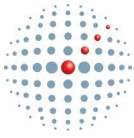


MEETING MINUTES

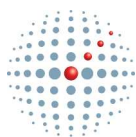
Meeting title : Advisory Forum Kickoff Meeting  
 Date : 15 March 2011  
 Time : 17:30 – 19:30  
 Place : Diakonia Centre, Durban  
 Attendees : See attached attendance list

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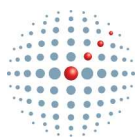
Item No.	Item	Action
1.	<p><b>Introduction and Welcome</b></p> <p>The meeting Chair, Jonathan Curren (JDC) from Camco, opened the proceedings and thanked all those present for their attendance at the first meeting of the Advisory Forum (AF) to the Durban Climate Change Partnership (DCCP).</p> <p>He reminded the attendees that the AF is a temporary body formed to assist in developing the structure of the DCCP, and that 3-5 meetings of the AF would take place within a 3-5 month period.</p> <p>He highlighted that a key objective at present was to identify champions to drive the DCCP process, and that as an initial step a representative body composed of a range of sectors had been established in the form of the Advisory Forum, to assist in this regard. The establishment of the AF had been undertaken following on from the initial stakeholder engagements on the DCCP which took place from September to November 2010.</p> <p>JDC highlighted that the purpose of the AF kickoff meeting is to:</p> <ol style="list-style-type: none"> <li>1. Identify any gaps in the proposed Advisory Forum or DCCP as a whole that have yet to be specified</li> <li>2. Ensure a thorough understanding of the issues to be addressed by the DCCP, the Partnership's key functions and how it can best add value to the City</li> </ol> <p>He noted that the AF members may not always agree on particular issues, but that it advisable to adopt a pragmatic approach and derive workable solutions.</p>	
2.	<b>Member Introductions</b>	



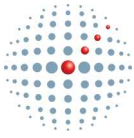
Item No.	Item	Action
	<p><i>a) Member introductions and apologies</i></p> <p>A roundtable of introductions then took place as each Forum member introduced themselves and highlighted the sectors/institutions they represent. Apologies were also noted (see the attached attendance register for the attendees list and apologies).</p> <p><i>b) Breakdown of Advisory Forum sector representation</i></p> <p>Following the roundtable introductions, JDC noted the current sector breakdown of the Advisory Forum, which is composed from the different sectors as follows:</p> <ul style="list-style-type: none"> <li>• Academia (2)</li> <li>• Civil Society (11)</li> <li>• Government (4)</li> <li>• Private Sector (8)</li> <li>• Parastatals (3)</li> </ul> <p>JDC noted that the selection process followed had attempted as far as possible to achieve a representative body for the AF, and that the AF now stood at 30 members. That said, he also indicated that a key challenge for the AF would be to assist in the formation of the eventual DCCP Steering Committee, which would only be made up of 10-15 members. The trimming of numbers and ensuring a Steering Committee representative of key sectors was thus a key issue to be considered by the AF in its future meetings.</p> <p><i>c) Questions and Discussion</i></p> <p>Alan Murphy (AM) of the EcoPeace Party enquired whether the number of civil society representatives is sufficient, and why all of the colleagues he nominated had not been selected. He also indicated that sufficient time must be provided to allow for comment on documents sent out to the AF members, to facilitate effective review. He indicated that insufficient time had been provided to review the draft AF Terms of Reference (ToR) sent via email.</p> <p>JDC responded by indicating that the initial intention was for the AF to have 15 members but that this had been expanded to 30 members to</p>	



