



agriculture, forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

Minutes of the National Coordinating Committee for Information Management (NATCCIM) Meeting held on 19 & 20 August 2015 at Department of Health offices, Mafikeng, North West

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
1.	Opening and Welcome	The chairperson, Mr Jimmy Weir-Smith, from Department of Agriculture, Forestry & Fisheries (DAFF) and Mr Pieter Meyer - North West Department of Rural, Environmental and Agricultural Development (READ) welcomed everyone. Meeting was hosted by the North West READ.	
2.	Attendance		
2.1.	Present at meeting	<p>Ms PT Schoole - Department of Agriculture, Forestry & Fisheries (DAFF) Chief Information Officer (CIO) (only attended the 19th August)</p> <p>Mr Jimmy Weir-Smith (Chairperson) - Department of Agriculture, Forestry & Fisheries (DAFF) (Directorate: ICT Service Strategy & Systems) (D:ICT SSS)</p> <p>Ms Pakama Matamo (Secretariat) - DAFF (Directorate: ICT Service Delivery & Operations) (D:ICT SDO)</p> <p>Mr Pieter Meyer - North West READ</p> <p>Mr Godfrey Mdhuli - DAFF (Director: Knowledge & Information Management) (D:KIM) (only attended the 19th August)</p> <p>Ms Alta Vermaak - DAFF (Directorate: ICT Service Delivery & Operations) (D:ICT SDO)</p> <p>Mr Walter Kapeng Morobe - DAFF (Directorate: Climate Change and Disaster Management) (D:CCDM)</p> <p>Ms Thea Pinkham - DAFF (D:ICT SDO)</p> <p>Mr Samuel Mothoane - DAFF (D:ICT SDO)</p> <p>Mr Duke Milanzi - DAFF (D:ICT SDO)</p> <p>Ms Moipone Modise - DAFF (D:ICT SSS)</p>	

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		<p>Mr Ignatius Mashile - DAFF (D: ICT SSS)</p> <p>Mr Sekepe Motshana – DAFF (Directorate: Sectoral Colleges)</p> <p>Mr Vusimuzi Musi – DAFF (Directorate: Sectoral Colleges)</p> <p>Mr Tinyiko Makondzo – DAFF (Directorate:Project Management Support) (D:PMS)</p> <p>Mr Douw Nel - Agricultural Research Council (ARC)</p> <p>Mr Johann Diener - Western Cape Department of Agriculture (DoA)</p> <p>Mr Norman Zuithoff – Northern Cape Department of Agriculture</p> <p>Mr Hlawulani Alpha Sibisi - Mpumalanga Department of Agriculture, Rural Development, Land and Environmental Affairs (DARDLEA)</p> <p>Mr Shalom Nevhutanda - Department of Agriculture - Limpopo</p> <p>Mr Thanduxolo Vazi - Eastern Cape Department of Rural Development and Agrarian Reform</p> <p>Mr Floris Huysamer - Western Cape (DoA) (only attended the 20th August)</p> <p>Mr Cyril Gariel - North West (Office of the Premier) (OTP) (only attended presentation on North West SmartGov system)</p> <p>Mr Jakes Sukhnanan - North West (OTP) (only attended presentation on North West SmartGov system)</p>	
2.2.	Apologies received	<p>Kwazulu-Natal – unable to leave the province due to strikes</p> <p>Free State – could not obtain approval from the HOD</p> <p>Gauteng – the officer got lost and returned back</p> <p>Timpi Seleke College – could not come due to lack of budget for accommodation</p> <p>Mr Sivelile Nompuzolo - DAFF (Director: Sectoral Colleges)</p> <p>Mr Sebola Gumede - DAFF (Acting Director: Programme Development Support)</p> <p>Ms Caddy Hlungwani - DAFF (Director: ICT SDO)</p> <p>Ms Elder Mtshiza - DAFF (National Project Coordinator for CASP)</p> <p>Mr Siyanda Gwarube – DAFF (D: ICT SDO)</p>	
3.	Personalia	None	
4.	Finalisation of Agenda	The main focus of this NATCCIM meeting will be the status / way forward with the Agricultural	

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		Information Management System (AIMS). The meeting will also discuss the systems used by the different organisations, to see if there is another alternative (i.e. a system with similar functionality as AIMS).	
5.	Minutes of the previous meeting Matters arising from previous Minutes:	The Minutes of the previous NATCCIM Meeting, held on 20 & 21 May 2015 at ARC offices, were approved with the following changes / corrections: ❖ Minutes (with corrections from KZN) were approved. Inputs from KZN will be circulated to all the members.	
5.1.	Sanren	❖ The matter will stand over	
5.2.	Internet for Sectoral Colleges & SanRen	❖ Matter to stand over till the next meeting.	
5.3.	Who should budget for the Laboratory Information Management System (LIMS)	❖ At the previous meeting DAFF (Directorate: Veterinary Services) informed the provinces that DAFF will not renew the LIMS contract on behalf of provinces, and if provinces wish to continue with using LIMS, they will need to pay for themselves. Mr Weir-Smith stated that this is a risk for the future import / export system, and he will again inform Mr Ramasodi (DAFF Acting DDG).	DAFF
6.	Presentations from External Service Providers		
6.1.	Presentation from North West on SmartGov from Office of Premier)	<ul style="list-style-type: none"> ❖ Cyril Gabriel gave presentation, each department has own IT, but transversal solutions for shared requirements. They purchased solution, to automate backend office processes, Leave, E-Submissions & task management. ❖ They realised that they need to leapfrog office processes in order to be able to deliver services to the citizens. To fast track submissions. They are also looking at APP reporting, training and currently piloting at Office of Premier, they started with 70 people in IT, to roll out to other departments in the province. ❖ Plans are there to create infrastructure and renegotiate contracts with service provider. Jakes Sukhnadan gave demo of system. This is a short term solution in anticipation for IFMS. SmartGov also used by other departments like Social Development in EC. ❖ Login linked to e-mail passwords. E-Directory (Novelle not Microsoft), uses IE, Chrome, Modzilla, SQL database. A departmental official can be anywhere and apply for leave. This system is accepted by their HR as well as AG, because system has audit trails. With this system it is very quick to request leave. At the moment not linked to PERSAL, to be done in future. 	

