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| **Item** | **Action** |

1.      OFFICE GENERAL

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| **Office Absences** |  |
| NE to go to workshop in Burkina Faso in the first week of April  ·         Visa needs planning | NE |
| NE to go to Paris for UNESCO HOPE Project, 13-17 May | NE |
| DM to work from Germany 15-30 April  ·         DM to make final decision | DM |
| NH to go to Argentina to present her thesis from 19-24 March | NH |
| **Website** |  |
| **Library**  NE put sources into Mendeley but it only creates reading lists  Use the open library platform to catalogue all reports, books, etc. | NH |
| **Resources**  If we come across a relevant resources, put them on our website  ·         NE updated and presented to the rest of consortium | NE/DM/NH |
| **Finances** |  |
| ·         Order printer/scanner/copy machine | DM |
| ·         NH cannot access the Finance System remotely  ·         DM says it works well for her |  |
| ·         Follow up DST payment with Bongani | NE |

2.      JRC PROJECT

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| **Country Workshops** |  |
| **Reports:**  The Country Workshops JLP1.5, JLP1.6 and JLP 1.7 will be summarised in one report |  |
| Three papers will come out of the CWs:  ·         Country Profiles pre-CW  ·         JRC report (methodology, etc) post-CW  ·         4 page policy brief (mix between country profile and report: recommendations coming out of the discussions) post-CW – prep template | All members  NH |
| **AMCOW/SADC**  ·         Find out who the AMCOW TAC members are in SADC and write invitations  ·         Email Andrea for AMCOW contact details | NH |
| **E-conference** | NH |
| ·         Next e-conference to focus on Joint Action for KM in the southern African water sector, in order to tie in with UN International Year of Water Cooperation  ·         NH to send background note to Wiida  ·         Invite Dr. Inga Jacobs as speaker  ·         Contact GIZ for Lessons Learned from their SWISH programme (<http://www.sadcwaterhub.org/>):  Barbara Lopi ([blopi@sadc.int](mailto:blopi@sadc.int)) - SADC Water Division Heinrich Gudenus ([heinrich.gudenus@giz.de](mailto:heinrich.gudenus@giz.de)) - GIZ Transboundary Water Management in SADC Programme  Marketing:  ·         Video with Dr. Inga Jacobs? Contact Laurie Barwell for VC facilities  ·         Use Prof. Cloete’s LinkedIn profile  ·         Tie in with the UN World Water Day: s.uhlenbrook@unesco-ihe.org; m.werner@ unesco-ihe.org; and:  Dr Shamila Nair-Bedouelle (PhD, HDR) Head of OzonAction Branch UNEP Division of Technology, Industry and Economics  15 rue de Milan  75441 Paris Cedex 09  France  Email: [shamila.nair-bedouelle@unep.org](mailto:shamila.nair-bedouelle@unep.org)  Tel: [+33 1 44 37 14 59](tel:%2B33%201%2044%2037%2014%2059) Fax: [+33 1 44 37 14 74](tel:%2B33%201%2044%2037%2014%2074) Web: [www.unep.org/ozonaction](http://www.unep.org/ozonaction) |  |
| **Progress / Reports** |  |
| Outstanding:  ·         JLP1.4 Piet’s report | NH |
| Format and content of the Contractual Reports | NE |

3.      Network Events

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| **Steering Committee Meeting** |  |
| Will take place electronically  ·         Try out several online conferencing platforms (Moogle, etc.)  ·         Ask Laurie Barwell, Prof. Eugene Cloete, Jan du Toit HIC/Aids Centre for possible platforms | NH  NH |
| Preliminary date: 28 March |  |
| **DG Workshop** |  |
| ·         Botswana RSVP’d  ·         Go directly for DGs now, too little feedback  ·         NH requested assistance in collecting addresses and writing invitations  ·         NE to contact Peter can Niekerk and Phera Kameli for contacts  ·         Call Margaret to confirm invitations (Tel: 0128413653; Cell: 0833808564) | DM  NE |

4.      Other Network Activities

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| **OECD Workshop** |  |
| The workshop is between Japan University and SU to find out how collaboration can be strengthened between developed and developing countries.  ·         There are two workshops: 7th March and in May  ·         For the May workshop some network members might come to Stellenbosch  ·         NE to manage expectations | NE |
| **UNESCO HOPE** |  |
| Forms part of the Business Plan measurable |  |
| **DFID Proposal** |  |
| ·         Contact John von Breda  ·         UK institution has to apply  ·         Researcher to researcher, complementary research  ·         Deadline: 4th April | NE |
| **SASSCAL/ACCESS** |  |
| Next meeting: 04.03.  ·         Website  ·         Bursaries | NH  DM |

5.      OTHER

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| Murray Biedler’s contract to be expanded | NE |
| Beginning of March: Members to formulate policy brief initiative and compile research |  |