



Minutes of the National Coordinating Committee for Information Management (NATCCIM) Meeting
Held on 9 – 10 May 2018 in Imbizo Hall, DAFF Office at Harvest House, 30 Hamilton Street, Pretoria

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
1.	Opening and Welcome	<ul style="list-style-type: none"> ❖ Mr. Jimmy Weir-Smith (Chairperson) welcomed everyone and introduced Mr. Ramasodi and Mr. Msomi. ❖ Mr Ramasodi, DAFF DDG: Agricultural Production, Health & Food Safety, opened the special NATCCIM working session where Provincial Extension Coordinators and Provincial ICT representatives had been called together to coordinate efforts and the expenditure of monies in support of extension services. ❖ Mr. Ramasodi said information management is about sharing information with the right people at the right time. It is important to plan where we are going in the physical, digital and biological space as we are heading to the 4th industrial revolution. He indicated that he was glad for everyone that is present at the meeting, where we have set space and time aside to discuss this important issue. ❖ Our Sectors' primary objectives are Food Security, contribution to GDP and contribution to employment, all of which need credible information management systems to encapsulate business processes. ❖ Information has to be shared to be valuable, ensure that currencies are expanded in different areas. A united and transformed agricultural, forestry & fisheries sector, also needs to include the biological space. There are a lot of information systems that were successful failures, as we gained experience, we need to try again to achieve success, like AIMS, ISODA, LIMS, we need to convince our principles of the importance of systems because we need their support. This meeting has to look at how to drive the systems that support these initiatives. ❖ Looking at the vision and values, that drives the new generation, who need to interact digitally, we need to place tools in the hands of people who need to employ them. The new currency is information, people need a single window to make decisions, delayed decisions are in part a decision in itself. ❖ The world is moving quicker than we are, information management systems are game changers, but for us the game is gone, we need to practically look at issues, how do you use NATCCIM to influence work that is done at Mintech and Minmec to influence the sector, to get back into the game. 	

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		<ul style="list-style-type: none"> ❖ DAFF and what it stands for, we are still in a flying dove stage, we are becoming irrelevant if we do not use information effectively. In order to move forward, we need to realise leadership is about influence not position. Look at areas like the strategic framework that was developed at same time as APAP, for revitalising of agriculture, which requires information. If information is not moving, we will stagnate. ❖ ICT complains business is not doing something, business is saying ICT is not doing its job, no common understanding, provinces will have same understanding with SOE's. Information management is the currency for the sector, we have make resolutions that guide the sector. ❖ <u>Closing Quote</u>: Well done is better done than well said. ❖ Mr. Msomi facilitated the rest of the workshop: (until 10h55) see 6.1 for complete discussion 	
2.	Attendance		
2.1.	Present at workshop and NATCCIM meeting	<ul style="list-style-type: none"> ❖ Mr Jimmy Weir-Smith – DAFF Directorate: ICT Service Strategy & Systems (Chairperson) ❖ Ms PT Sehoole – DAFF Chief Information Officer ❖ Mr Mooketsa Ramasodi – DAFF DDG: Agricultural Production, Health & Food Safety ❖ Mr Bonga Msomi – DAFF Acting DDG: Food Security & Agrarian Reform ❖ Ms Canddy Hlungwani – DAFF Directorate: ICT SDO ❖ Mr Tozamile Lukhalo – DAFF Director: National Extension Reform ❖ Ms Zanele Mkhize – DAFF D: National Extension Support ❖ Ms Alta Vermaak – DAFF D:ICT SDO ❖ Ms Thea Pinkham – DAFF DICT SDO (Secretariat) ❖ Ms Katisha Tepanyika – DAFF D:ICT SDO ❖ Ms Moipone Modise – DAFF D:ICT SSS ❖ Mr Modiketse Tshehla – DAFF D:ICT SSS ❖ Mr Samuel Mothoane – DAFF D:ICT SDO ❖ Mr Wonder Kgoatle – DAFF D:ICT SDO ❖ Ms Sylvia Ntlatleng – DAFF D:ICT SDO ❖ Mr Ephraim Senamela – DAFF Directorate: Knowledge & Information Management ❖ Ms Marna Laing – DAFF Directorate: Animal Health ❖ Dakalo Tshivhase – DAFF Forestry ❖ Mr Ignatious Mashinini – DAFF D: Grootfontein Agricultural Development Institute (D:GADI) ❖ Mr David Kgorutla – DAFF D: Asset Management ❖ Ms Isabel Molopyane – DAFF D: Asset Management ❖ Mr Johann Diener – Western Cape Department of Agriculture (DoA) ❖ Mr Mike Malema – Gauteng Department of Agriculture and Rural Development (GDARD) ❖ Mr Pieter Meyer – North West Provincial Government: Department of Agriculture and Rural Development ❖ Mr Hlawulani Alpha Sibisi – Mpumalanga Department of Agriculture, Rural Development & Land Administration (DARDLA) 	