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		<ul style="list-style-type: none"> ❖ Get report from PERSAL about leave available for whole Department (done on daily basis). Also to check available budget per SCOA item when doing submissions. Will display on calendar who is taking leave, can attach Doctor's certificate for sick leave. Sick leave also takes into consideration the 8 week cycle. ❖ For HR they will have two screens, to have access to PERSAL & SmartGov. Labourers etc give information to secretary who captures it on their behalf and they get notification via cellphone. They are investigating a mobile solution as well. Give progress of who has approved and captured on PERSAL. Signatures are encrypted on database, form will be printed with signatures, form in PDF format (text based not picture). ❖ Submission - already has all the submission headings. The electronic submission can be sent back and forth in case of changes. Part of workflow; determine who should have access to the submission & confidentiality etc. ❖ Another project is for 30 day payment tracking solution. They did procurement, has to do design & development, to be piloted within a few months. To create infrastructure etc for projects done by other departments, and may also provide skills. 	
6.2.	Presentation by Mr Ignatius Mashile from DAFF (D: ICT SSS) about their EDMS for Fisheries	<p>Mr Ignatius Mashile from DAFF (D: ICT SSS) did a presentation of their EDMS for Fisheries.</p> <ul style="list-style-type: none"> ❖ The solution uses Alfresco (free Open Source Software but not all the functionality, Enterprise version not free but much more functionality). Problems at DAFF, submissions getting lost etc. Department was looking for own work flow solution, security ❖ Administrator and normal users. Consumer can only view documents, contributors may edit documents. ❖ Have personal files (i.e. only specific person has access to those files), Shared files, Sites (Group, projects, programme) ❖ When documents are edited, have SharePoint plug-in, or use Microsoft Word plugin if edit online, or download document, then edit document, then upload again. Will show that document is booked out. For files, will show different versions of the document. Everyone in group will be able to see changes to documents. ❖ Workflows for submission, give messages to person who should approve submission. Graphical interface for designing work flow. For submission, inform originator of status / progress of request. Only did workflows for submissions, namely 3 for ICT SSS and 10 for MLRF. ❖ Encryption is done per request (if requested). ❖ Records management should be done by records management. There was a question whether this has been approved by National Archives, and he replied that it was not done. This system 	

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		<p>can be linked to other system.</p> <ul style="list-style-type: none"> ❖ Mr Weir-Smith said Arts & Culture is using Alfresco, and other provincial departments. ❖ North West stated that their EDMS is currently not active, it is a PaperTrail solution designed by Kanimambo. ❖ Western Cape said they use Live Link for province but Agriculture does not have it because it is expensive. ❖ Eastern Cape, Mpumalanga, Northern Cape and Limpopo do not have an EDMS system 	
7.	MSP Coordinated Projects		
7.1.	Agricultural Information Management System (AIMS)	<ul style="list-style-type: none"> ❖ Mr Weir-Smith said on 3 June HOD's said they need system project progress and there are delays with AIMS. CASP has money for ICT Support, and some of this money will be allocated for AIMS project. ❖ Mpumalanga said DAFF outsourced the function to NAMC, DAFF should inform provinces not NAMC (where are supporting documents if need to transfer money to NAMC) ❖ Limpopo has R9 million for this project but there is no movement on this project. ❖ Mr Zuithoff said he is not sure about the AIMS position of their (i.e. Northern Cape) province. Ms Vermaak said that after the previous NATCCIM the Northern Cape representative went to NAMC, but he did not give any feedback about the outcome of the meeting. ❖ Ms Sehoole said the DAFF Deputy Director-General was supposed to be at this meeting but had bereavement, and DAFF Chief Director also lost a child. AIMS is a highly prized project by executive authority, they identified need of the system. There was an in-depth investigation into the system, and the approach of how to do it. ❖ For a preferred service provider, can be a tedious process for approval, SITA board had to grant approval. In response to time pressure, the SOE procurement was faster. Issues of IT software & equipment do not want delivery years after sign-off. ❖ Tender process was managed by NAMC and managed by their CEO. Ms Sehoole was only involved on technical level, she cannot answer on status of process. At MinTech (with HOD's) it was realised that the process was too tedious, that was why they requested information of systems within provinces dealing with project information. 	

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		<ul style="list-style-type: none"> ❖ Noting stumbling blocks of not spending money. Would like to come up with a solution. For World Forestry Congress DAFF is hosting website, service providers said government can't do it in such a short time. DAFF had website ready in two (2) weeks. This is an example of coming up with a solution, like all provinces give programmer & recreate what Western Cape has. The pressure is on government, not the NAMC. How to come up with reporting system that can be used by everyone. Why can't rest of provinces use Western Cape system? ❖ Pieter said North West did whole investigation and came out that the Western Cape solution is best option. Mpumalanga said IT will run with system, and ICT projects that are not run by business generally fail. They are interested in reports on national indicators that provinces report to national, in manner acceptable to DAFF, then later can add additional requirements from each province. ❖ Mr Weir-Smith said there was a template drafted of what should be reported to on provinces (report to EED, DME, AG, DPSA), can send out template and ask what else is missing. What is licensing requirements of Western Cape, because it is easier to change something that is there, than do something from scratch, and what about money that was already allocated for AIMS. How will it work if we redesign everything from scratch? ❖ Ms Vermaak asked what are implications of everyone to use Western Cape system as an interim solution, and everyone should do investigation of what is needed by each province. Western Cape said they do not have mandate to agree or not. ❖ It is better to use same system with different databases, and small changes like logos of different departments. HOD's are eager to collaborate, to also find out from developer about what is needed like licensing. Mr Weir-Smith said that it has to happen quickly, because already two months late. ❖ Programmers may change the system for each province, if allowed. North West supported the suggestion, it is fully integrated systems, expenses are for aerial surveys etc (only data needed), it does not need major changes. ❖ North West needs status on AIMS before making decision. Ms Sehoole said she understand confusion, is it a parallel process, MinTech - in presence of HOD, requested the information on systems used by provinces, and this is outside the process of AIMS. ❖ Mr Weir-Smith said that migration of data from existing systems to new solution, will also take time. 	

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		<ul style="list-style-type: none"> ❖ Ms Schoole requested that the NATCCIM Meeting identify different options (i.e. AIMS and other alternatives) with advantages & disadvantages of each option. ❖ The options identified by NATCCIM regarding AIMS to put solution in place as per MinTech Request of June 2015, are: 	
7.1.1.	NAMC AIMS project	<p>General comments:</p> <ul style="list-style-type: none"> ❖ DAFF must go and sit at NAMC to determine what has gone wrong at NAMC. Unless this has been done, the process is up in the air; ❖ Enquire as to the process in NAMC; ❖ Is NAMC part of the new process or not? <p>Advantages:</p> <ul style="list-style-type: none"> ❖ No advantages were identified <p>Disadvantages:</p> <ul style="list-style-type: none"> ❖ Same disadvantages as to Pool programmers to develop a system - refer to paragraph 7.1.5 below; ❖ Major time delay; ❖ NAMC process has become compromised. 	
7.1.2.	Use Western Cape AIMS system	<p>Advantages:</p> <ul style="list-style-type: none"> ❖ This is a mature system - fifth version of system running, as a centralised and integrated as a Information data and systems warehouse with expandable report writing facilities. Selecting this option will adhere to the 80/20 principle; ❖ Has infrastructure (people, servers, networks, SLA's) in place; ❖ System is functioning and operational and mostly debugged; ❖ Standard operating procedures are in place; ❖ Knowledge transfer of system is possible due to various disciplines having experience (Extension offices, NRM, Inspectors, administrators) training for other functions underway Engineering, College, Rural development, veterinarians, etc. 	

