South Africa, DANIDA as funders, Venzulu the procurement agents / contracting agents, Informage as project support and contract managers, Surplus Peoples Project (SPP) as an NGO that lobby's around issues or water and land reform and Goedgedacht Agricultural Resources Centre (GARC) as an NGO's that assists emerging farmers in terms of knowledge of crop and animal production.

The DMA EFF project Outputs are:

Output 1: Coordination of project and EF Forum meetings to build healthy relationships between members associations and the other EFF's

- Output 2: Internal communications and capacity building for members of the EFF by attending IWRM and other workshops.
- Output 3: Monitoring & facilitate implementation of the Water Act towards achieving equity by facilitating workshops for members on the NWA, water allocation reform and subsidies for emerging farmers.
- Output 4: Liaise between local / provincial / national government departments and EFF members around opportunities and challenges by participating in meetings ie PMG, Q-PMG, conferences, IDP, LED etc., as a mouthpiece / to represent member associations.
- Output 5: Monitoring & facilitate farmer development towards sustainable water use and access to resources by participating in appropriate Water Management Institutions ie Water User Associations, Water Forums, Olifants-Doorn Reference Group and Catchment Management process etc.
- Output 6: Monitoring & facilitate farmer development and access to capacity building opportunities (attend IWRM workshops and other training)



Measureable project outputs include:

- Hold monthly management meetings shortly after receiving the month-end statement to discuss any issues, provide feedback, complete balanced scorecard and approve or correct the financial statement.
- Attend all PMG and Q-PMG meetings, and workshops / conferences.
- Write monthly articles for the IWRM newsletter.
- Submit a progress (6 monthly) and a final report to IWRM.
- Perform a water need / use (and land) survey of all member associations.
- Obtain the municipal water services policy (pricing and metering), explain it to members.
- Facilitating a workshop on the NWA, Water Allocation Reform and DWAF subsidies for emerging farmers.
- Give advice and information to members on understanding their water / service accounts, application for indigent (*deurnis*) subsidies, problems with water such as quality, quantity or health related,
- Facilitate access to information on agri-business, products and markets for their members

GW summarized the current budget available to the DMA EFF until November 2009 as follows (see timeframe and financial schedule for more detail):

Administration	R12,600
Office running costs	R10,300
Labour / Facilitation	R 6,500
Transport (own meetings)	R28,700
Receipts cash purchases	R 600
Goods	R61,470
Transport to IWRM events	R11,000
Contingency	
Bank fees	
Audit / Accountant	
Total project budget:	R111,785

GW explained and showed the use of the IWRM financial templates.

GW handed out several copies of the Requisition Form, the Invoice Form, the Meeting Minutes, Timesheets and Fax Cover Pages to the group for their use.

The requisitions, invoices and related documentation were completed and copied in order to bring the DM11 project claims up to date.

5. Way Forward

Concerns were raised at PMG, that the DMA EFF project appeared to be struggling in terms of commitment / active members and the project could not get off the ground and problems were observed with regards the bank account, postponement or poor attendance of meetings, communication problems, and unclear roles and responsibilities etc.

- Resolusie 1: IWRM projek korrespondensie sal aan twee faksnommer gestuur word.
- Resolusie 2: DMA Forum lede sal gereelde vergaderings hou om IWRM projek dokumentasie te bespreek en om antwoorde aan IWRM projek koördineerders te stuur.
- Resolusie 3: Daar sal altyd twee DMA Forum Bestuurslede beskikbaar gestel or genomineer word vir IWRM werksinkels en PMG vergaderings
- Resolusie 4: Daar sal gesamentlik gewerk word om IWRM DM11 Projek doelwitte te bereik, en 'n IWRM timesheet sal ingevul word vir all bestuurslede watter yd gee aan die projek sodat die Admin fooie wat maandeliks toegelaat is aan die projek, vir die mense wat insette lewer gebetaal word. Die indeling van werk onder lede van die DMA Forum Bestuur sal plaasvind tydens die vergadering waar die IWRM dokumentasie / faks bespreek word.

