

## MINUTES OF MEETING

**PROJECT** : ADOPT A RIVER PROJECT  
**MEETING** : ADOPT A RIVER NATIONAL TASK TEAM MEETING  
**DATE** : 22 July 2010  
**TIME** : 10H00  
**VENUE** : DWA Offices Waterbron 8<sup>th</sup> floor

### ATTENDEES:

Rachalet Cronje (National IWRM);  
 Wilma Roodman (National IWRM);  
 Helen Moremong (National IWRM);  
 Nadene Slabbert (National RQS)  
 Nomvula Coka (National Sector collaboration)  
 Donald Mabada (Limpopo);  
 Nosipho Mbhele(National IWRM);  
 Bheka Zondi(Deputy Minister's office);  
 Mbali Mahaye (National-Communication);  
 M R Kganyago (Limpopo);  
 HM Mabasa (Limpopo);  
 Xolani Mbandazayo ( Eastern Cape)  
 Masia Mgwambani (National IWRM);  
 PV Mkhize (KZN);  
 Thulani Guzana (EC)  
 Zanele Sishuba (EC)  
 Thenga Ndivhuwo (Limpopo)  
 Phuti Setati (National Gender and Disability)  
 Thandiwe Booysen (National IWRM);

### APOLOGIES:

None

**CHAIRPERSON: R Cronje**

**SCRIBE: T. Booysen**

Item	
1	<b>Rachalet welcomed all.</b>
2	<b>The agenda was approved</b>
3	<p><b><u>Points of discussion</u></b></p> <p><b>Budget</b></p> <p><b>Project update</b></p> <p><b>Regional Launches</b></p> <p>Communication head office reported that they have been working with Helen and thus far adverts have been developed in the indigenous languages of the provinces. There will be one national media briefing on all events in the provinces. It was agreed between IWRM and Communications that due to budget constraints the Deputy Minister will have one advert where she will mention the dates of the events in the respective provinces.</p> <p>Communications Head office has also been liaising with their counterparts in the regions as they know better regarding the local media.</p> <p>LP communication reported that they are going to use one radio station instead of three due to budget constraints.</p> <p>The issue of national communication plan was emphasised. Ms Mahaye to work on it. Phuti added that she supports the use of one radio station.</p> <p>Rachalet suggested that the Regions can also look at continuation of utilising the radio stations after the events as part of their project advocacy plan</p> <p>Veronica reported that their challenge is funding, e.g. Ukhozi fm wants R 75 000 for the advert. They will be placing an advert on Iso Lezwe and on Ukhozi Fm. They will also do door to door awareness campaigns. Another challenge is that there is no</p>

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	<p>communication person in KZN.</p> <p>Communication Head office reported that in KZN they have been communication with Mr Khanyile with regards to preparing for the Adopt a River launch event.</p> <p>LP communication person: reported that he can organise an interview for the Deputy Minister in a local radio station, he will just need the schedule.</p> <p>EC communication: reported that they are liaising with head office in terms of the Adopt a River preparations and they still have enough time before the launch, so they envisage that a lot will be done before then. Xolani also added that in the EC the Adopt a River project is an on going process.</p> <p>Rachael informed the meeting that the EC launch will no longer be done by the Minister but by the Deputy Minister.</p>
4	<p><b>Budget</b></p> <p>Phuti Setati (PS) read out the budget requirements listed from Limpopo project launch budget breakdown. PS went on to say that she is comfortable with the list but has a problem with items such as boots, adverts for R86 000 and gift packs.</p> <p>Veronica Mkhize (VM) interceded by stating that the adverts are indeed quite expensive, however radio adverts are in that price range and even more.</p> <p>PS concurred and carried on. She mentioned that the total budget for the event for LP amounted to R 400 000 which is okay and she will be able to fund it.</p> <p>Wilma further presented the promotional material items to be procured, which were the 200 T-shirts only for the 100 women and ushers at an estimated cost of R23 per T-shirt. 50 posters which are A1 size at R150 per poster. 2000 Paper bags from Lepelle Water will have a DWA sticker on it and 2000 water bottles. 100 Sling bags for the women. Pamphlets will be printed internally to save costs.</p> <p>2000 foam caps and R10 each. To further save costs banners will be borrowed from</p>

