



**Minutes of the National Coordinating Committee for Information Management (NATCCIM) Meeting**  
Held on 17 - 18 May 2017 at Birchwood Hotel & OR Tambo Conference Centre

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
1.	<b>Opening and Welcome</b>	<ul style="list-style-type: none"> <li>❖ The chairperson, Mr Floris Huysamer, welcomed everyone to the meeting.</li> <li>❖ Dr Simpiwe Ngqangweni welcomed everyone to the venue on behalf of the National Agricultural Marketing Council (NAMC). He said the NAMC is honoured to host NATCCIM. He said he was eager to engage NATCCIM on the AIMS project.</li> </ul>	
2.	<b>Attendance</b>		
2.1.	Present at meeting	<ul style="list-style-type: none"> <li>❖ Dr Simpiwe Ngqangweni – National Agricultural Marketing Council (NAMC)</li> <li>❖ Mr Floris Huysamer - Western Cape Department of Agriculture (DoA)</li> <li>❖ Mr Johann Diener - Western Cape DoA</li> <li>❖ Mr Mogale Selopepa – Western Cape DoA (CASP)</li> <li>❖ Mr Mike Malema - Gauteng Department of Agriculture and Rural Development (GDARD)</li> <li>❖ Mr Hlawulani Alpha Sibisi - Mpumalanga Department of Agriculture, Rural Development &amp; Land Administration (DARDLA)</li> <li>❖ Mr Shalom Nevhutanda - Limpopo Department of Agriculture</li> <li>❖ Mr Mike Chauke - Limpopo Department of Agriculture</li> <li>❖ Ms Xoliswa Skondo - Eastern Cape Department of Rural Development and Agrarian Reform</li> <li>❖ Ms Susan Mosholi – Free State Department of Agriculture</li> <li>❖ Mr Douw Nel - Agricultural Research Council (ARC)</li> <li>❖ Mr Terence Cupido - Perishable Products Export Control Board (PPECB)</li> <li>❖ Mr Adolf Nkuna - State Information Technology Agency (SITA)</li> <li>❖ Mr Alfred Seala – SITA</li> <li>❖ Ms Chantel Delpont - SITA</li> <li>❖ Ms Caddy Hlungwani – Department of Agriculture, Forestry &amp; Fisheries (DAFF) (Director: ICT Service Delivery &amp; Operations)</li> <li>❖ Ms Maida Boois – DAFF (Director: ICT Service Strategy &amp; Systems)</li> </ul>	

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		<ul style="list-style-type: none"> <li>❖ Mr Ephraim Senamela – DAFF (Acting Director: Knowledge &amp; Information Management)</li> <li>❖ Ms Alta Vermaak – DAFF (D:ICT SDO)</li> <li>❖ Ms Thea Pinkham – DAFF (D: ICT SDO)</li> <li>❖ Ms Pakama Matamo – DAFF (D:ICT SDO)</li> <li>❖ Ms Moipone Modise – DAFF (D:ICT SSS)</li> <li>❖ Mr Samuel Mothoane – DAFF (D:ICT SDO)</li> <li>❖ Mr Victor Mmbengwa – NAMC</li> <li>❖ Mr Moses H Lubinga – NAMC</li> <li>❖ Fezeka Matebeni - NAMC</li> <li>❖ Thandeka Ntshangase - NAMC</li> </ul>	
2.2.	Apologies received	<ul style="list-style-type: none"> <li>❖ Mr Jimmy Weir-Smith – DAFF (D:ICT SSS)</li> <li>❖ Ms PT Schoole - DAFF (Chief Information Officer)</li> <li>❖ Mr Walter Kapeng Morobe – DAFF (Directorate: Climate Change &amp; Disaster Management)</li> <li>❖ Mr Pieter Meyer - North West Department of Rural, Environment and Agricultural Development (READ)</li> <li>❖ Ms Nhlanhla Xhakaza – Kwazulu-Natal Department of Agriculture &amp; Environmental Affairs</li> </ul>	
3.	<b>Personalia</b>	<ul style="list-style-type: none"> <li>❖ None</li> </ul>	
4.	<b>Finalisation of Agenda</b>	<ul style="list-style-type: none"> <li>❖ Items added: Ransomware scare</li> </ul>	
5.	<b>Minutes of the previous meeting</b>		
5.1.	Approval of the Minutes	<ul style="list-style-type: none"> <li>❖ Minutes of previous meeting, held on 16 – 17 November 2016, were approved, based on recommendations from Mr Johan Diener &amp; Mr Ephraim Senamela.</li> </ul>	
5.2.	Matters arising from the previous Minutes	<ul style="list-style-type: none"> <li>❖ Matters arising to be incorporated as part of feedback at specific Agenda topics.</li> </ul>	
5.2.1	IFMS	<ul style="list-style-type: none"> <li>❖ National Treasury did not respond to Ms Booi's queries.</li> <li>❖ Stand over till the next meeting.</li> </ul>	
5.2.2	Disposal policy of Eastern Cape	<ul style="list-style-type: none"> <li>❖ Not discussed at DAFF DITC, matter was deferred.</li> <li>❖ Stand over till the next meeting.</li> </ul>	
5.2.3	MPAT	<ul style="list-style-type: none"> <li>❖ Regarding the issue of how to approach phase 2, Mr Huysamer said everyone was supposed to</li> </ul>	

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		<p>submit Improvement Plans, they will see what happens.</p> <ul style="list-style-type: none"> <li>❖ Matter was addressed – to be removed from the Agenda.</li> </ul>	
5.2.4	BCP	<ul style="list-style-type: none"> <li>❖ Mr Huysamer said the auditors asked them, in the event that the building burns down, do they have an Implementation Plan of how to start going again.</li> <li>❖ Limpopo responded that BCP is not IT's responsibility, IT is only responsible for IT service continuity. At their department BCP was assigned to Risk, e.g. for DR site needs connectivity to the site, etc.</li> <li>❖ Ms Boois said at DAFF business did a Business Impact Assessment. They had to identify critical users, alternative sites that can be used, and whether officials could work from home. However the dependencies have not been addressed.</li> <li>❖ Ms Hlungwani said they have a DR Implementation Plan, indicating who does communication, who is responsible for what. But all infrastructure is hosted in the same building, they could not enable connectivity because there is no DR site if the building is not available.</li> <li>❖ Mr Nel said they are usually their own worst enemy. Auditors audit what one says one will do. They said they will take a week to be up-and-running again, and they have service contracts to get online when something happens. Most people do not have money for a DR site. For them they need e-mail, a company will deliver hardware, some connectivity, and responsible team members.</li> <li>❖ Mr Huysamer asked whether these DR Implementation Plans could be made available / to circulate.</li> </ul>	Departments / organisations with DR Implementation Plans
5.2.5	MSP Standard Template	<ul style="list-style-type: none"> <li>❖ At the previous NATCCIM, Ms Du Bruyn from Western Cape said they will share their MSP Standard Template. This was done.</li> <li>❖ Matter to be removed from the Agenda.</li> </ul>	
5.2.6	e-Leave system	<ul style="list-style-type: none"> <li>❖ The Limpopo e-Leave system was presented at a previous NATCCIM meeting.</li> <li>❖ Mr Diener said they visited North West the previous year. North West gave a live presentation of how it works. Their managers also visited North West. They are considering BoxFusion, Western Cape may adapt the system.</li> <li>❖ The system cost is per user. There is a sliding scale for cost of system (based on the number of users). Western Cape wants to have 12,000 users, and their system cost will be R4,000,000 per year.</li> <li>❖ The system for management of leave, the user could sign off on App (via e-mail or SMS). A</li> </ul>	

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		<p>user can log onto the system and see their own leave, and plan their future leave.</p> <ul style="list-style-type: none"> <li>❖ The system can be installed within six (6) weeks.</li> <li>❖ The system is not directly linked to PERSAL, but does batch uploading to PERSAL, so HRM no longer needs to capture leave forms. It can also export PERSAL information to the system.</li> <li>❖ The system has two (2) audit trails, and the Auditor General accepts this system.</li> <li>❖ Limpopo said BoxFusion was bought by Vodacom, and Vodacom is included in RT15, so prices could become more competitive.</li> <li>❖ Ms Hlungwani said she will ask Mr Weir-Smith what will happen after the end of the contract.</li> </ul>	Ms Hlungwani & Mr Weir-Smith
5.2.7	VSAT connection KA-Band	<ul style="list-style-type: none"> <li>❖ Mpumalanga has a VSAT connection KA-Band and have tested it (using Sentech). It may be useful for the Proof of Concept (PoC) report to be circulated – Mr Sibisi to resend the report.</li> </ul>	Mr Sibisi from Mpumalanga
5.2.8	Workgroups (Governance / Processes, MSP, Infrastructure) or need for separate meetings	<ul style="list-style-type: none"> <li>❖ Ms Hlungwani asked how to proceed. There could be a separate meeting before NATCCIM or these issues could be discussed during the first day of the NATCCIM meeting.</li> <li>❖ Ms Vermaak said discussions should only be for identified projects like AIMS.</li> <li>❖ Mr Diener said there were a few good ideas, but they were not done because nobody is driving it.</li> <li>❖ Mr Huysamer said they should identify the chair for the different meetings.</li> <li>❖ Ms Hlungwani suggested that instead of having a standing task team, they wait for a need for a specific project and then identify a chair and members of a working group.</li> <li>❖ Mr Diener asked how the need could be identified.</li> <li>❖ Mr Sibisi said whether initiatives should be innovative or reactive, e.g. research how to utilise broadband.</li> <li>❖ Mr Huysamer said innovation is usually used to solve a problem. Do they wait for something to come up, or must they investigate what is coming up?</li> <li>❖ Ms Skondo said for Infrastructure it makes sense, because everyone wants to improve, but she does not see the need for discussions about Governance and MSP. They have to identify the problems, then know how to address them.</li> <li>❖ Mr Huysamer said these are challenges, it is new issues within Governance. Infrastructure will probably always be a challenge. Ms Vermaak said for MPAT group can create MPAT template that could be used for all departments, for MSP there is a lot of duplication between different departments.</li> <li>❖ Ms Hlungwani agreed there should be task teams, but the question is when and how. They have to be innovative, do not have to wait for task team for issues such as BoxFusion and Connectivity. Previously there were workgroups for Systems, GIS and Infrastructure. For the</li> </ul>	

