



MEETING MINUTES

Meeting title : Inaugural DCCP Steering Committee Meeting
Date : 19 July 2011
Time : 17:00 – 19:00
Place : Room G45, City Engineers Building, Durban
Attendees : See attached attendance list
Apologies : Sue Britton – SAFCEI
Andrew Layman – DCCI (Shared representation with Emil Unger)
Facilitators : BioRegional SA
Camco SA

Table with 3 columns: Item No., Item, Action. Row 1: 1. Welcome, Introduction and Apologies. Row 2: 2. Roundtable Introductions.



Item No.	Item	Action
	<p>for their own future.</p> <p>Bryan Ashe (BAs) – from NGO Geosphere and C17 Co-ordinator; also immediate priority of COP17, and promoting the inclusion of local rural communities into adaptation strategies.</p> <p>Rob Leach (RL) – Arup and SAPOA; interested in sustainable engineering solutions and tangible deliverables. From a SAPOA point of view, the interest is on COP17.</p> <p>Tirusha Thambiran (TT) – CSIR – researcher and lecturer at UKZN; emphasis on the role of the DCCP in tackling misconceptions about Climate Change within the public and improve awareness and education.</p> <p>Miriam Haffejee (MH) – Transnet Ports Authority; temporary representative of government/parastatals; provides an interface between public and private sectors.</p> <p>Brandon Abdinor (BAb) – Master Builders’ Association (MBA); agree on the need to have tangible projects and information sharing leading to co-ordinated efforts to address CC.</p> <p>Mlungisi Ntombela (MN) – eThekweni Disability Sport Forum and South African Priority Population Business Forum; include the voice of those with disabilities in CC into adaptation and what effect CC will have on disabled people.</p>	
3.	<p><b>Roles and Function of DCCP and Steering Committee</b></p> <p>JDC summarised people’s inputs from the introductions, that clear deliverables are needed; knowledge sharing; the DCCP must play a role in COP17 and particular interest groups must be taken into account e.g. youth, disabled, in terms of what CC will mean to them. Much of the mandate presented has been developed from input by key stakeholders through several scoping meetings, as well as input by the Advisory Forum (with the latter set up over a period of four months to allow for multi-stakeholder engagement and input). The vision, objectives, key activities provided by AF input has been captured in the DCCP “Foundation Document”.</p> <p>AKM confirmed the mandate for the establishment of a DCCP came from the CC Summit held in 2009, with learning taken from other CC Partnerships in other parts of the world. There has been initial research on the potential funding required and potential options available for the DCCP to become financially self-sustainable. Some initial work on branding has also commenced. Seed funding from EPCPD will last until July 2012 (we are halfway through a 2 year facilitation process by Camco and BioRegional).</p> <ul style="list-style-type: none"> <li>• Proposed Vision: <ul style="list-style-type: none"> <li>– Taken from the “Foundation Document”</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>- This is a tangible platform for the SC to develop and evolve over time.</li> <li>- Gives a sense of where the DCCP is going.</li> <li>• Objectives: relatively few and specific, includes how the DCCP might input to policy making processes and disseminate information.</li> <li>• Proposed Activities               <ul style="list-style-type: none"> <li>- Taken from “Foundation Document”</li> <li>- Relatively broad to allow flexibility</li> <li>- It is still important to prioritise these activities and to understand how we can delegate/collaborate/ inform policy, provide input and influence decision making processes.</li> </ul> </li> <li>• Role of SC               <ul style="list-style-type: none"> <li>- To guide and manage the DCCP</li> <li>- Must ensure a flow of information, and develop an Action Plan going forward.</li> <li>- Additional technical working groups can focus on key issues/ projects/ activities</li> </ul> </li> <li>• SC Terms of Reference (TOR)               <ul style="list-style-type: none"> <li>- This is fairly generic as was the AF TOR, and will be circulated to SC members for comment.</li> <li>- Request that SC members provide input via email</li> <li>- Camco and BioRegional will remain the secretariat for the next year, but its governance a Chair and Deputy Chair should be chosen at the next meeting, as well as the TOR detail agreed upon.</li> </ul> </li> </ul> <p>Questions/Discussion:            KA: need to have SC members appoint a secondary representative to attend meetings            BAs: Funding model beyond the one year facilitation period?                JDC: expect that the cost of just sustaining operations will be R1,1mil/year.                AKM: outlined potentially two phases to potential funding; will circulate the potential funding streams document as researched to date            KA: Perhaps we should decide upon portfolios/work areas/themes and continue to involve Advisory Forum members to achieve working groups establishment.                JDC: SC members must choose how to draw in AF process /</p>	<p><b>Draft TOR to be circulated by facilitators</b></p> <p><b>SC members to submit secondary rep if they have not done so yet.</b></p> <p><b>AKM to circulate funding options document</b></p>



