

REVIEW OF WSSCC (MCC) TOR paper for agreement

1. PURPOSE

The meeting of the WSSCC/MCC is to:-

1. Discuss and agree the inter-relationship and business flow between the collaborative structures
2. Approve the TOR, including the membership/participants list
3. Decide on a name (as WSSCC has never been adopted in practice)
4. Agree on agenda format for next meeting

Points 3 & 4 to be discussed at presentation

2. CONTEXT

In a dynamic environment on-going assessment of collaborative processes and structures is necessary to ensure continued relevance. Reviewing the MCC/WSSCC should be done in the light of other structures, especially as the current problem is duplication the same people in different meetings but hearing the same presentations and discussing the same topics.

The sector has operated within the spirit of the IGR. A process is in hand and decisions will have to be made in terms of how the water sector will adopt and formalise its structures as contained in the IGR Act. The formation of a water sector, as a whole, will also require further adaptation. For the present the focus is on ensuring the existing structures and processes are effective and building a strong interface with water resources in anticipation of future changes.

A process of engagement has been undertaken with responses to a prior discussion paper, key role-players interviewed and a Sector Collaboration Unit think tank session. Responses have been generally uniform (See attached report on responses). The TOR in general was endorsed. It is more a question of how the MCC/WSSCC functions to fulfil its purpose.

3. INTER-RELATIONSHIP BETWEEN COLLABORATIVE STRUCTURES

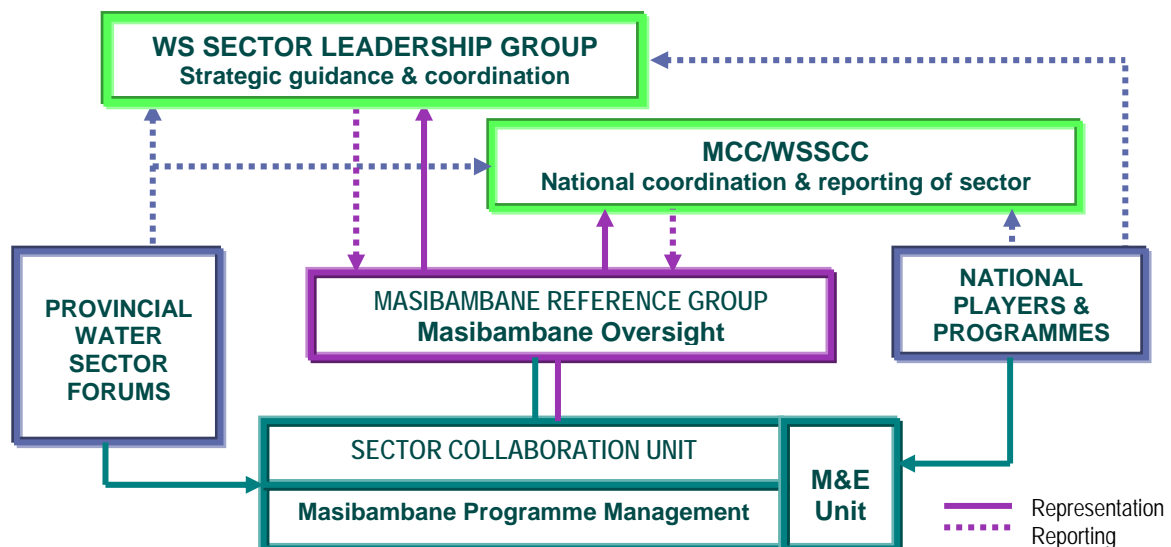
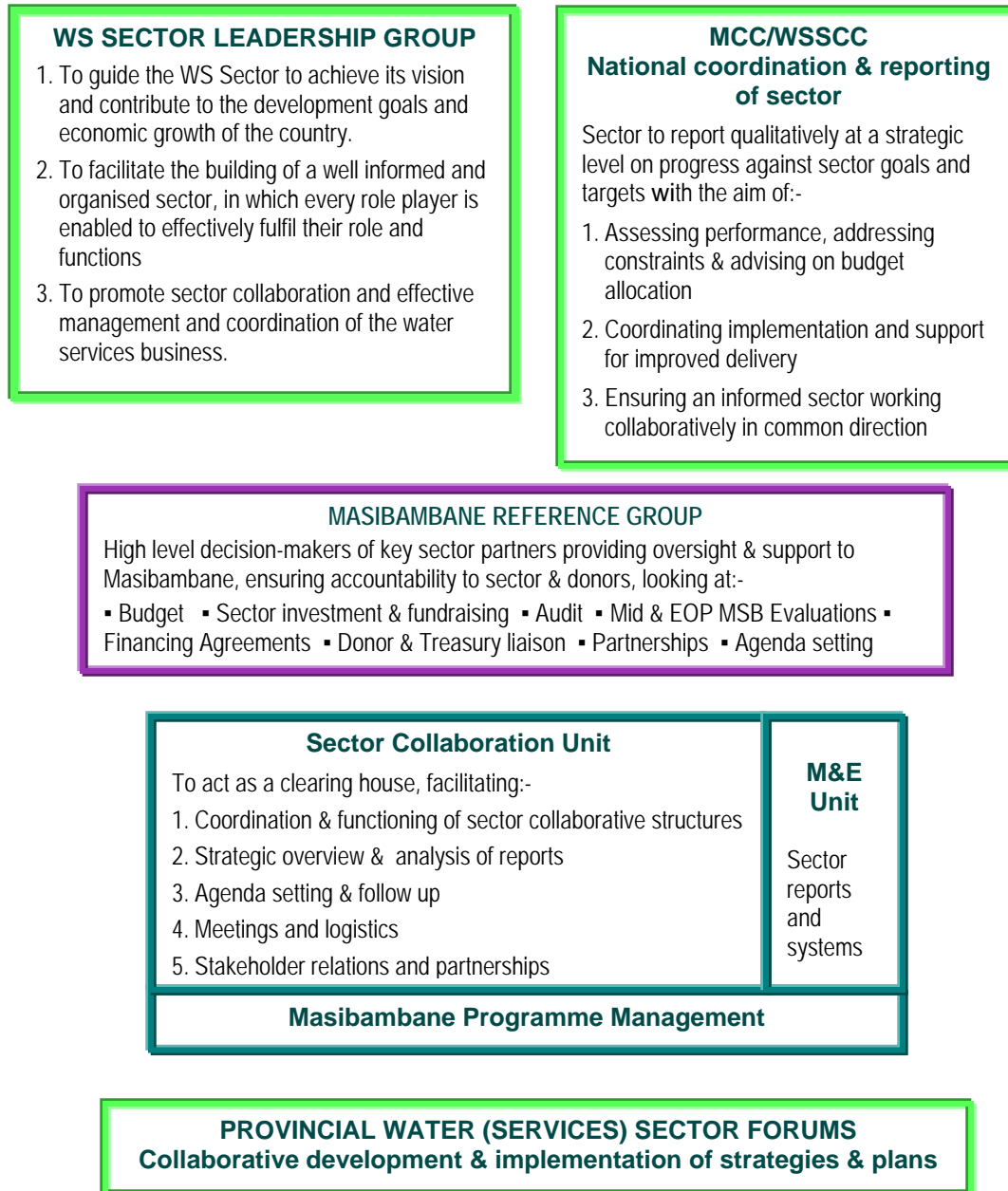