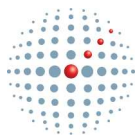
Item No.	Item	Action
	<p>accommodate as many different constituencies as possible. That said, additional AF members would potentially be considered. He further indicated that a greater amount of time would be provided to review the draft ToR, and that in future adequate time for comments on documents would be provided.</p> <p>AM further enquired as to whether non AF members could attend as observers at the various Forum meetings. Keith Anderson (KA), Chairman of the E-Waste Association of South Africa, responded by saying that from his experience in a number of voluntary associations, additional people as observers could be disruptive to the activities of the Forum and would pose challenges for its operation. KA also added that in any initial process there were bound to be hiccups, but his suggestion would be to follow business principles, setting timelines and deadlines such that the process would be managed effectively.</p> <p>The Rev. Sue Britton (SB), representing the SA Faith Communities' Environment Institute (SAFCEI), stated that she for one would not want to subscribe to business principles, as in her opinion business is what had got the world into the state it currently is in. SB enquired as to whether the DCCP would develop projects for the Conference of the Parties (COP)17, to take place in Durban at the end of the year. JDC indicated that this was a possibility and that the AF could assist in deciding on DCCP functions and priorities.</p> <p>Thabani Khumalo (TK), the Managing Director of Think Tank Marketing Services and organiser of the Rural Climate Change Summit, enquired as to whether the Forum had representation from traditional knowledge representatives and communities.</p> <p>Sarah Alsen (SA), Executive Director of BioRegional South Africa, responded by highlighting that gaps within the Forum representation would be considered, such as the current gap in tourism sector representation, and that an engagement with the Amakhosi, for example, had taken place to date, and that a further meeting with the Amakhosi was scheduled for later in the week.</p> <p>It was also raised by Anisa Khan (AK), the Assistant National Coordinator of the WESSA/WWF SA Eco-schools Programme, that a representative of the water sector was not present on the Forum, and that each Forum member should represent their sector appropriately. AK also asked how the Forum know if people have the capacity to understand climate change and communicate this effectively to their sectors.</p> <p>SA responded by indicating that Mark Summerton of Umgeni Water</p>	



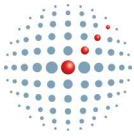
Item No.	Item	Action
	<p>had sent his apologies for the meeting, but that he formed part of the Forum; secondly part of the Partnership's role would be to educate people as to what exactly climate change is and how it can be addressed.</p> <p>JDC noted that if additional members to the AF were needed this would be investigated and addressed. He further reiterated that Forum members will need to appoint a secondary person to represent them at the AF meetings in the event that they are unable to attend a meeting.</p> <p>It was agreed by the attendees that the ability of Forum members to report back and communicate with their sectors on the outcomes of Forum meetings, and the progress of the DCCP as a whole, was very important.</p>	
3.	<p><b>Key Findings from Initial Stakeholder Meetings</b></p> <p>Sarah Alsen provided a brief presentation on the key findings of the initial stakeholder meetings on the DCCP, which took place between September and November 2010. She stressed the efforts undertaken to achieve representivity within the Forum itself and the important role to be played by champions in driving the DCCP forward.</p>	
4.	<p><b>Goals/ Outcomes of the Durban Climate Change Partnership</b></p> <p><i>a) Goals, Activities and Outputs of the DCCP</i></p> <p>Alex McNamara (AKM) of Camco then presented on the initial and proposed options for the key functions, activities and outputs of the Partnership. Following the presentation, the floor was opened for questions and discussion.</p> <p><i>b) Questions and Discussion</i></p> <p>Dieter Zettler (DZ), of the Durban-Bremen City Partnership, enquired whether press releases would be released after each AF meeting to keep the public informed. It was noted that the DCCP communications plan under draft would consider these issues, and that the issue of the dissemination of information to the public was an integral part of the DCCP, and hence this area would be looked at closely.</p> <p>It was further raised by Mlungisi Ntombela (MN), Chair of the eThekweni Disability Forum, that it would be a good idea to use social media such as Facebook and Twitter, as well as a DCCP website, to raise the profile of the DCCP and keep people informed of its activities. Furthermore the DCCP logo and brand would need to be developed. MN stated he knew of someone who would be able to assist with this</p>	



