



MEETING MINUTES

Meeting title : Fourth Advisory Forum Meeting

Date : 28 June 2011

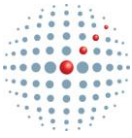
Time : 17:00 – 19:00

Place : Room G45, City Engineers Building, Durban

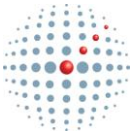
Attendees : See attached attendance list

Apologies : Anisa Khan - WESSA/WWF Schools Programme
 Andy Blackmore – KZN Wildlife
 Dieter Zettler – Durban–Bremen City Partnership
 Emil Unger – Electrawinds / DCCI Trade and Industry Portfolio (sent a secondary rep)
 Miriam Haffejee – Transnet
 Mark Summerton – Umgeni Water
 Paulene Pirthi – Eskom
 Roseanne Diab – UKZN
 Sue Brittion – SAFCEI
 Terry Bengis - individual

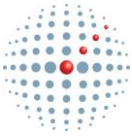
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| 1. | <p>Welcome, Introduction and Apologies</p> <p>Jonathan Curren (JDC) welcomed all Advisory Forum (AF) members. He encouraged those present that the Durban Climate Change Partnership (DCCP) Steering Committee is close to finalisation.</p> <p>Apologies were given, and it was noted that there were several requests to end the meeting early because a few people needed to leave early. JDC was confident that this would be possible.</p> <p>The agenda was summarised and no questions or comments were raised.</p> | |
| 2. | <p>Appointment of Steering Committee Members</p> <p>Please refer to the Steering Committee Selection Process document, approved by the AF in the previous meeting.</p> <p>Sarah Alsen (SA) explained that as per the agreed upon Steering Committee selection process, a subcommittee had sat the previous day to score the Steering Committee nominations and so achieve consensus in selecting the Committee. Details on the scoring process can be found in the supporting information for subcommittee members.</p> | |



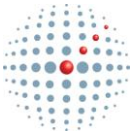
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| | <p>Submissions were received up until the day of the subcommittee meeting. Those present at this meeting on 27 June 2011 were: Terry Bengis, and Thabani Khumalo, as Advisory Forum volunteer members; Meggan Lewis from eThekweni’s Environmental Planning and Climate Protection Department (EPCPD); Sarah Alsen and Alex McNamara (AKM) from BioRegional and Camco respectively, as facilitators of the DCCP.</p> <p>The scoring system applied points based on criteria predefined by the AF. Nominees could score a maximum of 20 points, and a minimum of 10 points was required for successful candidates. Only complete nomination forms were reviewed.</p> <p>All the nominations received were listed - please see presentation slides.</p> <p>There was good overall consensus achieved among the Subcommittee.</p> <p>It was decided that the process for selecting 2 steering committee members from the Government and Parastatal sector should be run separately, but that in all likelihood to represent government it would be someone from EPCPD (as initiators of the Partnership) in the meantime. SA also stated that there were two late submissions on Monday 27th that had not been part of the selection process and one name (with a nomination form still outstanding) pending, which would need to be taken forward to the Steering Committee for scoring. It was also acknowledged that another candidate’s nomination form had not reached BioRegional despite the candidate being certain it had been sent; a further candidate’s nomination had also been overlooked, for which apologies were given. These two further nominations, together with the late nominations (three as listed above) would also need to go to the Steering Committee for scoring.</p> <p>Questions/Discussion:</p> <p style="padding-left: 40px;">Joanne Lees (JL) personally knew of a nomination from the Master Builders Association that had not been received according to the list; she asked if it was one of the late nominations?</p> <p style="padding-left: 80px;">SA: Confirmed that the nomination in question was not received even as a late nomination.</p> <p style="padding-left: 80px;">JDC: The process for receiving further late nominations will still be discussed.</p> <p style="padding-left: 40px;">Asia Khan (AK): How will the representation of race and gender be accommodated, going forward?</p> <p style="padding-left: 80px;">JDC: There is an opportunity to use the additional spaces still open (a balance of five) to accommodate the imbalance of certain race and gender representation.</p> <p style="padding-left: 40px;">Mark van Wyk (MvW): We need more clarity on the ratio of gender and race representation. Can this be decided</p> | |



