



MEETING MINUTES

Meeting title : Fourth Steering Committee (SC4) Meeting
 Date : 18 October 2011
 Time : 16h30 (17h00 start) – 19h00
 Place : NSM Research Centre, Wyatt Rd, Durban

Attendees :	1.	Rob Leach	Arup; SAPOA
	2.	Sarah Alsen	BioRegional South Africa
	3.	Alex McNamara	Camco South Africa
	4.	Bianca Vernes	Durban Youth Council (DYC)
	5.	Debra Roberts	Environmental Planning and Climate Protection Department (EPCPD), eThekweni Municipality
	6.	Sean O'Donoghue	EPCPD, eThekweni Municipality
	7.	Mlungisi Ntombela	eThekweni Disability Forum
	8.	Pat Reddy	Institute for Waste Management SA and Buyisa eBag
	9.	Joanne Lees	KZN Institute for Architecture
	10.	Brandon Abdinor	Master Builders' Association (MBA)
	11.	Mark van Wyk	Prospecton Business Forum

Apologies : Andrew Layman, Emil Unger, Sue Britton, Miriam Haffejee; Tirusha Thambiran; Keith Anderson; Chris Whyte (secondary rep), Abigail Knox

Chair : Mark van Wyk

Deputy Chair: Brandon Abdinor

Item No.	Item	Action
1.	Welcome, Introduction and Apologies Mark van Wyk (MvW) welcomed all the Steering Committee (SC) members and gave apologies. Brandon Abdinor (BA) introduced as co-chair for the meeting	
2.	Previous Minutes and Matters Arising No matters arising; minutes taken as read - proposed by Joanne Lees (JL); seconded by BA.	



<p>3.</p> <p>3.1</p> <p>3.1.1</p>	<p>Review of Draft Action Plan: Key Action Items</p> <p>Short Term (to commence within 6 months)</p> <ul style="list-style-type: none"> • Public launch event re review of SA’s Climate Change White Paper. Paper has already been tabled and the Department of the Environment has requested comments by 24th October, therefore not enough time to hold an event about it. • Need acknowledged to raise public awareness of the White Paper, and therefore to hold an awareness session about it, realistically after COP17, would be valuable. • In the interim, a legal briefing paper on the Paper could be put on the website. • Acknowledged that it would be beneficial to have all sector related / interested / relevant parties present, including the Department of Environmental Affairs, represented by Peter Lukey. • Need agreed to de-link the launch event from the White Paper Review event. • Suggestion of involving eThekweni’s Community Participation Department in accessing communities for awareness raising. • Suggestion that DCCP should formally introduce itself to the Mayor of Durban, as he chairs an African continent Climate Change committee and it would be a DCCP marketing / public awareness raising opportunity. • MvW: may be possible to do a DCCP launch event during COP in conjunction with a Durban Business Day event being hosted by the Durban Chamber of Commerce and Industry (DCCI) + which forms part of the National Business Initiative’s (NBI) programme for COP. • JL: SA Institute of Architects also involved with design of the local government pavilion as part of the Climate Change Response (CCR) expo at the SA Pavilion – may also be possible to get a DCCP launch ‘slot’ within their programme of events. • Civil society is organising the ‘People’s Space’ at DUT – may be opportunity there. ACTION: may be possible to get slots in all three arenas – relevant sector related SC representatives to find out what may be the opportunity. • Facilitators to review DCCP’s vision and objectives and put into Powerpoint short format for potential exposure opportunities at COP. 	<p>Facilitators to organise</p> <p>Facilitators to contact legal firm</p> <p>Facilitators to contact</p> <p>Facilitators, with EPCPD assistance. EPCPD to assist.</p> <p>MvW – business; JL/EPCPD – local govt; Bryan Ashe/ Sue Britton – civil society</p> <p>Facilitators</p>
<p>3.1.2</p>	<p>Input into TOR for a City Wide Climate Change Strategy</p> <p>Debra Roberts (DR) stated the City has a well advanced work stream in terms of climate change activities, but not a broad ranging strategy for institutional use, which would be valuable to assist all stakeholders (government, business and civil society) to develop a broad vision, set of objectives, potential mitigation and adaptation targets – and assign each group to complete specific tasks. The DCCP would be a key vehicle to refine and implement the strategy. The City will approach the DCCP with</p>	<p>EPCPD</p>