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		<ul style="list-style-type: none"> ❖ Ms NH Phathwa – Mpumalanga DARDLA ❖ Ms Xoliswa Skondo – Eastern Cape Department of Rural Development and Agrarian Reform ❖ Mr Douw Nel – Agricultural Research Council (ARC) ❖ Prof Victor Mmbengwa – National Agricultural Marketing Council (NAMC) ❖ Fezeka Matebene – NAMC ❖ Mr Moses Lubinga – NAMC ❖ Mashibane Thulare – Limpopo Department of Agriculture & Rural Development ❖ Mr Shaheed Martin – Western Cape Department of Agriculture ❖ KC Ngila – LDARD ❖ Skhalele Njoni – GDARD ❖ Mosifane Seboko M. – Gauteng ❖ Mr Theo van Rooyen – Kwazulu-Natal DARD ❖ Mr Vusi Ntuli – Mpumalanga DARDLEA ❖ Ms Lenah Mokoena – Mpumalanga DARDLEA ❖ TL Mosadi – North West READ ❖ Mr Patric Tonyane – Northern Cape DALR & RD ❖ Mr Tshepo Bloem – Northern Cape DALR & RD ❖ Mr Abram Shiya – DAFF D: National Extension Support ❖ Ms Motshidisi Khoza – DAFF D: National Extension Support ❖ Ms Maureen Lekganyane – DAFF ❖ Mr Manene Titiman – DAFF DAFF D: National Extension Support ❖ Mr Nkosinathi Motsoane – DAFF DAFF D: National Extension Support ❖ Mr Sifiso Machika – DAFF Organisational Performance ❖ Ms Nthabddiiseng Malaka – DAFF D:PDS ❖ Vongani Shivambu – DAFF ❖ Mpho Mudau – DAFF ❖ Mr Laven Pillay – Xcallibre ❖ Ms Dawn Ngcobo – Telkom / Business Connexion ❖ Mr Shaheen Kapery – Telkom / Business Connexion 	
2.2.	Apologies received	<ul style="list-style-type: none"> ❖ Ms Maida Boois – DAFF Director: ICT Service Strategy & Systems ❖ Ms Pakama Matamo - DAFF D:ICT SDO ❖ Mr Walter Kapeng Morobe - DAFF Directorate: Climate Change & Disaster Management ❖ Mr Floris Huysamer - Western Cape Department of Agriculture (DoA) ❖ PPECB ❖ Ms Nomsa Zitha – State Information Technology Agency (SITA) 	
3.	Personalia	<ul style="list-style-type: none"> ❖ Mr Weir-Smith said they were informed Mr Norman Zuithoff resigned from Northern Cape, they have not yet appointed a new person there. ❖ The DAFF State Information Technology Agency (SITA) account manager, Mr Adolf Nkuna left SITA, new account manager is Nomsa Zitha. 	

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4.	Finalisation of Agenda	❖ Paragraph 9.1 Good and Bad of RT15 added to agenda.	
5.	Minutes of the previous meeting		
5.1.	Approval of the Minutes	❖ The Minutes of the Meeting held on 16-17 November 2017, were approved.	
5.2.	Matters arising from the previous Minutes:		
5.2.1	DR Implementation Plans	❖ Everyone to submit DR Implementation Plans. ❖ Deferred.	
5.2.2	Way forward on Governance / Processes, MSP and Infrastructure (projects)	❖ Based on discussions today, the project for the year, is the focus on support for Extension Services. Mr Msomi suggested that a NATCCIM meeting be held, possibly with the Provincial Extension Services to assess their business plans before the Pre-NAP meeting at National (which normally takes place in November/December).	
5.2.3	SITA - redundancy	❖ Redundancy of lines in provinces are a concern. ❖ Deferred.	
5.2.4	Terms of Reference of NATCCIM	❖ To be signed by DAFF CIO.	
5.2.5	National Treasury Telkom directive & new tariffs from April 2017	❖ Document was distributed. ❖ Take off the Agenda.	
5.2.6	Gauteng Employee Self Service (ESS)	❖ Was discussed at previous NATCCIM. ❖ Gauteng said it is negotiated price, so difficult to estimate costs. ❖ To be taken off the Agenda.	
5.2.7	Gauteng permit system	❖ Gauteng system went live in April 2018.	
5.2.8	Import Export System (ISODA) and Border Management Agency	❖ Documents were distributed.	
5.2.10	Balanced Scorecard	❖ Documents were distributed.	
5.2.11	Gauteng Environmental Impact Assessment System	❖ Mr. Weir-Smith asked how other provinces could use it. ❖ Gauteng (GP) said it was developed for them. If another department wants to use the system and, if there is a need for customisation, they will contact the service provider and need to pay for additional work / software maintenance.	

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5.2.13	CASP Funding	<ul style="list-style-type: none"> ❖ The NATCCIM submission submitted to DAFF EXCO after the previous meeting resulted in discussion today. ❖ Previously EXCO said there is no ICT pillar in CASP. ❖ DAFF budget is cut, NT suggested DAFF not to send all the money to provinces and CASP but use some of the money to create and enabling environment. ❖ See discussion under paragraph 6.1 ICT Provision and other Resources for Extension and Advisory Services 	
5.2.15	Business Continuity Planning (BCP)	<ul style="list-style-type: none"> ❖ GP indicated that it is the responsibility of Risk Management and not ICT. ❖ Eastern Cape (EC) said they recommended that it goes to Risk Management. ❖ North West (NW) said they originally developed it, then gave it to Risk Management and Corporate Services ❖ Mpumalanga (MP) said it is at Risk Management ❖ Western Cape (WC) said they have provincial one but that it does not cater for Agriculture, Agriculture has own BCP that falls under Security. 	
5.2.16	gCommerce	<ul style="list-style-type: none"> ❖ DAFF to distribute Submission to ask approval not to use gCommerce. ❖ EC said they are struggling to use it. ❖ MP said they received different letters from SITA, for instance procurement less than R500,000 can use CSD companies for quotations. ❖ Ms. Hlungwani asked whether other provinces may use DAFF approval, Mr. Weir-Smith suggested NATCCIM should take this issue to Mintech. 	*****
5.2.17	ARC LIMS	<ul style="list-style-type: none"> ❖ Deferred. 	
5.2.18	MSP / ICT Plan	<ul style="list-style-type: none"> ❖ DAFF ICT Plan documents were shared by email. ❖ Departments to complete the system spreadsheet, have to keep it current. 	
6.	Presentations		
6.1.	ICT Provision and other Resources for Extension and Advisory Services	<ul style="list-style-type: none"> ❖ Mr Msomi, who had been the Acting DDG: Food Security & Agrarian Reform, agreed to the meeting between the two groups namely Provincial ICT and Extension Services. ❖ Extension Services have working groups and meeting for instance with HRM issues. They distributed documents for information sharing to participate at this NATCCIM. ❖ The CASP grant has 5 pillars, which are funded and it is hoped that this meeting will allow directors from provinces and ICT from provinces can interact, so that afterwards they can present their plans via the Pre-NAP and NAP and then to EXCO. ❖ Ms. Mtshiza indicated via email that; ICT can fall within the Knowledge and Information Management Pillar of CASP. This is the pillar earmarked to sustain the AIMS operations. 	

