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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 listsUse 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 membersNH |
| **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) - SADC Water DivisionHeinrich Gudenus (heinrich.gudenus@giz.de) - GIZ Transboundary Water Management in SADC ProgrammeMarketing:·         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 BranchUNEP Division of Technology, Industry and Economics 15 rue de Milan 75441 Paris Cedex 09 France Email: shamila.nair-bedouelle@unep.orgTel: +33 1 44 37 14 59Fax: +33 1 44 37 14 74Web: [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 | NHNH |
| 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) | DMNE |

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 | NHDM |

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 |  |