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		<ul style="list-style-type: none"> ❖ Have source code? (Western Cape to confirm); ❖ Have agreements with service provider; ❖ Hardware, software and smart pens already using this system and working on it; ❖ Provinces & DAFF wants this system; ❖ Reports for DPSA, DPME, AG, DAFF, DRDLR, EDD (SIP11), stakeholders, APP, provincial specific systems are functional; ❖ System runs on the agri-network already; ❖ Reduce duplication of efforts, reporting, data duplication, process duplication, enable compliance and compatibility. synergy between Provinces, DAFF and other stakeholders enabled; ❖ 80/20 principle (Western Cape solution should address most of requirements of other provinces & DAFF) ❖ The AIMS functionality available include: <ul style="list-style-type: none"> ○ Assist in aligning interventions / projects / programmes in the agro-forest-fish sectors and on all three spheres of government; ○ Provide report writing capabilities to report to the Presidency, Economic Development Department, Department of Public Service Administration, National Treasury and the Auditor General; ○ Reporting against the Annual Performance Plan (APP) per province and Transversal Performance Indicators (Contained in the APP); ○ Reporting on performance against the Outcomes; ○ Reporting on SIP 11; ○ Reporting on CASP; ○ Reporting to DAFF of all projects / programmes in the agro-forest fish sector; ○ Report on progress of programmes (including multi-year and multi-departmental programmes); ○ Reporting progress on projects; 	

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		<ul style="list-style-type: none"> o Reporting performance of services; o Provide answers to Cabinet, Parliament, Auditor General queries; o Provision of a stakeholder database; o Provision of a supplier database; o Provision of almost real-time location of staff involved in projects / programmes / surveys as they work in the field, thereby ensuring effective use of staff and resources; o Tracking and tracing of project requests by clients and a computerised process that would expedite the assessment of such project requests; o Report to clients using SMS, emails will be faster than before; o Workflow; o Search and retrieval; o Capture projects; o Administration of users; o Project management; o Business intelligence; o GIS capability; o APP plans captured; o Project requests administered; o Project appeal; o Site visit capture and verification; o Create and pay vendors; o Track staff and projects in real-time. <p>Disadvantages:</p> <ul style="list-style-type: none"> ❖ Have source code? (Western Cape to confirm); ❖ Minor customisation required; 	

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		<ul style="list-style-type: none"> ❖ Data migration in other areas will have to be done; ❖ Regulation 16.6 if Western Cape and supplier (XCallibre) agree in writing; ❖ Western Cape to look at current contract whether other parties may use system as is (legal consequences); ❖ If hosted at Elsenburg, will need network / internet connection required to gain access, bandwidth implications etc - will need to increase bandwidth to allow access for all role-players; ❖ Data migration in other areas will have to be done; ❖ Minor cusotmisation required; ❖ Need to procure additional storage and servers to enable environment to function - as done in PROVIDE project. ❖ How do you make it worthwhile for vendor to allow us to take this route as a win-win situation? 	
7.1.3.	Interim solution use / replicate WC system as an interim solution for specific period of time	<p>Advantages:</p> <ul style="list-style-type: none"> ❖ Same advantages as using Western Cape AIMS solution - refer to paragraph 7.1.2 above <p>Disadvantages:</p> <ul style="list-style-type: none"> ❖ Same disadvantages as using Western Cape AIMS solution - refer to paragraph 7.1.2 above 	
7.1.4.	If not possible to use WC system as option then how do we procure the functionality of the WC system?	<p>Advantages:</p> <ul style="list-style-type: none"> ❖ Due to cost of tender will have to approach National Treasury (Central Procurement Office); ❖ Open tender and who will go out to procure it? ❖ Where does SITA fit in? <p>Disadvantages:</p> <ul style="list-style-type: none"> ❖ Have to use SITA, delay in process. 	
7.1.5.	Pool programmers to develop a system	<p>Advantages:</p> <ul style="list-style-type: none"> ❖ Look at systems list to determine a system which has necessary functionality (PIMSA); ❖ Look at Northern Cape (system / concept design) system; ❖ Possibly cheaper than procuring another system; 	

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		<ul style="list-style-type: none"> ❖ Possible time saving compared to procuring another system development for reporting on minimum information required; ❖ Is there a system with required functionality in private sector? Is there a COTS system which can meet needs of the sector? XCaliber is the sole provider of the technology for digital pen for Africa. (Investigations previously done by Western Cape.) ❖ Smart pens are the standard for the sector. <p>Disadvantages:</p> <ul style="list-style-type: none"> ❖ Capacity available within provinces to pool programmers? ❖ All the role-players have to agree on requirements & deliverables; ❖ Draw up a business case, use case, design, develop, test, deploy, implement whatever decided has to be followed; ❖ Where will the development take place (accommodation, travel etc); ❖ Need infrastructure, resources to operationalise the system; ❖ Major time delays, it will take a long time to develop system; ❖ It will be a duplication of Western Cape system; ❖ No reduction of costs; ❖ Getting different people to work together may be problematic; ❖ PIMSA skills no longer available to DAFF (they have left ARC); ❖ May have different skills and experiences (e.g. technology) from different provinces, and this will delay the process; ❖ Need analysts with spatial analysis skills as well as developers. 	
7.2.	Sectoral Colleges	<ul style="list-style-type: none"> ❖ Mr Sekepe Motshana (from DAFF) said that for 11 colleges, the bid for network infrastructure had been awarded, to be delivered within next week. ❖ For the servers, colleges were concerned about procurement, colleges wanted to do it themselves, only few wanted DAFF to assist with procurement. ❖ Still to confirm with principles of all the colleges because they did not confirm in writing. Money should be utilised by October this year. For the Economic Support Programme, have to use the 	

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		<p>money otherwise DAFF will not get money again.</p> <ul style="list-style-type: none"> ❖ WC Western Cape asked about way forward with colleges in future, because they are currently using infrastructure from Province, but if it does not stay at province, then they will need their own servers. There is also a licensing implication for staff and the students. ❖ Mr Motshana said both DG's appointed a Task Team to investigate whether colleges will be transferred to Higher Education, to decide on reporting. ❖ DAFF is managing money, if not spent it is allocated to other provinces. Limpopo & Eastern Cape has to spend money. ❖ North West said they informed the Principles that they will upgrade. Western Cape said they should talk to the right people within province and make sure that money is spent. The issue should be sent to HOD's, also to send report from DAFF to Sectoral Colleges.. 	
7.3.	Disaster Management System	<ul style="list-style-type: none"> ❖ Mr Walter Kapeng Morobe (from DAFF)said contract has ended in May, but due to delays they are 3 months behind schedule, 95% completed, to sign off next week. ❖ Problem with maintenance, IT was supposed to be involved with system development to continue with maintenance in future. ❖ Different options (for timeframes to respond and type of support needed), their directorate will carry cost. Have system champions from the different provinces and they have identified four pilot sites. Going to use ArcView. ❖ Problem with data capturing, under discussion how it should be done, e.g. use interns. Mr Weir-Smith said DAFF no longer has data capturing. Walter said they have 50,000 records that still need to be captured. ❖ Mr Morobe asked if provinces have such capacity. People have to attend GIS training, probably at Stellenbosch. ESRI GI Licences, they need about 5 licenses, probably floating licenses. And bandwidth requirements were identified. ❖ PDA's & Forestry offices may use this system. Also to need SMS broadcasting services. Still trying to procure three (3) servers, had some procurement problems, to redo the whole procurement process. ❖ Also engaged Directorate: Facilities Management about additional office space required. Also in process of linking to Forestry systems AFIS & MECER (monitoring of environment). Requested additional budget for training and infrastructure needed. 	
7.4.	Laboratory Information Management System (LIMS)	<ul style="list-style-type: none"> ❖ In NATCCIM feedback from provinces, it turned out that more provinces are starting to use LIMS. To talk to Mr Ramasodi (DAFF DDG) about DAFF Directorate: Animal Health (D:AH) 	