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		<p>future, they will need to determine what is needed for now to identify solutions.</p> <ul style="list-style-type: none"> <li>❖ Mr Huysamer suggested that if someone has an innovative idea, they should write a one pager and send it to the NATCCIM secretariat to discuss at the following NATCCIM meeting.</li> </ul>	All NATCCIM members																											
6.	<b>Presentations from External Service Providers</b>																													
6.1.	NAMC presentation on Agricultural Information Management System (AIMS)	<ul style="list-style-type: none"> <li>❖ Dr Simpiwe Ngqangweni gave the presentation.</li> <li>❖ What is AIMS: <ul style="list-style-type: none"> <li>○ AIMS is an enhanced version of the digital pens and input forms technology.</li> <li>○ The purpose is to provide a platform for reliable and coordinated production, marketing, natural resources and food security information to aid decision making.</li> <li>○ Basically it is an information management system.</li> <li>○ AIMS uses the Farmer/farm recording technology (digital pen) and input forms.</li> <li>○ AIMS is a Geographic Information System (GIS).</li> <li>○ AIMS includes a Work Flow System and it generates Reports.</li> </ul> </li> <li>❖ Status: <ul style="list-style-type: none"> <li>○ The DAFF-NAMC SLA is in the process of being renewed.</li> <li>○ NAMC to coordinate the national roll-out of AIMS.</li> <li>○ NAMC has also signed SLAs with Provinces, and funds have been transferred to NAMC towards the roll-out of AIMS: <table border="1" data-bbox="712 874 1400 1189"> <thead> <tr> <th>Province</th> <th>Contribution</th> <th>Shortfall</th> </tr> </thead> <tbody> <tr> <td>Eastern Cape</td> <td>R 8,985,000</td> <td>R 15,000</td> </tr> <tr> <td>Free State</td> <td>R 6,190,000</td> <td>R 2,810,000</td> </tr> <tr> <td>Gauteng</td> <td>R 9,000,000</td> <td>R 0</td> </tr> <tr> <td>Kwazulu-Natal</td> <td>R 0</td> <td>R 9,000,000</td> </tr> <tr> <td>Limpopo</td> <td>R 9,000,000</td> <td>R 0</td> </tr> <tr> <td>Northern Cape</td> <td>R 4,500,000</td> <td>R 4,500,000</td> </tr> <tr> <td>North West</td> <td>R 9,000,000</td> <td>R 0</td> </tr> <tr> <td>Total</td> <td>R 46,675,000</td> <td>R 25,325,000</td> </tr> </tbody> </table> </li> <li>○ The governance structure for the national roll-out of AIMS is comprised of two components: the Project Oversight Committee (POC) and the Project Implementation Committee (PIC).</li> <li>○ The Project Oversight Committee (POC) is a strategic decision making body throughout the course of the project.</li> <li>○ The Project Implementation Committee (PIC) will participate in the day-to-day running of the AIMS project and will be at constant disposal to the Project Coordinator (NAMC) on all</li> </ul> </li> </ul>	Province	Contribution	Shortfall	Eastern Cape	R 8,985,000	R 15,000	Free State	R 6,190,000	R 2,810,000	Gauteng	R 9,000,000	R 0	Kwazulu-Natal	R 0	R 9,000,000	Limpopo	R 9,000,000	R 0	Northern Cape	R 4,500,000	R 4,500,000	North West	R 9,000,000	R 0	Total	R 46,675,000	R 25,325,000	
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		<p>technical matters pertaining to the AIMS project.</p> <ul style="list-style-type: none"> <li>❖ Dr Ngqangweni said the Implementation Activities for AIMS are: <ul style="list-style-type: none"> <li>○ DAFF should confirm the percentage use of smart pens by the different provinces.</li> <li>○ The HOD's should sign off.</li> <li>○ DAFF should request that provinces submit reports of all smart pens by a specific date, so that NAMC can assess the different formats.</li> <li>○ NAMC is acting as the procurement agent.</li> <li>○ The Western Cape is assisting with the Terms of Reference for the agent.</li> <li>○ Provinces will be informed of published Terms of Reference and the start date for each province.</li> <li>○ HOD's should formally acknowledge receipt, and assign an appropriate senior manager to accompany the agent within their province.</li> <li>○ NAMC and DAFF should approach NATCCIM to formalize the AIMS Requirements.</li> </ul> </li> <li>❖ NATCCIM should: <ul style="list-style-type: none"> <li>○ Assess the IT Server capacity at provincial level;</li> <li>○ Assess the IT capacity and GIS capacity at provincial level;</li> <li>○ Engage provinces and departments to document their unique requirements.</li> </ul> </li> <li>❖ DAFF to approach the MEC for HOD of Western Cape to get one month off to finalise the framework.</li> <li>❖ The HOD of Western Cape to use June 2017 to finalise and submit the framework.</li> <li>❖ NAMC to engage the service provider to use the Western Cape Terms of Reference to request National Treasury to use the existing (i.e. previously awarded) tender.</li> <li>❖ Way Forward – see discussion below.</li> </ul>	
6.1.1.	AIMS Discussion	<ul style="list-style-type: none"> <li>❖ Mr Chauke asked when the ICT assessments will be done. He wanted to know who will be responsible for the hardware. Limpopo is using the SITA network. Will this continue, because they have challenges with connectivity within their regions. If the system is deployed at provinces but the data is hosted at DAFF, connectivity will be an issue.</li> <li>❖ Mr Nkuna said SITA noted the concern. SITA will need to know how much bandwidth will be required for AIMS. And how do they connect currently.</li> <li>❖ Ms Boois said she was concerned about the specified timeline of three years. There is no list of activities. There should be a proper GAP analysis. There is a need for a proper Project Plan. She asked what about other technologies if a province does not use the smart pen.</li> <li>❖ Dr Ngqangweni said there should be a discussion between the province and SITA. NATCCIM should look at the issues of connectivity and IT capacity. He said the NAMC needs a</li> </ul>	

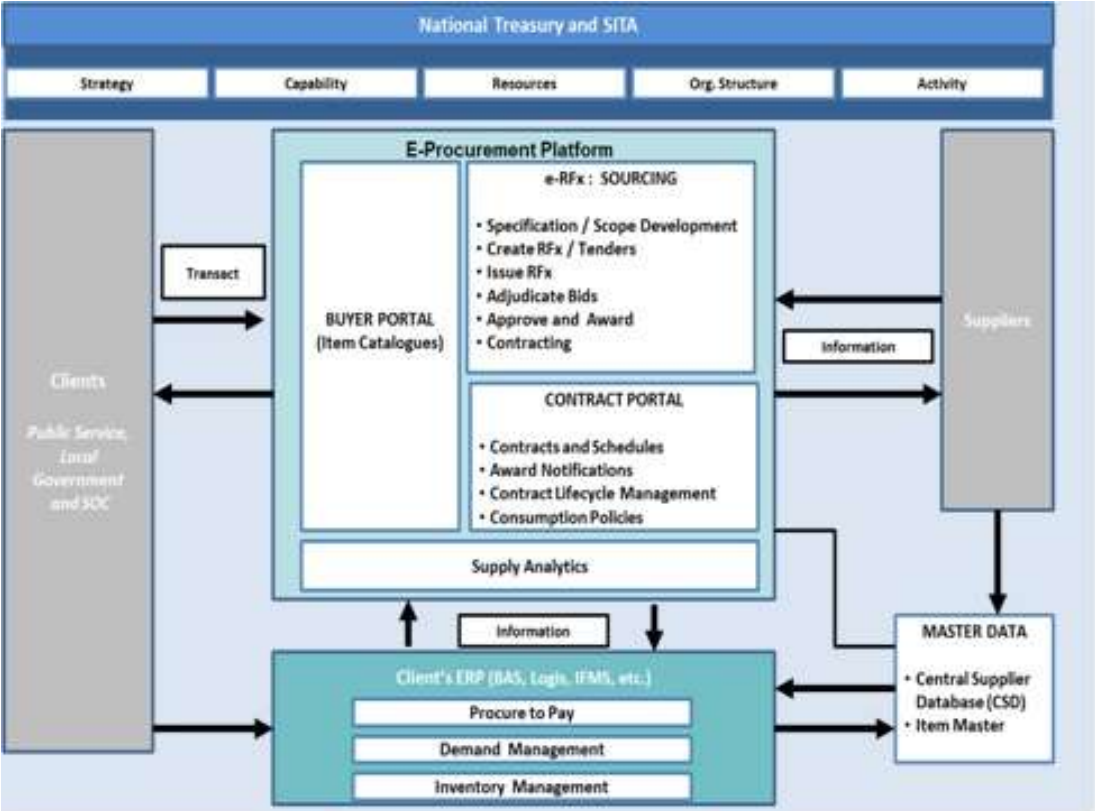
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		<p>commitment from NATCCIM to do the assessments, then the NAMC could provide more accurate timelines.</p> <ul style="list-style-type: none"> <li>❖ Dr Ngqangweni said the original R 9 million per province would probably not be enough to cover the whole project. NAMC is trying to get the Department of Rural Development involved for them to contribute as well, there is a meeting organised before Mintech to discuss this. There is also a possibility of using CASP money for this project (because there is an ICT ERP pillar for CASP) - this will need to be investigated.</li> <li>❖ Ms Hlungwani suggested that NATCCIM request SITA to do a port cost analysis per province.</li> <li>❖ Dr Ngqangweni said the issue of hosting should be decided. The idea was that DAFF will host, but it requires further discussion with DAFF.</li> <li>❖ Dr Ngqangweni said the concern about the timeline is valid, because there were delays already. He said the estimated three years were based on an assumption that everything will run smoothly, so this may need to be revised.</li> <li>❖ Dr Ngqangweni said Change Management will be necessary to get provincial officials to use the system.</li> <li>❖ He said the provinces will need to realise the need for the smart pen. Although other technologies may also be used, the smart pen is the first choice, due to investment from provinces.</li> <li>❖ Ms Skondo said there was supposed to be a phase with standardisation during 2016/2017. Nothing is delivered after all this time. They paid for the service before it was received; now they receive audit queries about it. There is a need to move. There was a request to their GIS to come up with an alternative solution, because it is needed for decision-making.</li> <li>❖ Dr Ngqangweni said the NAMC find themselves in an awkward situation as the project coordinator. The NAMC had gone through a bid process, but it was not successful. In the meantime, two years have lapsed, now there was an instruction to restart the project.</li> <li>❖ Dr Ngqangweni said the POC (from the DDG at DAFF) gives commitments to support. The NAMC requires support from NATCCIM to do the assessments. They now have the full support of DAFF management, and the project is moving.</li> <li>❖ He said the HOD of Western Cape worked through the file of standardisation of indicators. Unfortunately there were delays because they were not able to brief the DG, and it is crucial for the DG to sign the approval. For further development, the other government parties will also be integrated. They will not wait but continue with the rest of the activities.</li> <li>❖ Ms Hlungwani stated that AIMS was started a long time ago. She said the Project Implementation Committee (PIC) also feels the frustration. They have invited CASP and DAFF</li> </ul>	

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		<p>management to the NATCCIM, but they are not there. At DAFF they are also considering other projects to connect farm and farmer info, like the Connected Farmer.</p> <ul style="list-style-type: none"> <li>❖ Mr Sibisi said Western Cape will assist in the development of the Terms of Reference, but they also want to be part of compiling the specifications. It looks like the other provinces will not be involved in the specifications or strategic outcomes. He said the digital pen is not an open system, and it does not integrate with other systems. He asked to whom does the PIC report.</li> <li>❖ Dr Ngqangweni said it was decided to invite the provinces to attend the PIC. He said the Project Oversight Committee (POC) reports to the DAFF EXCO, MINTECH and MINMEC, but they only had one meeting so far.</li> <li>❖ Ms Boois asked whether the PIC had any permanent members who were only involved with this project.</li> <li>❖ Mr Huysamer said that AIMS is an integrated system. The question is how to obtain the information needed to populate the system. At the time the system was originally developed, the smart pen was the only available technology. Doing fly overs is another way of gathering information. They work on the surveyor general information. The information can be put into the system in a number of ways. The smart pen was the way to submit information. He said Western Cape hosts their own system. Their AIMS system evolved due to their requirements. There is a need to make a lot of decisions, and these decisions require information. AIMS is a warehouse for information to be used for decision-making.</li> <li>❖ Mr Huysamer said that nothing is cast in stone, but there is a need to standardise for Agriculture. Currently most of the inputs are from Western Cape, but they will need to involve everyone that will contribute and use the system.</li> <li>❖ Mr Selopepa said in the beginning the officials thought the smart pen was used to spy on them. They had to do change management so that the officials realised the smart pen is a needed to obtain information. They only have 30 extension officers in the province, but they still needed management buy-in and leadership, as well as to link the use of the smart pen to officials' performance assessments. He said the Auditor-General sees the smart pen as part of the Portfolio of Evidence.</li> <li>❖ Mr Diener said Western Cape is using the smart pen to collect information, but there is no reason why another technology (like tablets) could not be used. Their system is configured for the smart pen, but it could be changed to cater for tablet or smart phone. He said the way in which the data is collected, should not prevent people from using the system. The system is now at a crucial point of development, and it should be decided where the system will be hosted.</li> </ul>	