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		<p>However, ERP also has a pillar for ICT to support the work of extension officers. At least 2-5% of project allocation can be allocated for this function; not 30% of total CASP as per the report.</p> <ul style="list-style-type: none"> ❖ It was understood from Mr. Msomi that this allocation may be up to R350 million, over 5 years for all 9 provinces. The unlocking of this money is dependent on the quality of business plans for CASP/ERP which have to be prepared for the Pre-NAP and NAP processes. ❖ The presentations sent out beforehand was to provide information to find common ground, and is not the alpha and the omega. This meeting needs to come up with solutions. It helps when different groups from the same province interact. ❖ There are service providers for Extension Suite Online, for Smart-pen, SANCP (?) who can help find connectivity and can interact with provincial ICT expertise ❖ The ERP Framework for procurement of ICT goods/service shall be done based on the provincial ICT policy, still has to procure via provincial system. ❖ Today's meeting a painful process, to work together, but will deliver outstanding results. The multiplying effect will have a lot of benefits. Mr. Msomi, aske the teams to open up and engage and be mindful that this project needs to start with AIMS. ❖ Presentation (Was distributed to see context and important information in it) from Ms. Zanele Mkhize from DAFF National Extension Reform. Spoke about initiatives from 2002 to today which ascertained the environment, skills of extension officers, made findings, set norms and standards (e.g. 1 Extension officer per 250-500 farmers depending on scale and stated that AIMS falls under Pillar 5 of CASP). Also include ICT –related tools and technology. ❖ A concern was raised from DAFF M&E; DAFF depends on provincial system and do not have their own M&E system. Concern from people at ground, people have phobia of using ICT; for portfolio of evidence is a big problem. The Smart-pen is valuable, for instance to copy ID documents, to eliminate human error. Forms filled in with the Smart-pen can be submitted instead of spreadsheets. ICT has to be used correctly & to the full potential. ❖ NW asked about utilisation of RT15 as being part of the solution. ❖ MP said it is a good package, he asked meeting not to neglect DAFF as national department, to invest at in infrastructure for DAFF for instance for national data centre/server to store information, so that there can be integration of information. ❖ Mr Msomi indicated that each Province should have a server with DAFF having a server as a backup when provinces servers are not available for the AIMS information. DAFF should not request ICT infrastructure via this meeting, but coordinate the discussion between provinces. ❖ WC said gadgets are good, but need money for ICT infrastructure to store / host information and be able to share information. The Smart-pen is not the only option to input information, they are investigating using drone technology due to speed and accuracy of the technology (e.g To measure dam took 3 months for humans and 15 minutes for drone, the drone was very accurate). ❖ WC decided not to use RT15, because their legal services indicated they have to use whole contract not just in part. ❖ NW said if you have a powerful system and server, but your network infrastructure is not up to standard then you cannot communicate the information you want to capture/share. 	

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		<ul style="list-style-type: none"> ❖ The Chairperson suggested that ICT-related infrastructure, can include Wi-Fi, and can upgrade cabling and that it is a good idea to work together on a 5-year plan. We must remember that the plans have already been approved for this year so our inputs will only go into the plans for 2019/20. It is critical to determine whether the user has ICT support, for instance to ensure phone, modem etc is working, or they will not use the newer solutions. ❖ Mr. Msomi suggested that Extension Officers have lots of gadgets which is a challenge for Extension Services, it would be better if they could use a single device, as most gadgets gets lost, it is easier to replace one gadget. ❖ The Chairperson suggested that the Portfolio of Evidence issue should be resolved ❖ D:M&E asked how do you prove how you supported the person the extension officer indicated that they have supported, you need, details of person, invoice of tractor bought, signature from person that they received the tractor, which the Smart-pen can help you with. With the Smart-pen we should identify compulsory fields needed, and a copy of ID so that we can support the correct person with the correct ID number and take a picture of the person. In a situation when it is a deceased person, their information can be verified by linking to Department of Home Affairs database. ❖ WC said they can take photo of ID, work with phone, can upload files to the system for, it is the natural way to do work. ❖ KZN requested to that we all agree at national level how it will be done by all the provinces, because otherwise some of the information may not be accepted. ❖ DPME have their own system, but they do not load evidence, therefore provinces have to provide information to national, national may verify information. Mr. Weir-Smith said we need central system to upload information, to share information and verify information so a backup server may be an option as had been suggested earlier. He said AG also requires information. ❖ The Chairperson mentioned NATCCIM concerns of Extension officers procuring gadgets without involving ICT: CASP ICT normally does not fit into the ICT strategy of the PDA, nor does it adhere to the PDA governance of ICT and does not assist in the PDA's Management of information and knowledge management resulting in ICT expenditure being wasted on a strategic level e.g. ERP buys laptops, which are inefficiently used. ❖ After a discussion the following recommendations were made: That procurement should follow PDA prescripts and follow normal SCM processes, avoid duplication of assets and use them maximally, that when gadgets are identified to be replaced let ICT assess them before being replaced, and establish kiosks in Thusong centres where one can schedule Extension Offices to be there on certain days. ❖ Mr. Msomi said ICT and Extension Services should agree on what to do and how funds should be utilised, together. ❖ EC highlighted training issues, gadgets are not properly introduced, then people do not use it, especially if people are scared that gadgets are there to police them. She said proper change management is very important ❖ The Chairperson said there should be change management on any project. ❖ KZN said issues like digital pen, there should be central / national contract, PDA's do not have a 	