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		<p>not wanting to pay for provinces.</p> <ul style="list-style-type: none"> ❖ Mpumalanga said they should provide budget to upgrade the infrastructure as well. Ms Vermaak said DAFF D:AH also complained about provinces not providing information to DAFF. ❖ Mpumalanga said LIMS people complained about IT support. Eastern Cape said LIMS were deployed at remote offices, and there is a lack of communication between provinces, laboratory people etc. Western Cape said their IT people were involved with LIMS customisation. 	
7.5.	Micro Combud (Western Cape)	<ul style="list-style-type: none"> ❖ WC said this is still under investigation whether it will be worthwhile to continue with further development. 	
7.6.	Import Export System	<ul style="list-style-type: none"> ❖ Had discussion with SARS, Dutch & Mr Poko (DAFF Quarantine Inspection Services). Dutch wanted to provide system (less functionality than SARS system). There is still no official letters between DAFF, SARS & National Treasury. Tshwane is developing an import export system. 	
7.7.	AGIS / DAFF GIS	<ul style="list-style-type: none"> ❖ Still need to talk to NRM people. 	
7.8.	Electronic Document Management System (EDMS) / Electronic Content Management (ECM)	<ul style="list-style-type: none"> ❖ Refer to paragraph 6.2 above regarding the presentation of Alfresco system developed at DAFF. ❖ Mr Weir-Smith asked whether the other organisations thought this system (as presented) will be able to address all the requirements of an EDMS. ❖ North West said he does not think it will address all the requirements. ❖ Western Cape said it will be better than nothing. Western Cape said there will need to be proper change management in order to make it work, if it will need to be rolled out to whole DAFF. Western Cape said they realised the importance of change management with their VOIP installation, needed training for people. ❖ North West said DAFF should do a Proof of Concept (POC) first. Mr Ignatius Mashile said it will be piloted at four (4) directorates from Fisheries, continuous testing will be done from 1 September. ❖ Eastern Cape asked whether there will be enough resources at DAFF to support and rollout this system. Mr Mashile said they are only doing three directorates, it is one developer working full 	

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		<p>time on this system.</p> <ul style="list-style-type: none"> ❖ North West said they had major problems with the implementation of their EDMS with people issues, not on the functionality of the system itself. 	
8.	Governance		
8.1.	Government Information Technology Officer (GITO) Council Matters	<ul style="list-style-type: none"> ❖ No feedback received. 	
9.	New Matters		
9.1.	Systems used by different organisations	<ul style="list-style-type: none"> ❖ Ms Sehoole talked about the request for information about systems used in provinces; the request was initially made at MinTech (where HOD participate), from MinTech they were tasked to find out what are reporting systems in place in provinces e.g. for CASP, how they monitor & report on projects. How can this feed into a national platform. (There is a need for one system to report on projects in the provinces.) NATCCIM / ICT understands systems and knows about systems in the departments. In the feedback, departments / organisations should focus on those systems ❖ Mr Johan Diener gave a presentation of systems and projects at Department of Agriculture in Western Cape. They use Agricultural Integrated Management System (AIMS) for geographic information system (GIS) and project information using smart pens. AIMS is used for project management and business intelligence (BI), and there is one point of entry for information. ❖ Mr Thanduxolo Vazi gave a presentation of systems at Eastern Cape, like Eastern Cape Spatial Information Management System (to monitor projects), Informs Performance Management, and Smartpen. ❖ Mr Pieter Meyer presented their systems at North West province, like PaperTrail document management system, Extension Suite using SmartPen (support to farmers), PIMMS (Policy Information and Monitoring Management System), E-Permits for Environmental Affairs (electronic permits e.g. hunting, import & export permits) this is a system from Northern Cape that complies with all regulations, SmartGov (Leave system implemented at Office of Premier), Novelle GroupWise Filer (backup system for documents & encryption) ❖ Mr Norman Zuithoff gave a presentation about systems at Northern Cape. They are busy 	

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		<p>developing NC Agricultural Information System (NCAIS) for spatial information about departmental interventions / projects - currently have 600 project & events on database. Anet Swanepoel (Upington office) is doing it, developed internally within their department. Mr Zuithoff will get more information about the system, how far they are with development, functionality, etc. They are migrating from SITA to own VPN (will only have SITA at Head Office for BAS, PERSAL & LOGIS), new Microsoft contract. For the province to have a VPN for the province via SITA. Also have SmartPen project (previously not used), has done training again, now fully operational. Extension Suite Online. Previously used Excel database for asset management, to migrate info to LOGIS. (Tebogo Kadinda is their project team leaver)</p> <ul style="list-style-type: none"> ❖ Mr Sibisi from Mpumalanga said they are using Extension Suite, digital pen, LIMS, GIS portal, NCISIS system from Department of Social Development & Rural Development. Mr Weir-Smith said that this system has 1,200,000 household information on this system, 8,000 sites surveyed. Ms Sehoole asked about system for Grant assessments, Mr Sibisi said they were waiting for AIMS for the CASP challenges. They have not transferred money to NAMC because it was not instruction from DAFF, they only received SLA from NAMC. They also have other systems not related to agriculture, like finance etc. ❖ Mr Nevhutanda from Limpopo said their ArcGis OnLine portal is used for Agricultural Disaster Management System, they developed project viewers in ArcGis (like land reform projects), fleet management (being discontinued) for subsidised GG and people paid to travel not to exceed grants etc, PERSAL, BAS, LIMS, PSNext (for project management but not properly used). Ms Sehoole asked if the fleet management system does tracking of tractors. Mr Thanduxolo Vazi said their department is investigating a fleet management system for monitoring vehicles 24 hours, where it is going, fuel utilisation, etc, also for tractors and utilisation thereof fuel spent etc. ARC said they also have a similar system, it works very well but it is expensive. Their fleet management system is for all moveable assets. ❖ Mr Douw Nel from Agricultural Research Council stated that they are centralising their services, they use Microsoft SharePoint, Microsoft Dynamics AX (ERP / BCP Solution), they will start using Digital Pen, Microsoft Lync for communications, Sage People & VIP People for HR & Payroll solution, diagnostic & laboratory system: ARCLAB (in-house developed) but may change in future, many different research systems are available. From development side they are 14 people, outside 4. ❖ Question about individual performance management system. WC has PerMIS (Personal 	