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		<p>If the system is hosted at DAFF, there will be bandwidth implications. And then they need to decide how to access the system, for instance via internet.</p> <ul style="list-style-type: none"> <li>❖ Mr Diener said all the information is encrypted when collected and sent, they use cell phones to collect the data, which does not use any bandwidth. They have a SQL server with four processors and 32 Meg Ram. Data storage is expensive, so they will need to know how much data will be collected.</li> <li>❖ Limpopo asked whether virtual or physical servers would be used, because the Disaster Recovery issues are very important.</li> <li>❖ Mr Senamela suggested that Western Cape share their Change Management Strategy / Plan, and their Post Implementation Report.</li> <li>❖ Mr Huysamer emphasized that Change Management is very important and requires buy-in from top management. He said their officials became 60% more efficient after the implementation of this system. The smart pen gives a GPS location of where the report was created. Originally there was resistance from the officials, because they thought the department was 'spying' on them. For this reason, the buy-in from top management is very important.</li> <li>❖ Mr Selopepa said they bring all the extension officers together once a month, where there is an opportunity to engage and discuss issues. He said the Report is linked to the Portfolio of Evidence, and this is needed by the Department. He said the Post Implementation Report shows a 62% success rate. The smart pen is linked to the visibility and accountability of the extension officers. Their farmers know their rights, and they are quick to complain if they do not receive visits from the extension officers. The smart pen provides evidence to the extension officer and the farmer, that the extension officer visited the farm.</li> <li>❖ Mr Diener said their project failure came down from 36% to 6% after implementing the smart pen.</li> <li>❖ As far as the Disaster Recovery is concerned, if DAFF hosts the system, provinces can still host their own data, and also contribute to DAFF. Then if there is a problem at DAFF, provinces could still use their own data.</li> <li>❖ Ms Boois asked whether the requirements for all the provinces will be the same as those of the Western Cape.</li> <li>❖ Mr Huysamer said they started by using the specifications of the Western Cape. He said the provinces will need to be involved, because there will be unique requirements for each province of what is important in the different provinces.</li> <li>❖ Dr Ngqangweni said they will not implement the Western Cape solution at all the provinces that was only the starting point. The participation of the other provinces is crucial. There are day-to-</li> </ul>	

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		<p>day issues and buy-in is needed. They will make decisions in a consultative environment.</p> <ul style="list-style-type: none"> <li>❖ Mr Huysamer said there is still a lot of work to be done, and it will be a challenge to complete the project within three years.</li> <li>❖ Dr Ngqangweni said the NAMC challenge NATCCIM to contribute towards AIMS.</li> </ul>	
6.2.	SITA presentation on Value Proposition of SITA	<ul style="list-style-type: none"> <li>❖ Mr Alfred Seala gave the presentation.</li> <li>❖ He said that SITA is a partner, he wants to tell us what other people are doing.</li> <li>❖ SITA Product &amp; Service Catalogue:</li> <li>❖ SITA New Key Modernization Program Overview: <ul style="list-style-type: none"> <li>○ eGovernment and Infrastructure Modernisation;</li> <li>○ Supplier Chain Automation.</li> </ul> </li> <li>❖ eGovernment and Infrastructure Modernisation overview: <ul style="list-style-type: none"> <li>○ Understand the contextual relations of G2X objects;</li> <li>○ Automate and e-enable front end procedures;</li> <li>○ Modernize and integrate applications;</li> <li>○ Modernize and integrate public data;</li> <li>○ Modernize and integrate servers;</li> <li>○ Modernise and consolidates physical spaces;</li> <li>○ Broadband Network Infrastructure.</li> </ul> </li> <li>❖ eGovernment and Infrastructure Modernisation uses: <ul style="list-style-type: none"> <li>○ Government Business Applications &amp; Services;</li> <li>○ Government Enterprise Resource Planning and Management Applications &amp; Services;</li> <li>○ Government Enterprise Productivity Applications &amp; Services;</li> <li>○ Data Centers;</li> <li>○ Network Services.</li> </ul> </li> <li>❖ eGovernment and Infrastructure Modernisation incorporates: <ul style="list-style-type: none"> <li>○ ICT Security;</li> <li>○ Government Business Continuity.</li> </ul> </li> <li>❖ This new approach informs SITA's new key modernisation programmes: <ul style="list-style-type: none"> <li>○ eGov Strategy;</li> <li>○ Cloud Strategy (i.e. hosting, infrastructure, software, platforms &amp; disaster recovery, creating capability of data centres);</li> <li>○ Network Transformation Strategy.</li> </ul> </li> <li>❖ Supply Chain Automation:</li> </ul>	

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		 <p>The diagram illustrates the National Treasury and SITA E-Procurement Platform architecture. At the top, a blue bar represents the National Treasury and SITA, with sub-sections for Strategy, Capability, Resources, Org. Structure, and Activity. Below this, the E-Procurement Platform is shown as a central box containing:     <ul style="list-style-type: none"> <li><b>e-RFx: SOURCING</b>: Includes Specification / Scope Development, Create RfX / Tenders, Issue RfX, Adjudicate Bids, Approve and Award, and Contracting.</li> <li><b>BUYER PORTAL (Item Catalogues)</b>: Connected to Clients (Public Service, Local Government and SOC) via a 'Transact' arrow.</li> <li><b>CONTRACT PORTAL</b>: Includes Contracts and Schedules, Award Notifications, Contract Lifecycle Management, and Consumption Policies.</li> <li><b>Supply Analytics</b>: Positioned below the Contract Portal.</li> </ul>     To the right, Suppliers interact with the platform via an 'Information' arrow. Below the platform, the Client's ERP (BAS, Logis, IFMS, etc.) includes Procure to Pay, Demand Management, and Inventory Management. This ERP system interacts with the platform and a MASTER DATA box (Central Supplier Database (CSD) and Item Master) via 'Information' arrows.   </p> <ul style="list-style-type: none"> <li>❖ SITA Business Service Catalogue:       <ul style="list-style-type: none"> <li>○ Systems Integration &amp; Solutions Development: Solution development.</li> <li>○ Support and Transaction Services: Business process outsourcing, Service management, Training, Printing &amp; Electronic Document Delivery (new – launched in December 2016).</li> <li>○ Supply Chain Management: Acquisition management &amp; gCommerce (in the pipeline).</li> <li>○ Value Added Services: ICT advisory services, Information management, Security management, Project Management &amp; eGovernment services (in the pipeline).</li> </ul> </li> </ul>	

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		<p>o Fully managed IT Operations: Managed applications, Managed infrastructure, Managed LAN &amp; desktop, and Cloud hosting services (in the pipeline – launch by end May 2017).</p> <p>▪ Cloud hosting services include Infrastructure as a Service (IaaS). Service value proposition: SITA provides cloud infrastructure services to their customers that are managed, highly available and scalable to meet customer real time demands. Service elements: Virtual machine provisioning, Storage, Backup &amp; Disaster Recovery.</p> <div data-bbox="855 432 1731 1094" data-label="Diagram"> <p>The diagram, titled "Cloud Hosting Service Package Mapping", illustrates the structure of cloud services across two phases. At the top, "Phase 1 (Partnership BCX)" is indicated by a double-headed arrow, and "Phase 2 (SITA)" is indicated by a single-headed arrow pointing right. The services are organized into a hierarchy: "Cloud Services" at the top, branching into "Server Accommodation", "IaaS", "PaaS", "SaaS", and "Cloud Consulting Services". Below these, "Service Components" are listed: "Virtual Machine Provisioning*", "Storage-as-a-Service", "Backup-as-a-Service", and "Disaster Recovery-as-a-Service" are grouped under "Service Components Split in Phase 2". "Web Hosting Platform" is linked to "IaaS" and "PaaS", and further branches into "i-Services", "Web sites", and "3<sup>rd</sup> Party Applications (Office 365)". A note at the bottom states: "Note 1. Backup-as-a-Service and DR-as-a-Service are included when a VM (Virtual Machine) is provisioned but not available standalone as yet which will be defined in phase 2." The footer of the diagram includes "SITA SOC Ltd" and the number "17".</p> </div> <p>❖ Ms Hlungwani asked whether the Cloud was ready and if so, how it could be accessed. He replied that yes it is ready; it can be accessed by logging a request with the relevant SITA client relationship manager.</p> <p>❖ Limpopo wanted to know whether there were documents for compliance. Mr Seala replied that they could contact Mr Nkuna (from SITA) to share information, Mr Seala said he is the custodian of the product and service catalogue. Mr Nkuna said the pricing was finalised the previous</p>	

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		<p>week, SITA can form a forum, where client is and do presales work and give a proposal.</p> <ul style="list-style-type: none"> <li>❖ Mr Diener asked where the cloud was situated.</li> <li>❖ He replied that SITA has centres in Centurion, Free State &amp; Northern Cape. They are growing in other provinces like Western Cape and Kwazulu-Natal. Their current data centres in all provinces were improved.</li> <li>❖ Ms Hlungwani asked about redundancy on connectivity, he replied that they were fully redundant.</li> <li>❖ Ms Boois asked whether the local customer relation officials were aware of it, Mr Nkuna confirmed because they had a two day conference the previous week.</li> <li>❖ He said his responsibility includes communication. He said they do provincial roadshows, they are communicating. They try to synergize information. Mr Chauke said it is not the same information they received from their SITA provincial representative in a meeting the previous day, and there are no redundancy in Limpopo.</li> <li>❖ He replied that they need to form a committee for Limpopo, Mr Nkuna will assist.</li> <li>❖ Ms Hlungwani said a concern is redundancy on the SITA network, SITA should make sure that it is there and working, because there are interruptions. She asked how does SITA Cloud deal with departments not on SITA network.</li> <li>❖ He replied that the department has to come onto SITA network.</li> <li>❖ Ms Hlungwani said they connect to SITA for mainframe but they use their own private network for services.</li> <li>❖ It was stated that a department will need a Common Access Point (CAP) to connect to SITA.</li> <li>❖ Ms Boois asked what services can be expected from SITA network, he replied they are looking at upgrades etc.</li> <li>❖ Mr Nkuna commented on the Western Cape broadband initiatives, that Western Cape has the most up-to-date capabilities on broadband.</li> <li>❖ He said their view is to replicate broadband scenario for other provinces.</li> <li>❖ Supply Chain Automation: <ul style="list-style-type: none"> <li>○ Mr Seala said all transversal contracts are automated, users can access them and use it for purchase. They are putting together a platform for all supply chain from 30 June 2017.</li> </ul> </li> <li>❖ Ms Hlungwani stated that departments have standardised on specific brands. SITA should accommodate departmental policies. Mr Nkuna said on gCommerce, the user gives the specifications not the brand. The report is not based on brand, but if departments have standardised on specific brands, they may still select this brand.</li> <li>❖ Ms Boois asked whether entities are allowed to buy from them.</li> </ul>	<p>Limpopo &amp; SITA</p> <p>All NATCCIM members</p>