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		<p>contract and now there are procurement issues from their province.</p> <ul style="list-style-type: none"> ❖ Mr. Lukhalo said DAFF has change management and there are workshops with provinces, but some of the provinces do not attend, and then are backwards and delay the uptake of the technology, for instance EC do not attend their meetings. ❖ EC, Limpopo, Mpumalanga, NW are using RT15, DAFF is considering it. ❖ Mr. Msomi asked when does the Extension Forum want to have a decision on way forward? What stops routers and WiFi devices etc from being purchased for remote offices? Why do provinces not connect via the Agrinet? The five year plan is revisited every year, and they need to be signed off end August, and submitted in September to DAFF. ❖ WC said routers are acceptable, but in rural areas there is no cellphone reception of any service providers (CellC, Vodacom & MTN), therefore they installed their radio network to ensure their remotest offices can have access to the internet and provincial services, radio links do not have monthly costs and Agriculture already has a license. In some cases provincial policies indicate that departments may not procure data cards. ❖ MP said where there is network coverage in their province, so Extension Officers can use WiFi routers to get access but there is a need for funds to make it work. There is a need for connection at remote offices, no matter what technology. Extension Officers can use grants, e.g. on RT15 depending how allocation of grants interpreted. ❖ Ms Sehoole said it is imperative to finalise the five year ICT plans for Extension Services, then can implement such projects. She also referred to government broadband project, provinces are responsible, and should take note what is happening on provincial level. ❖ The Chairperson said provincial extension staff should consult provincial ICT. Connectivity should be made available, via routers, Wi-Fi, radio links do not have monthly costs. ❖ Mr. Msomi said ICT directors have to provide connectivity, they need to speak to their Extension Service Directors who have the money, and need assistance to deliver services. For the next NATCCIM, we need a plan to connect the 265 Local Municipality offices (every municipality has service a center), we need a report which Local Municipality has connectivity, and a plan how to get the rest connected. ❖ Provinces said they experience problems when they interact with provincial Extension Services. Mr. Msomi said Mpumalanga is sorted out, Western Cape should be sorted out, Eastern Cape is difficult because they do not attend meetings. There should be cooperation between ICT & Extension Services. Mr. Tomazile Lukhalo said funds for ICT gadgets are given to employees, they should comply with provincial policies and should receive guidance on how technology should be upgraded and replaced. ❖ WC said equipment they buy is with funds received from CFO and never from Extension Services, they never gave inputs on any CASP funds for ICT and had not been invited to attend meetings with Extension Directorates. In response Mr. Msomi said that is why we are having this meeting to ensure everybody has the same information and understands what needs to be done going forward. 	

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		<ul style="list-style-type: none"> ❖ The Chairperson summarised what Mr Msomi had said, that Extension Plans have to be signed off at provinces by 30 September, in October they are sent to National, DAFF then looks at the business plans, and in November have Pre-Nap meetings with the provinces, where suggestions are made how to change plans to meet CASP objectives. These are five year plan rolling plans that are updated every year. Provinces compete by means of their business plans on a finite pool of funds which is apportioned to for specific projects. This means that not all provinces get money each year for their projects. NATCCIM members have to talk to Ms. Zanele Mkhize at DAFF, it is important to participate in drafting these plans, because there is an implication for Capital versus Good & Services expenditures and ICT expenses can fall under both these SCOA items as was indicated by Mr. Msomi. ❖ The workshop adjourned at 10h55, when the Provincial Extension Service Directors, Mr. Msomi and Mr. Lukhalo left to attend their meeting at the ARC. ❖ The following discussion took place between NATCCIM members after the Extension Services had left the meeting: ❖ Ms. Vermaak indicated that DAFF is busy with Telkom to try and connect unconnected offices and also asked for information from Vodacom for RT15, as the DAFF network people need to know where the extension offices are. If they have that information, they could create a sectoral network, and decide how to combine DAFF and provincial networks, for instance get provinces to connect via AgriNet to share information and link up systems like AIMS/Extension Suite Online. ❖ Ms Sehoole suggested that Provinces try finalise ICT plan for Extension Service in June-July, so that it could be signed off, then it will be funded. The next NATCCIM is in August, then they can present what they have agreed with Extension Services. Extension Services mainly concentrate on tools used by Extension Services, but they do not think of servers, systems and other supporting infrastructure. They should invite DAFF CIO to also attend those workshops in provinces. ❖ EC asked about Extension Suite On-Line. The Chairperson indicated that the Extension Service Directorate at DAFF had tried to get approval to extend contract, they asked NT but it was not approved. They need to follow procurement process to get a new service. ❖ The Chairperson said the Phakisa which took place in September-October 2017 had instructed DAFF to set up an Ndimoko Desk to link farmers, Government and service providers, to facilitate service provisioning and cater for electronic payments. DAFF and Rural Development are the lead departments in this regard. The Extension Suite Online (ESO) should integrate with the Ndimoko Desk as a subject specialist system. The Ndimoko system concept was presented to NATCCIM. The Ndimoko is a framework, that allows tablets, cellphones and computers / notebooks, different organisations (like DAFF) to use web services to access different systems, accessing one database. Currently there is no funding for the Ndimoko system per se. ❖ MP asked that DAFF share the CASP business which was presented to NATCCIM members to ensure Provinces have similar information/technology requirements for all provinces, to reduce 	

