|  **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 ) |