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		<p>Management Information System) for performance management, they are allowed to tie into PERSAL, do Performance Agreement, then create KRA that have to be reported on, keep records, calculate percentages per KRA. ARC from Performance they are still done manually, but will be done in Sage People from September.</p> <ul style="list-style-type: none"> ❖ Ms Vermaak gave feedback received from Gauteng, like HOD referral system (track matters referred to HOD), Agricultural Resource Information Management System (no description), EPM Project Management, Conservation Permit system (electronic permits) ❖ Ms Vermaak gave information received from Kwazulu-Natal, like AgTrack Project Information System (Project Information Management). ❖ Ms Vermaak said they have not received any inputs from Free-State. ❖ Ms Moipone Modise gave information about systems at DAFF, like Animal Identification System. CIO requested DAFF to also provide reasons for outsourcing and reasons why systems are no longer used. EDMS almost finished. They engage SAMDI about Plant Variety. Check Asset Management / Fleet Management from other Departments & mechanisations. Own system, seed registration. Appreciate innovation of users by developing their own systems. ❖ Eastern Cape requested more information about systems for Pilar (Employee incapacity leave) & Employee Development (Training) & Employee Equity system - developed in-house, about sharing, Mr Weir-Smith said it is doable, Ms Sehoole said further discussion is needed about processes. NATCCIM is here to share information. ❖ Mr Weir-Smith requested that provinces complete the spreadsheet sent out by DAFF for all their systems. 	
10.	Feedback from different departments & organizations	<p>Organisations were requested to report on the following:</p> <ul style="list-style-type: none"> ❖ Master System Plan (MSP): MSP Approval Date & Last update date; ❖ New projects / Initiatives; ❖ Infrastructure (hardware, software, security, networks); ❖ Budget: Do they have enough? Any challenges? ❖ Auditor's report; 	

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		<ul style="list-style-type: none"> ❖ MPAT + CGICT; ❖ Departmental Information Technology Committee (DITC) - i.e. the departmental IT Steering Committee: Is it working? ❖ Other. 	
10.1.	Department of Agriculture, Forestry & Fisheries (DAFF) - national	<p>Ms Vermaak gave the report for DAFF:</p> <ul style="list-style-type: none"> ❖ Departmental Information Technology Committee (DITC) meeting: awaiting dates for meeting from DITC Chairperson; ❖ Strategic Planning: Combined/Integrated ICT strategic planning session where the CIO and four Directorates will have a Branch Strategic planning session still to be held; ❖ Master System Plan status: Busy with Implementation of the MSP priorities. Budget is a limiting factor for this implementation. MPAT requires proof of implementation report – still the same ❖ New projects Initiatives: <ul style="list-style-type: none"> ○ Infrastructure improvement is ongoing; ○ Systems – initiating the integrated permit system; ○ To change internet service provider (ISP) during next 2 months, new provider is Vox Telecom; ○ Exchange migration SSL certification. ❖ Operational functions (Hardware, Support, network and security): <ul style="list-style-type: none"> ○ Specification for the purchase of new WAN and LAN equipment to phase out old technology: Procurement request to SITA for switches & routers. ○ Request for VPN proposal discussed with SITA - received SITA proposal for consideration. ○ Push to Talk specifications have to be redone to cater for analogue and digital – researching similar technologies. ❖ <u>Networks Security and Telecommunication</u>: Projects in process and planned: <ul style="list-style-type: none"> ○ Delpen recabling – will be done internally; ○ Waiting for various regional offices from Public Works and DAFF Facility Management to finalise leases of buildings to do cabling, namely Mafikeng, Vryburg, King Williams Town, Skukuza, City Deep – in progress, ○ Radiolink installations at Fisheries regional offices – investigation completed - quotations to be issued to install additional equipment. 	

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		<ul style="list-style-type: none"> o Asset management project to get details on inventory register - in process. o Telecommunication PABX / VOIP bid issued. o Groblersburg, Ramatlabama (await IP phones + cards). o Nakop -completed. o National Treassury is investigating mobile and voice costs – Treasury letter to be distributed. o Agrinet WAN running, issues IS w.r.t. DNS propagation. (installation finalised 15 Sept to enable testing, go live 1 October 2015 with new ISP) o Monitoring and investigating where to upgrade - continuous process. o Have a three year McAfee contract until December 2016. Sophos is used for certain operations. o In process of CheckPoint renewal (POPI etc). o Telecommunication function operational, challenges due to load-shedding, rats o Harvest House UPS upgrade completed ❖ <u>Software:</u> <ul style="list-style-type: none"> o <u>Microsoft</u> - Software asset management report received which will be used to determine the maintenance cost for DAFF software. In process of selecting Large Account Reseller (LAR). o <u>ESRI</u> - ESRI refused to include PDAs on the DAFF ELA indicating that PDA are included in Premier office ELA. DAFF in discussion with directorates regarding costs. ❖ <u>Architecture:</u> <ul style="list-style-type: none"> o GWEA Framework; o The MSP was aligned to the GWEA framework ('as-is' and 'to-be'); o Any identified Challenges: Budget. ❖ <u>Transversal systems:</u> <ul style="list-style-type: none"> o BAS - Working well; o LOGIS - Working well; o PERSAL - Working well; o DEBTORS - Working well o Auditor General audited access control of all financial systems. AG workshop for audit 	

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		<p>2015 strategy to be held last Thursday of August 2015.</p> <ul style="list-style-type: none"> ○ <u>IFMS 2:</u> <ul style="list-style-type: none"> ▪ Purpose: The product scope of IFMS2 is as follows: Supply Chain Management included catalogue management, procurement management, inventory management and asset management. HR included health and safety management, education training development, labour relations, HR planning, organisational management, recruitment management, employee movement, performance management, HR reporting, career management, remuneration management, termination of service and HR administration. The Financial Management and Payroll products would comprise the Medium Term Expenditure Framework (MTEF) budget preparation, departmental financial management, treasury financial management and payroll. Business intelligence would include reporting, analysis, dashboards and data mining. ▪ Status: It appears as if SITA is piloting with two departments. ▪ Way Forward - Await direction NT/SITA ❖ Budget status: DAFF budget reduced. ❖ Auditor's report: The AG and the CFO indicated there is improvement in ICT Audit. ❖ DITC / Governance: MPAT 2015: <ul style="list-style-type: none"> ○ Process for the nomination of the Architect, software and capability establishment ○ ICT governance Framework: <ul style="list-style-type: none"> ▪ Governance policy; ▪ Governance charter; ▪ ICT plan/Master System plan; ▪ MSP Implementation plan; ▪ Operational plan ○ CGICT policy in process of approval ❖ <u>SITA: DAFF still uses SITA</u> for the procurement of ICT goods and services over R500 000. ❖ <u>Systems:</u> <ul style="list-style-type: none"> ○ Reports from stakeholders; ○ AIMS; ○ Sectoral colleges; ○ KIM – EDMS; 	