Figure 1 above indicates the inter-relationships

Figure 2 below gives a summary of the different roles played by the national sector structures for comparative purposes.



4. MCC/WSSCC TOR (As of February 2005, with few minor changes to update terminology)

1. Recognising that:

- 1.1. Sector members have their own planning, reporting and budgeting processes,
- 1.2. The WSSLG meets bi-annually to give strategic direction, identify strategic priorities and hold in-depth discussions on topical issues,
- 1.3. The provincial sector forums meet regularly to develop, coordinate implementation and report on their provincial W(S) strategies & plans,

2. The Purpose of the MCC: is for the sector to meet quarterly and report qualitatively at a strategic level on progress against sector goals and targets, with the aim of:-

- 2.1. Assessing performance, addressing constraints & advising on budget allocation
- 2.2. Coordinating implementation and support for improved delivery
- 2.3. Ensuring an informed sector working collaboratively in common direction

3. Objectives:

- 3.1. Sector is able to monitor on a regular basis its progress and ability to meet sector targets
- 3.2. To raise critical issues that can be taken up at a national level with relevant parties
- 3.3. To address critical issues in a timely manner
- 3.4. To share and exchange information and viewpoints across provinces and with national sector players
- 3.5. To forge common understanding and coherence within the sector
- 3.6. To facilitate coordination of programmes, initiatives and activities
- 3.7. To inform the strategy & policy making processes of national
- 3.8. To assist in better planning for succeeding years
- 3.9. To ensure Masibambane and other donor support is targeted and effective in order to meet sector needs and ensure sustainable delivery of water services
- 3.10. To give special attention to cross cutting issues for sustainability (such as gender equity, environmental management, appropriate technology and involvement of civil society, especially NGOs and CBOs.)

