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

1.      OFFICE GENERAL

|  |  |
| --- | --- |
| **Office Absences** |  |
| NE to go to workshop in Burkina Faso in the first week of April | NE |
| NE to go to Paris for UNESCO HOPE Project, 13-17 May | NE |
| DM to work from Germany 15-30 April | 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/DM/NH |
| **Finances** |  |
| ·         Go to IT to install programme which makes out-of-office financial bookings possible | NH |
| ·         Order machine after checking it out in person | DM |

2.      JRC PROJECT

|  |  |
| --- | --- |
| **Country Workshops** |  |
| The Country Workshops JLP1.5, JLP1.6 and JLP 1.7 will be one report |  |
| **Train the Trainers**  To be discussed:  ·         Budget for the CWs  ·         Date for Steering Committee meeting, proposed date: June 2013 after/before AU workshop  ·         Network Agreement reminder  ·         Country Profiles  ·         Remind Piet about JLP 1.4 report  ·         Check TeraTerm functionality in JHB | DM  NE  NE  DM  NE  DM |
| **Zambia CW**  ·         Malaria pills are covered by NEPAD SANWATCE |  |
| **AMCOW/SADC**  ·         Find out who are the AMCOW Tec members for SADC and write invitations  ·         Call Bai-Mass Taal, Executive Secretary of AMCOW  +234 98703749; baimass@amcow.net | NH |
| **E-conference** | NH |
| ·         Report to be finished  ·         Andrea suggested to include ‘Lessons Learned’ in the report  ·         Next e-conference to focus on ‘big issue’  ·         NH to work on background, confer with Wiida  Marketing:  ·         Another video?  ·         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 tasks? Spreadsheet of status  ·         Put all reports (even non-approved) on the website | NH  NH |
| Details of Country Workshop Report | DM |
| Format and content of the Contractual Reports | NE |

3.      Other Network Activities

|  |  |
| --- | --- |
| **DG Workshop** |  |
| ·         Botswana RSVP’d  ·         Take stock on the 8th March on who is coming  ·         Call Margaret to confirm invitations (Tel: 0128413653; Cell: 0833808564) | NE/DM/NH  NH |
| **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  ·         SANWATCE to organise a workshop | NE |
| **UNESCO HOPE** |  |
| Forms part of the Business Plan measurable |  |
| **DFID Proposal** |  |
| ·         UK institution has to apply  ·         Researcher to researcher, complementary research  ·         Deadline: 4th April | NE |

4.      OTHER

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| Murray Biedler’s contract to be expanded | NE |
| Confirm with Prof. Cloete that NEPAD SANWATCE can book Vehicles and make out an invoice to WISA | NH |
| Confirm Monday, 25.02. meeting with Prof. De Clercq to keep up momentum on the SASSCAL/ACCESS programme | NH |
| Check that ACP Call was delivered | DM |
| Beginning of March: Members to formulate policy brief initiative and compile research |  |