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		<ul style="list-style-type: none"> ○ Special projects – BCP approved; ○ DG-Mintech request for system list to share info ❖ EDMS / EDRMS / WEBSITE: WIP ❖ Other: <ul style="list-style-type: none"> ○ World Forestry Congress: The conference is between 7-11 September 2015 and site is hosted www.wfc2015.org.za ○ APAP: In process and affected by Agri-Parks <p>Ms Vermaak said National Treasury sent Notice about costs of Communication are under investigation, to stop all mobile & voice procurements.</p> <ul style="list-style-type: none"> ❖ Eastern Cape stated that they do not procure via SITA unless is it is a Must service. ❖ Western Cape only procure from SITA transversal contracts, otherwise they use their college system to procure. ❖ North West said they still have to use SITA for procurement, and they also use SITA contracts. ❖ Northern Cape said sometimes they use SITA and sometimes not. ❖ ARC sometimes use SITA contracts. ❖ Mpumalanga procure via SITA if mandatory, but for non-mandatory items they do not use SITA. ❖ Limpopo procure via SITA if mandatory or they make use of SITA contracts, but for non-mandatory items they do not use SITA. 	
10.2.	Gauteng	❖ Not present & did not receive a report. .	
10.3.	Mpumalanga	<p>Mr Hlawulani Alpha Sibisi gave the following report:</p> <ul style="list-style-type: none"> ❖ Provincial MSP finalised, awaiting approval. ❖ Sharepoint phase 1 implemented. ❖ Connected satellite office with Sentech wireless to connect to internet. ❖ AG outcome clean. Department was previously qualified, now not qualified. ❖ Waiting for MPAT outcomes for this financial year, they are busy uploading info on system. ❖ Budget is enough; they are waiting for provincial MSP to identify projects. 	
10.4.	Eastern Cape	<p>Mr Thanduxolo Vazi reported that:</p> <ul style="list-style-type: none"> ❖ MSP not much progress, tried to do in-house, but decided to outsource. DRDAR is in the process contracting a vendor for the development of three (3) year ICT Strategy, through the assistance of the Provincial Treasury 	

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		<ul style="list-style-type: none"> ❖ New projects: <ul style="list-style-type: none"> ○ Currently the department is investigating point-to-point connection via NeoTel to the nearest town for the Tsolo Agriculture and Rural Development Institute. The colleges are quite remote, therefore they need high speed network connectivity. ○ Provice is intensively investigating the migration to the cloud on Microsoft Office 365 and all the ICT Staff have undergone the training on Office 365. They are in discussions with SITA about requirements for POPI (Protection of Personal Information Act). Will need to have some understanding, most of their offices linked to SITA network. Want to put software on Cloud, they are using Lync, but it is becoming very costly, unless they start using the Cloud solution. Not yet implemented. ❖ Hardware: no major projects. ❖ For software they are running ICT Helpdesk, was using Microsoft Systems Centre, could not customise it. Then used freeware (Manage Engine Desk Service - web based solution), very customisable, very strict on call logging procedures, record about 400 calls a month (could not do with previous system) with wide reporting scale. ❖ MPAT: Previously they scored 1 because all their documents were still in draft format. They have done submissions so hope for better results. ❖ Transversal: they run BAS, PERSAL & LOGIS. There are issues with LOGIS, challenges with batch printing, not compatible with versions older than Windows XP. ❖ Budget below expectations. R 11,5 m was allocated for ICT goods and services from previous years R 13m allocation and the current spend is at 76 %, with R 3.39m on commitments. ❖ Auditor-General: the department was unqualified, major issues with HR payments, irregular expenditure, poor management of contracts etc. <ul style="list-style-type: none"> ○ In terms of IT, the following matters were lifted as potential risks: <ul style="list-style-type: none"> ▪ Inadequate management of users (active directory, BAS and LOGIS) ▪ Business Continuity ▪ Partial Implementation of ICT Governance ○ DR Site has been establish by office of the premier, however there are still issues with bandwidth requirements as there are no decent direct fibre connections between the hot sites and DR ❖ ICT Committees are convening as required. <ul style="list-style-type: none"> ○ Committee members were all trained on COBIT 5. ○ The Committee has convened once already for the current financial year, on the 6th May 2015 and the committee members will going for an ICT Governance workshop scheduled 	

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		<p>for the 21-22nd May 2015 which is aimed at unpacking the CGICTPF guidelines as adopted by the DPSA for ease of implementation in the province.</p> <ul style="list-style-type: none"> o To ensure synergy within the departmental committees, the ICT Steering Committee has resolved that all the ICT related matters that are raised in the Audit Committee and the Risk Committee should be standing items on the ICT Steering Committee agenda. o The ICT Forum which is an operational structure has convened for all four quarters of the 2014/15 financial year, recommendations of the committee are presented to the ICT Steering Committee. o GITO has not managed to be represented on the EXCO. <p>❖ Other:</p> <ul style="list-style-type: none"> o XCalibre Smartpen solution, use is slowly improving, province decided to retrieve pens that were allocated previously to veterinary sections, and users were trained in batches. o They are busy resuscitating LIMS (after visiting the Allerton Laboratory on KZN), now fully functional. They are now doing customisation, still on version 5, want to upgrade to later version. <p>❖ Mr Diener from Western Cape said that for Lync to be fully licenced requires 7 users, and it costs about R8,000 for three years.</p>	
10.5.	Kwazulu-Natal	<p>Kwazulu-Natal provided the following report:</p> <ul style="list-style-type: none"> ❖ Master System Plan: <ul style="list-style-type: none"> o MSP Approval Date:25 March 2013; o Last update date: 25 March 2013; o Review July 2015. ❖ New projects / Initiatives <ul style="list-style-type: none"> o Commenced with planning in terms of migration from a Novel platform to Microsoft platform. Microst Business Case approved by the Head of Department. o Anticipated completion of migration to Microsoft by March 2016 o Upgrade of data lines; o Installation of new data lines; o Upgrade of server room UPS and installation of new generator; o Development of Data Warehouse; 	

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		<ul style="list-style-type: none"> o Implementation of Sharepoint; o Implementation of Agrack. ❖ Infrastructure (h/w, s/w, security, networks): <ul style="list-style-type: none"> o Implementation of Desktop Standisation policy o Designed new ICT architecture in line with Microsoft Migration. o Commenced with the specifications of new server architecture. o Installed new proxy server (Web sense) o Installed bandwidth monitoring solution (Exinda) o Provision of IP Telephony solution to all offices. ❖ Budget: The ICT budget is inadequate to fully implement the initiative outlined in the GWEA. This is as a result of high SITA SLA costs. The current ICT budget is R 78,934,000. ❖ Auditor's report: The AG report included: Lack of monitoring of server room access. ❖ MPAT + CGICT: <ul style="list-style-type: none"> o Review to the ICT Charter, Framework, ICT Plan and Implementation Plan; o 18 approved policies; o Operational guide; o Formation of a BCP steering committee; o ISO 27000 series. ❖ DITC: The DITC has a meeting every quarter. 	
10.6.	Western Cape	<p>Mr Johann Diener reported that:</p> <ul style="list-style-type: none"> ❖ Master System Plan status: renewed on annual basis. ICT and Operational plan were signed off. ❖ New projects: <ul style="list-style-type: none"> o Replace all switches at head office with HP Poe switches. (HP switches cheaper than Cisco switches) Upgrade from layer 2 to layer 3, and then put phones after implementation on VLAN. o Migration of AIMS from Excalibur to Elsenburg Database server was completed. o Leave Management system is completed but not implemented yet. 	