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		<p>duplication of efforts and costs, and so that PDA's know what DAFF is doing.</p> <ul style="list-style-type: none"> ❖ Ms. Hlungwani said the 5 year plan is a plan that they submit to CASP, she said if IT has something they can add it, then the IT should be included in their plan, but ICT has to agree with Extension Services coordinators what the deliverables are. ❖ MP said they should standardise and all agree on deliverables, for example everyone should first focus on connectivity. ❖ Ms. Modise said National and PDA's should have common goals for all the years. She said most systems fail, because provinces use their own systems because they do not want to wait for DAFF's solution. ❖ The Chairperson indicated that the CASP plans are already there. He said each PDA ICT should go back to their provincial extension services, and work with them to determine how to assist them. Ms. Vermaak said we can discuss how to assist everyone and prevent duplication, if the PDA ICT and Extension directorates plans have been completed. ❖ Ms. Hlungwani said everyone agrees, NATCCIM should come up with priorities, they should know what is the basics requirement that have to be in place like upgrading data lines and/or get connectivity, infrastructure for local data centres. ❖ Ms. Sehoole said that there is information lying with Extension Officers that was never shared, they have expectations for support, but that need was not articulated because they do not understand what is needed. There is no ICT Plan that talks to ERP, to engage with extension services, they want template how to engage with extension services to come up with complimentary strategy how to support Extension Officers. Ms. Sehoole suggested DAFF engage Mr Msomi's people and come up with template. ❖ The NAMC suggested that NATCCIM come up with commonalities for different provinces, design template based on diversities and commonalities. ❖ Ms. Sehoole said there is no standard plan for ICT projects to make the plan effective and efficient, she would try and talk to Mr Msomi's office, to create a framework to cater for different requirements from different provinces. DAFF to assist with supplementary plan to support extension services, they do not focus on support because they do not understand it. It sounds as if DAFF's Extension Directorate are willing to embrace technology but they do not know how and suggested a one day workshop to possibly address this. ❖ MP suggested DAFF work on hosting the AIMS/ESO, then provinces could focus on connectivity ❖ Mr. Senamela from KIM said they know the plans have missing pieces, but they need to identify what could be added to get on the bandwagon. Their plans only focus on phase 1 and need to build on what they already identified in a phased approach. ❖ MP suggested that they to start with their presentation, because that is their painpoints. National should look at how to consolidate information and hosting. NW indicated their main pain point is is connectivity, while MP indicated it is hosting. ❖ Ms. Hlungwani said regarding network connectivity, provinces should also plan for local hosting. ❖ <u>In closing a way forward was proposed</u> 	

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		<ul style="list-style-type: none"> ❖ 1. Provinces should develop a five year ICT plan in consultation with PDA Extension Services, with clear annual deliverables which should be co-signed by the Extension Component and the ICT Component for consideration by the National Assessment Panel. ❖ 2. Ensure internet connectivity in all Extension offices and in the interim look at procuring shared services eg. one router with 200G data for R999 per month (Vodacom) can connect many Extension Practitioners in the office. ❖ 3. Provinces may consider linking up to the Agrinet which may require its expansion. ❖ 4. Avoid wastage of resources eg. by procuring shared printers rather than individual printers. 	
6.2.	Business Connexion / Telkom	<ul style="list-style-type: none"> ❖ Ms Dawn Ngcobo from Telkom introduced Mr Shaheen Kapery who is their solution architect. ❖ Mr Shaheen gave the presentation of possible solutions for DAFF. ❖ They highlighted initiatives to cut costs for clients, via MetroLAN and regional networks. Links can be up to 1Gig. A link can be split into three categories, like business applications, real time and internet. They want to add two SubTrunks that could be used for backup purposes to ensure uninterrupted services. ❖ They are using specific standards to ensure quality of services. ❖ DAFF will provide Dawn with the list of unconnected offices. ❖ Mr Douw Nel said the ARC did an analysis of all required connections, and what quality needed, and how / where to do redundancy, afterwards they aligned that to which service providers can provide which connectivity. He said Sip is a good solution, but then voice is reliant on data, and if data is not available then voice is also not available. ❖ He said for Forestry they have a VSAT with solar power as a solution for Forestry. ARC said it is very slow, not good quality. ❖ Ms Vermaak said there could be a problem is using Telkom sites for radio links to enable connections in remote areas, Shaheen said it will require licence, The Chairperson said NATCCIM members have a radio licence, based on the licence that the WC have. ❖ WC said it is very expensive to add additional card on old PABX, for them it was not cost-effective. ❖ The Chairperson asked about using Telkom for disaster recovery, Telkom said it can be done at Bellville and Centurion, but they can only host 30 people. They can provide mobile & VPN connectivity. ❖ Telkom said they will not put in fibre at very small towns. Mr. Shaheen said the due date for no longer using copper has been postponed continuously. He said a lot of small towns are installing fibre and aggregation point for fibre, for the South African Social Security Agency (SASSA) project (i.e. paying out pensions via Post Office). ❖ WC said Oudshoorn and Outeniqua farms are using microwave links, and it is working perfectly. ❖ EC asked if they need to work via SITA. Ms. Hlungwani said there was a NT Circular that for data lines departments may go directly to Telkom. Ms. Vermaak said provinces work via offices for the Premier who choose to work via SITA, for instance NW has own network for the province. Ms. Vermaak said for Western Cape and Glen, there is a direct link for Agrinet, they access BAS, PERSAL, LOGIS via Agrinet. 	