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		<ul style="list-style-type: none"> <li>❖ Mr Huysamer stated that the portal is not working for some officials / offices. He said it is a Treasury Regulation not to be allowed to choose a specific brand. He said National Treasury thinks everyone wants to do business with government; their problem is that some of their service providers are not interested in registering for the Central Supplier Database (CSD).</li> <li>❖ He requested that all the gCommerce issues be referred to Mr Nkuna so that it could be actively addressed.</li> <li>❖ Mr Seala said the idea of gCommerce is about governance, automation and standardisation. Currently there are 43 departments that deal with Intenda and have SLA's with them. SITA is taking over those contracts. They want platform and software versions to be optimised.</li> <li>❖ Ms Hlungwani asked how to advise National Treasury about standardisation, because it is too complex if many brands have to be supported.</li> <li>❖ Mr Seala said they understand that it is a project, there is a steering committee etc, their clients are their stakeholders. There also has to be Change Management and get buy-in from everyone. There will be teething problems, but they will have to proceed.</li>   <li>❖ Ms Skondo questioned the IFMS project. Mr Nkuna replied National Treasury did a shortlist. People were appointed that are doing testing. They are not ready to share with Departments. There is no Project Plan or Due Dates. There was a question whether pilot departments were selected. SITA provides ICT technology, the invites to government departments were from National Treasury.</li> <li>❖ Ms Boois asked how were selected departments from National Treasury decided, because they run Oracle E-Business. She was advised to use IFMS and have to be a lead site, then National Treasury will pay for a lot of stuff, but a lead site is not the same as a pilot sites.</li> <li>❖ Mr Nkuna replied there is no formal communication. He advised departments not to act on hearsay from service providers unless there is official communication from National Treasury and/or SITA.</li>   <li>❖ Mr Huysamer asked for follow-up meetings with SITA, because the session was valuable.</li> </ul>	SITA to note
6.3.	SITA presentation on Electronic Printing Delivery	<ul style="list-style-type: none"> <li>❖ Ms Chantel Delpont from SITA did the presentation.</li> <li>❖ Problem statement: The world uses 400 million tons of paper every year. They noticed client challenges around distribution and storage of paper-based solutions.</li> <li>❖ Going green – security, e.g. for payslips, citizen convenience.</li> <li>❖ Get ready to say goodbye to paper.</li> <li>❖ Value add:</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ New transversal service offering;</li> <li>○ Service improvement;</li> <li>○ Quick turnaround timed;</li> <li>○ Secure;</li> <li>○ Audit trails &amp; logs;</li> <li>○ HOT DR = 99.9% availability;</li> <li>○ Admin portal and user portal;</li> <li>○ Enhance SITA's value offering from their existing printing services;</li> <li>○ Contingency Planning and Resilience: Business Continuity, Crisis Communications, Critically Infrastructure Protection, Occupant Emergency, Information System Contingency, Cyber Incident Response, Disaster Recovery, Continuity of Operations.</li> <li>❖ Before and after scenario: <ul style="list-style-type: none"> <li>○ Before: Slow, costly, unreliable service, Lack of an audit trail.</li> <li>○ After: Instant global delivery of documents, traceability, cost effective and much more.</li> </ul> </li> <li>❖ Potential Customers: <ul style="list-style-type: none"> <li>○ Municipalities: Utility Bills (Millions of documents per month to citizens from all municipalities)</li> <li>○ National, Provincial and Local Government: Payslips.</li> <li>○ Other Organs of State: Vehicle Registration, Housing, Land deeds, bills, Traffic Fines, Vehicle renewal reminders.</li> </ul> </li> <li>❖ EDD Functionality: <ul style="list-style-type: none"> <li>○ Delivery;</li> <li>○ Usage based pricing model: only pay for what you upload;</li> <li>○ Adobe PDF encrypted document format: Industry standard, No plugins needed on recipients' computers, cross platform compatibility;</li> <li>○ Multi-Channel Delivery: Email, Web (portal), SMS, SETP;</li> <li>○ Usage based service, pay for what you use;</li> <li>○ Economies of scale, the more transactions they process through EDD the cheaper it will become for all national and provincial users.</li> </ul> </li> <li>❖ Accessibility: Cellular phone, as long as you have internet, you can retrieve documents.</li> <li>❖ Archive: 1 year online.</li> <li>❖ Average portage and delivery costs of paper document is R 3.75 per item. EDD cost is R0.74 per item.</li>   <li>❖ Ms Boois asked if they could upload documents as well, the answer was no.</li> <li>❖ Mr Nkuna said this is for Batch Printing SLA, it can save money to departments. For Payslips</li> </ul>	

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		<p>they are still waiting for National Treasury approval.</p> <ul style="list-style-type: none"> <li>❖ Ms Hlungwani asked if this could be used for departmental invoices. SITA replied that it could be used for departmental documents.</li> <li>❖ Mr Diener asked about permit system if they engaged veterinary service because they need permits.</li> <li>❖ Mr Nkuna said they are now marketing this at SITA. They can now do assessment of permit solutions. Mr Huysamer said Western Cape is looking for export permits, this is rather urgent because this is causing audit queries.</li> </ul>	Western Cape & SITA
7.	<b>MSP Coordinated Projects</b>		
7.1.	Agricultural Information Management System (AIMS)	<ul style="list-style-type: none"> <li>❖ Refer to AIMS Presentation &amp; discussions above.</li> <li>❖ Western Cape stated that the R9,000,000 spent did not include the hardware like digital pens, computers etc.</li> <li>❖ The NAMC requested a commitment from NATCCIM, for instance assess issues about servers, capacity and connectivity at provinces.</li> <li>❖ Dr Ngqangweni said for the timelines to be implemented in three years, they will need commitment from NATCCIM.</li> <li>❖ It was stated that it is difficult for provinces to make commitment if they do not know the exact requirements.</li> <li>❖ Ms Skondo said if NATCCIM has to make a commitment, who makes the decision and/or takes responsibility, is it NATCCIM members, GITO of each province, or who.</li> <li>❖ Dr Ngqangweni said they see NATCCIM as representatives of the respective IT in departments, to comes with mandate for decision making on behalf of the province.</li> <li>❖ Limpopo said they need to define the system owner, probably DAFF. They should do an assessment then recommendation to provinces about what hardware is required, then provinces can make a commitment.</li> <li>❖ Mr Diener recommended setting up a technical committee of what is needed and how it will be implemented. Provinces need to know where it will be hosted, and how they will feed into the host environment. Mr Huysamer said Western Cape knows what is needed because they already have it, but the other provinces do not know. The committee will not have any information; they need more knowledge before being able to assist AIMS committees.</li> <li>❖ To communicate the concerns to NAMC, because some provinces started investing in other AIMS systems. Who are individuals nominated for committees, what is their progress. They cannot make commitments without more information. Request that committee members come and inform NATCCIM. Provinces need details of what they need to commit to.</li> <li>❖ At MINTEC it was decided to standardise on AIMS, and that NAMC is a good vehicle for that.</li> </ul>	



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		<p>However NAMC is not going to use AIMS therefore it is not a priority for them.</p> <ul style="list-style-type: none"> <li>❖ Ms Vermaak suggested that Ms Boois and Ms Hlungwani talk to Ms Elder Mtshiza and Ms Rowena Joemat to inform them that they want to support the AIMS project but they need more information.</li> <li>❖ Mr Huysamer said it will not just be CASP that will use the system.</li> <li>❖ NATCCIM cannot make commitment without additional information.</li> <li>❖ DAFF to provide more information to the next NATCCIM.</li> </ul>	DAFF
7.2.	Sectoral Colleges & SANREN	<ul style="list-style-type: none"> <li>❖ Not discussed.</li> </ul>	
7.3.	Disaster & Risk Management System	<ul style="list-style-type: none"> <li>❖ Ms Modise said the system was demonstrated at the previous NATCCIM. The system is hosted at DAFF. After the previous NATCCIM they made plans to roll out, but they were instructed by the CFO to put the project on hold and commence with disaster relief initiatives.</li> <li>❖ There was a question when they will continue. She replied that the directorate was supposed to complete North West that week, so they should start the following week.</li> <li>❖ Mr Nevhutanda requested that they prioritise Limpopo. Ms Modise said they were prioritised; they are waiting for the project owner to be available to continue.</li> <li>❖ Ms Boois asked whether IT may continue. Ms Modise said they could try, but they fear if IT take over then business does not take ownership, because IT only supports technology, information management is the responsibility of business.</li> <li>❖ Ms Skondo asked if they are still included, Ms Modise replied that the pilots have not changed.</li> </ul>	
7.4.	Laboratory Information Management System (LIMS)	<ul style="list-style-type: none"> <li>❖ Mr Weir-Smith was supposed to do a Submission to DAFF management, but this did not happen.</li> <li>❖ Ms Boois said that some directorates felt that open source LIMS version is the way to go, but Mr Weir-Smith argued that it does not have the same certification.</li> <li>❖ Stand over till the next meeting.</li> </ul>	
7.5.	Import Export System	<ul style="list-style-type: none"> <li>❖ Ms Vermaak said Mr Weir-Smith did some work for DDG (Mr Ramasodi) for things that have to go to SARS. DAFF is looking at overarching system and should involve SARS.</li> <li>❖ Ms Boois said the responsible branch got funding from National Treasury for this project. There are different projects / legs of the system. Initially they thought SARS will implement, but SARS is taking their time to come on board. DAFF is also having discussions with industry. Mr Weir-Smith did a submission of different options how to implement the project; he worked with colleagues from Netherlands. The submission was submitted to EXCO but EXCO requested that another option be added. The options were:</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ DAFF only;</li> <li>○ System developed by private sector, hosted by DAFF and deployed for industry;</li> <li>○ PPP arrangement where everything is done by a third party like wine-online, because industry has a vested interest;</li> <li>○ PPP based on domestically implemented system, to expedite the design but customised for South-Africa;</li> <li>○ EXCO requested an additional option.</li> <li>❖ Mr Huysamer stated that all provinces use some certification for exports, e.g. they do certification for meat exports to Namibia. Western Cape veterinarians are using an Excel spreadsheet. Mr Huysamer asked when role-players will be involved in the DAFF system, specifically for the SARS link.</li> <li>❖ Mr Terence Cupido said the PPECB have same concerns / issues, but they were told not to stop their projects. They informed DAFF that their budget starts in July.</li> <li>❖ Ms Boois said they try to make recommendations to DAFF business, like getting the analysis started, then that will guide how to proceed.</li> <li>❖ Ms Vermaak asked if the provinces also do permits, they said yes. She said there should be a single system for the whole agricultural sector, not only DAFF requirements.</li> <li>❖ Mr Weir-Smith to provide more information, e.g. what SARS needs.</li> <li>❖ PPECB said DAFF has to make a decision on the way forward, but the process will take a long time.</li> </ul>	
7.6.	Electronic Document Management System (EDMS) / Enterprise Content Management (ECM)	<ul style="list-style-type: none"> <li>❖ Ms Boois said DAFF initiated an Enterprise Content Management (ECM) / Electronic Document Management System (EDMS) system piloted at Fisheries. This is done by SITA at a cost of about R 2,000,000 for the Fisheries users. It includes class A licences, using the community version. It is hosted at data centre at Cape Town. SITA will do maintenance and support, to finalise end August.</li> <li>❖ Mr Senamela said they have to start with EDMS in order to get to Knowledge Information Management (KIM). The EDMS is needed to capture information in the department. It is not an easy process, there are other processes needed. The EDMS will keep electronic versions of documents. They need to address the issue of hard copy files produced over a number of years. They will need to do scanning of old documents. They have already started with scanning some of the documents kept at off-site storage. In one case the off-site storage location was burned down and all the documents and records (kept at that location) were lost. Eventually they will need to move records to National or Provincial Archives. They do not foresee back-scanning to finish before five years. They have challenges with finance and human capacity because they</li> </ul>	

