



**DEPARTMENT OF WATER AFFAIRS
COMMUNICATION SERVICES**

ACTION PLAN FOR 07 October 2010
VENUE: WARRENVILLE HIGH SCHOOL

ACTION	RESPONSIBILITY	DEADLINE	COMMENTS
1. INVITATIONS			
Format of Invitations	P.Sigutya	30 Aug. 2010	Natalie is awaiting approval for invitation
Sending of Invitations	T.Hendricks (for the National Gusts) Iris and Senzekile to send regional invitations. Conrad to send DOE's invitation	30 Aug 2010	Paul to send invitation to Iris and Conrad. Back round letter to be sent to MEC.
RSVP	Iris and Senzekile	15 Sep	All confirmations will be sent to the North West Office for consolidation purposes.
2. GUEST LIST			
Local Guest list DWA National, Politicians & Partners. DOE	Mase will assist Iris with the regional guest list. Hendricks –National list? Conrad will assist with DOE's list	30 Aug	All lists will be sent to (Iris) with contact details before the invitations go out Learners on project 112 learners

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			30 Educators 20 VIP 12 Advisory board 21 WFW team District Mayor/Mayor of Warrenton School Governing Body 15 to divided 2 per school that where involved in the workshop amongst School Principal & Learner DEATEC Vaal hurts CEO in the management group SALGA
3. PROGRAMME and CONTENT			
Drawing up of programme 12:00	Task Team	13 August 2010	Once the program has been drawn it will be sent to Heads of Departments for comment

ACTION	RESPONSIBILITY	DEADLINE	COMMENTS
Release on the day And interviews <u>..\..\aquatic weeds program Draft 1.doc</u>			DONE
Speakers <ul style="list-style-type: none"> • Program director (Richard & Mase to consult municipality) • Premier of Northern Cape (please add name) • Dr. G. Preston (National Program Leader) • Mr. Lawrence Ferreira(Acting RPL) • Prof. M. Hill (Rhodes University) • Prof. M. Byrnn (Wits University) • Mr. C. Starr (DOE Representative on project) • Mr. Duiker (School principal) • To be nominated by School (Learner on program) • Deputy Minister of Education • Minister of Water affairs BP Sonjica 		All speakers to be informed by 01 Sep 2010	All speakers to receive briefs for their topics
PROGRAM CONTENT	Done	27 Aug 2010	

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<u>..aquatic weeds program Draft 1.doc</u>			
4. SITE			
Warrenton Cultural resort Release site Vaal River	Andile Nico	Done	Venue was paid for via Seekers travel To look into the logistics of moving pools and release site

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5. Security & Emergency Services			
VIP & Minister	Ismail		
Liaise with local SAPS & Traffic Dept.	Ismail		? to arrange a meeting with local SAPS and Traffic Dep.
Security at venue	Ismail		
First Aid	Ismail		? to organise ambulance to be on site and invite them to next meeting
Fire Brigade	Ismail & Thomas		? to organise ambulance to be on site and invite them to next meeting
Map to venue	Lawrence		To provide map to venue
6. PARKING AND ROADS			
Parking for VIPs and public	Ismail and Thomas		Parking must be identified at the school & release site.
7. FACILITIES & CUNSTRUCTION			
Sound system Microphone x2	Northern Cape? Northern Cape to get quotations		Quotations to be sent to WFW national office T.

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Projector x1 Screen x1 DVD player x1	Conrad to assist wit getting sound.		Hendricks to raise order number
8. Catering			
Menu: Learners: Sandwich x2 x120 Juice X60 500ml Cans x60 340ml Fruit Adults: Platters x4per person 150 people Juice x 75 500ml Cans x75 340ml Jugs of water and Glasses Fruit	Northern Cape? Senzekile- Northern Cape to get quotations and send to Paul for Payment	01 Sept.	

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9. TRANSPORT			
Learners & Educator and driver	Northern Cape? Paul to source quotation from Conrad to supply route for buses. Phavis Warranvale High School to get it's own bus	31 Aug	Details will be sent to Theresa to book buses
10. MEDIA LIAISON			
SABC Radio	Kagiso		RSG & Motsweding FM will broadcast on site on the day.
Press Release	Kagiso		
Invite media	Kagiso		.. \Qoutation Radio Dept of Water Affairs - Working for Water Programme.doc
Video Footage	Paul		Will be played during the event

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11. SUBMISSION & BRIEFING NOTES			
Submission & Briefing notes	Tracey	01 Briefing	Will prepare submission & Briefing notes draft then send to Northern Cape regional office for additions. Then be sent to DR. G Preston for final comment and then to Head Office.
12. BRANDING			
Putting up of banners	Task team		Paul to procure all items and get sizes
T-shirts	Paul		
13. DRY RUN			
On site 06 October,	Paul	10h00	All task team members to be present in dry run
Generator	Nico		
14. ON THE DAY			

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07 October 2010	Paul	07h00	Paul to run program of the day
15. AFTER CARE			
Clearing of banners	Task team		
Refuse bags	All over the field		MC to announce
Final clean up			Nico's team to assist
Evaluation	07 October 2010		Evaluation
16.			Warrenville HS