# NEPAD SANWATCE Secretariat Meeting

27.08.2012

Present:

Dominique Mannel (DM) – dmannel@sun.ac.za

Nico Elema (NE) – nicoelema@nepadwatercoe.org

Nora Hanke (NH) – norahanke@ nepadwatercoe.org

1. Office and General

* DM has started the process of getting a phone into room 2007
* Room 2007 and 2006 will be cleaned and waxed on Wed, 29.08.
	+ NH was convinced not to come to the office that day but to connect her laptop to the printer
* DM to buy stationary and files for the workshop’s information pack (see 2.)
* DM to ask Mercia to remove her files, etc. from the office on until Wednesday so it can be cleaned properly
* Notes of the Monday meetings will be put into a closed group on Aquaknow
	+ NE to open a new group: NEPAD SANWATCE Secretariat
	+ NH to register
* DM will be collecting data in the field from the 5th-8th Sept.

2. Regional Consultative Workshop in Johannesburg

* DM to follow up on City Lodge reservations with Juhannita
* DM and NE take projector with them
* DM to confirm technical details about Prof. Cloete’s skype involvement with Juhannita from City Lodge
* NE to pack the NEPAD SANWATCE banner
* Information Packs (25) to contain:
	+ Business Plan as of 28.08.
	+ JLP 1.1 and JLP 1.2 reports
	+ Resolutions
	+ Constitution
	+ NEPAD flyers
	+ Tbc: Jacqui SADC regulations
	+ DM to confirm if the conference venue offers pen and paper
* NE to go over NH’s PowerPoint presentation and provide feedback

3. Seminar in Italy, Oct.2012

* NH to assist Bruno with visa requirements and email him detailed, simply instructions
* NH to send ISPRA the registration form as Stellenbosch representative

4. Marketing and Technical

* NE: website is up and running and new articles are published as we speak
* NH and DM to sign up on twitter to spread the NEPAD word
* CC of Prof. Cloete and Ceasar (?)should be limited to large topics, not knitty-gritty details

5. E-Conference, Nov. 2012

* NE has contacted Andrea from the JRC
* Make use of twitter, facebook, etc. to market the conference