| **DEPARTMENT: PROGRAMME MANAGEMENT** | | | **PROCESS NAME: 1.4 CONCLUDE CONTRACTUAL ARRANGEMENTS** | | | **PROCESS NUMBER: NDP – PI – 03 - 004** | | | **REVISION: 0** | |
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| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** | |
| **SYSTEM** | **FILE** |
| Activity 1  **Municipal Co-ordinator**  Prepare the documents to the council | * Letter of No Objection on MIS * Urban Network Identification Map & Table * Memorandum of Agreement (Draft) | * Municipality Co-ordinator compile the submission document (using the listed inputs) for submission to the Municipality Council (external to NDP process) | * Urban Network Identification Map & Table & Memorandum of Agreement Draft submitted to Council | * Council submission approved | * NDP Project Manager for guidance only | * MS Suite | Microsoft | **Hard Copy**  **Electronic Copy**  None – external to NDP | * None | None - external to NDP | |
| Activity 2  **Council**  Review & Approve the Supporting Documents | * Urban Network Identification Map & Table * Memorandum of Agreement Draft | * Municipality Council review and approved / do not approve. (external to NDP process) | * “Not Approved “ Council Resolution * “Approved “ Council Resolution | * Municipality Council resolution communicated on MIS | * Municipality Co-ordinator | * MS Suite | Microsoft | **Hard Copy**  **Electronic Copy**  None – external to NDP | * None | None - external to NDP | |
| Activity 3  **Project Manager**  Check and File | * “Not Approved “ Council Resolution on MIS | * Receive “Not Approved “ Council Resolution and file on MIS. * Communicate to Project Director and Chief Director for information via MIS (this will also be included in monthly reports to Project Director and Chief Director) | * Communication to Project Director and Chief Director | * “Not Approved “ Council Resolution on MIS aligned to the file plan | * Municipality Co-ordinator | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | How can the municipality engagement status be updated. ( the List of Municipalities ) | |
| Activity 4  **Chief Director, Planning Director & Project Manager**  Conduct a meeting with the Municipal Coordinator to resolve | * “Not Approved “ Council Resolution on MIS | * Meeting conducted with the Municipal Coordinator and resolved | * Meeting conducted | * Resolved and approved Council Resolution on MIS aligned to the file plan | * Municipality Co-ordinator | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | The closing off of this process must be tested. Risk evaluation must be applied | |
| Activity 5  **Municipal Co-ordinator**  Process & the sign the Memorandum of Agreement | * “Approved “ Council Resolution * NDP Memorandum of Agreement template on MIS | * Municipality Council approve MOA (external to NDP process). * Municipality Co-ordinator upload and forward to NDP Project Manager via MIS | * “Approved “ MOA submitted | * “Approved “ MOA on MIS aligned to the file plan | * Municipality Co-ordinator | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | None - external to NDP | |
| Activity 6  **Chief Director**  Review & Sign the Memorandum of Agreement | * Signed Memorandum of Agreement on MIS | * Receive the signed MOA from the Municipality Council on MIS, print, signed and upload back into MIS | * Review and signed Memorandum of Agreement | * Chief Director signed MOA and uploaded into MIS | * Project Manager | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | How can the municipality engagement status be updated. ( the List of Municipalities ) | |
| Activity 7  **Project Manager**  Review, File & forward a copy of the Memorandum of Agreement to the Municipal Co-ordinator | * Signed Memorandum of Agreement uploaded into MIS | * Receive and file the signed MOA on MIS * Forward the signed MOA via MIS to the Municipality Co-ordinator | * Filed copy of the Memorandum of Agreement. * MOA sent via MIS to the Municipal Co-ordinator | * Chief Director signed MOA and on MIS aligned to the file plan | * Municipality Co-ordinator * Chief Director | * MS Suite | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | How can the municipality engagement status be updated. ( the List of Municipalities ) | |