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	government / parastatal input e.g. may have parallel sector based meetings which feed into the DCCP. Also a need for a DCCP Launch.	
4.	<p><b>Action Plan</b></p> <p>This is needed prior to the launch so that there is something tangible to present at the launch event. What should the SC and DCCP realistically achieve:</p> <ul style="list-style-type: none"> <li>- in the next 3 months?</li> <li>- in the next 6 months?</li> <li>- in the next 12 months?</li> </ul> <p>KA: A possible starting point is to consider the experiences of other CC Partnerships in other cities – what lessons can we learn?</p> <p style="padding-left: 40px;">AKM: Another starting point could be to have a training workshop for the SC itself for basic info about Climate Change.</p> <p style="padding-left: 40px;">JDC: Would this be needed? What would you suggest the level of training should be – basic, medium, advanced? Science, impacts or market issues?</p> <p style="padding-left: 40px;">BAb: Need a Durban focus.</p> <p style="padding-left: 40px;">BAs: Civil society had a valued workshop which invited different CC sector leaders to present, Our question is whether this workshop should be open to the public, as a beginner’s guide to CC to ‘me as an individual in Durban’.</p> <p>KA: When we suggest public workshops, we need to be wary of how we accommodate other municipalities or the public outside of eThekweni Municipality so as not to dilute our mandate.</p> <p>JDC suggested that those outside the municipal area create their own partnerships! DCCP can have relationships with and share information with these entities.</p> <p style="padding-left: 40px;">BAs: need to ensure Provincial government becomes a potential partner as what happens ‘upstream’ in government will affect us in local ‘eThekweni’ government.</p> <p style="padding-left: 40px;">JDC: We also need to decide the scope of DCCP its national and provincial CC issues/policies/strategies e.g. input to carbon tax discussions.</p> <p>JL: What is the institutional form of this partnership over and above the TOR?</p> <p style="padding-left: 40px;">KA: the equivalent of a section 21 type organisation in</p>	<p style="color: red; text-align: center;"><b>Need a workshop re contextual application of CC in Durban for SC members</b></p>



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	<p>terms of the new Companies Act, would be best.</p> <p>MN: We need to legalise this so that we have more clout and not just be a talkshop / collection of volunteers. Also if DCCP is to accept funding as an entity.</p> <p>JL: Does the city have any obligations to the type of entity that is chosen?</p> <p>DR: Government is a separate entity; we are a partner of the DCCP, not an “influencer”, not a driver, it is not a City initiative. We are implementers waiting to hear what the view of this forum prioritises. Assume that government will participate as an observer and ultimately as an implementer e.g. if the Partnership wants to focus on disabled access to public transport then the City will need to come to the table. But noted that key local government representation has already said not to draw the City into a talkshop until the Partnership knows specifically what it wants to do, as the City will not be able to put processes in place until there is clear direction.</p> <p>JL: how will the City fit in as part of a legal entity?</p> <p>JDC: if a Section 21 company is set up, the municipality will not be allowed to sit on the Board – but could be observers or non-executive Directors.</p> <p>DR: observers would be best, the MFA (Municipal Finance Act) defines that eThekweni Municipality cannot play a legally defined role.</p> <p>PR: We don’t want to get tied into government processes - glad to hear that the DCCP is independent, and pleased that the city is here to listen and share lessons and provide insight. But we must consider how the DCCP ‘gels’ bearing in mind our first and third world country status.</p> <p>DR: it will be important to have a Forum to share things, e.g. bylaw changes.</p> <p>BAs: Are we considering seeking political buy-in? A process to do so should be considered.</p> <p>DR: The short answer is that we don’t know what the political situation is; we haven’t been able to even contact the City Mayor re COP let alone anything else.</p> <p>JRC: hence why core funding is important so that we can establish independence, get credibility and achieve quick and easy wins.</p>	<p><b>Noted; to be included in TOR</b></p>