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		<p>are not allowed to create posts. Documents will be filtered to ECM.</p> <ul style="list-style-type: none"> <li>❖ ECM should be functional in August. They have already started with some back-scanning of 5% of 89,000 files from Metrofile in Pretoria. They will work on the records management module. Scanned documents will grow over time.</li> <li>❖ Western Cape asked how far back will they do scanning of documents. Mr Senamela said it will be done where files are currently residing. Started with documents at off-site storage. They have files from 1982, so start with old records, then will destroy those records, but they will have an electronic copy of the records.</li> <li>❖ Ms Skondo asked what was the approach they took on how to prioritise documents, because the Eastern Cape does not know where to start. Mr Senamela said they started at files at off-site storage, so they took all those files, which are mixed files that were archived. They will focus on off-site storage files. They are now at 5%, think it will take 10 years. There was a question about current old files that are still at department. They will utilise registry personnel, will scan with multifunctional devices, and keep at vault, each directorate will keep their own material.</li> <li>❖ Mr Senamela said it is difficult to give an estimated end date because they do not have an electronic system. Will only give due dates when the ECM is rolled out throughout the department.</li> </ul>	
8.	<b>Governance</b>		
8.1.	Government Information Technology Officer (GITO) Council Matters	<ul style="list-style-type: none"> <li>❖ None.</li> </ul>	
9.	<b>New Matters</b>		
9.1.	Ransomware scare	<ul style="list-style-type: none"> <li>❖ Mr Mothoane said so far 200,000 companies were attacked by the Wannacry ransomware, but they only made \$60,000. The company requests money in order for the victim to get back the encrypted data.</li> <li>❖ For security, organisations have to make sure their anti-virus is up-to-date. All attachments that are encrypted should be blocked on the mail server. If it is a legitimate mail and attachment, then the user can request for it to be released.</li> <li>❖ Mr Diener said email is not the only carrier of viruses; it can also spread via flash drives. Everyone must be aware to scan a flash drive before putting it in the computer. Luckily in South-Africa this time there were not many incidents except Telkom and some of SITA's clients.</li> <li>❖ PPECB and audit companies do not allow flash drives.</li> <li>❖ Mr Nkuna said standards typography, can add on additional stuff, ministers etc: they have to</li> </ul>	

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		<p>bring their own device, can get templates, can encrypt.</p> <ul style="list-style-type: none"> <li>❖ Mr Mothoane said the person who identified the virus is a 22-year-old from the UK.</li> <li>❖ He said it is not the last attack, there is another big one coming, so everyone should be alert.</li> <li>❖ Mr Nel said it will not die very soon, because there are uninformed users that open email, and then the person's computer and network drive are affected.</li> <li>❖ The warning is that everyone should be aware and awake, be up-to-date with patches.</li> </ul>	
9.2.	Terms of Reference of NATCCIM	<ul style="list-style-type: none"> <li>❖ Ms Vermaak said there were no further inputs received, so there needs to be a decision to accept the changed Terms of Reference of NATCCIM.</li> <li>❖ Mr Huysamer said they could accept the changed Terms of Reference, but it needs to be circulated again so that they know what it is.</li> <li>❖ It was decided to confirm the acceptance of new Terms of Reference at the next NATCCIM meeting.</li> </ul>	NATCCIM secretariat
9.3.	Telkom data lines to change from copper to fibre	<ul style="list-style-type: none"> <li>❖ Ms Vermaak stated that DAFF has monthly meetings with Telkom. Telkom informed them that the next year they will no longer support copper data / telephone lines, therefore all these lines will need to be replaced with fibre or other solutions. DAFF has started at Cape Town to upgrade the lines and go to fibre. They also did a request for Eastern Cape Bisho and Kokstad, then they will do Western Cape and other national offices and main entrance for provinces. Fibre is cheaper. There is no cut-off date for copper data lines.</li> <li>❖ Mr Diener asked whether fibre is available. Ms Vermaak replied not everywhere. If fibre is not available they want another solution. Mr Diener said at George and Oudshoorn they provided Wi-Fi link instead of copper / fibre, but this solution is not available at all the places.</li> <li>❖ DAFF will have a workshop with Telkom.</li> </ul>	
10.	<b>Feedback from different departments &amp; organizations</b>		
10.1.	Department of Agriculture, Forestry & Fisheries (DAFF) - national	<ul style="list-style-type: none"> <li>❖ Report provided by Ms Maida Boois:</li> <li>❖ DITC: ICT Steering Committee is working well.</li> <li>❖ Strategic Planning: <ul style="list-style-type: none"> <li>○ The DPSA is busy with the ICT strategy guidelines to assist departments to align their Strategic Plan, Implementation Plan and Annual Performance Plan.</li> <li>○ The challenge at DAFF is that APP's are not costed, therefore they are unable to put anything on the plan where there is no budget allocated.</li> <li>○ The MSP is under review.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ The CIO's office did a business case for funding, this was re-initialised.</li> <li>❖ New Projects: <ul style="list-style-type: none"> <li>○ Telephone: VOIP in progress.</li> <li>○ DC upgrade from Server 2003 to Server 2012 in process.</li> <li>○ Server Virtualisation project in process (Migration from Server 2003 to Server 2012).</li> <li>○ GIS portal sharing DRDLR and DAFF projects.</li> <li>○ EDMS - Fisheries (Alfresco) project started.</li> <li>○ For various regional offices they are waiting for Public Works and Facilities Management to finalise leases of buildings to do cabling: Pietermaritzburg, King Williams Town / Bisho, Skukuza, City Deep - in progress and OR Tambo.</li> <li>○ Radiolink installations at Fisheries regional offices: investigation and specification for the installation completed - awaiting procurement.</li> <li>○ TELKOM bandwidth upgrade in process (Pretoria, Cape Town, Stellenbosch and Parliament).</li> </ul> </li> <li>❖ Operational functions: <ul style="list-style-type: none"> <li>○ Procurement request of Anti-Virus software assurance: there were time delays with SITA procurement, now the procurement was reinitialised via DAFF.</li> <li>○ Non-connected offices: part of CIO business case NB: No budget. Broadband and National Treasury mobile contract??</li> </ul> </li> <li>❖ Projects Finalised: <ul style="list-style-type: none"> <li>○ Migration of DAFF emails from Exchange 2010 to Exchange 2013 for two DAGs.</li> <li>○ Replacement of old routers and switches.</li> </ul> </li> <li>❖ Software &amp; Architecture: <ul style="list-style-type: none"> <li>○ Microsoft: Busy with software assessment for 2017. Busy contracting MS Premier Support.</li> <li>○ ESRI: Contract renewed for some directorates due to budget constraints. DAFF in discussion with directorates regarding costs and way-forward.</li> <li>○ Transversal systems working well: BAS, PERSAL, LOGIS &amp; Debtors. Auditor General audited access control of all financial systems. No feedback received on IFMS.</li> </ul> </li> <li>❖ Budget: <ul style="list-style-type: none"> <li>○ DAFF budget reduced further for this financial year.</li> <li>○ Compensation of Employees (CoE) funds no longer allowed to be shifted to Goods and Services (G&amp;S) and vice versa.</li> <li>○ CoE budget reduced.</li> <li>○ APP's not costed nor budgeted for which makes it difficult to implement MSP.</li> <li>○ SITA is still being used for ICT procurements that are more than R500,000 and where no transversal tender exists.</li> </ul> </li> </ul>	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<ul style="list-style-type: none"> <li>○ Procurement of computers is a challenge in Pretoria, how do provinces manage?</li> <li>❖ Western Cape responded they request quotations from the SITA approved vendors for their specifications. They have a decentralised budget but IT procurement has to be DITCOM approved. Mr Huysamer said they prioritise what is the right thing, because technology can solve a lot of problems. However they have to support technology, so they provide funds for technology. He said priorities are identified for each institution. What is needed has to be there.</li> <li>❖ There was a question about the expiry of DAFF's anti-virus. Ms Vermaak replied that McAfee was expiring in December 2016. There were delays with the procurement via SITA, so DAFF had to extend the contract till 6 June 2017. DAFF got approval to do procurement via the department, so currently in process of bid evaluation etc. They hope to have the new contract in place by 7 June 2017.</li> <li>❖ Ms Skondo asked about procurement of computers. At DAFF there is a decentralised IT budget. Directorates do not prioritise new computers, so some users still have XP machines. Ms Skondo will share their disposal policy. They (IT) and Asset Management work together.</li> <li>❖ Limpopo said for IT to work well, they need to centralise IT budget. They need to know what is the lifespan of computers and age of computers. Otherwise it will cause problems for IT.</li> <li>❖ Ms Vermaak said DAFF did that exercise a few years back, everyone agreed but it was never implemented because business did not want to return budget allocated to them.</li> <li>❖ Mr Huysamer said their directorate move money toward IT. For them it works better that directorates buy their own computers and IT buy servers etc. So there may be disadvantages to centralising the budget as well. Mr Diener said it is better that money is at programme level, because then they take better care of the equipment.</li> <li>❖ Ms Vermaak said that Finance always makes money available for emergencies. On telephones they are now asking directorates to pay for instruments. Now a lot less instruments are requested.</li> <li>❖ Mr Nel said that at the ARC each institute has their own priorities; they have standards and a contract for procurement of computers. They have an operational lease for desktop computers, therefore they always have the latest technology for fixed amount each month. There is no longer the burden of managing end computers. He suggested they sign a corporate agreement for software like anti-virus.</li> <li>❖ Mr Huysamer said there are advantages for leasing, but for a huge number of employees it can become a burden as well. He said budgets are cut every year, so some years you may decide not to buy. If you then have an operational lease like Photostat machines, you do not have a choice but to pay.</li> </ul>	