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		<ul style="list-style-type: none"> ❖ The Chairperson asked about software defined network and software defined services, he said government may have issue with Cisco as it is not a local network technology, and understands that government information may not leave borders of the country, but Telkom/Cisco are providing such services for other business sectors and departments . ❖ Mr. Shaheen said that for DR he suggested that they use IBM in Randburg, Telkom can do business continuity. ❖ Ms. Hlungwani asked for the Telkom Master Contract and Ms. Vermaak asked for the quote for updating of the data lines between DAFF and SITA. 	
6.3.	Microsoft – National Treasury Procurement	<ul style="list-style-type: none"> ❖ Microsoft did not attend the meeting. 	
7.	MSP Coordinated Projects		
7.1.	Agricultural Information Management System (AIMS)	<ul style="list-style-type: none"> ❖ When Mr. Msomi was asked about the status and way forward of the AIMS system earlier in the day he answered: 7 provinces had paid money to the NAMC for the AIMS, but that the programme had now been moved to Ms. Mtshiza who wanted DAFF to run the system and programme. DAFF is in the process of resolving the money issue with National Treasury (NT) and the questions raised of NAMC's involvement, the holding fees for the monies paid and wants a statement of costs. Depending on the response from NT there are 2 options going forward. Proceed with the system or the money may have to return to the revenue fund. ❖ However, the AIMS project is going ahead, as it forms part of the Ndimoko desk which forms the framework for all such large and important system where DAFF will buy once, and ensure all other new systems can log into Ndimoko of which the AIMS forms a part. AIMS is to be hosted at DAFF and provincial offices. The Extension Suite Online was hosted at the contractors' office and it is hoped that it can be hosted at DAFF, where the information can be updated. ❖ Mr Sibisi from Mpumalanga said they should find a way to make provinces use a common AIMS system, otherwise PDA's may still end up with different systems. 	
7.2.	Sectoral Colleges & SANREN	<ul style="list-style-type: none"> ❖ Ms Modise indicated that DAFF ICT has completed the work that it had to do on this project and was no longer involved. 	
7.3.	Disaster & Risk Management System	<ul style="list-style-type: none"> ❖ Busy testing the system in some provinces. ❖ NW said they had problems with network connectivity, there was problem from DAFF's side, but it had been addressed. ❖ Ms. Hlungwani said training still had to be done, and system owners should invite provincial ICT when they visit provinces for training. ❖ WC is interested in such a system, and will talk to Mr. Walter Kapeng Morobe. ❖ There was a question whether provinces could use it, whether system could be changed to cater for requirements from provinces. Ms. Modise said Mr. Morobe has been marketing this system to the provinces, but Ms. Modise cannot say whether system may be changed for their 	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<ul style="list-style-type: none"> ❖ requirements. ❖ DAFF to send link to all NATCCIM members. 	
7.4.	Laboratory Information Management System (LIMS)	<ul style="list-style-type: none"> ❖ Mr Weir-Smith said the submission discussed at the last NATCCIM was submitted to Mr Serage, and we are waiting for feedback from Mr Ramasodi/Serage. 	
7.5.	Import Export System (ISODA) and Border Management Agency	<ul style="list-style-type: none"> ❖ The system is in process of being developed for exports, but not via SARS, because National Treasury said DAFF cannot wait for SARS as this money has been ring-fenced. ❖ Currently DAFF is using FruitSA (because DAFF already had Service Level Agreement with FruitSA {FSA}). ❖ The SLA was signed, and Inspection Services was able to procure ICT equipment (via SITA equipment), for PhytClean System, which will be changed to send electronic certificates to Netherlands, for exports to go to Europe via Netherlands. After they have processed one electronic certificate, National Treasury may be taken to the Netherlands to show how it works. ❖ National Treasury has required that Inspection Services will need to test the market and report back to them on what the finding was. ❖ FSA reports progress on a monthly basis and are engaging different fruit industries throughout the country. ❖ WC asked about timeframes. The Chairperson said they hope to have the first internationally accepted certificate by the end of this year. The WC said their Veterinary Services are looking at how to minimise red tape in government, working with Department of Economic Development. They will use the same system as system as used by the WC Traffic Department (Centre of Innovation Development), funded by business (Shoprite, Checkers & Spar). They wanted that system live by end March 2018. It was stopped because it uses electronic signatures, and most exports goes to Namibia and they do not accept electronic signatures. The WC is migrating to new system, where it took 2 days to issue a certificate, they do it now online. As soon as signature-issues are sorted out, the system could be up and running in two months. 	
7.6.	Electronic Document Management System (EDMS) / Enterprise Content Management (ECM) / Fisheries	<ul style="list-style-type: none"> ❖ A Request for Change to request to the start of the rollout of the system was completed which suggested that someone in Pretoria also test the system before rolling it out to all users. ❖ The EC does not have an ECM, initiatives were put on hold until the province finalises provincial infrastructure. ❖ WC said SITA has a system but it has not been rolled out onto their Agrinet, the name of the product is MyContent and was procured via SITA. ❖ GP are using Microsoft Sharepoint, other departmental offices using different systems like the SITA system. Therefore they may consider other platforms. ❖ MP is using Sharepoint, but it is not working properly. ❖ NW changed to Sharepoint. 	
8.	Governance		