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	<p>Western Cape Region.</p> <p>Phuti added that the additions i.e. Promotional materials were included by IWRM She went on to suggest that the Regions should go on and procure from their budget and then head office will do journals, and that she has started with Regional Chief Directors to get their buy in into this suggested process. The one option will be to transfer the money to the Regions and if they go over board then HO will not be able to cover for the difference. The third option is for Regions to procure using Head Office codes. LP has reported that it is anticipating 2000 attendees, 1800 public and 200 VIPs.</p> <p>Helen commented that with regard to the procurement, there is a likelihood that the Regional Chief Directors will agree to do the procurement then journals be done afterwards.</p> <p>PV (KZN) added that she supports the idea of journaling and that she will discuss with Mr Thys Badenhorst about it.</p> <p>LP appealed that whatever decision regarding the transfer of money; it needs to happen on time in order to ensure the success of the event.</p> <p>They further raised a concern that it is worrying that we are still debating about money when we have less than 10 days to the event and appealed that the issue of funds be sorted out speedily.</p> <p>Rachalet responded that the Regions must proceed with the procurement in the meantime and asked that Phuti do everything to speed up the process.</p> <p>Donald highlighted that LP is suffering from lack of funds, so much so that they is a possibility of the Region closing shop in September.</p> <p>Bheka suggested that Rachalet and Phuti approach the LP Chief Director and explain the logic of the situation.</p> <p>Phuti agreed that she will do everything in her power to get the Chief Director to agree to the Region spending and her office journaling the Region afterwards</p>

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	<p>Phuti continued to discuss the KZN list. She added that she does not agree with KZN on training under the event budget as it has been provided for in the IA budget. She continued explaining that KZN also want security; entertainment in the form of Zulu dances and they will be paid R 5000. The total amount for the event in KZN amounts to R 510 000.</p> <p>LP also added that they will add entertainment in the form of traditional dancers and would like them to be paid as well.</p> <p>Rachalet added that the additional items will be added across the board.</p> <p>Bheka asked as to whether the DWA choirs will be participating?</p> <p>LP responded that they will not use their choir since some members have been transferred to municipalities and it is no longer active as it used to be. The issue was discussed at length and it was mentioned that if the Region wants to invite the departmental choir a memo is sent to the responsible managers to release the choir members for that day and then transport is organised for them.</p> <p>Rachalet then added that it is up to each Region to decide what it wants for entertainment.</p> <p>Nadene informed Wilma that the: Adopt A river” on the poster should read as “Adopt a River”. She also informed the meeting that she will organise technical tools to be at the event just in case they are needed.</p> <p>KZN asked whether it would be possible to have the poster and banners for their awareness day on the 29 July 2010. Wilma responded that it is highly unlikely as the promotional materials have to be sent to Limpopo for their event on the 04<sup>th</sup> August 2010.</p> <p>Helen requested that the Region should not choose a big group from the VIP that will join the Deputy Minister at the river site as this will affect the time management for the events.</p>

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5	<p>Bheka informed the meeting that a memo has gone out to the stakeholders to inform them about the event.</p> <p>Rachalet requested that he send a copy of the memo to Helen for record keeping.</p> <p><b>Project Update</b></p> <p>Helen went through the project plan document and reported that the two MOAs have been signed and received from LP and KZN. The Amatola Water Board has not yet signed. There was a meeting scheduled for the 21 July 2010 between Amatola CEO and the Acting Chief Director to discuss the project budget. A follow up will be made to establish the outcome of the meeting.</p> <p>In KZN and LP the selection of women has already been done. Training of women will commence on Monday, 26 July 2010 for Limpopo project. Eastern Cape reported that they are also done with the selection process.</p> <p>The Region decided to mobilise the schools to work on the tributaries of the Buffalo river as the women will be working on the main stem. Training on testing the water quality has also been arranged. The Regional Office will also be physically monitoring the work of the IA. They also envisage that the MoA will be signed on the 2<sup>nd</sup> of August 2010 and then the IA will take over the project.</p> <p>EC further reported that in their project steering committee meetings the issue of security and vaccination for the women was being considered.</p> <p>KZN reported that the KZN the municipality is doing the Adopt a Stream as the Regional project - the Adopt a River women will be working on the main stem. The Regional Office will also be monitoring the IA at all times as stated in the MoA.</p> <p>Rachalet cautioned the Regions to do close monitoring as the IAs are profit driven.</p> <p>Helen added that with LP there was an oversight as some cost were not added such as the transport for women to the training; catering etc. Discussions are to happen to establish how additional funds can be accessed to cater for these oversights. It was agreed that this exercise will be done after the project launch as at present priority is</p>

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	<p>on the launches</p> <p>Rachalet informed the meeting that the project plan will be updated as work proceeds and it will be posted on the website.</p> <p>Nadene said that the documents can also be emailed to her in order to load them on the River Health programme website and it will also be updated accordingly.</p> <p>Nadene requested that the Regions should inform Head Office as to when they would like them to arrive for the event.</p> <p>Helen also requested that the Regions must kindly email the directions to the events as soon as possible for efficient planning.</p>
6	<p><b>Progress on the events – through checklist</b></p> <p>This was covered.</p>
7	<p><b>WAYFORWARD</b></p> <p>Rachalet summarised by stating that the procurement and the budget are the only challenges in her opinion.</p> <p>Regions to proceed with procurement whilst Phuti will be sorting the transfer of funds issue.</p> <p>In terms of next meeting Helen suggested that the next meeting be done through a telephone conference or video link with the regions.</p> <p>It was agreed.</p> <p>Rachalet thanked everyone for attending</p>
8	<p><b>CLOSURE</b></p> <p>The meeting adjourned at 13H10</p>