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		<ul style="list-style-type: none"> <li>❖ Mr Nel said at the ARC they see IT as critical. They first get money for computers, then for other projects.</li> <li>❖ Mr Nevhutanda asked what is the standard at other organisations: is the IT budget centralised or not. Mr Huysamer said it is the accounting officer who has to decide on that. Mr Huysamer said they have a decentralised budget and it works for them. Ms Vermaak said the centralised budget was not implemented because it was the middle of the financial year and already started with budget cuts, and some of the people were changed. Ms Vermaak said at IT, when they log a call for an old computer, from ICT's side they recommend that it is written off, but sometimes those machines are reassigned to lower posts.</li> <li>❖ Mr Huysamer said where things were not paid in previous financial year and paid in the next financial year, this is a continuing situation and will recur continually, because everything is not completed within a financial year. However when there are excessive delays, it is a problem.</li> <li>❖ Ms Boois continued with the DAFF report:</li> <li>❖ Audit finding reduced from 10 to 6 in 2016. Audit Areas were: <ul style="list-style-type: none"> <li>○ IT Governance – Lack of funding of ICT MSP initiatives and projects.</li> <li>○ Security Management – Checkpoint firewall logs.</li> <li>○ User Access Controls for Compas not documented. (Compas is replaced by MicroForest system.)</li> <li>○ IT Service Continuity – backup and disaster recovery infrastructure. SITA disaster recovery cloud?</li> <li>○ Disaster Recovery Plan DRP – Firewall not explicitly mentioned.</li> <li>○ Lack of DR site to do comprehensive disaster recovery test.</li> </ul> </li> <li>❖ Ms Skondo asked about IT Systems Continuity, whether this was for transversal systems only or everything. Ms Vermaak said transversal systems are tested by SITA and DAFF takes part. Continuity is for everything. Mr Nkuna said SITA does not manage the DAFF network etc, so they cannot refer to SITA for DAFF audit query. Mr Huysamer said for transversal systems, they refer auditors to National Treasury.</li> <li>❖ Governance: <ul style="list-style-type: none"> <li>○ Proof prepared for MPAT 2016 assessment. MPAT DAFF reduced from 4 to a 2 because they did not submit documents themselves. Mr Weir-Smith committed to submit documents himself this year.</li> <li>○ Documents are: ICT Governance Framework, Governance Policy, Governance Charter, ICT</li> </ul> </li> </ul>	

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		<p>Plan / Master Systems Plan, MSP Implementation Plan, Operational Plan, and CIO Business Case to address MSP (non-funding).</p> <ul style="list-style-type: none"> <li>○ MPAT 2016 standard is the same as the MPAT 2015 standard.</li> <li>○ DPSA busy with guidelines to assist departments in achieving MPAT requirements.</li> </ul> <p>❖ Systems:</p> <ul style="list-style-type: none"> <li>○ Disaster &amp; Risk Management System: deployed but not in production;</li> <li>○ EDMS – work in progress;</li> <li>○ Farmer Register in progress;</li> <li>○ ADRMS &amp; MAFISA in UAT phase;</li> <li>○ Special Markets, Plant Variety and Agri-BEE signed off.</li> <li>○ A draft business case regarding the Import-Export system was submitted to SARS to facilitate the initiation of the process of engagement to their EXCO.</li> <li>○ Oracle E-Business suite upgrade in progress.</li> </ul> <p>❖ Challenges:</p> <ul style="list-style-type: none"> <li>○ Lengthy procurement processes;</li> <li>○ Operationalising MSP with limited budget;</li> <li>○ ICT asset disposal;</li> <li>○ Security: ransomware (Windows 10);</li> <li>○ Budget allocation for head office ICT;</li> <li>○ High staff turnover rate – CANNOT FILL POSTS;</li> <li>○ Getting EXCO members to see ICT as an enabler not as a support function.</li> </ul> <p>❖ Mr Diener commented about ransomware, there is no trace that the latest one attacked Windows 10, it focused on Windows XP and 2003 and servers.</p> <p>❖ Mr Mothoane said they did receive updates from Microsoft for XP and 2003.</p>	
10.2.	Gauteng	<ul style="list-style-type: none"> <li>❖ Mr Mike Malema gave the report.</li> <li>❖ MSP was compiled in 2007, still to implement outstanding issues. Implementation through rationalisation of common platforms, i.e. <ul style="list-style-type: none"> <li>○ MS EA Licensing – done centrally in province;</li> <li>○ FMDC;</li> <li>○ SAP roll-out;</li> <li>○ ESRI GIS Suite of products;</li> <li>○ Orgplus.</li> </ul> </li> <li>❖ New projects, Initiatives &amp; Challenges:</li> </ul>	



ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<ul style="list-style-type: none"> <li>○ Migrating from TFMDC to SITA FMDC – Contract being finalised by Gauteng Department of e-Gov (Former GSSC / Gauteng Department of Finance).</li> <li>○ GPG MS Office 365 roll-out coordinated at GCR CIO e-Governance Committee and implementation facilitated through GCR ICT Infrastructure Sub-Committee.</li> <li>○ New project for hosting of CITRIX business continuity desktop server.</li> <li>○ EDMS enhancement and roll-out.</li> <li>○ E-Agriculture system i.e. ADSS/AIMS.</li> <li>❖ Infrastructure (hardware, software, security and networks): <ul style="list-style-type: none"> <li>○ GDARD relocated again from 11 Diagonal street premises to 56 Eloff Street in Johannesburg CBD.</li> <li>○ Relocation didn't affect servers as they are on TFMDC.</li> <li>○ The new premise required installation of LAN and WAN.</li> <li>○ New infrastructure implemented on Gauteng Broad Network and GPG single domain.</li> <li>○ SISCO fixed and wireless network solutions tested, operational and currently on stabilisation phase.</li> <li>○ Last group of users relocated to new premises that week.</li> </ul> </li> <li>❖ Budget: <ul style="list-style-type: none"> <li>○ GDARD ICT has been allocated a budget of R 25,512,000.</li> <li>○ There'll be minor relief on budget due to MSP rationalisation of common platforms.</li> <li>○ The budget will be used to fast-track key ICT projects.</li> <li>○ The FMDC and MS EA Software licensing allocated larger portions of the budget.</li> </ul> </li> <li>❖ Auditor's report: <ul style="list-style-type: none"> <li>○ GDARD concluded the following audits: IT health check on ISA, IT Sophistication assessment, and ITEC Level 2-3 Auditees.</li> <li>○ Auditors are currently busy with report.</li> <li>○ Expectation for another clean audit with two matters of emphasis expected, namely on the use of the BAUD asset management system and Excaliber digital pen database off-site storage security concern.</li> </ul> </li> <li>❖ MPAT &amp; CGICT: <ul style="list-style-type: none"> <li>○ GDARD ICT achieved Level 4 score of the MPAT assessment for the second year.</li> <li>○ This means full compliance and doing things smartly.</li> <li>○ Future plan is to sustain the Level 4 score.</li> </ul> </li> <li>❖ DITC: <ul style="list-style-type: none"> <li>○ ITC Steering Committee is functional and holds meetings on quarterly basis.</li> <li>○ There are anticipated changes for the ITC Steering Committee.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ The GITO/CIO will be retiring at the end of the first quarter of the current financial year.</li> <li>❖ Concluding remarks: <ul style="list-style-type: none"> <li>○ Fast tracking AIMS roll-out is critical to GDARD as it has been identified as a key project towards achieving the objective of e-Agriculture.</li> <li>○ This objective is an ideal driven by the Premier, MEC &amp; HOD.</li> <li>○ ICT has been tasked to conduct a gap analysis of its ADSS against the Western Cape AIMS and NAMC roll-out processes.</li> <li>○ The Department's Agriculture Business Unit is developing TOR for fast-tracking implementation of an e-Agriculture system.</li> </ul> </li> <li>❖ There was a question about the budget for Microsoft. The budget for Microsoft is about R 6,000,000 for 900 users. They are trying to get a deal with Microsoft Office 365 about what should be included and excluded.</li> <li>❖ Ms Hlungwani asked about Microsoft, they say there will be no more Windows 10, only 'patches'. Why move away from Telkom, considering the moratorium about data centres and government cloud.</li> <li>❖ Mr Diener stated that Microsoft 10 is a completely different version.</li> </ul>	
10.3.	Mpumalanga	<ul style="list-style-type: none"> <li>❖ Mr Sibisi gave the report:</li> <li>❖ They have reviewed the MSP, it was approved on 26 November 2016.</li> <li>❖ New projects / initiatives: <ul style="list-style-type: none"> <li>○ Procured and supplied 195 laptops and cell phones to Extension and Advisory Services.</li> <li>○ Aligning digital pens forms with Extension and Advisory Services reporting templates.</li> <li>○ Awaiting new digital pens (current digital pens reached end of life), training and roll out of the new version.</li> <li>○ Extension Suit Online (ESO) registration for new officials.</li> <li>○ Develop farm register (GIS Administrator and GITO).</li> <li>○ Business process mapping using internal resources – aligning business units to ICT Strategy.</li> </ul> </li> <li>❖ Infrastructure (hardware, software, security and networks): <ul style="list-style-type: none"> <li>○ Data network cabling for Veterinary Services (Reitz Street) and connecting Nooitgedacht Research Farm to broadband.</li> <li>○ Upgrade Nooitgedacht Research Farm server room and distribution network.</li> </ul> </li> <li>❖ Budget is enough.</li> <li>❖ Auditors Report: waiting for ISA outcome.</li> <li>❖ MPAT &amp; CGICT:</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ MPAT scored a 3</li> <li>○ CGICT: Phase 1 &amp; 2 policies reviewed and approved.</li> <li>❖ DITC: will appoint new members for the 2017/2018 financial year.</li> <li>❖ Other: Recently paid for two of the four District Helpdesk Support Specialists to do the Microsoft Certified System Administration International course, they completed and passed.</li>   <li>❖ He said they tell business to budget for the required services.</li> <li>❖ Ms Modise asked how updating the MSP was done. He replied that initially they paid SITA to do the MSP. The GITO council has a transaction adviser and he assisted with the review of the MSP, they did not involve SITA.</li> <li>❖ Ms Hlungwani asked whether they used face to face interviews or questionnaires to update the MSP. He replied that when they did the Annual Plan, they interviewed all the business sections, and came up with findings.</li> <li>❖ Ms Hlungwani asked about the digital pen, AIMS and Farmer Register – how to link / reconcile. He replied that when AIMS is there, they will move to AIMS, but currently it is not there and they cannot wait.</li> <li>❖ Ms Boois asked how does the digital pen get to end of life, did they buy or lease, how does it work. He replied that National paid for the pens, the previous pen only had Blue Tooth, maybe new one will have GPS. They were only informed that they need to buy new pens.</li> </ul>	
10.4.	Eastern Cape	<ul style="list-style-type: none"> <li>❖ Ms Skondo gave the report.</li> <li>❖ Their MSP was approved in May 2016.</li> <li>❖ New Projects: <ul style="list-style-type: none"> <li>○ Implementing E-Leave Management. They have completed the training of HR and ICT Users on overall system for the pilot. Loading of users on the system is still in progress. Training plan for 358 users at Head Office Bisho is in place, estimated to complete on 30 June 2017. Full rollout is scheduled for the entire departments by 31 August 2017.</li> <li>○ Invoice Tracking completed by nVision. This is a financial system to help department in tracking, management and improvement of invoice payment turn-around times. They are monitoring the performance of the system.</li> <li>○ Agriculture Database: UFH identified as a strategic partner. Type of data to be collected and stored in database: Crops, livestock, soil, social-economic data, geography.</li> </ul> </li> <li>❖ Infrastructure (hardware, software, security and networks): <ul style="list-style-type: none"> <li>○ Dohne Project Phase 1: The ICT infrastructure upgrade at Dohne is aimed at addressing aging infrastructure. In an effort to improve efficiencies and strengthening capacity of the</li> </ul> </li> </ul>	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<p>departmental Research Institute, the ICT infrastructure upgrade for Dohne which includes the cabling of all blocks, installation of network switches, Un-Interrupted Power Supply (UPS) and Wi-Fi wireless access points have been completed.</p> <ul style="list-style-type: none"> <li>○ Dohne Project Phase 2: Servers to increase storage and improve system performance were received and are currently being prepared for installation. Research data residing on existing servers will be migrated thereafter. Broadband infrastructure to improve internet speed for research purposes is scheduled for installation on 1 June 2017. Project is expected to be finalised by 31 July 2017.</li> <li>○ Microsoft EA renewed in 2016. They are currently processing recurring Year 2 of the contract due in May.</li> <li>○ Cibecs PC backup software renewed for 1,700 users.</li> <li>❖ Budget: Not enough, projects are now funded by business units.</li> <li>❖ Auditors report: ICT Governance: Preliminary report has been issued. There was one finding that relates to PERSAL functions that are now centralised at Provincial Treasury.</li> <li>❖ MPAT &amp; CGICT: In terms of MPAT report DRDAR IT is at 3.</li> <li>❖ DITC: Convenes quarterly and is up-to-date, convened during the 4<sup>th</sup> quarter.</li> <li>❖ Challenges: Lack of Human &amp; Financial resources hinders progress and implementation of ICT Plan.</li> <li>❖ Ms Hlungwani said for Microsoft year 2, they will still need to do it in the same way as they were doing it previously, the processes do not change.</li> <li>❖ Ms Boois asked about the Invoice tracking system, their source code, not customised. The cost was between R 1,500,000 – R 2 million. Still to confirm figures.</li> <li>❖ Ms Modise asked about the eLeave system, developed by Social Development and the software needs licensing.</li> </ul>	
10.5.	Kwazulu-Natal	<ul style="list-style-type: none"> <li>❖ Not present.</li> </ul>	
10.6.	Western Cape	<ul style="list-style-type: none"> <li>❖ Mr Johann Diener gave the report.</li> <li>❖ MSP: ICT and Operational Plans were signed off in April 2017, they are reviewed annually.</li> <li>❖ New Projects: <ul style="list-style-type: none"> <li>○ Rollout of VOIP to all offices.</li> <li>○ Student administration system: User testing was completed. Need to fix bugs and apply changes to system. Implementation date is set for July 2017.</li> <li>○ Lync was migrated to Skype for Business.</li> <li>○ Electronic Leave System.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Telkom has completed all the installation of the PRI-lines at the regional offices.</li> <li>○ Provincial broadband rollout: 665 of 1922 still need to be migrated. (Problem in rural areas not available, suggested VSAT but it is not the same quality as broadband.)</li> <li>❖ Hardware: Server setup is completed. They are waiting for Public Works to start with building to establish a fully functional DR site which caters for high availability.</li> <li>❖ MPAT: Received 4 for IT.</li> <li>❖ DITC: DITCOM is fully functional and meet every second month. DITCOM name has changed to Departmental ITSteerCom (DPSA regulation)</li> <li>❖ Budget: Enough with challenges.</li> <li>❖ Other: <ul style="list-style-type: none"> <li>○ AIMS: 36 new farm data collected from last report (15/11/2016). Total of 547 farm data projects. Three new smallholders and commercial projects data collected. Total of 506 users with 12 deactivated accounts.</li> <li>○ Start to setup four new high sites from Worcester to Beaufort West.</li> </ul> </li> <li>❖ Ms Hlungwani asked about the Student Admin System, how is it linked to sectoral colleges. She asked whether the high site installation is separate from broadband, what is process to obtain broadband.</li> <li>❖ Mr Diener replied that the Student System is separate from the Sectoral Colleges system.</li> <li>❖ He said they run broadband on wireless network without SITA. Province targeted SITA to deliver broadband, SITA said they cannot do it, then SITA agreed that SITA will do a tender on behalf of the province. It took two years; the tender was awarded three years before to Neotel for 10 years. Agriculture is the only department not using provincial broadband, they use their own wireless network. Provincial broadband is a phased in process, to connect all offices to broadband. So currently the Agriculture solution is better than the current broadband rollout.</li> <li>❖ DR will be a hot site.</li> </ul>	
10.7.	Limpopo	<ul style="list-style-type: none"> <li>❖ Mr Chauke gave the report.</li> <li>❖ Their MSP was last updated and approved in August 2015. The MSP was developed in-house with assistance of the Office of Premier.</li> <li>❖ Projects &amp; Initiatives: <ul style="list-style-type: none"> <li>○ E-leave system and Document tracking management system: TOR has been cancelled. Provincial Treasury is working on the project to cater for the entire Limpopo Administration. There is no progress so far since the first sitting.</li> <li>○ VOIP infrastructure implementation for the whole Limpopo Agriculture offices as one MPLS</li> </ul> </li> </ul>	

