1. Office and General

·         NE informally asked about moving to Wilcock Building and awaiting reply

·         October 2012 Absences:

o   NH: 05.10.-19.10.

o   DM: 13.10.-05.11.

o   NE: 13.10.-20.10.

·         NH to find out about SADC / WaterNet meeting in October

2. JRC Deliverables

·         NE to follow up with the CSIR on Deliverable

·         NE to follow up the sub-contracts

·         DM to set a deadline to the University of Botswana (Italy conference: 15.10.)

·         NH to give detailed feedback on the skype call with the JRC

o   NH to inquire with JRC about payment options / preferences

3. Italy Workshop

·         NH to inquire if Jimmy Namangale is all set for visa application

·         NH to nudge Abraham Nehemia (AMCOW) about his documents / flight / visa application

·         NH to ask Karin Berger (JRC) about the unknown participant

·         DM to follow up day allowances

4. SANWATCE Funding

·         NE to determine SANWATCE budget surplus and balance accounts at the end of October

·         NE to inquire with A. Ambali (WRC) about Bill and Melinda Gates Foundation: previous money and future funding

5. SANWATCE Business Plan (BP)

·         NE to send a reminder about Feedback to the consortium

·         NE to send out form of acknowledgement and support to the CoEs for signature

·         NE to send NH and DM the last BP draft