

**Monitoring and Assessment Information System
MAIS PHASE 3**

**Minutes of the Second Task Team (TT) Meeting held on 2001-08-20 at eManzini
Building Room 421 at 9h00**

Present:

Name	Telephone	Fax	e-mail	Abbreviation
Allestair Wensley	082 808-5642	(012) 321-1193	igc@dwaf.pwv.gov.za	AW
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Ernest Trenerry	(012) 336-7221		trenerrye@dwaf.gov.za	ET
Chris Moseki	(012) 336-7867	(012) 328-6397	wea@dwaf.gov.za	CM
Bennie Haasbroek	(012) 336-8360	(012) 336-8295		BH
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Alison Howman	(012) 808-0377	(012)808-0338	eca@dwaf.gov.za	AH
Jane Harris	(012) 336-8103		jharris1@iafrica.com	JH
Dirk Grobler	082 824-0083		drgrob@iafrica.com	DG

Venue : eManzini Building 421
Date : 20 August 2001
Time : 9:00 to 12:00

OBJECTIVE OF THE MEETING

- ❖ To present the progress of the project to date
- ❖ To discuss the Initial Investigation Report
- ❖ To identify the way ahead.

ACTION POINTS

Ref. No.	Actions	Resp.	Target Date
1.	WELCOME AND INTRODUCTIONS	AH	
	AH welcomed all to the meeting. Chris Smidt from Water Services, Chris Moseki from Geohydrology, Bennie Haasbroek representing Malcolm Watson, and Flip Nöthling from Water Utilisation were welcomed		
2.	APOLOGIES	AH	
	Apologies were received from: Alison Cochlovius-Gouws, Malcolm Watson, Jeanne de Klerk, Gerrit van Zyl, Christoff le Grange, Anneli Kühn, Mankone Ntsaba		
3.	CORRECTION OF MINUTES OF 4 APRIL 2001	AH	
	One correction. The addition of ErnieTrenerry in the need to hold discussions between Water Services and MAIS.		
4.	MATTERS ARISING	AH	
	The MAIS Terms of Reference had been circulated by JH		
	Discussions between the MAIS Team and Water Services had not been held. These discussions are to clarify roles, identify critical success factors, and areas of potential integration	MAIS/AW /ET	ASAP
	An electronic version of the PowerPoint presentation had been circulated		
	The request to Directors for representative support on the TT had been heard		

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	<p>and new people had been welcomed and would be on the TT.</p> <p>A proposed MTEF budget for initial MAIS governance had been prepared and submitted</p> <p>Work space for the MAIS Team and TT on the Intranet had been requested but was not operational. A web site was operational but would be discussed under general.</p> <p>The planned TT meeting of 5 June 2001 had been postponed due to the fact that no issues were ready to be presented and discussed. Instead, a brief progress report on the project had been distributed. No comment had been received from the TT</p>		
5.	COMMUNICATION STRATEGY	MN	
	The communication strategy had been drafted but could not be presented due to the fact that Mrs M Ntsaba was not available. The document will be circulated to the TT for comment	AH	ASAP
6.	PRESENTATION AND DISCUSSION ON RESULTS OF THE INITIAL INVESTIGATION (PowerPoint presentation available on the MAIS Website)	JH	
	<p>JH presented the Initial Investigation Report focusing on the functional MAIS model, the analysis of information needs undertaken for the Water Resource Management functions, the current status of monitoring in DWAF, identified concerns and proposed MAIS functions. The TT accepted the report without immediate objection.</p> <p>Comment on the Initial Investigation Report was requested by 31 August.</p> <p>The document Complex Knowledge Product Version 1 was discussed and a proposal for taking the document forward was agreed. The document would be verified with stakeholders and then analysed.</p> <p>Criteria for the selection of a pilot study were proposed by DG and accepted by the TT with the following additions. To be included are the criteria that -</p> <ul style="list-style-type: none"> (1) The chosen pilot project must have the scope to integrate (2) There should be infrastructure and integrity in the data processes that are in place. (3) The pilot should be practical, of immediate value, and useable. <p>Circulation of the PowerPoint presentation was requested</p>	<p>All</p> <p>JH/DG</p> <p>JH</p>	<p>31 August</p> <p>15 Sept 2001</p> <p>ASAP</p>
	<p>As a result of requests from monitoring programme developers to align with the MAIS, proposed guidelines for incorporating new and existing Water Resources Monitoring Programmes into a MAIS Framework have been drafted. AH presented the guidelines as proposed to date. The TT accepted the proposals.</p> <p>The guidelines are not complete and will form part of the design process.</p> <p>Copies of the draft guidelines were requested</p>	AH	ASAP
	The issue of where the MAIS fitted into TINWA and other projects was raised. ET to provide guidance in this regard	AH/ET	
7.	WAY FORWARD	AH	
	<p>AH clarified the way forward. Two priorities were identified</p> <ul style="list-style-type: none"> (1) the selection of the pilot study (2) provision of guidance for current and new efforts to align. <p>The TT supported the priorities.</p>	JH/DG/AH	
8.	GENERAL	AH	
	AH presented a proposed structure for the MAIS Web Site. The proposals were accepted with the additions of "Issues", "links to the Restructuring initiative" and a direct link from the DWAF web site to the IWQS MAIS site. It	AH/JH	31 August 2001

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	<p>was noted that the point of access to the site is critically important.</p> <p>As part of the communication strategy papers have been written and will be presented at two conferences in September 2001. These are as follows:</p> <p>J Harris, A Howman, A Kühn, D Grobler, M Ntsaba, (2001) Information Systems for Water Resources Monitoring and Assessment, Conference on Environmentally Responsible Mining, Johannesburg, 25-28 September</p> <p>J Harris, A Howman, A Kühn, D Grobler, M Ntsaba, (2001) Information Systems for Water Resources Monitoring and Assessment, SANCIAHS Tenth South African National Hydrology Symposium, Pietermaritzburg, 26-28 September 2001</p>		<p>Sept 2001</p> <p>Sept 2001</p>
9.	DATE OF NEXT MEETING	AH	
	The next Task Team Meeting will be held on the 5 November 2001 in eManzini 421.	All	5 Nov 2001
10.	CLOSURE	AH	