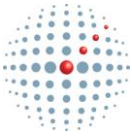
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| | <p>now?</p> <p>AKM: The demographics of the 8 successful candidates as they stand are: 4 white males; 2 white females; 1 Indian male; 1 Indian female; (of the pending nominations: 1 Indian female; 1 black male; 1 white female)</p> <p>Bianca Vernes (BV): Other representation from differing sectors may also be needed, how will the requirement for these missing sectors and gender and race representation, be prioritised?</p> <p>Abigail Knox (AK): stated the Steering Committee Selection process stipulated an overall maximum required total rather than actual required ratios and questioned if there was not best practice information available based on demographic representation.</p> <p>Mlungisi Ntombela (MN): Accommodating the need for race and gender representation at this stage may create a big problem - we did not have success even in the beginning when the Amakhosi or members from COSATU were invited. It will be more difficult to try to achieve appropriate demographics at this stage.</p> <p>KA: We must be careful to not compromise this process which to date has been transparent, democratic and appropriate, and the efforts taken to achieve representation to date. And yes, there are codes out there, guidelines in terms of demographic representation, but nothing which is set in stone. MvW: To be frank, we have 5 white men (2 of which will form 1 seat), 2 Indians and 2 white females, so going forward, should we request black females if possible?</p> <p>JL: It's important to ensure that the Steering Committee itself has credibility, over and above the credibility of the process, and for this it may be necessary to co-opt / headhunt people. This should be done to get people of the right demographic or constituency. Perhaps we should discuss the limit of 15 SC members?</p> <p>Shamini Harrington (SH): Agree with JL, and to add that the nomination criteria did not specify on the basis of demographics. We should aim to fill the remaining seats with nominees that meet the criteria of expertise and credibility first and foremost and thereafter consider the demographics.</p> <p>JDC: Does anyone object to the successful nominations?</p> | |



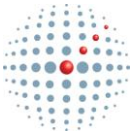
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| | <p>No objections were raised.</p> <p>JDC: Does anyone object to the unsuccessful nominations?</p> <p>MvW: No objections, it is good that if anyone disputes the selection process they can see all the steps along the way, particularly as the process followed will be put on the DCCP website that is being established.</p> <p>JDC: The subcommittee will not assess the late nominations. SC will need to decide how to fill the extra seats thereafter.</p> <p>Keith Anderson (KA): Should the subcommittee rather not meet again to complete the SC selection process to ensure consistency?</p> <p>MvW: Agreed, can the subcommittee meet again as per the AF suggestion and approval, to apply the same criteria plus the additional criteria (discussed here about the demographics and sectors) to the late submissions. Then via email the AF members could be notified of the nominations, and offered the final chance to object given x number of days?</p> <p>JL: Just to not that demographic representation on these types of committees is not an unusual problem.</p> <p>JDC: to summarise then, in terms of time lines: the criteria must be reviewed to fulfil the requirements on sectors and demographics, then the subcommittee would need to reconvene and the AF subsequently be emailed for the successful additional candidates to be approved.</p> <p>JDC suggested the facilitators will respond to actual timelines once the minutes are circulated.</p> | |
| 3. | <p>Launch Event</p> <p>AKM explained that communication with the public will be important prior to the launch event, and therefore wished to brainstorm with the AF for initial thoughts on the DCCP Launch Event. As such, what do we want to gain from the event, and what do we want to communicate and showcase?</p> <p>Justin Feuilherade (JF): All of the items listed on the slide would be worthwhile.</p> <p>AKM: Are there any more specific ideas?</p> <p>KA: Perhaps we should understand what is already actually being done among partners and members and across Durban, in order to achieve clarity and avoid duplication in the future. We could then suggest projects</p> | |



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| | <p>that are aligned to what the DCCP is trying to achieve.</p> <p>SH: Are there not two layers here: the first being to launch the different stakeholders working together, then secondly to educate, inform, and describe the Partnership . Thereafter projects could be showcased.</p> <p>AKM: Do we not want to present tangible projects?</p> <p>SH: Yes, but the concern is that there aren't enough suitable projects to present at the launch.</p> <p>Pat Reddy (PR): surely the DCCP would tie in with COP17, so would need to offer valid contributions?</p> <p>MvW: It would be worthwhile to present how the partnership fits in the context of COP17, etc.</p> <p>KA: What we present should cover the basic questions of the Partnership - who, what, why, where? - as part of the initial knowledge sharing process.</p> <p>AKM: Could we have a combination of all of these suggestions at the same event to make 3 layers: info about DCCP, present the Steering Committee, and showcase tangible projects.</p> <p>SH: Would you be asking the members if they have projects to showcase?</p> <p>MvW: Is it a conference or launch event? Who are we targeting? Is it a party for special guests, the public, or are we having a meeting? This will determine whether we want to exhibit at the launch.</p> <p>JL: It may be unwise to launch specific projects – it could destroy the credibility of the whole process if we showcase or promote some project above others or leave off some important ones.</p> <p>Derek Morgan (DM): There is a Sustainable Cities Exhibition in September, hosted by the municipality. Could the DCCP launch at this event?</p> <p>MvW: I suggest that we launch the Partnership as a structure/ body/ entity, to highlight the process of how we have established the DCCP, who are the players and this is what we are doing.</p> <p>SH: Agree, it is important to communicate the legitimate process.</p> <p>PR: It could be a good opportunity to launch the DCCP and present our vision for Durban at this event.</p> <p>JDC: Waiting until September is ideal as it gives the SC</p> | <p>Facilitators to request space at the sustainability expo.</p> |