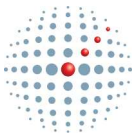
Item No.	Item	Action
	<p>branding process, potentially for free.</p> <p>JDC highlighted that these were all good suggestions that would be considered for the AF and DCCP's development.</p> <p>AM stated that any website should have blogs / discussion portals and raised the question of whether the DCCP name should be changed from referring to Climate Change to Global Climate Disruption or Climate Chaos. He also indicated that, in terms of mitigation activities, clear, measurable and absolute emission reductions would need to be recorded and implemented under the DCCP.</p> <p>DZ further highlighted that any climate policy for Durban would need to consider and address the social, environmental and economic issues of the City to be successful.</p> <p>KA agreed that for the DCCP to have credibility, it would need to have goals. Secondly, its outputs will need to be clear to take to the public, to say this is who we are. A logo will also be key to develop a brand.</p> <p>SB indicated that the ability of the DCCP to inform national policy developments such as the Climate Change (CC) Green Paper and Integrated Resource Plan (IRP) for electricity, were important areas of work for the Partnership. It was also important that decision makers in Durban are informed of developments at the national government level, as part of knowledge gathering and information sharing, and for the DCCP to have the courage to address policy makers.</p> <p>Shamini Harrington (SH), representing the South African Petroleum Industrial Association (SAPIA), noted that a specific goal of the DCCP should be to facilitate linkages between policymakers and decision makers in the different spheres of government, and supporting information flows between these different spheres.</p> <p>It was further noted that information sharing was an important part of the DCCP's activities, in order to understand what the direction of national policy was, and how to ensure synergies with local government efforts. While 'on the ground projects' would be important, part of the DCCP's work may be to establish a climate policy for Durban, depending on what the stakeholders of Durban want to do, to inform the 'bigger picture'.</p> <p>Professor Roseanne Diab (RD) agreed that an explicit link to policy makers was needed as a goal of the DCCP; secondarily information sharing and education was also a need.</p> <p>Furthermore, key linkages between the Department of Environmental Affairs (DEA)'s climate change efforts and the DCCP's implementation</p>	



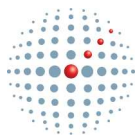
Item No.	Item	Action
	<p>should be considered. Mark van Wyk (MvW), Chairperson of the Prospecton Business Forum, indicated that there was a need for the Partnership to be endorsed by the DEA, otherwise it would not have sufficient “teeth”.</p> <p>Bianca Vernes (BV), Major or the Durban Youth Council (DYC), enquired regarding the types of projects that the DCCP would implement and whether these would involve community projects and community involvement. She stressed that community involvement and input would be key to project success.</p> <p>DZ enquired where climate change subject matter fits within the various schools and departments of the University of KwaZulu Natal (UKZN).</p> <p>Prof. Roseanne Diab (RD), Emeritus Professor in the School of Environmental Sciences, UKZN, highlighted that within the School of Environmental Sciences climate change is a key aspect of the curriculum, however there is only 1 CC specialist in UKZN at present. She stressed that CC modules could also be in place within other schools and departments within UKZN.</p> <p>Joanne Lees (JL), Chair of the Habitat Committee for the KZN Institute for Architecture (IA), proposed that it could be one of the goals of the DCCP to mainstream education on CC in all departments and curricula within relevant universities, schools and tertiary institutions, with a focus on economics as this touches every sector.</p> <p>Parisha Juta (PJ) the Community Services Executive of the DYC, highlighted that CC is included in the Biology and Geography curriculum within her school, at the High School level.</p> <p>SH highlighted that it would be useful to be able to showcase projects at the COP17 Conference, but that as a first step the project selection criteria would need to be established.</p> <p>A question was raised by TK regarding where the mandate for the DCCP was derived. AKM clarified that the mandate for the DCCP was derived from the Durban CC Summit, which took place in 2009, at which it was decided that a Durban Climate Change Partnership should be established. AKM further noted the eThekweni Municipality had agreed to provide initial seed funding for the establishment of the Partnership for the first two years of its operation, after which the DCCP would be a self-financing and self-managed entity.</p> <p>AM stressed that in terms of adaptation, that the poor and vulnerable would be most affected and that these citizens would need to be</p>	



Item No.	Item	Action
	<p>focused on.</p> <p>TK enquired whether the DCCP was endorsed by the eThekweni Municipality Executive Committee and whether it had political buy-in, which would be important for its success. TK also thought that policy aspects should be looked at, and that the DCCP should feed into larger forums e.g. national panels, when tying into implementation, to be a Forum of action. He further indicated that he had been involved in the development of a proposal for the establishment of an Agency for CC, with the proposal recently submitted to the Premier's office.</p> <p>SB stated she represented the faith sector as well as being a representative on the civil society group being put together for COP17, and that she would feed back information from the AF meetings to both these groups.</p> <p>JL further enquired if the Partnership would similarly have a mandate to <i>not</i> be in synergy with national government policies e.g. whether certain activities or approaches would be carried out or not, if these were potentially at odds with national policy.</p>	
5.	<p><b>Role of Advisory Forum</b></p> <p><i>a) Role of the Advisory Forum</i></p> <p>JDC then presented on the proposed role of the AF in the further establishment of the DCCP and its future Steering Committee. He then opened the floor to questions, including whether all sectors were sufficiently covered within the Advisory Forum.</p> <p><i>b) Questions and Discussion</i></p> <p>JL remarked that further representation of the Built Environment would be useful. Other gaps highlighted included marine and coastal management, the Department of Transport, the tourism sector and the Durban Chamber of Commerce and Industry (DCCI). However, at this point it was clarified that two Board Members of the DCCI were in fact AF members, and hence adequate DCCI representation was already in place. It was noted that Mike Jackson further represents the DCCI on tourism and Fedhasa, and that he would well placed to fill this gap on the AF.</p> <p>AM stressed the need for continual engagement with communities, and the need to link with the South Durban initiative and shack dwellers. SB noted the establishment of the civil society COP17 Forum, and that a representative from this COP17 Forum could be approached for their</p>	