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		<ul style="list-style-type: none"> o Lync is completed at Elsenburg, George, Oudtshoorn and Bredasdorp. o New website was launched on the 5th May ❖ Hardware: <ul style="list-style-type: none"> o Replace switches. o Plan to replace three out of warranty servers during current financial year. o Planned to setup a DRP site to accommodate and ensure that the department can continue with their work, if a disaster strikes. ❖ Budget: Nothing negative to report, has enough budget. ❖ Audit: They have received a clean report ❖ MPAT: ICT=4 ❖ DITC: DITCOM is fully functional and meet 6 weekly. 	
10.7.	Limpopo	<p>Mr Shalom Nevhutanda gave the following report:</p> <ul style="list-style-type: none"> ❖ MSP is due to be finalised in first week of September, the delay was caused by the retraction of the bid from the awarded service provider for the second time then the decision was taken internally that LDARD will have to do it inhouse. ❖ The formation of the ICT committees has been finalised, they have an ICT Steering Committee, ICT Strategic Committee of which the same members are also serving in ICT Steering Committee. ❖ GITO is now a member of the EXCO. ❖ The establishment of the provincial DR site by SITA and OTP didn't materialise, so as LDARD they took the second step to have their DR site hosted at SITA Polokwane switching centre, it is up and running and both tests were successful. It is an AG requirement to do so. ❖ ICT frameworks were adopted and customised where possible. ❖ The Limpopo provincial government is busy formulating a provincial ICT plan that will hold the ICT initiatives for the province, due to be finalised in 2017-18. ❖ Governance champion and Enterprise Architecture roles and responsibilities were outlined, the biggest challenge is that those functions needs a full time officer to take care of it, but to them they were just delegated to a person who is already having enough on her table, so those 	

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		<p>functions are not adding value in ICT leadership.</p> <ul style="list-style-type: none"> ❖ Infrastructure: <ul style="list-style-type: none"> ○ The Makhado new offices RFQ has not been advertised to do the installation of network infrastructure. Delays are within SCM. ○ Head office is in plan to refresh the core switching infrastructure (gateway) within LDA, specifications were done and the committee has approved it, it is now within SCM for bid invitation. ○ Head office also looking at upgrading data lines from 4meg to 8 meg as per SITA recommendations. ○ All site links that are below 1meg to be upgraded by SITA, this was announced at the GITO council by SITA reps, the project was due to start in April 2015 but so far nothing has taken place and the delays are not yet known. ❖ Office automation: <ul style="list-style-type: none"> ○ LDARD is busy implementing the Scanning and Archiving solution for all paper based records to be electronically stored, this will also help them in terms of data backup and restores. ○ All servers are now running WIN 2012. ○ Desktops are still in Win 7, to migrate them in 2016-17 fiscal year after the users are trained to use Win 10, they are going to skip Win 8. 	
10.8.	North West	<p>Mr Pieter Meyer gave the following report:</p> <ul style="list-style-type: none"> ❖ Master System Plan and other remaining policies: <ul style="list-style-type: none"> ○ ICT Strategy, Operational and Implementation plan for 2015/2016 reviewed and signed (July 2015); ○ SLA between READ and Office of the Premier (July 2015); ○ READ Contingency and Business Continuity Planning March 2015 (July 2015) ❖ New projects / Initiatives <ul style="list-style-type: none"> ○ Potchefstroom Agricultural College Network infrastructure at revamped Cambridge hostel upgraded and completed (wireless). ○ Filr (backup documents to central location) roll out to H/O and District offices completed. ○ Compliance measure's: (new) A physical verification register of each official's desktop to be kept and duly signed off by the HOD, will be used as the basis for a true count of 	

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		<p>users that are using Microsoft proprietary software</p> <ul style="list-style-type: none"> ○ Roll-out of the Novell Zenworks agent/tool - this tool will be used to automatically extract software information from the official's desktop and will provide a second level of desktop software verification ○ Two new Environment and conservation management systems rolled out: IEPAS (internet electronic permit administration system permit) and Air quality management system. ❖ Infrastructure (hardware, software, security & networks): <ul style="list-style-type: none"> ○ Established several radio link connections between their offices (6) - erected own towers for high sites, did away with Telkom data lines. ○ Vryburg mini garona – a project by NW government whereby a single building structure was built to host all government departments as from 1 April 2015 ❖ Budget: They have challenges with their budget, they do not have enough budget. Annual Needs analysis done, Inputs made with reference to new projects 2015-16. They identify IT projects, advise business on options and business have to budget for projects. ❖ Auditor's report: They had one finding on the 2014/15 audit outcome report, regarding the SLA with Provincial IT. Awaiting the start of the new audit process. ❖ MPAT & CGICT: <ul style="list-style-type: none"> ○ They are disputing the MPAT findings because of a good AG Report 2013/14. ○ Strategic (MSP), Implementation and operational plan approved in March 2015 - Ready to comply with CGICT phase II. ○ They received a letter from DPSA that in terms of CGICT they are one of top six departments nationally. ❖ DITC is working with the Risk Management Committee (GRMC) as from 1 April 2015 ❖ They are still waiting for AIMS. ❖ Ms Vermaak said she will contact them because DAFF has a problem with office space at Vryburg. 	Ms Vermaak (DAFF)
10.9.	Free-State	❖ No report received. Officials did not get approval to attend the meeting.	
10.10.	Northern Cape	<p>Mr Norman Zuithoff gave the following report.</p> <ul style="list-style-type: none"> ❖ Master System Plan: MSP in draft form, busy updating it internally. ❖ New projects / Initiatives: Renewed Microsoft Enterprise Agreement, activating Office 365, 	

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		<p>busy with ELearning modules from Microsoft for courses people can do.</p> <ul style="list-style-type: none"> ❖ They have an ICT Steering Committee which have quarterly meetings, the Strategic Committee forms part of Departmental Management Committee. ❖ Infrastructure (h/w, s/w, security, networks): All offices connected to internet, if upgrade to full VPN they will provide routers & Switches (Juice communications). New routers for new VPN will be supplied by service provider. Upgrade all the ADSL lines where possible and have unlimited uncapped internet, still to be approved ❖ Budget is an issue, but got buy-in from CFO & management to provide extra funding when needed. ❖ AG IT Audit - no problems, they could provide all the necessary documents. ❖ MPAT just finalised operational & implementation PLAN, to submit to DPSA. Provincial GITO assisted all provincial departments with document formats etc. ❖ What is cost of MS Office 365, loads Office 2013, it automatically uploads latest version, has to activate on monthly basis (via any internet connection to verify user name). They can run it on any of 5 devices (license per user). ❖ Presentation of all systems currently used & projects: <ul style="list-style-type: none"> ○ We are currently developing the Northern Cape Agricultural Information System (NCAIS). The main objective is to establish a spatial database of the Department's interventions since the inception of the conditional grant system. ○ This will provide a footprint of the Department's interventions. Ultimately this will be used as a management and decision making tool at various levels in the Department. The system will be developed in different stages, some of which will run concurrent. ○ They are currently at the stage where most of the spatial datasets are housed in a geo-database running from ArcGis. In terms of the projects database - it now contains approx 600 projects or events, dating back to current. ○ This database typically contains information on the project registration such as project name, location, beneficiaries, purpose of project, type of development, funds allocated and funds spent. 	

