

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

**Minutes of the First Task Team (TT) Meeting held on 2001-04-04 at eManzini
Building Room 421 at 13h00**

Present:

Name	Telephone	Fax	e-mail	Abbreviation
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Dirk Grobler	082 824 0083		drgrub@iafrica.com	DG

Venue : eManzini Building 421
Date : 4 April 2001
Time : 13:00 to 16:00

OBJECTIVE OF THE MEETING

- ❖ To inform the Task Team (TT) of the MAIS Project
- ❖ To discuss project issues
- ❖ Clarify roles and responsibilities of the Task Team
- ❖ To identify the way ahead.

ACTION POINTS

Ref. No.	Actions	Resp.	Target Date
1.	WELCOME AND INTRODUCTIONS		
	AH welcomed all to the meeting. Decision was taken to take action minutes, with key decisions and actions	AH	
2.	APOLOGIES		
	Apologies were received from: P Viljoen		2001-04-04
3.	ORIENTATION AND DISCUSSION ON THE PROJECT SCOPE	JH	
	JH presented the MAIS project highlighting the following.		

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	<ul style="list-style-type: none"> • Project deliverables • Operational definition of Complex Knowledge Products (CKP's), including collaboration with external stakeholders • Corporate infrastructure • Options for capacity building plan (shadow team, staff participation etc.) • Proposed communication approach <p>The MAIS Terms of Reference to be circulated</p> <p>There needs to be more discussions held between MAIS and Water Services to clarify roles and identify critical success factors</p> <p>There has to be a smoothing of relations between DWAF and external information providers, and assessment of existing commercial agreements.</p> <p>Investigate funding and additional resources to fast track the design and implementation of MAIS</p> <p>Members of the TT should study inception report and highlight areas of concern i.e. there is a concern that 'the project is too vague to implement'. Another suggestion was that the project team should identify components of information management that can be done comprehensively and not do everything all at once. Concentrate on those areas where there is benefit of scales, integration and broad usability. Unique operational data should be kept within the current functions. Allow short term systems to carry on. They may be built and dissolved as and when required.</p> <p>IT will determine what architecture is appropriate to make data easily accessible. Furthermore the integrator should provide an assessment of commercial packages and give direction.</p> <p>There has to be more interfacing with Water Services (outside the TT meeting) part of the discussions should understand the assumptions of WS within regard to MAIS and water resources functions</p> <p>To get management support we have to ensure that we work within management's mandate, hence the need for an effective communication strategy.</p> <p>MAIS will require more resources than currently budgeted for. TT members should discuss the incorporation of MAIS related budgets into the MTEF.</p> <p>MAIS project team should continue with the description of current monitoring programmes and plans and determine which items are approved and which are not.</p> <p>An electronic version of the presentation to be distributed</p>	<p>JH</p> <p>MAIS/AW /ET</p> <p>JH</p>	
4.	ROLES AND RESPONSIBILITIES OF THE TASK TEAM	AH	
	<p>Key DWAF personnel who have direct responsibility for data acquisition, monitoring, assessment and/or development of information systems for their specific line functions, as well as key users of information, have been selected to participate in the TT. AH presented the envisaged roles and responsibilities of the TT.</p> <p>It was agreed that other people who need to be involved (people involved in the development of dynamic systems) will be considered for participation in working groups and should be involved very early in the process. Participants</p>	<p>ALL</p>	

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	<p>in the TT are expected to give a broad overview of the whole system.</p> <p>TT members should consider the capacity building options, especially the development of the leadership cadre, and their participation in the project</p>		
5.	IMPROVING REPRESENTIVITY OF TASK TEAM		
	<p>AH identified that it was critical for the TT to become more representative</p> <p>TT requested to go back to Directors regarding the Support Team and come back with recommendations</p>	AH ALL	
6.	WAY FORWARD		
	<p>DG presented the way forward as presented in the Inception Report</p> <p>AH identified that a proposed MTEF budget for initial MAIS governance had been prepared and would be submitted</p> <p>Work space for the MAIS Team and TT to be requested and created on the Intranet</p>	AH AH	
7.	DATE OF NEXT MEETING		
	The next Task Team Meeting will be held on the 11 th June 2001 in eManzini 421.	All	2001-06-11
8.	CLOSURE		