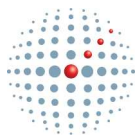
Item No.	Item	Action
	<p>involvement in the DCCP Advisory Forum. Pat Reddy (PR) from the Institute of Waste Management , agreed that effective representation from civil society would ensure that they know understand their mandate.</p> <p>TK suggested that the AF should have as many members as is necessary to ensure widespread representation and participation, but that the final DCCP Steering Committee should not exceed the proposed 15 member limit, as discussed previously. He indicated that forum members from COSATU and Abahlali BaseMijondolo should also be considered.</p> <p>MvW agreed that individuals chosen to represent the DCCP AF and future Steering Committee would need to be able to represent their sector well in order to justify their selection, but how might the Partnership know if they were truly representative, or not?. JDC suggested an element of trust may be needed, or a reporting system, re the credibility and integrity of each proposed member.</p> <p>It was further highlighted that ensuring that Forum members report back to their sectors on the AF and DCCP's work, and that strong communication channels are maintained in this regard, was a very important concern, and that effective means for monitoring the degree of sector communication would need to be evaluated. BV said that posting minutes up on social forums, in her opinion, would be a useful platform for people to 'have their say'.</p>	
6.	<p><b>Proposed ToR</b></p> <p><i>a) Proposed ToR:</i></p> <p>Abigail Knox (AJK) of BioRegional then presented on the proposed ToR for the AF, following which the floor was opened for questions. She also provided further background to the selection process followed in appointing the AF members.</p> <p><i>b) Questions and Discussion</i></p> <p>It was agreed that a clause stating that members of the AF should not enter or make use of the AF for financial gain should be included/reworded in the ToR. Issues related to any potential conflict of interest would also need to be addressed in the ToR.</p> <p>AM also questioned whether a system of consensus or of voting would be employed in the functioning of the AF, and that the process to be followed in decision making would need to be made explicit in the ToR.</p>	<p><b>AF members to submit comments on draft ToR by Wednesday, 23 March</b></p>



Item No.	Item	Action
	It was agreed that AF members would be given an additional week to provide comments on the draft <b>ToR</b> , with the <b>deadline for comments</b> extended to the close of business on <b>Wednesday, 23 March</b> .	
7.	<p><b>Next Forum Meeting</b></p> <p>The preferred time for future AF meetings was discussed, with late afternoons/ early evenings still considered preferable, dependent on establishing the additional preferences from attendees unable to attend the initial kickoff meeting.</p> <p>The date of the next AF meeting was set at <b>Tuesday, 12 April</b>, with the meeting to commence at <b>16:30pm for a 17:00pm</b> start. The venue for the next meeting is to be confirmed.</p>	
8.	<p><b>Summary and Way Forward</b></p> <p>JDC provided a summary of the discussions held, thanked the attendees for their time, and also thanked the participants for the issues and questions raised, which were invaluable to the improved functioning of the AF and DCCP as whole.</p> <p>He further suggested that a flow chart would be developed, in preparation for the next meeting, which would provide a breakdown of the AF and future Steering Committee's representation and communication channels, to demonstrate how effective sector representation could be achieved within the DCCP.</p>	
9.	<p><b>Closure</b></p> <p>JDC closed the evening's discussions at 19:45pm.</p>	

**Attendee acronyms employed in minutes:**

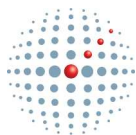
- AK Anisa Khan
- AJK Abigail Knox
- AM Alan Murphy
- AKM Alex McNamara
- BV Bianca Vernes
- DZ Dieter Zettler
- JDC Jonathan Curren
- JL Joanne Lees
- KA Keith Anderson