	regard to providing input for the Strategy's TOR, however this will be post COP.	
3.1.3	Input to a City Densification Strategy. Not far advanced, TOR being developed internally by City Planning Department, for tender process. The Framework Planning Branch within eThekweni Municipality to be engaged on the potential role of the DCCP in supporting the development of this Strategy, once the contract has been awarded.	Medium term – DCCP to respond.
3.1.4	Support for COP17 existing initiatives. Work in progress, DR reiterated how much of the COP will not be accessible but will have 300 events associated with it, therefore DCCP must rely on partners and links to be involved in relevant events. Question posed as to how people find out about COP17 events. SA noted that said calendar on DCCP website was being populated with events as facilitators hear about them. DCCP role should be in part a communications one between people and events, to detail what is happening on the ground. <ul style="list-style-type: none"> • Acknowledged that DCCP should develop position papers to respond to difficult issues in both mitigation and adaptation. • To also include links to relevant websites on DCCP website. • The longevity of DCCP should be emphasized, in terms of raising awareness during and post COP, so that the Partnership is understood as an ongoing initiative. 	Agenda item for next meeting
3.1.5	Develop a DCCP Funding protocol – discussed under 3.1.11.	
3.1.6	Legacy projects – DoE is deciding on top ten green economy projects, but there is no clarity yet and majority thought not to be in KZN. Agreed legacy projects will be important after the 'hype' of COP, in terms of demonstrating what has been created and left behind for people and communities, and in terms of jobs, but if no eThekweni local projects, eThekweni should propose its own. DR suggested it will be important what DCCP does with the outcomes of COP – good or bad – e.g. Climate Change Response Policy mentioned in section 3.1.2 above will be a good response, depending on how it is picked up on. COP must be engaged with sufficiently to raise awareness and a response prepared e.g. if COP fails, how do local communities respond? JL suggested the pressure must be kept up in all sectors and that items 4 and 6 of Action Plan are amalgamated i.e. to communicate the outcomes of COP and create own legacy projects, such as community based adaptation projects; carbon offset projects. Not ten like the DoE projects, but even one would suffice ... the problem being how to identify which one/s when there is such a huge range of actors. It was felt that most projects will come through EPCPD. Consensus reached: DCCP must support and champion Durban based legacy projects, dependant on what they are.	
3.1.7	Identify potential partners that can collaborate with the DCCP – ongoing.	All to consider potential partners
3.1.8	Finalise DCCP Communications Strategy – before next meeting.	SC members to provide input



3.1.9	Support awareness raising – ongoing + covered by 3.1.10 on Forum meetings, remove relevant point from Action Plan.	Facilitators
3.1.10	<p>Host 1st Forum meeting – aim for during Q1 2012.</p> <ul style="list-style-type: none"> • Suggested link could be the White Paper event or an event to reflect on the outcomes of COP and legacy projects, to give working groups impetus. • Comment made that for meaningful public engagement, it should not be about COP or the White Paper, as this is too esoteric, but rather surrounding the issues of water, sanitation, homes, food security. There are lots of good projects happening already in the civil society space and drawing on civil society stakeholders it should be found out what people want to know surrounding climate change and how to make the most vulnerable aware such that ‘green economy’ opportunities might surface e.g. in India, pickers on landfill sites have formalised into Associations to maximise on recycling opportunities. Institutional barriers need to be unpacked and opportunities made effective to ensure the sustainability of ‘green economy’ ideas in the long term. • SD introduced the concept of CEBA’s or ‘community eco-system based adaptation’, which the City is piloting to reach marginalised economies. Essentially an empowerment project to employ people living in marginalised areas, finding out first what their needs are, applying the CEBA model, then applying for funding to initiate projects. A draft release of CEBA is being finalised and DCCP could engage with this as a potentially big area of opportunity. • Non-ecosystem related opportunities should also not be excluded e.g. successful City initiatives such as the cardboard recycling project. • MvW summed up to suggest DCCP should support existing structures / good work being done, rather than create its own, and NGOs to feed into this process. SANCO could assist in finding out about existing good work / networking in greater eThekweni. • MvW also thought that KZN Ezemvelo is about to receive some significant funding to raise awareness of climate change in the province, which obviously will have implications for greater eThekweni. 	<p>Civil society partners to propose potential first Forum topic</p> <p>EPCPD to keep DCCP informed of CEBA draft release</p> <p>Facilitators to find out about SANCO</p> <p>Facilitators to get more detail</p>
3.1.11	<p>Establish DCCP working groups</p> <ul style="list-style-type: none"> • DCCP working groups should be finalised, articulating 1 or 2 focal points. Sector viewpoints should be gained on focal points / what issues DCCP needs to be addressing, to get consensus, before agreement is reached on working groups. • Funding working group – refer to section 3.1.12 below. • Events and communications working group – discussed in section 3.1.1. SC networks must be used to add value and allow feedback to constituents. 	SC to discuss with relevant own sectors
3.1.12	<p>Appoint a Partnership Manager</p> <ul style="list-style-type: none"> • Job description of PM needs to be compiled • Potential options for funding of Partnership Manager position: <ul style="list-style-type: none"> ○ a secondment by business; ○ position sponsored by business; ○ pro-bono offer from company(ies), or ○ direct funding obtained from donors or foundations. Latter acknowledged to be difficult until institutional structure of DCCP is finalised, and can have long lead in times. 	<p>Facilitators to draft job description</p> <p>SC members to explore all options with</p>



Attendee acronyms employed in minutes:

SA Sarah Alsen
AKM Alex McNamara
BA Brandon Abdinor
BV Bianca Vernes
DR Debra Roberts
JL Joanne Lees

MvW Mark van Wyk
PR Pat Reddy
MN Mlungisi Ntombela
RL Rob Leach
SD Sean O'Donoghue