South African Precinct Management Initiative (SAPMI)

Subcommittee 3 (Knowledge Management) Meeting

Meeting No.1			
DATE	07th November 2017		
TIME	14:10 to 16:00		
VENUE	Room 1542, National Treasury, 240 Madiba Street, Pretoria		
1. ATTENDEES	Name	Organisation	Attendance
	Anne Steffny (AS)	AMPSA	Present
	James Aling (JA)	SAPOA	Present
	Brian Wright (BW)	AMPSA	Present
	Andrew Layman (AL)	SAPOA	Present
	Mapule Letshweni (ML)	SALGA	Present
	Samantha Govender-Hlahatsi (SGH)	NT NDP	Present
	Ndimphiwe Jamile (NJ)	NT NDP	Present
1.1 Apologies	None		

ACTION MINUTES

ITEM	DISCUSSION
2. Welcome and introductions	**signing of register** The meeting was chaired by Anne Steffny from AMPSA. AS welcomed all, especially Mapule Letshweni from SALGA, Director of Knowledge Management.

3. Terms of reference for Subcommittee 3	**Following the review from the Consultative Forum, the following items to be added and expanded on:**
	3.1 The following strategic objectives should be expanded:
	    o Expand I to include the private and public sector, specifically metros and municipalities;
	    o Expand 3 to talk to a framework for an applied curriculum, inclusive and transformative and career in urban management;
	    o Add another strategic objective to talk to performance measurement and management framework;
	    o Consider an objective to talk to best practise local authority structuring and management of urban management partnerships and areas.
	3.2 Membership to include public sector practitioners on the committee.

4. Composition of Subcommittee	4.1 Look at reaching out to invite public sector officials who have insight and experience and inviting onto the sub-committee. Suggestions in this regard included, Dumisani Mabuza from City of Mbombela, Adrian Peters / Peet du Plessis (HOD Revenue who is responsible for drafting SRA policy) from eThekwini and Eddie Scott from Cape Town. Members were requested to feed through additional names and we would then confirm their availability to serve on the sub-committee. Look at building a reference group of private and public sectors. 4.2 Should do as much electronically as possible as there is a real challenge for folk coming from the regions. 4.3 Look at rotating the venues for the subcommittee meetings when required, this would however be dependent on where the consultative forum meetings are held. It was suggested that there should be a workshop every 6 months in the different regions to invite and update stakeholders and participants.

5. Delivery of strategic objectives	**Need to flesh out the strategic objectives on what is required:**
	5.1. Awareness and understanding
	5.2. Open platform that enables access to knowledge, research and best practice
	    5.2.1. Content and templates
	    5.2.2. What exists and where are the gaps
	    5.2.3. Needs to be web based on an open platform – Need to develop a brief and get a costing.
	    5.2.4. Linkages
	    5.2.5. Resources
	5.3. Develop a framework for curriculum development
	    5.3.1. What exists

	5.3.2. What institutions and post graduate students are available? 5.4. Sustainable national association/institution to house and drive the above. 5.5. Performance measurement and management framework for precinct management to be developed.
6.Resources required	6.1. Develop a terms of reference to send out to universities/master students and selected consultants – AS and JA to develop and round robin to the committee. 6.2. Identify a list of potential persons/universities. For example, Wits have just established a PhD programme on urban management. Get details of the unit at UCT that does urban management. 6.3. Once the work plan has been done develop a funding plan and run past Treasury to see what funding is available. 6.4. Understand existing initiatives and projects on the go such as the precinct management toolkit. AS to follow up in this regard with David van Niekerk. 6.5. Look at setting up a basic website to provide background, invite comment etc.

7. PROGRAMME

ACTION	REPSONSIBLE PERSON	TARGET DATE
Tidy up the subcommittee terms of reference	AS and JA to tidy up and send out to Sub Committee to approve	Out by 10th Nov. Back by 17 Nov.
Develop a terms of reference for the work streams, including the development of a website	AS and JA to get a first draft out to committee to build on	Out by 30th Nov. Back by 15th Dec.
Suggestions on service providers such as post graduate students and Universities to be sent through by members	All	By 30th Nov.
Develop a communique to be sent out to the industry on SAMPI and the work of subcommittee	AS and JA to draft and send out to subcommittee for comment	30th Nov.
Set up a DropBox with relevant folders for depositing information	AS to set up	10th Nov.

8. DATE OF NEXT MEETING

Next meeting end January to mid-February once we have had proposals back and consolidated.