



**TERMS OF REFERENCE FOR THE NATIONAL STEERING COMMITTEE TO OVERSEE  
THE IMPLEMENTATION OF THE SOUTH AFRICAN WEATHER SERVICES AS THE SOLE  
PROVIDER FOR THE HYDRONET WATER CONTROL ROOM FOR WATER  
MANAGEMENT AREAS IN SOUTH AFRICA**

**1. BACKGROUND AND INTRODUCTION**

- 1.1. The Department of Water and Sanitation (DWS), Dutch Water Authorities and VNG International collaborate on the establishment of the Catchment Management Agencies (CMAs). The cooperation was formalised in 2014 by signing an agreement on the Kingfisher Programme. The partnership is structured in accordance with South African National Water Resource Strategy 2 by supporting the institutional establishment and development of CMAs. The collaboration focuses on capacitating the CMAs on water governance, exchange of skills and expertise between Republic of South Africa and Dutch water management institutions.
- 1.2. In 2013, the IUCMA, South African Weather Service (SAWS) and Hydrologic cooperated to develop a set of tailored applications for the Republic of South Africa's Catchment Management Agencies- the HydroNET Water Control Room starter's package. The application provides the CMAs with easy access to a wealth of essential hydrological and meteorological data. HydroNET is a web-based decision support service that provides intelligent solutions for operational and strategic water management. The CMAs package consists of the following applications: Rainmap, Stations, Weather Forecasts, Water auditing, STEEP dashboard and Water Control Room dashboard.
- 1.3. In August 2018, the Director General approved the procurement and appointment of SAWS as the sole provider to replicate and rollout the Inkomati-Usuthu Catchment Management Agency Hydronet water control room system to seven (7) water management areas.
- 1.4. The DWS contracted SAWS in August 2021 as the sole provider for the HydroNET water control room for water management areas in South Africa for a period of 24 months. The contract deliverables include the implementation the HydroNET system, Project management and administration, helpdesk and support, capacity building, system operation, maintenance, updates and configurations required for the system.

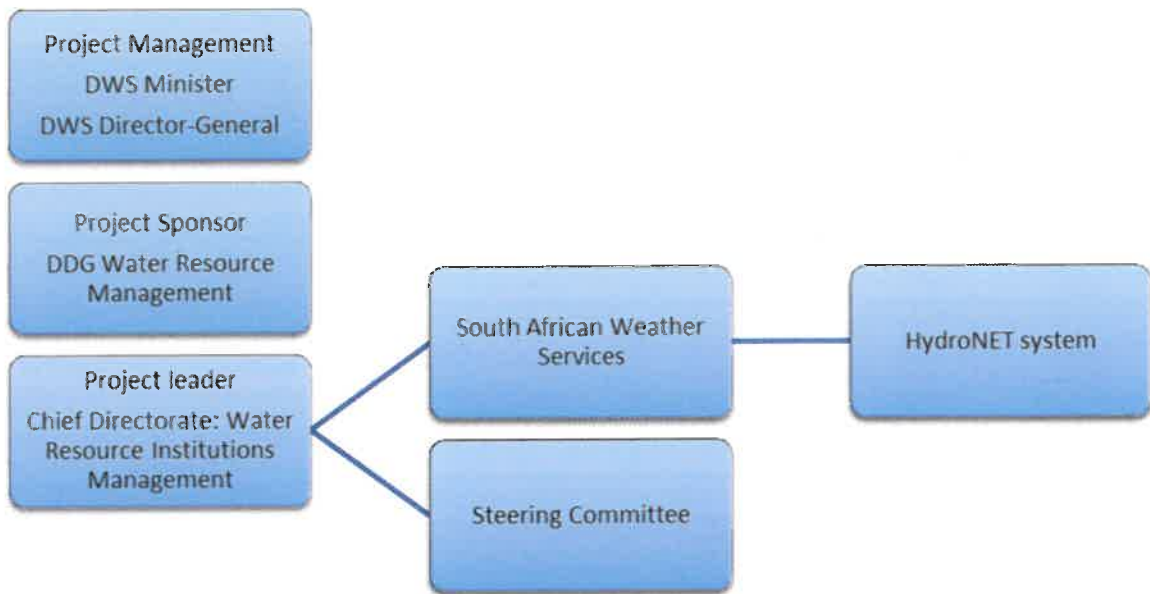
**2. PROJECT GOVERNANCE**

- 2.1 The project structure should consist of a single tier National Steering Committee governance structure that will provide strategic guidance and oversee the roll out of the project in all the water management areas. The project will ensure capacity building of young water professionals within the department.
- 2.2 The National Steering Committee will be led by the Chief Director: Water Institutions Management and comprise of the identified relevant sections together with the Provincial Heads and Chief Executives.