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
8.1.	Government Information Technology Officer (GITO) Council Matters	❖ No matters were reported on	
9.	New Matters		
9.1.	The Good and Bad of RT15	<ul style="list-style-type: none"> ❖ The Chairperson commented that he had heard that if one uses the Spend Manager correctly one derives maximum benefit from RT15. ❖ NW said they want to use Connect the Farmer of the RT15, but they are still finding out how it works. ❖ MP said that there are many options on the RT15, an one needs to decide what will work best for the organisation, he said there is no top-up option for data, if data is depleted one cannot top it up until the new grant is released in the new month. For laptops, if procured via RT15 it may be considered to be a financial lease, therefore it is better to procure equipment via SITA and the data from RT15. They wanted to know what happens with SmartGov at end of contract, so far they have not been able to get an answer. MP said turn-around-times on the RT15 is not good because there is no competition. ❖ Ms. Hlungwani said for laptops, there is already a complaint from SITA, which could result in the AG looking at the laptops procured via RT15. The chairperson said if someone were to lose laptop through loss or theft officials have to repay original price not the depreciated value. ❖ EC said they only took mandatory options not the optional solutions, this led to disagreements with user. The Spend Manager provides good control, as you have control over allocation of data and voice, and one can have different categories of users while allowing one to monitor spending patterns. There were issues when RT15 was started to be implemented, as users get get locks and can't make calls. Spend Manager was meant to cut costs, so officials have to give up expensive gadgets. EC said the issue of cutting off of users is not sudden, as messages are sent from Spent Manager to the user and the manager warning them of various thresholds being reached and it can easily administrated ❖ The Chairperson said ICASA is working on a new regulation that data will not expire on specific network, and that service providers will have to warn users of data etc being expiring. ❖ MP said users that subscribe to WASP services and which incurs huge costs, causes trouble and that this this should not be allowed. The Chairperson said organistions should request Vodacom not to allow such services on a network level, which will not allow users to subscribe to such services. ❖ Ms. Hlungwani said there are phones with two SIM cards but that Vodcaom does not want to allow users to be able to use two networks on one device as their 'policy' does not allow it. ❖ WC requested provinces that use RT15 to indicate what portions of RT15 they subscribe to as their Legal Services said they need to take the whole contract. ❖ Ms. Hlungwani said that DAFF only accepted the cell-phone/mobile and data part of the RT15 contract as DAFF does not have a budget for rest the rest of the services. 	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
10.	Feedback from different departments & organizations		
10.1.	Department of Agriculture, Forestry & Fisheries (DAFF) - national	<ul style="list-style-type: none"> ❖ Ms Canddy Hlungwani presented the report. ❖ The Chairperson highlighted the priority projects identified by DAFF in the ICT plan that had been approved by the DG in March 2018. ❖ EC asked who was implementing the DR site at DAFF. Ms. Hlungwani said the Directorate ICT SDO are doing it internally, using existing data centre technology to do the replication. They will implement firewall gateway at the DR site. She said they are still busy planning and doing initial installations, this project will run over more than one year. ❖ EC asked how does DAFF pay for Microsoft as it has to be paid in dollars to Microsoft and the EC SCM / CFO is querying the payment to Ireland. Ms. Hlungwani said it had not yet been done, but they had already found out from Finance that they do not have a problem with paying in dollars. DAFF will find out where to pay Microsoft in South-Africa or Ireland. ❖ Mr. Malema from Gauteng said they work via SITA , and the account is in Dollars, and SITA does the conversion to Rand value, and then they pay SITA in Rand. ❖ Ms. Hlungwani said they asked Microsoft to register Microsoft Ireland on NT's CSD. ❖ Mr. Douw Nel from the ARC said they paid internationally for two years and did not have any problems. ❖ EC asked if the ICT Plan is 5 years or 3 years? Ms. Hlungwani said the ICT Plan is for 5 years but Implementation is for 3 years, and that DAFF had used internal resources to do the work as there were no funds for getting someone else to do it. 	
10.2.	Gauteng	<ul style="list-style-type: none"> ❖ Mr Mike Malema gave the presentation. ❖ The Chairperson asked about the cost of Net-Trace, to which the answer was uncertain. Ms. Hlungwani said they once got a quote for Net-Trace, but the Department is not willing to pay for it. ❖ Mr Malema said that if something is lost or stolen, they expect someone to replace with something similar (same specs), at DAFF the official has to pay back the replacement cost (not the depreciated value). Mr. Senamela said Net-Trace works out about R5 per month, so employees can pay themselves to relieve risk of replacing equipment, in same way that employees pay for parking. ❖ Mr Senamela indicated that Mr. Malema was going to be a speaker at Government Data workshop, and requested that Mr. Malema share his presentation with NATCCIM once it had been delivered, and if he has summary of talks of the conference, to also provide it to NATCCIM. ❖ Mr. Senamela asked about the Labour Relations App – which is an internal app, not at the same level as an Enterprise Agreement. He also asked if there will be backups etc, Mr. Malema said there will be a Policy on the App. Mr. Senamela indicated that he will visit Gauteng regarding this app. ❖ Ms. Hlungwani asked about SQL Monitoring Tool. Mr. Malema, he said it will help with performance, as upgrading is very costly, so they want to optimise before doing new purchases 	


ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		of SQL, they will see performance of different databases, security monitoring etc. They are still sorting out the storage before doing deployment.	
10.3.	Mpumalanga	<ul style="list-style-type: none"> ❖ Mr Alpha Sibisi gave the presentation. ❖ Ms. Hlungwani said mailbox size is becoming critical, DAFF staff also get questions on limited size of attachments. ❖ Ms. Hlungwani said most of private sector is moving away from using WhatsApp for official communication. She said for Gmail, should not be stopped because it is used by some service providers. She said they have same challenge at DAFF. Some staff said Data Leak Policy technology blocks e-mail to Gmail if confidential, Canddy said it will need budget for the licenses. 	
10.4.	Eastern Cape	<ul style="list-style-type: none"> ❖ Ms. Xoliswa Skondo gave the report. ❖ The Chairperson asked about the E-Memo and the Invoice tracking systems, what technology they use. E-Leave is done using Microsoft tools Dot.net; Invoice tracking is done by service provider using Microsoft Sharepoint, where they dump information and integrate information on daily basis. E-Memo is an electronic Submission system and is work in process. ❖ Ms Modise asked if other provinces have systems for responding to applications for the filling of posts (they know about Gauteng), WC uses outside company to do recruitment. The Chairperson said DAFF uses a company to do the initial recruitment screening, but DAFF wants it to come back internal due to costs. ❖ Ms. Hlungwani said DAFF users do not like systems developed internally. ❖ Ms. Vermaak asked if they use Vulindlela to download info from PERSAL, to which Ms. Skondo said yes they do. ❖ Mp said their requirements start at the HOD office, so progress has to be reported to them. ❖ Ms. Hlungwani said DAFF's E-Leave and E-Memo was based on instruction from EXCO, then HRM did not want to use the system developed for them. ❖ Ms. Hlungwani said at every DAFF Quarterly meeting, they ask for Farmer Register, they present it etc, because but information is not captured on system by directorate, and it seems as if they do not acknowledge the existence of the system. 	
10.5.	Kwazulu-Natal	<ul style="list-style-type: none"> ❖ Not present. 	
10.6.	Western Cape	<ul style="list-style-type: none"> ❖ Mr Johann Diener did the presentation. ❖ Ms. Hlungwani asked about WC WiFi access to their network? Mr. Diener replied they have VLANS, and that guests only have internet access and not access to their network, however, employees can connect to the internal network. ❖ The Chairperson asked about the costs of their radio link installation to which Mr. Diener answered it cost about R1,2 million over 8 years, one office was 390 km North West from Elsenburg, the other was 610Km in an Easterly direction from Elsenbrug. ❖ Ms. Hlungwani asked if they outsourced or if they use their own officials to set up the network. The WC only used their own resources, and they used Google Earth to identify site line-of-site, 	