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		<p>(new initiative to save cost in telecommunication and internet access). Treasury wants to run the project with Office of the Premier for the entire Limpopo Administration. ( No Progress)</p> <ul style="list-style-type: none"> <li>❖ Infrastructure (hardware, software, security and networks): <ul style="list-style-type: none"> <li>○ Procurement of 440 laptops of which out of the total number 50 are high end spec for the executives: SITA in progress to finalise the procurement process. SITA failed the department by submitting the TOR on 22 March 2017 while financial had already closed. They are restarting the process.</li> <li>○ Replacement of four servers, refresh the old DNS servers and two Exchange Servers. All went well as planned and since the configuration was finalised, there were no down time internally with emails or LAN.</li> <li>○ They have completed the installation of Next Generation Fire Wall in the entry point within LDARD and SITA exit to all districts offices, research centres, veterinarians' offices and local agriculture offices.</li> <li>○ In process to finalise the replacement of core switch for Temo Towers Network. SITA has failed the department by delivering the Core switch unit not according to the specifications submitted to them, and the switch is now sitting at the Data room unused and still awaiting SITA to inform them as to when are they intend to deliver the right switch. So far the ETA for SA landing unit is the 30 June. Two of their block buildings are not having access to network and not phones since using IPT.</li> <li>○ Core switch, procured via SITA, gave Proposal in January 2017. The switch was implemented but does not work except in one building, no phone, no mail, no internet. ETA for replacement is 30 July.</li> <li>○ Busy compiling new specifications for the replacement of 68 3750g POE distribution switches for Agriculture Head Office, to be finalised in the next financial year (2017/18).</li> <li>○ Revamped three Digital Doorways within Sekhukhune, Mopani and Matlala for local officers and community to access internet and check market prices for their commodities.</li> </ul> </li> <li>❖ Budget is never enough.</li> <li>❖ The Auditor-General had no findings. They provide their documents to Internal Audit to check before handing them in.</li> <li>❖ MPAT scored 4.</li> <li>❖ The IT Committee is working well.</li> <li>❖ Mr Huysamer said they note that what SITA claims and what materialise is not always the same. They have challenges.</li> <li>❖ Mr Sibisi suggested if possible having a dashboard on AG &amp; MPAT of provinces that have MPAT</li> </ul>	<p>Departments with</p>

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		<p>4 and AG clean score, to get their documents as examples.</p> <ul style="list-style-type: none"> <li>❖ Mr Sibisi said that the RT15 contract for mobile services includes laptops for home use, gave impression that laptops are part of that. These laptops are not on reduced price but on price on service catalogue. If buy laptop, it is a financial lease (irregular according to PFMA).</li> <li>❖ Mr Huysamer said it will be a challenge because SITA has transversal contract for computers. Western Cape Province has decided not to buy cellular phones; they allocate allowance per employee for actual costs. If department buys cell phones then they need to do asset management. Now National Treasury is in discussion with Western Cape.</li> <li>❖ ARC said how does it work that there are no financial gain. Mr Huysamer said you have to take the whole RT15 package then there will be a financial gain. Mr Huysamer said that RT15 was not widely consulted, there are challenges.</li> <li>❖ Ms Hlungwani said departments have the option which options to use. DAFF also use bring own device, if they change to RT15 then all officials will have to work on Vodacom and port sim cards.</li> </ul> <p>Ms Hlungwani asked why they sent the procurement request of laptops to SITA in June 2016 if the transversal contract was still valid. He replied it was an internal decision.</p>	MPAT 4 and/or clean audits
10.8.	North West	<ul style="list-style-type: none"> <li>❖ Although North West did not attend the meeting, Mr Pieter Meyer sent the following report:</li> <li>❖ Master System Plan and other remaining policies: <ul style="list-style-type: none"> <li>○ ICT Strategy, Operational and Implementation plan for 2017/2018 under review, not signed off.</li> <li>○ SLA on ICT services for 2017/18 between READ and Office of the Premier reviewed, not signed off.</li> </ul> </li> <li>❖ New Projects / Initiatives: <ul style="list-style-type: none"> <li>○ Assessments for establishing a network infrastructure was done for the Taung Skull site. The planned project has been approved and will commence on 27 March 2017. The project is planned to be finished by June 2017.</li> </ul> </li> <li>❖ Infrastructure (h/w, s/w, security, networks): <ul style="list-style-type: none"> <li>○ Compliance Measures (new): The provincial software license agreement with Microsoft has been upgraded (R 34,000,000.00) READ according the agreement and in ratio received 1,118 licenses.</li> </ul> </li> <li>❖ There are challenges with the budget. Annual Needs analysis done, Inputs made with reference to new projects for 2017/18.</li> <li>❖ Auditor's Report: No finding on the 2016/17 audit outcome report. Recently Provincial Audit conducted a mini audit with no finding as a result.</li> <li>❖ MPAT &amp; CGICT: READ reviewed CGICTPF Policies and plans plus all other necessary</li> </ul>	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<p>documentation and maintain the score of 4 for the 2016-17 MPAT review period based on the MPAT 1.6 standards.</p> <ul style="list-style-type: none"> <li>❖ DITC: GRMC as from 1 April 2015.</li> </ul>	
10.9.	Free-State	<ul style="list-style-type: none"> <li>❖ Ms Susan Mosholi gave the report.</li> <li>❖ For Microsoft they did not get Enterprise, their infrastructure not capable, they only buy what they need.</li> <li>❖ They are negotiating with SITA to get a VPN.</li> <li>❖ They have completed the MSP, and it was approved.</li> <li>❖ They received a clean Audit report.</li> <li>❖ MPAT obtained level 4.</li> <li>❖ They have an ICT steering committee for province.</li> <li>❖ New project: with college completed Glen College, upgrading server infrastructure and Wi-Fi. Thanks to DAFF everything is fine. They are waiting for SITA for Gariepdam, linked with Wi-Fi, SITA to give main link.</li> <li>❖ For VPN they have to choose between Agrinet and VPN / SITA, to have their own VPN. They want quality of service. They have to use other parties like Vodacom / MTN.</li> <li>❖ They requested SITA to host core services like e-mail. Glen is in a rural area, they often have power failures etc. They asked for SITA hosting at Bloemfontein and DR system at Welkom, it costs about R20,000 per month.</li>   <li>❖ Ms Hlungwani asked why they decided to host outside the department. She replied not everything will be hosted by SITA, only critical components like file servers, e-mail, and transversal systems. Agricultural systems will be hosted internally. System that is developed by company hosted outside. They looked at cost implication, they have limitations like insufficient infrastructure at Glen.</li> </ul>	
10.10.	Northern Cape	<ul style="list-style-type: none"> <li>❖ Not present.</li> </ul>	
10.11.	Feedback to State Information Technology Agency (SITA)	<ul style="list-style-type: none"> <li>❖ SITA presentation on electronic document printing: Mr Nkuna said SITA is marketing this solution for printing permits. SITA can now do assessment of permit solutions. Western Cape is looking for an export permit solution, this is rather urgent because this is causing audit queries.</li> <li>❖ Cloud Disaster Recovery (DR) issue: will have DR discussion with DAFF. Provinces should also request provincial roadshows about Cloud / gCommerce.</li> <li>❖ Cloud in Limpopo – SITA previously informed them that there is no cloud. To form provincial committee regarding this issue, they requested Mr Nkuna to assist.</li> </ul>	<p>SITA &amp; Western Cape SITA &amp; DAFF SITA &amp; Limpopo</p>



