



water affairs
 Department:
 Water Affairs
 REPUBLIC OF SOUTH AFRICA

Support to the Implementation and Maintenance of the Reconciliation Strategy of the Crocodile West Water Supply System

**Minutes of the Task 2: Project Management Meeting
 at 10:30 on 31 May 2010, BKS Pretoria**

1. WELCOME

The Chairperson, Mr. Tendani Nditwani (TN) (Chief Engineer NWRP: North) opened the Task 2: Project Management Meeting of the "Support to the Implementation and Maintenance of the Reconciliation Strategy of the Crocodile West Water Supply System".

2. ATTENDANCE AND APOLOGIES

2.1 ATTENDANCE

An attendance register was circulated, as noted below:

Mr. Tendani Nditwani	(TN)	DWA: NWRP
Mr. Gregory Paszczyk	(GP)	DWA: NWRP
Mr. Pieter van Rooyen	(PGvR)	WRP
Ms. Hermien Pieterse	(HSP)	BKS
Mr. Johan Rossouw	(JDR)	BKS
Mr. T Coleman	(TC)	Golder
<i>Ms. Surene Whiteman</i>	<i>(SW)</i>	<i>BKS</i>

2.2 APOLOGIES

Mr. Kennedy Mandaza	(KM)	DWA: NWRP
Dr. MS Basson	(MSB)	BKS

* Non-permanent members are indicated in *italic & bold*.

3. APPROVAL OF THE AGENDA

The Agenda was approved.

ACTION

4. MINUTES OF PREVIOUS MEETING (REFER TO SMT2 HELD ON 15 APRIL 2010)

4.1 APPROVAL

The minutes of the SMT2 (15 April 2010) was approved at the SMT meeting.

4.2 MATTERS ARISING, NOT DISCUSSED ELSEWHERE

SMT2, Item 3(b): Task 2: Project Management will be discussed in a meeting, prior to the SMT meeting.

5. TASK 2: PROJECT MANAGEMENT

5.1 CONTRACTUAL/ ADMINISTRATIVE MATTERS

5.1.1 Signing of contract

(a) BKS returned the signed Standard Professional Services Contract to DWA on 18 April 2010 (*refer to SMT2 Item 6.1.2(b)*).

(b) Contractual arrangements between BKS and the sub-consultants (WRP, Golder and Zitholele) are also in place.

5.1.2 Approval of rates

The rate for Mr JLJ van der Westhuizen was approved (*refer to SMT2 Item 6.1.2(c)*).

5.1.3 Staff changes

Dr Basson decided to retire from BKS. Although, Johan Rossouw will take over from him as Study Leader, he will still be available for the project, as and when required, but mainly in his capacity as specialist/reviewer.

5.2 CHANGES IN SCOPE

New tasks, as identified in previous SMT meetings, including Training (on the Water Quality Model, WRPM and Operating rules), are described in the Inception report (*refer to SMT2 Item 6.1.1(c)*).

5.3 FINANCIAL

The first invoice, dated 19 May 2010, was submitted to DWA.

5.4 WORK PROGRAMME

An updated work programme was distributed. The first SSC Meeting will be held on the 29th of July 2010.

6. GENERAL

No discussion.

7. NEXT MEETING

All future Task2: Project Management Meetings will be held before each SMT meeting.

8. CLOSURE

The meeting was closed at 11:00.

Minutes certified as correct and final



PSP Study Leader

2010-07-14

Date



DWA Study Leader

14-07-10

Date