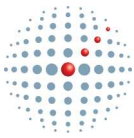
MN Mlungisi Ntombela  
MvW Mark van Wyk  
PJ Parisha Juta  
PR Pat Reddy  
RD Prof. Roseanne Diab  
SA Sarah Alsen  
SH Shamini Harrington  
TK Thabani Khumalo

## MEETING ATTENDANCE REGISTER

Name	Title	Organisation	Position	Attendance	RSVP
Richard Charlton Sivil	Mr	School of Philosophy and Ethics, UKZN	Lecturer	1	1
Roseanne Diab	Prof	School of Environmental Sciences, University of KwaZulu-Natal, Westville Campus, Durban and Academy of Science of SA, Pretoria	Emeritus Professor and Executive Officer	1	1
Alan Murphy	Mr	EcoPeace Party	Lecturer, co- ordinator	1	1
Anisa Khan	Ms	WESSA/ WWF SA Eco-Schools Programme	Assistant National Coordinator	1	1
Bianca Vernes	Miss	Durban Youth Council, and Durban Girls' College	Mayor	1	1
Dieter Zettler	Mr	City Partnership, Durban - Bremen	Chairman	1	
Emil Unger	Mr	Electrawinds (Renewable Energy company)	Director; also Chairperson of Trade and Industry portfolio at the DCCI	1	1
Glendyr Suzanne Nel	Ms	Cullinan & Associates Inc	Attorney and consultant for EnAct International; also Chairperson of	0	0



Name	Title	Organisation	Position	Attendance	RSVP
			the Environment Committee at the DCCI		
Mlungisi C Ntombela	Mr	Ethekwini Disability Forum, Ethekwini Disability Sport Forum	Member; and Chair	1	1
Parisha Juta	Miss	Durban Youth Council; Danville Park Girls' High School	Community Services Executive	1	1
Pat Reddy	Mr	Institute for Waste Management SA and Buyisa eBag	Regional Manager and Chairperson for Institute of Waste Management of Southern Africa for KZN	1	1
Rob Hounsome	Mr	Golder Associates Africa Pty Ltd.	Independent CC consultant and lecturer at UKZN	0	1
Sue Brittion	Rev	SAFCEI and Diakonia Council of Churches	Representative on Civil society COP17 committee	1	1
Terry Bengis	Mr	Individual	Owner of Change", entrepreneur, working on hydrogen fuel vehicles (pilot in W Cape), active in 350.org, the Earth Organisation, EDF and Climate Progress	0	0
Thabani Khumalo	Mr	Think Tank Marketing Services	MD. Written opinion pieces on climate change, and the role of communication in management of climate change. Involved in co-ordination and communication of the KWANOLOGA Climate and Rural Development Summit which involved KZN's 61 municipalities and	1	1



Name	Title	Organisation	Position	Attendance	RSVP
			took place in Durban's ICC in March 2010.		
Andy Blackmore	Mr	KZN Ezemvelo Wildlife, Conservation Planning Division	Head: Integrated Environmental Management	0	1
Asia Khan	Ms	KZN Department of Agriculture, Environmental Affairs and Rural Development (DAERD)	Environment Manager	1	1
Derek Morgan	Mr	eThekweni Energy Office	Director	1	1
Meggan Lewis	Miss	EPCPD	Climate Scientist	1	1
Keith Anderson	Mr	E-Waste Association of SA	Chairman and Founder	1	1
Joanne Lees	Ms	KZN Institute for Architecture	Chair of Habitat Committee	1	1
Marilyn Govender	Ms	South African Sugar Association (SASA)	Natural Resources Manager / External Affairs Director	0	0
Mark van Wyk	Mr	Prospecton Business Forum	Chairperson	1	1
Miles Taylor	Mr	South African Property Owners Association (SAPOA)	KZN Chairman	0	1
Gladys Naylor	Ms	Mondi	Communications Manager	0	0
Shamini Harrington	Ms	SAPIA (and Sasol SH&E Centre)	Environmental Affairs Advisor	1	1
Zama Dlamini	Mr	Dube Tradeport/ACSA	Environment Manager	1	1
Mark Summerton	Mr	Umgeni Water	Planning Analyst	0	0
Miriam Haffejee	Ms	Transnet National Ports Authority	Environment Manager	0	0
Paulene Pirthi	Ms	Eskom KZN	Regional Business Strategy & Planning Manager	0	0
				<b>20</b>	<b>22</b>