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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 | 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 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/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

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| --- | --- |
| **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 | DMNENEDMNEDM |
| **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 WiidaMarketing:·         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 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 tasks? Spreadsheet of status·         Put all reports (even non-approved) on the website | NHNH |
| Details of Country Workshop Report | DM |
| Format and content of the Contractual Reports | NE |

3.      Other Network Activities

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| **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/NHNH |
| **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 |  |