Crucial that the DMA EFF management team work together and understand the expected outcome of the project. Meeting decided to call a management meeting for the **2 May 2009** to discuss the outcome of this meeting with the rest of the management.

- Resolusie 5: Daar sal op 2 Mei 2009 'n vergadering van die DMA Forum Bestuur plaasvind

In particular this meeting must discuss the following points:

1. The communication arrangements ie which fax and tel number to use for official project business (month end fax would in the interim be sent to both 027 643 2050 and 027 632 5013)
2. Describe and agree to project leadership roles and responsibilities (EO, BC, CC, AA, KW and additional members, important to mandate specific duty-bearers with the responsibility of controlling finances and cheque book).

3. Discuss and agree to project financial plans to achieve outputs.
4. Clarity on what to do with the Wendyhouse on Nuwerus (a requisition has been signed for the move of the wendy, a quotation or invoice is still awaited)
5. Clarity around Mr Steenkamp's services (R1,600.00).
 - Resolusie BENODIG: DMA Forum Bestuur moet skriftelike hulle saak stel sodat IWRM 'n brief kan rig aan Mnr Steenkamp aangaande die saak waar hy R1,600 ontvang het, R600 terug betaal het aan Bertie Cloete, en weier om die ander R1000 terug te betaal. IWRM het reports vanaf Mnr Steenkamp ontvang wat wys dat lede organisasies besoek was, en dat hy die vevoer vir hierdie besoeke gegee het. DMA Forum Bestuur moet besluit of IWRM die verslae vanaf Mnr Steenkamp kan aanvaar as regverdig vir die betaling van R1000.)
6. Discussion issue regarding the DMA EFF office in Nuwerus.
 - Resolusie 6: DMA Forum Bestuur moet besluit oor die Wendy Huis watter Nuwerus opgerig is. Om elke maand R1,200 te betaal vir die huur van perseel, is nie deur IWRM aanvaarbaar nie. Hierdie geld is bedoel om alle skryfbehoeftes, telefoon kostes, kontant uitgawes op noodsaaklike items te dek. Forum Bestuur moet tydens hul vergadering all kontant uitgawes vanaf bestuurs lede waat op IWRM projek doelwitte werk, uitbetaal deur om die "Office" bugroting te gebruik. Hierdie geldl kan nie alleenlik op huur betaal word nie.
7. IWRM contract – mandating persons to sign on behalf of the DMA EFF.

A requisition and supporting quotes would be sent to Informage regarding the transport and catering for this meeting. Informage would try and advance the funding in order to speed up payments and avoid conflict.

- Resolusie 7: Die notules van hierdie vergadering of 2 Mei 2009 sal saam met die register aan IWRM projek koördineerders gefaks word, saam met enige verdere inligting, IWRM Rekwisitiesies (Wendy Huis Skuif), IWRM fakture ensovoorts.

Date of next PMG meeting: 12 & 13 May 2009 at DWAF Bellville Offices, includes a workshop on subsidies for emerging farmers, two representatives from the DMA EFF to attend (travel arrangements to be finalized).

- Resolusie 8: DMA Forum Bestuur moet besluit watter bestuurslede die komende IWRM PMG vergadering te Bellville op 12 Mei 2009, en die Werkswinkel saam met DWAF, SPP en GARC oor Departement Waterwese en Bosbou Subsidies sal bywoon. 'n Werksplan sal gedurende hierdie werkswinkel opgestel word om vanaf lede inligting te in, en ook inligting uit te deel oor die subsidies waarvoor aansoek gedoen mag word.

6. **Close** The meeting closed at 12h30.

Minutes compiled by Nik & Gisela Wullschleger
nik@informage.co.za Contact: 023 347 0336 / 083 735 2038
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