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- 2.3 The project will be implemented by SAWS and DWS will play an oversight role on the HydroNET system. The below figure provides an illustration of the project governance that will be responsible for administrating the HydroNET system.

**Figure 1: Project governance arrangements for the HydroNET system.**



- 2.4 The Provincial Heads and Chief Executives will form part of the National Steering Committee. The Provincial Heads and Chief Executives may delegate the relevant Director from the Provincial Offices and Catchment Management Agencies to form part of the National Steering Committee. The National Steering Committee will include members from the following organizations:

NO	Panel Member	Designation	Position on the Advisory Committee
1.	Department of Water and Sanitation	Deputy Director General Provincial Operations and International Water Cooperation	Chairperson
2.		Director: Water Institutions Management	Project Manager
3.		Assistant Director: Institutional Governance	Secretariat
4.		Director: Spatial & Land Info. Management	Member
5.		Director: Hydrological Services	Member
6.		Director: National Register of Water Use	Member
7.		Deputy Director: National Integrated Water Information System	Member
8.		Chief Information Officer	Member
9.		Chief Engineer: Information Support	Member
10.		Regional Head: Limpopo	Member
11.		Regional Head: Eastern Cape	Member
12.		Regional Head: Gauteng	Member
13.		Regional Head: KwaZulu Natal	Member

14.		Regional Head: Free State	Member
15.		Regional Head: North West	Member
16.		Regional Head: Mpumalanga	Member
17.		Regional Head: Northern Cape	Member
18.		Regional Head: Western Cape	Member
19.		Chief Director: Risk Management	Member
20.		DWS: Communication	Member
21.	Inkomati Usuthu CMA	Acting Chief Executive Officer	Member
22.	Breede Gouritz CMA	Acting Chief Executive Officer	Member
24.	Water Research Commission	Research Manager: Water governance	Member
25.	Young Professionals	Programme Manager	Members
26.	HydroLogic	Project Manager	Members
27.	South African Weather Services	Project Manager	Member

### 3. OBJECTIVE OF THE STEERING COMMITTEE

3.1. The objective of the Steering Committee is:

- To ensure a successful project outcome on the implementation of the HydroNET system as per the contract.

### 4. ROLES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

#### 4.1 Rollout of the HydroNET implementation and training plan

The Steering Committee shall be aligned with the project contract and develop an implementation as well as a training plan.

#### 4.2 Activity plan

The Steering Committee shall approve an activity plan quarterly. The plan shall include the implementation of the Weather Applications and the training.

4.3 To approve the tasks and responsibilities per partner (SAWS, eLEAF, HydroLogic, DWS, CMA's, and Regional Heads etc)

#### 4.4 Link HydroNET system and other departmental systems

The committee shall identify the connection between the HydroNET system and other systems that the department is currently using (e.g. NIWIS, WARMS, Hydstra, NGM, WMS).

#### 4.5 Marketing and launch of the Project

4.6 A task team shall be established to develop a risk register for this project.

### 5. STEERING COMMITTEE DOCUMENTATION

5.1 All documents prepared by the Steering Committee shall become and remain the property of the DWS.

## **6. MEETINGS PROCEDURES AND FREQUENCY**

- 6.1 The meetings will be held on a quarterly basis or as determined by the National Steering Committee.
- 6.2 The Chairperson may call an urgent or special meeting to discuss urgent matters.
- 6.3 The venue, time and date may be changed on request of a majority of the members.
- 6.4 The meeting documentation would be distributed in electronic format within 7 working days after the date of the meeting. Printed copies of the documents would not be distributed at meetings.
- 6.5 The HydroNET project manager will ensure that documents including the annual plan and implementation plan will be disseminated to the National Steering Committee on a quarterly basis or as required. The annual plan will be updated quarterly.

## **7. QUORUM**


- 7.1 The quorum required shall be a minimum of 50% of the listed National Steering Committee as per table 1.

## **8. END OF TERM**

- 8.1 The National Steering Committee will cease to exist as soon as the HydroNet Water Control Room implementation is fully functional, when instructed by the Director Generals of the Department of Water and Sanitation or when the contract lapses.

## **8. CONCLUSION**

The members of the National Steering Committee have been chosen on the basis of skills, expertise and relevance to the project. They are therefore expected to execute the task of the steering committee with integrity and put national interests over their own interests.

  
**CHAIRPERSON: NATIONAL STEERING COMMITTEE**  
**DATE: 27/07/2022**