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		<ul style="list-style-type: none"> <li>❖ NATCCIM found SITA presentations valuable and requested more meetings with SITA.</li> <li>❖ Mr Nkuna said he noted issues about IFMS, he has escalated the matter to the SITA CPO to get more information.</li> <li>❖ Connectivity at Limpopo: Mr Nkuna said there was a meeting scheduled the following week to discuss connectivity.</li> <li>❖ For departments to note: If they requested gCommerce training, they should provide the SITA incident number.</li> <li>❖ For provinces to note: For any request to SITA, do tasking letter to the account manager in province, will get incident number that could be traced.</li> <li>❖ DAFF forwards SITA their procurement plans in April, this helps SITA to try to shorten procurement times.</li> <li>❖ Free-State VPN hosting – will get back to them.</li> <li>❖ Mr Nkuna said he is aware of a lot of issues from National.</li> </ul>	<p>SITA to note SITA</p> <p>SITA in Limpopo</p> <p>Departments to note</p> <p>Departments to note</p> <p>Departments to note SITA in Free-State SITA &amp; DAFF</p>
10.12.	Perishable Products Export Control Board (PPECB)	<ul style="list-style-type: none"> <li>❖ Mr Terence Cupido gave the report.</li> <li>❖ They were a paper-based company, now they are going electronic. They got a target to reduce cost by 20%, will probably achieve it by doing work themselves instead of using consultants.</li> <li>❖ Internal processes, had to align IT with business, they hope to conclude by the following month. They have started with customer surveys. Rationalising IT systems.</li> <li>❖ IT staff did ITIL training, still busy with other training.</li> <li>❖ New timesheets system (decided on full ERP system).</li> <li>❖ Investigating single sign-on for other entities.</li> <li>❖ DR: Montague Gardens to be used as a 'live' Disaster Recovery site, due date September 2017.</li> <li>❖ New Project: <ul style="list-style-type: none"> <li>○ Titan cold chain phase – Work in progress.</li> <li>○ Management Information Tools – Work in progress.</li> <li>○ Business Process Reengineering.</li> <li>○ ERP and procurement system overview.</li> <li>○ Titan support model – WIP.</li> <li>○ Timesheets – WIP to be incl ERP.</li> <li>○ Masterdata project – WIP.</li> <li>○ Printer consolidation – Out on Tender.</li> <li>○ VoIP – BAC – Board next week.</li> <li>○ Storage Expansion for new projects.</li> <li>○ Server Capacity increase for new projects and applications.</li> </ul> </li> </ul>	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<ul style="list-style-type: none"> <li>○ Vodacom Corporate APN – Rollout phase.</li> <li>○ Tablet lockdown policy and content management – approved rollout phase.</li> <li>○ HO Network Core Switch Replacement – enable virtual core across HO &amp; MGD – High Availability.</li> <li>○ Business change management – HC driving.</li> <li>❖ Challenges: <ul style="list-style-type: none"> <li>○ Integration with DAFF systems from Titan – Meetings held with DAFF re Integration.</li> <li>○ Business Service Levels – need to be supported by vendor service levels</li> <li>○ Asset management of mobile devices (manual) under review. Rollout of solution imminent using existing CMDB tools.</li> <li>○ Integration with Phytclean, meeting scheduled.</li> <li>○ Procurement: Process cumbersome and takes too long.</li> </ul> </li> <li>❖ Mr Mothoane asked about tablet lockdown. He said they provide tables, personnel may use own cellular phones for email. Only allow access to emails, they may remove email remotely, tablets may be wiped. Have 3G card, Microsoft platform, will call home, the minute it register on public platform, will disable device if it is using a different sim card.</li> <li>❖ Ms Hlungwani asked about the DR site high availability. PPECB is high availability, they have a different site that is DR site, will become available if DR not available.</li> </ul>	
10.13.	National Agricultural Marketing Council (NAMC)	<ul style="list-style-type: none"> <li>❖ Refer to AIMS discussions.</li> <li>❖ No other report received from NAMC.</li> </ul>	
10.14.	Agricultural Research Council (ARC)	<ul style="list-style-type: none"> <li>❖ Mr Nel gave the report.</li> <li>❖ Operational issues: <ul style="list-style-type: none"> <li>○ Microsoft contract expired, they have ‘gone dark’.</li> <li>○ The ARC is re-evaluating their corporate LIMS and is currently in process to source the market for possible solutions.</li> <li>○ Telecommunication: they are signing new contract with Telkom.</li> <li>○ They have entered into the RT15 contract with Vodacom. They will participate in areas they are currently using, APN solution, voice, mobility – saving on data bundles and cellular phone costs, and vehicle tracking. Vehicle tracking was a challenge, they will use their CTrack system for their 430 vehicles.</li> <li>○ The ARC is currently sourcing the market for an EDMS and digital signature solutions that will be incorporated into the ARC current SharePoint solution.</li> <li>○ The ARC is reviewing all their current service contracts, like IS, Metrofile, MciIT. Under</li> </ul> </li> </ul>	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		<p>pressure for cost saving, reviewing all their service contracts to cut costs.</p> <ul style="list-style-type: none"> <li>○ A drive to increase rental income on ARC fast lands by signing agreement with communication providers to erect communication tower.</li> <li>○ Storage infrastructure, running out of storage, they are upgrading. They are expanding the storage infrastructure including the storage on HPC (High Performance Cluster).</li> <li>○ They are struggling with their internet contract (IS). Fortunately they use SANREN for most offices, but it is problem with Rustenburg, Cedara, Addo, Port Elizabeth and all remote sites.</li> </ul> <ul style="list-style-type: none"> <li>❖ Audit: <ul style="list-style-type: none"> <li>○ Vulnerability assessment to be done on the ARC network in the next few months. They are contracting companies to do it.</li> <li>○ Only has one audit finding this year.</li> </ul> </li> <li>❖ ICT Governance: everything done, now looking at cyber bill and protecting personal information.</li> <li>❖ BCP is there. They are trying to do more, look at new threats, update action plans, role players, their responsibilities, who is your service providers etc.</li> <li>❖ General: <ul style="list-style-type: none"> <li>○ Mr Nel said they have the infrastructure, now they need to provide services on that. Focus on providing research information in electronic format.</li> <li>○ Tracking mobile devices (IPad, notebooks, etc.) solution Nettrace product to track all information what was done etc. They can get notebook back, for instance they got back notebooks from Italy and Nairobi.</li> </ul> </li> <li>❖ Mr Mothoane asked about track and trace: Laptop has to be online to recover, it needs to connect, and it does not matter where or how. They noticed that equipment surface after about four months, someone with try connecting to Wi-Fi after it was formatted. They also have encryption (another product) Windows 10 is quite good for protection. Immediately format if it is executive's laptop.</li> <li>❖ Ms Modise asked about Microsoft. They decided not to renew their Microsoft licenses until they are ready to do so, or when necessary. The risk is that they will pay for full licenses and not just the renewal. They also align licences to positions.</li> <li>❖ Ms Boois asked about Internet about penalties and cancelling contract. He said yes the penalties are there, but it is not working. They are in process to come up with solution otherwise they will cancel, now they are responding. In general most businesses give bad service and they do not know how to improve or they do not care, there is no urgency.</li> <li>❖ Ms Hlungwani mentioned the National Treasury Telkom directive, she will share. There are new tariffs from April 2017.</li> </ul>	<p>Ms Hlungwani DAFF</p>

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10.15.	Sectoral Colleges	<ul style="list-style-type: none"> <li>❖ Ms Modise said the sectoral college people did not attend the meeting.</li> <li>❖ She stated that what DAFF was doing since last NATCCIM, they completed server, router and switches at specific sectoral colleges.</li> <li>❖ Data and systems migration has been completed at Fort Cox College of Agriculture and Forestry at Eastern Cape Province and Glen College of Agriculture at Free State Province.</li> <li>❖ The two colleges in Limpopo, Madzivhandila and Tompi Seleka Colleges of Agriculture, could not be migrated to the new server solution due to budget cuts in the previous financial year. They are planned to be moved in the current financial year.</li> <li>❖ The solution at Taung College of Agriculture in North West Province will be moved to another college in Kwa-Zulu Natal Province as the college has no intention of using it.</li> <li>❖ The colleges were moved from Agriculture to somewhere else, there is no new information, they are still part of Agriculture till further notice.</li> <li>❖ The Mpumalanga College was incorporated with the university.</li>   <li>❖ Mr Senamela asked what happens if they do not use infrastructure. Ms Modise said they have old infrastructure but they are not using it, they will have challenges in future. They will move equipment to another college that will use it (otherwise it is wasteful expenditure).</li> </ul>	
11.	General / Closing Remarks	<ul style="list-style-type: none"> <li>❖ Mr Huysamer thanked everyone for participating. He said they missed Mr Weir-Smith's contribution and knowledge.</li> <li>❖ Ms Vermaak thanked Mr Huysamer for his chairpersonship.</li> <li>❖ She also thanked the NAMC for hosting the NATCCIM meeting.</li> </ul>	
12.	Proposed dates and venues for future meetings for 2016	<ul style="list-style-type: none"> <li>❖ Proposed dates and venues for future meetings: <ul style="list-style-type: none"> <li>○ 16 &amp; 17 August 2017 – Kwazulu-Natal (Kwazulu-Natal has confirmed that it is acceptable);</li> <li>○ 15 &amp; 16 November 2017 – Limpopo. Limpopo still has to confirm, otherwise at Northern Cape or Eastern Cape.</li> <li>○ 16 &amp; 17 May 2018 – Pretoria.</li> </ul> </li> </ul>	
13.	Closure & Adjournment	<ul style="list-style-type: none"> <li>❖ The Chairperson thanked the NAMC for their efforts with arranging the venue and the refreshments.</li> <li>❖ The chairperson also thanked everyone for their attendance.</li> <li>❖ The meeting closed at 12:00.</li> </ul>	

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

  
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Secretariat  
  
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Date:   
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Chairperson  
  
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Date:   
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