



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 Project Management Meeting (Task 2), at 07:30 on 11 February 2011, BKS Pretoria

ACTION

1. WELCOME

The Chairperson, Mr. Tendani Nditwani (TN) opened the 5th Project Management meeting.

2. ATTENDANCE AND APOLOGIES

2.1 ATTENDANCE

An attendance register was circulated, as noted below:

Mr. Tendani Nditwani	(TN)	DWA: NWRP
Mr. Witek Jezewski	(WJ)	DWA: NWRP
Mr. Pieter van Rooyen	(PGvR)	WRP
Ms. Hermien Pieterse	(HSP)	BKS
Mr. Johan Rossouw	(JDR)	BKS
<i>Mr. Trevor Coleman</i>	<i>(TC)</i>	<i>Golder Associates</i>

2.2 APOLOGIES

All members present.

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

3. APPROVAL OF THE AGENDA

The Agenda was approved.

4. MINUTES OF PREVIOUS MEETING

4.1 APPROVAL

The minutes of the Project Management meeting of 18 November 2010 was approved.

4.2 MATTERS ARISING, NOT DISCUSSED ELSEWHERE

- (a) Item 6(a): Signed PDF copies of all minutes are and will be sent to DWA.
- (b) Item 6(b): The minutes of the SSC meeting was finalised.
- (c) Item 6(c): The web document was finalised and submitted to DWA.

5. TASK 2: PROJECT MANAGEMENT

5.1 CONTRACTUAL/ ADMINISTRATIVE MATTERS

BKS requested for the approval of Kagiso Kwele as part of team. A letter of motivation of the rate and her credentials was sent to DWA.

WJ

5.2 CHANGES IN SCOPE

- (a) Item 5.2(b): The signed Inception Report, without the financial information was distributed to the Study Management Team.
- (b) TN requested that tasks previously omitted due to budget limits, such as the Water Quality Status Assessment, water tariffs and another 2nd round of strategy update, be revised and motivated in a VO request.

PGvR

5.3 FINANCIAL

HSP reported that 57% of the project amount was invoiced to date. Complete financial progress reports are submitted with each invoice.

5.4 WORK PROGRAMME

- (a) The next SSC meeting is scheduled for 24 February 2011.
- (b) All other tasks were progressing according to programme, except the WQT task was slightly behind schedule due to difficulties in obtaining the data.

6. GENERAL

6.1 COMMUNICATION

After previous difficulties regarding obtaining data from Rand Water, TN liaised with Francois van Wyk (Rand Water) about this matter. However, TC reported that data was obtained from Johannesburg Water and they are proceeding with the WQT task.

7. NEXT MEETING

The next Project Management (Task 2) meeting will be held on 5 May 2011 at **7:30**, before the next SMT meeting.

8. CLOSURE

The meeting was closed at 08:00.

Minutes certified as correct and final

PSP Study Leader

Date

DWA Study Leader

Date