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	<p>found at cost. Perhaps there are other options?</p> <p>BAs: Another option could be Alliance Francais (23 September 2011) who are running a Spring Festival week event – Geosphere is presenting as part of this. The DCCP launch could coincide with this.</p> <p>JL: KZN Institute of Architecture is also organising events around this time.</p> <p>JDC: Our launch event must not have the typical speeches and people milling around for a drink – we need to optimise on the opportunity to perform one of our key activities, such as building capacity and sharing knowledge.</p> <p style="padding-left: 40px;">AKM: We could have a brief focused presentation that could be followed by a longer discussion session which allows enough time for questions – which people often learn the most from.</p> <p style="padding-left: 40px;">JL: We could alternatively show a documentary film that would attract attendees and be something informative, to reach a broader audience.</p> <p>The finer details of the launch event will be discussed in more detail closer to the time.</p>	<p><b>Alliance Francais</b></p> <p><b>Members to be aware of suitable events – please send suggestions or notifications to AJK or SA</b></p>
<p><b>6.</b></p>	<p><b>Communications Plan</b></p> <p>SA presented on the communications plan, which promotes positive communication. It details the strategy and considerations of different target audiences.</p> <p style="padding-left: 40px;">BAs: Outreach to communities (e.g. those living near rivers) needs to be considered in much more detail – people are more aware of the changes than you’d imagine.</p> <p style="padding-left: 80px;">AJK: Could we use radio rather than hosting events to access marginalised communities?</p> <p style="padding-left: 40px;">BAs: Events need to go to the communities - on-site events.</p> <p style="padding-left: 40px;">MN: We can piggyback on government taking izimbizo to people.</p> <p style="padding-left: 40px;">PR: We should also think about outreach through the eThekweni Municipal wards.</p> <p style="padding-left: 40px;">MN: In terms of content - communicating success stories is a positive strategy.</p> <p style="padding-left: 40px;">AKM: to promote behaviour change, people must know that others are doing it, and have already taken action in similar circumstances.</p> <p style="padding-left: 40px;">EU: Who is responsible for drafting all this? Who in the DCCP is</p>	<p><b>SC members to provide input on the Comms Plan</b></p>



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	<p>going to draft the content and do the press releases, etc?</p> <p>JDC: Portfolios must be assigned and a Partnership Manager employed in time.</p> <p>BAs: a database of research will be useful, to note participative voices and allow communities to speak rather than just it being the DCCP presenting.</p> <p>JL: Cautioned to do proper monitoring of particularly at scale projects we support so that we avoid bad press – re Shisa Solar Project example. It cannot just be a numbers game, the relevant checks and balances must be in place.</p> <p>BAs: Need to review all projects and not reinvent the wheel, and be sensitive to competing problems such as ad lib rollouts.</p>	
7.	<p><b>Website and Logo</b></p> <p>The DCCP domain (<a href="http://www.durbanclimate.org.za">www.durbanclimate.org.za</a>) is hosted by BioRegional for the rest of the funding period. It is essentially a wordpress site with the associated functionality of a blog, as well as page menu. Ultimately it would be best to build a proper website, but for the time being and for cost reasons, the wordpress site is suitable for now. It can be updated by the administrator, and more than one administrator can have access. The SC needs to decide how and who will manage the site and what the value of the site will be.</p> <p>BAs: It would also be worthwhile, for info dissemination purposes, to consider having the site in multiple languages. An isiZulu website on CC was commenced and is worth linking to our website if it is still in existence.</p> <p>AJK: and to consider cell phone access/users</p> <p>BV: A wordpress site can be viewed as it is on your cell phone.</p> <p>The 3 logo options were presented. After discussion about practicality and look and feel, it was agreed that the 1<sup>st</sup> option was the best as it could be used in both black and white – best also to obtain a version in grey scale.</p>	<p><b>SC members are to give input on the website by commenting on the relevant section in the Comms Plan.</b></p> <p><b>Link to isiZulu CC website</b></p> <p><b>Facilitators to attain chosen logo in suitable formats.</b></p>
8.	<p><b>Any Other Business</b></p> <p>A nomination from the SA Petroleum Industries Association (SAPIA) was sent after the final submission date for objections to pending nominees and could not be evaluated in time even by the second session of the subcommittee. The question was asked should the SAPIA representative be included?</p> <p>JL: SAPIA is clearly a key stakeholder – there is no objection to the person/organisation, but by allowing their late nomination we will potentially set a precedent to allow unlimited nominations and devalue the process that has already taken place.</p>	<p><b>To be included in the TOR</b></p>



