

Minutes

Water Dialogue WG Meeting

Fri 9th June, Mvula Trust, Johannesburg

Present: Stephen, Bheki, Abrie, Martin, JP, Kathy, Jeff, Hamed

(Given that there were so few of us, and that things are now at a critical stage, I've made these minutes rather more detailed so that absentees can keep up)

Proposed meeting with academic review panel

The IWG has asked us to nominate 1 person to attend a 3-day meeting with the international academic review panel on 12-14 July. The aim of the meeting is to review the research questions and programmes from the different case-study countries in order to strengthen the process. It will also serve to familiarise the academic panel with the project.

A copy of the draft ToR for the Intl Academic Panel was copied and distributed.

We agreed that Jessica would be the most appropriate person, and if she was not available, Hamed would be nominated.

Jeff will be in the UK on holiday and may be able to join some of the sessions.

Jessica's brief is to present our research programme plans as they exist and to return with recommendations on improvements

*Action - **Stephen** to contact **Jessica** and get confirmation before the 16th and CC to all WG (By the time these minutes were written Jessica had confirmed her availability)*

MoU between EMG and WG

JP and others had written and circulated a draft MoU. Stephen indicated that he was happy with the principle terms of the agreement. The WG discussed some changes to the terminology, etc., to bring it into line with the proposed contract between EMG and Irish Aid.

The following key amendments were agreed:

1. The preferred term to identify EMG is "Accounting Agent" followed by "Project Agent" and finally "Implementing Agent". This should be consistent with the EMG / Irish Aid contracts
2. The MoU should make clear the two different roles that EMG will play in the project and w.r.t. participation on the WG, as civil society participant and as accounting agent respectively

*Action – **Stephen** to check with **Malcolm White (IA)**, get final legal opinion on the contract and make appropriate changes. Copy to WG for approval.*

It was also agreed that we draft a "rules of engagement" document which will outline the procedural rules for WG meetings (selection of chairs, agendas, etc.). This will be left until the co-ordinator has been appointed.

Irish Aid Contract

The original proposal was modified to fit Irish Aid format (thank you Jessica!) and submitted to Malcolm White. Unfortunately the proposal has to be channelled thru Irish Government rather than just the local embassy as we had hoped. This means delays. Our deadline for submission of first draft proposal is **27th July**. It goes thru a number of iterations, with hopefully final approval on **21st September**, and money in the bank a few days after that

Malcolm and Stephen met on the 30th May to review the draft. MW is happy with the overall document and suggested changes only to wording, details and minor inconsistencies.

Other agreed changes to the proposal:

Progress reporting to IA – EMG (via the co-ordinator) will produce the required financial and admin reports. The WG will from time to time, where appropriate, invite MW to WG meetings, possibly including WG meetings at research locations.

*Action – **Stephen** to revise proposal, submit before deadline and cc to WG*

Recruitment of co-ordinator

Given IA's timeline we have a few months before there is any cash in the bank. It was agreed that recruitment process should begin immediately, **Stephen** agreed that EMG would cover the costs of an advert and **Martin** agreed to investigate bridging finance to cover any salary payments before IA kicks in. However, there was concern that we did not have a "plan B" in the event of Irish Aid rejecting our proposal.

*Action – URGENT – **Stephen** to get MW's assurance that we have a 99% chance of success and cc his reply to WG.*

*Action – **Martin** to feedback on bridging funds situation*

The draft JD and ideal "profile" was discussed. Stephen will amend and circulate before selection process begins. The doc will be used as the basis for an ad in the Mail & Guardian. Advert will include indication of salary, will specify date of interview, and will require co-ordinator to be based in either Gauteng or Cape Town. No relocation costs will be paid. It was agreed that EMG would do a first-round sifting out and would forward the best 10 candidates to WG for short-listing (meeting 10am Wed 26th July) and interviews (3rd Aug).

*Action – **Stephen** and **Kathy** to draft ad and submit to Mail & Guardian before their 23 June publication deadline (prob. prior Tuesday)*

*Action – **Kathy** to draft the recruitment timetable and circulate*

*Action – **Stephen** to check with labour lawyer re employment conditions*

Process recording

The Intl Co-ordinator is meeting with a few consultants to talk about process recording. They would like to visit SA at some point, possibly towards the end of July. The timing is not ideal since WG members will be in the middle of short-listing / interviewing process. We agreed that they can observe our meetings, and that most people are available for a brief interview. We also

agreed that the SA WG should be clear on what we want to get out of the process recording and prepare them before they come here.

*Action – **Stephen & Hamed** to think through some of the issues cc to WG for comment and communicate with Intl Co-ord*

Relationship with International WG

The IWG was set up long before the establishment of the national WGs. Also, there seems to be very little feedback from IWG members to the particular sectors that represent. The mandate of the IWG was to carry the process forward, and they have achieved a lot, but maybe it is time to revise the relationship between national and International WGs.

*Action – **JP** will write a draft letter and send to **Jessica**. She will use this to draft a letter from the SA WG to the Intl WG.*

Next meeting

It was agreed to meet again on Wed 26th July, 10am to 1pm.

The key agenda item will be short-listing candidates for co-ordinator position.

The meeting closed at approx 2pm with thanks to Mvula for hosting and providing lunch

— end —

List server members

The current members of the Water Dialogues mailing list (dialogue@lists.mindspring.co.za) are given below. Now you know who gets the mail that you post to this list.

Please advise Stephen if there are names that should be removed/added.

- amsanders@g5.co.za
- bev@brim.co.za
- bongsm@iafrica.com
- bschreiner@dwaf.gov.za
- esakhat@g5.co.za
- fredvzyl@dwaf.gov.za
- grichards@salga.org.za
- hamed_786@yahoo.com
- helgard@dwaf.gov.za
- infotech@samwu.org.za
- jayb@wrc.org.za
- jbhagwan@wrc.org.za
- jeffrey.rudin@samwu.org.za
- jpmas@jwater.co.za
- jpmas@worldonline.co.za

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- karen.breytenbach@treasury.gov.za
 - kathye@joburg.org.za
 - lebepei@dwaf.gov.za
 - lisaba@dmws.durban.gov.za
 - martin@mvula.co.za
 - muruvans@dwaf.gov.za
 - nam@dmws.durban.gov.za
 - ngubob@dwaf.gov.za
 - nontembo@emg.org.za
 - rthomson@randwater.co.za
 - saawu@mweb.co.za
 - sandraf@wrc.org.za
 - soraya.solomon@samwu.org.za
 - stephen@emg.org.za
 - tionette.bates@sizawater.co.za
 - trevorngwanesoweto@yahoo.com
 - tumi.moleke@treasury.gov.za
 - vermeulena@dwaf.gov.za
 - wmoraka@salga.org.za

The server has been unable to deliverable to the following addresses

- owcc@telkomsa.net (*I think this is Bricks from the APF*)
- rgraham@salga.org.za

SML, 2006/06/19 3:22 PM

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