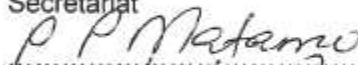
ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<p>to specific sites.</p> <ul style="list-style-type: none"> ❖ The Chairperson encouraged provinces to cooperate with CASP/ERP project to get connectivity for some of the remote Extension offices and to consider this technology which would reduce recurring monthly costs. ❖ The WC said they will in future also assist DAFF, to which Ms. Vermaak thanked Mr. Diener for their assistance with DAFF installation of radio links thus far. ❖ The Chairperson enquired about the Broadband project to which Mr. Diener responded saying there was such a project in the WC, initially they will focus on CBD but the critical problems are in the rural areas. ❖ The Old Neotel is now called Liquid Telecoms. EC said they used the WC contract, but Telkom took them to court because it was not approved by National Treasury. 	
10.7.	Limpopo	❖ Not present.	
10.8.	North West	<ul style="list-style-type: none"> ❖ Mr Pieter Meyer did the presentation. ❖ Ms. Hlungwani asked if anyone has a telephone grant system that does not use licensing fees etc. 	
10.9.	Free-State	❖ Not present.	
10.10.	Northern Cape	❖ Not present.	
10.11.	State Information Technology Agency (SITA)	<ul style="list-style-type: none"> ❖ Not present. ❖ Ms. Modise said she had noticed that everyone is complaining about SITA. She requested that NATCCIM escalate the matter, as she also gets complaints from users in provinces. ❖ EC said they are now forced to procure via SITA, so she cannot spend her budget. ❖ Ms. Vermaak suggested provinces provide a list of problems with SITA to her and Ms. Pinkham so that a report can be put together detailing the issues experienced by all role players. ❖ MP said SITA provides services on certain thresholds which affect normal procurement processes, one has to go to SITA if a tender is over R500,000 ❖ Ms. Hlungwani said if a NATCCIM submission goes to EXCO, highlighting the issues then NATCCIM can ask EXCO for way forward or to take the matter up with MinTech. ❖ The Chairperson said they have DAFF ICT evidence for several year, but they also need evidence from provinces. We need evidence of everything from SITA that is not working and frustrations being experienced. ❖ EC again asked for copy of DAFF Submission for deviation from using gCommerce. ❖ SITA sent notification of maintenance at SITA on 9-10 June 2018. 	
10.12.	Perishable Products Export Control Board (PPECB)	❖ Not present.	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
10.13.	National Agricultural Marketing Council (NAMC)	❖ No report provided.	
10.14.	Agricultural Research Council (ARC)	<ul style="list-style-type: none"> ❖ Mr Douw Nel gave a report. ❖ He said they wanted an Enterprise Resource Planning system (ERP system), they only found Sage People that complies with all the South-African legal labour requirements. ❖ The ARC still have a challenge with connectivity for remote sites. They hope to have all their sites linked and managed by the end of this year. ❖ They have their first mobile App, ARC Hub for Android (will create one for Apple later), will start to display ARC research information. ❖ They use Net-Trace to track and trace and recover computer equipment; the service provider is an international company that also tracks and sometimes recovers the equipment internationally. ❖ They have changed the way they use Telkom services by changing technologies, and it resulted in huge cost savings. ❖ The Chairperson spoke about a product RMail for email that could be used receive acknowledgement of a receipt of e-mail, digital signatures, document tracking etc. ❖ Mr. Nel advised NATCCIM to talk to Microsoft, because a lot of functionality is already available with Microsoft, for instance tracking of e-mail (received etc). 	
10.15.	Sectoral Colleges	<ul style="list-style-type: none"> ❖ Ms. Modise said DAFF ICT is no longer involved in the sectoral colleges. ❖ There was 12 colleges, but one college in Mpumalanga was combined with University. They assisted 7 colleges to upgrade ICT infrastructure: Mpumalanga did their own, EC did their own, DAFF did five, two in Limpopo, Glen & Taung then the college decided that they did not want the server, so it was moved to a college at Richards Bay. ❖ Only outstanding item is migration in Limpopo, they needed Microsoft operating server, as soon as they have it, will do data migration (probably only a day's work) to finalise project. ❖ NW asked why not an agricultural college at Potchefstroom, Sekepe said they were informed that Potchefstroom did not need assistance, got information from the principle, and were told server would not be used for 2 years. ❖ EC asked that they also make follow ups, she asked whose responsibility it is to have ICT person to provide support, they do not have internet, for instance their licenses were not renewed. She said it is far from their Bisho offices to support on day-to-day issues at Tsolo. Sekepe said they identified problems with the principal, but they only assisted with SCM etc, he suggested that provincial ICT also raise the issue. She said DAFF should also advise for the infrastructure need person to support. ❖ Matter to be taken off the Agenda. 	
11.	General / Closing Remarks	❖ Canddy said NAMC also requested CASP ICT Plans.	
12.	Proposed dates and venues for future meetings for 2016	<ul style="list-style-type: none"> ❖ Proposed dates and venues for future meetings: <ul style="list-style-type: none"> ○ 15 & 16 August 2018 – Eastern Cape or depending on meeting with Mr Msomi (to be 	

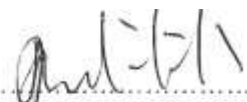
ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		confirmed) o 14 & 15 November 2018 – To be confirmed after meeting with Mr Msomi o May 2019 – Northern Cape / Limpopo	
13.	Closure & Adjournment	<ul style="list-style-type: none"> ❖ The chairperson also thanked everyone for their attendance. ❖ Mr. Diener thanked the organisers. ❖ Mr. Sibisi asked how soon the minutes could be sent out due to the urgency of the ICT and Extension Services project. The Chairperson said will try to send out in mid-June, Ms. Hlungwani said they could send out first draft of Minutes. Mr. Sibisi asked for the presentation from CASP / Extension Services. ❖ The meeting closed at 15:05 	

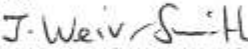
These minutes are a true reflection of the meeting held and is hereby certified as true and correct.



 Secretariat


 Date: 15/08/2018



 Chairperson


 Date: 15/8/2018