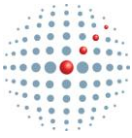
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| | <p>more time to meet and settle in to its role.</p> <p>AJK: And the advertising will be taken care of by the Exhibition organisers.</p> <p>AKM: Would this be an opportunity to explain our organisational structure?</p> <p>MvW: We don't want to open up for more processes; we're only there to launch. We can therefore focus our launch on presenting who we are, and leave off showcasing projects and the risk of leaving one person off.</p> <p>JF: We must avoid simply talking about talking, we should present the DCCP as something tangible that people can get excited about the ventures that are happening.</p> <p>KA: let the SC decide what the event should comprise of, but surely a lot of exemplar projects will be showcased at the Exhibition in any event? The DCCP can slot into the City's programme therefore.</p> <p>MN: To gain recognition may be the main purpose of the launch. We can use the opportunity to educate the guests and attendees about CC and what people can do to protect the climate, and showcase projects at a later stage.</p> <p>JDC: To summarise, the launch will present who the DCCP is, how and why it was formed, and some basic foundational info about CC in Durban.</p> <p>MvW: SC can deal with the details. We are only making suggestions.</p> <p>JL: The SC will have, in any event, a lot to discuss ito what is the DCCP's institutional form, its accountability, etc .</p> | |
| 4. | <p>Website and Logo</p> <p>Three logos were presented to the AF just as indication of the work being done. The website: www.durbanclimate.org.za will be live shortly, suitable for members to retrieve all relevant documents and to receive updates.</p> | |
| 5. | <p>Any Other Business</p> <p>SH: How will the AF be consulted /included in the future?</p> <p>JDC: Regular dialogue and updates about the progress will take place.</p> | |



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| | <p>AKM: A communications strategy to address such issues will be proposed, and there will also be annual meetings and opportunity for AF members to join working groups and task teams so that this knowledge and enthusiasm is captured.</p> | |
| <p>6.</p> | <p>Summary and Way Forward</p> <p>The subcommittee is to meet again in 2 weeks time.</p> <p>SC members:</p> <p>To meet after AF subcommittee meeting:</p> <p>1st SC meeting proposed for 19 July 2011</p> <p>Facilitators will provide the initial secretariat role for the SC.</p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Announcing the additional SC members 2. Planning for Launch event <ol style="list-style-type: none"> a. dates, b. costs 3. Appointment of office bearing officials <p>Launch event:</p> <p>Will be discussed by SC members. In the mean time, the facilitators will request a space at the Sustainable Cities Expo (scheduled for September) to launch the DCCP.</p> | |
| <p>7.</p> | <p>Closure</p> <p>Meeting closed at 18:05 pm.</p> | |

Attendee acronyms employed in minutes:

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| SA | Sarah Alsen | JL | Joanne Lees |
| AKM | Alex McNamara | KA | Keith Anderson |
| AK | Asia Khan | MN | Mlungisi Ntombela |
| AJK | Abigail Knox | MvW | Mark van Wyk |
| BV | Bianca Vernes | PR | Pat Reddy |
| DM | Derek Morgan | SH | Shamini Harrington |
| JF | Justin Feuilherade | TK | Thabani Khumalo |
| JDC | Jonathan Curren | TT | Tirusha Thambiran |

**Attendance Register**

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| Asia Khan | KZN DEARD |
| Bianca Vernes | DYC |
| Debra Roberts | Environmental Planning and Climate Protection Department (EPCPD), eThekwini Municipality |
| Derek Morgan | Energy Office, eThekwini Municipality |
| Joanne Lees | KZN Institute for Architecture |
| Justin Feuilherade | Electrawinds (on behalf of Emil Unger) |
| Keith Anderson | E-Waste Association of SA |
| Mark van Wyk | Prospecton Business Forum, DCCI |
| Meggan Lewis | EPCPD, eThekwini Municipality |
| Mlungisi C Ntombela | eThekwini Disability Forum, eThekwini Disability Sport Forum |
| Pat Reddy | Institute for Waste Management SA and Buyisa eBag |
| Tirusha Thambiran | CSIR |
| Sean O'Donoghue | EPCPD, eThekwini Municipality |
| Shamini Harrington | SAPIA |
| Thabani Khumalo | Think Tank Marketing Services |