4. Functions:

- 4.1. To guide the development of strategic plans and budgets
- 4.2. To monitor and evaluate progress against strategic plans
- 4.3. To review budget and expenditure patterns and advise on changes
- 4.4. To ensure strategic alignment within the sector and other sectors
- 4.5. To provide credible quarterly reports for all interested parties
- 4.6. To provide management oversight of Masibambane support from a sector perspective.

5. Responsibilities of Partners

- 5.1. To ensure effective reporting and be responsible for feedback into own structures
- 5.2. Provincial reps to raise critical local/provincial issues on the national agenda
- 5.3. To inform sector partners of any major developments or initiatives
- 5.4. To ensure follow up and response
- 5.5. To foster institutionalisation of the sector approach

6. Meeting Schedule

Quarterly to coincide with government planning and reporting cycles – February, May, August and November.

7. Documentation

The Quarterly reports are handed out on CDs. Presentations are made and handed out or sent thereafter. The following should be sent in advance:

- i. Agenda, minutes and Action Table (with completed column on follow up / progress)
- ii. Progress Overview – critical analysis of progress and/or the Overview and Expenditure Presentations (as these contain the salient information)
- iii. Summaries of provincial and national partner reports (in common succinct format)
- iv. Any papers / presentations on the special topics for discussion

8. Communication and Feedback

The Action List and short summary of the key outcomes of the meeting should be compiled and sent to all participants as soon as possible after the meeting. This will help members to feed back to their organisations/structures and act as a briefing to those who do not attend.

REVIEWING MEMBERSHIP

To review the membership it is necessary to look at all the structures so as to ensure the appropriate people attend and minimise overlap. However the approach is inclusive. It is also important to remember that as there is greater interface (and possible integration) between WR and WS consideration will have to be given to the inclusion of a range of WR institutions.

A large part of the problem of duplication and lack of clarity has resulted from inconsistent representation and the invitation list growing unchecked. Every time someone is invited or another person attends in place of the delegate their names have remained on the list. The aim is to bring together the sector members around implementation. Accordingly provincial sector structures and drivers of programmes and initiatives – regardless of department / organisation should be targeted to attend.

The DWAF contingent needs to be rethought and numbers decreased.

WSSLG	MCC/WSSCC	MSB Reference Group
Strategic Guidance	Sector Reporting & Implementation Coordination	Masibambane Business Oversight
DWAF HO (WS & WR) DG, DDG, CDs, Prog Heads + WR	DWAF HO (WS & WR) Ds / MSB & Function drivers (San, LGS, ISD, M&E etc)	DWAF HO Top Management MSB Programme Manager
DWAF REGIONS CDs or rep as selected	DWAF REGIONS MSB Coordinators	Sector Collaboration Director
SECTOR FORA x 2 1 official 1 political rep	SECTOR FORA x 1 1 rep	
SALGA Nat WS Coord HO rep, Mun Services Cttee & Tech Team reps, + selected LG reps	SALGA National & Provincial WS Coordinators	SALGA – CEO appointed rep National WS Coordinator
dplg As high level as possible from each branch (IGR PC MIG)	dplg Prog drivers (Proj Con, FBW, MIG, MSB/WS Coord, ENERGYS)	dplg High level decision makers of any section receiving MSB funds WS Coordinator
Sector Depts – Reps (try for high level)	Sector Depts – Drivers of Programs relevant to WS	
SAAWU – Unit + reps from WBs	?? Twinning?	??
SOEs : WRC, LG & E SETA + Water Chamber, DBSA,	Only if reporting on programme (WIN, Siyaza Manje? W Chamber?)	WIN
CSO reps (MSB Cttee Chair ++)	CSO MSB project drivers	MSB CSO Cttee Chair
Donors – EU, Ireland, DFID, Swiss	Donors – same – but SWISS on WIN SAC not MCC	Donors – EU, Ireland, DFID, Swiss
Professional Bodies –, WISA, SAICE,	Not on organisational basis but if driving a sector programme	WISA ??
Sector Structures: Chair/rep of:- District WS managers forum - Cities network WS managers WSP Network		
Portfolio Chair		
Unions – IMATU & SAMWU		

In the membership as proposed above there is a key distinction made between the WSSLG and the MCC/WSSCC. In the former it is a broader range of organisation targeting the leadership of such. In the MCC/WSSCC the aim is to bring together the doers – those who make it happen. In regard to the Masibambane Reference Group it is the high level decision makers of the key partners only.