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		<ul style="list-style-type: none"> ○ Lims Server was setup and configured the end of 2014 and data is being updated. ○ The veterinary section is using the web database Ubalo to capture their data and is working well. This webserver was setup in coloboration with the Western Cape, Elsenburg. ○ See website: http://agis.ncpg.gov.za/vets/ubalo ○ They are currently in the process of creating their our own VPN in the regions and all their offices have been connected with internet. They still have 9 sites connected via SITA but they are going to migrate them to the new VPN as well and only their Head Office will still be connected to SITA for BAS, Logis and Persal. ○ They renewed the Microsoft agreement in January 2015. ○ During the previous contract they only used the Office licenses but nothing else. They are now busy obtaining tenders to setup Active Directory and migrate to Exchange. ○ This is the first priority and Share-point and Lync servers will also be set-up in the second phase. ○ The whole Northern Cape province is also going to migrate to their own VPN. The project plan has been submitted from the PGITO to SITA and they are currently busy with the planning stages and drafting of the necessary tenders. 	
10.11.	SITA	❖ Not present, therefore no report.	
10.12.	Perishable Products Export Control Board (PPECB)	❖ Not present, therefore no report.	
10.13.	National Agricultural Marketing Council (NAMC)	❖ Not present, therefore no report.	
10.14.	Agricultural Research Council (ARC)	<p>Mr Douw Nel gave the following presentation on ARC Services, Systems and Processes:</p> <ul style="list-style-type: none"> ❖ ICT Infrastructure: This section is responsible for the management of the ICT infrastructure to ensure the efficient running of ICT services. The function includes: Networking, Security, Remote Access, Collaborating Services, Operating Systems Management, 3rd line Support and Data Backup. ❖ ICT Applications: This section is responsible for the development and support of all corporate systems and applications that support the line of business. The function includes: Web Servers, ERP, CRM, EPM, Research Databases, Administration Systems and Database Administration. ❖ ICT Service Delivery: 	

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		<p>This section is responsible for Service Delivery and Service Support. The function includes: Service Desk or Help Desk Support, Distributed ICT Service Delivery, Regional Support Services, Client Support, ICT Training and SLA & Contract Management.</p> <div data-bbox="607 384 1469 938" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center; background-color: #cccccc; padding: 5px;">Distributed ICT Services</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 50%; text-align: center;">Centralised C/O IT</th> <th style="width: 45%; text-align: center;">Decentralised Institute</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">IT SERVICE</td> <td style="vertical-align: top;"> <p>INFRASTRUCTURE</p> <ul style="list-style-type: none"> Architectural principles and standards Centralised backup and tape collections Management of WAN (VPN) Specialist LAN Support Technical management of shared infrastructure Procurement of ICT equipment Office automation and enterprise-wide software support. Support of ARC 'off the shelf' systems (e.g. VIP, Payroll, BarnOwl etc) Centralised Software Licence Management </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Service Desk Management (Call Logging) LAN Maintenance and administration Backup services (only selected Institutes) 1st and 2nd line support and maintenance 1st line user support on office automation software </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">IT GOVERNANCE AND ORGANIZATION</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Knowledge Management IT Strategy IT Training IT Procurement </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Microsoft Dynamics AX, EPM, CRM, SharePoint (ERP Solution) Support and development of ARC inhouse developed systems (e.g. ARCLAB, RIS, etc) Policy development and review IT Organisation IT Project Management IT Governance Service level agreements with business and monitoring of performance Strategic sourcing and Supplier management IT Procurement where authority has been delegated (only ICT peripherals e.g. spares, cartridges etc) </td> </tr> </tbody> </table> </div> <p>❖ High-level end-user system overview:</p> <ul style="list-style-type: none"> ○ Communication and Connectivity: Mitel (VOIP), Vodacom (Mobility) and multiple other technologies. ○ Security, Storage and Backup: MS Active Directory and MS Storage solutions. ○ Collaboration systems: MS Outlook 2013 (Exchange), MS SharePoint 2013 and MS Lync 2013 ○ Financial system: MS Dynamics AX (ERP Solution) ○ HR and Payroll Solution: Sage People & VIP People. ○ Diagnostic & laboratory system: ARCLAB (in-house developed). 		Centralised C/O IT	Decentralised Institute	IT SERVICE	<p>INFRASTRUCTURE</p> <ul style="list-style-type: none"> Architectural principles and standards Centralised backup and tape collections Management of WAN (VPN) Specialist LAN Support Technical management of shared infrastructure Procurement of ICT equipment Office automation and enterprise-wide software support. Support of ARC 'off the shelf' systems (e.g. VIP, Payroll, BarnOwl etc) Centralised Software Licence Management 	<ul style="list-style-type: none"> Service Desk Management (Call Logging) LAN Maintenance and administration Backup services (only selected Institutes) 1st and 2nd line support and maintenance 1st line user support on office automation software 	IT GOVERNANCE AND ORGANIZATION	<ul style="list-style-type: none"> Knowledge Management IT Strategy IT Training IT Procurement 	<ul style="list-style-type: none"> Microsoft Dynamics AX, EPM, CRM, SharePoint (ERP Solution) Support and development of ARC inhouse developed systems (e.g. ARCLAB, RIS, etc) Policy development and review IT Organisation IT Project Management IT Governance Service level agreements with business and monitoring of performance Strategic sourcing and Supplier management IT Procurement where authority has been delegated (only ICT peripherals e.g. spares, cartridges etc) 	
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		<ul style="list-style-type: none"> ○ Office applications: Microsoft Office 2013 Professional Plus. ○ Research databases: Multiple in-house developed databases (reference ARC Intranet). ○ The ARC website -www.arc.agric.za Public access with relevant ARC Information 	
10.15.	Onderstepoort Biological Products (OBP)	❖ Not present, therefore no report.	
10.16.	Landbank	❖ Not present, therefore no report.	
11.	General / Closing Remarks	<ul style="list-style-type: none"> ❖ Mr Weir-Smith said everyone should remember that MPAT starts on 1 September. ❖ Auditor-General has scheduled a workshop the following week at DAFF about AG Strategy. ❖ DAFF will have a new internet service provider (ISP) from 1 October 2015, and they should start testing from 15 September. ❖ Mr Weir-Smith said that at the next NATCCIM Meeting, scheduled for 18 & 19 November in Gauteng, NATCCIM will need to select a new chairperson. 	
12.	Proposed dates and venues for future meetings for 2015 & 2016	<ul style="list-style-type: none"> ❖ Proposed dates and venues for future meetings: <ul style="list-style-type: none"> ○ 18 & 19 November 2015 at Gauteng province; ○ 18 & 19 May 2016 at DAFF in Pretoria; ○ 17 & 18 August 2016 - maybe at Free State; ○ 16 & 17 November 2016 - maybe at Mpumalanga. 	
13.	Closure & Adjournment	The Chairperson thanked everyone for their attendance and closed the meeting.	