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	<p>EU: A membership of 15 is already large – anymore and it becomes unmanageable; the SC should stick to 15 – it can have a reserve list to accommodate those who “fall off the bus”. SAPIA will be able to access information about the DCCP, in any event, through the Chamber of Commerce and Industry.</p>	
<p><b>9.</b></p>	<p><b>Next meeting</b></p> <p>JL: A separate capacity building workshop and next meeting are preferred.</p> <p>BV: By 2:30pm an afternoon workshop and evening meeting would be preferable.</p> <p><b>Agenda items:</b></p> <p><b>SC2 Date: Tuesday 16 August</b></p> <ul style="list-style-type: none"> <li>• Finalise Steering Committee TOR, Office Bearers, etc,</li> <li>• Highlight what is happening already so as to not “reinvent the wheel”</li> <li>• Interactive discussion on DCCP Action Plan and how the DCCP can add value to existing efforts</li> <li>• Overview of successes of other partnerships, including in emerging countries</li> </ul> <p><b>SC3 Date: Tuesday 30 August</b> – Capacity Building Workshop for the Steering Committee in the afternoon, followed by a meeting of the launch event task team</p> <p>BAs: We need to think about which working groups/ portfolios each SC member wants to join and can champion in terms of work load.</p> <p>JL: the question is still how the DCCP might engage with COP17?</p> <p>DR: Unlikely to get a formal side event for COP17, SC members should think creatively about how to be involved e.g. have its own event in the City / who to align with, as it will be a crowded marketplace at that time of year. The need will be to be realistic e.g. there will be a local government presence at COP, does the DCCP want to be associated with local leadership?</p> <p>BAs: DCCP should use the COP as a stepping stone – our “slogan”, if anything, should be CC in Durban <i>beyond</i> COP17.</p>	<p><b>Request 1 pagers from SC members; circulate draft TOR;</b></p> <p><b>Workshop in the afternoon followed by meeting of working group to plan Launch Event</b></p>
<p><b>10.</b></p>	<p><b>Closure</b></p> <p>Meeting closed at 19:25 pm.</p>	



**Attendee acronyms employed in minutes:**

SA Sarah Alsen  
AKM Alex McNamara  
AJK Abigail Knox  
BAb Brandon Abdinor  
BAs Bryan Ashe  
BV Bianca Vernes  
JDC Jonathan Curren

JL Joanne Lees  
KA Keith Anderson  
MN Mlungisi Ntombela  
PR Pat Reddy  
RL Rob Leach  
TT Tirusha Thambiran



### Attendance Register

1	Brandon Abdinor	Master Builders' Association (MBA)
2	Bryan Ashe	Geosphere and C17 representative
3	Bianca Vernes	Durban Youth Council (DYC)
4	Debra Roberts	Environmental Planning and Climate Protection Department (EPCPD), eThekweni Municipality
5	Emil Unger	Electrawinds and Durban Chamber of Commerce and Industry (DCCI)
6	Joanne Lees	KZN Institute for Architecture
7	Keith Anderson	E-Waste Association of SA
8	Meggan Lewis	EPCPD, eThekweni Municipality
9	Miriam Haffejee	Transnet Ports Authority
10	Mlungisi C Ntombela	eThekweni Disability Forum, eThekweni Disability Sport Forum
11	Pat Reddy	Institute for Waste Management SA and Buyisa eBag
12	Rob Leach	Arup and South African Properties Association (SAPOA)
13	Sean O'Donoghue	EPCPD, eThekweni Municipality
14	Tirusha Thambiran	CSIR

### Not in attendance:

Mark van Wyk - Prospecton Business Forum

Marilyn Govender – South African Sugar Association