agriculture,
forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

Minutes of the National Coordinating Committee for Information Management (NATCCIM) Meeting
Held on 16 - 17 November 2017 at The Reef Hotel, 58 Anderson Street, Marshalltown, Johannesburg

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
1.	**Opening and Welcome**	❖ Ms Sehoole welcomed everyone to NATCCIM. She said the: Department of Agriculture, Forestry & Fisheries (DAFF) CIO-office requested additional budget but this was again not approved. The Agricultural Information Management System (AIMS) meeting between DAFF and National Agricultural Marketing Council (NAMC) was again postponed / cancelled. ❖ Mr Mike Malema welcomed everyone on behalf of Gauteng Department of Agriculture and Rural Development (GDARD). ❖ The chairperson, Mr Jimmy Weir-Smith, also welcomed everyone to the meeting.	
2.	**Attendance**		
2.1.	Present at meeting	❖ Mr Jimmy Weir-Smith (DAFF D:ICT Service Strategy & Systems) – Chairperson ❖ Mr Mike Malema - Gauteng Department of Agriculture and Rural Development (GDARD) ❖ Ms PT Sehoole – DAFF (Chief Information Officer) ❖ Mr Floris Huysamer - Western Cape Department of Agriculture (DoA) ❖ Mr Johann Diener - Western Cape DoA ❖ Mr Pieter Meyer - North West Department of Rural, Environment and Agricultural Development (READ) ❖ Mr Mike Chauke – Limpopo Department of Agriculture ❖ Mr Hlawulani Alpha Sibisi – Mpumalanga Department of Agriculture, Rural Development & Land Administration (DARDLA) ❖ Mr Nhlanhla Xhakaza – Kwazulu Natal Department of Agriculture & Environmental Affairs	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		❖ Mr Terence Cupido - Perishable Products Export Control Board (PPECB)	
		❖ Mr Douw Nel - Agricultural Research Council (ARC)	
		❖ Mr Adolf Nkuna - State Information Technology Agency (SITA)	
		❖ Ms Maida Boois – DAFF (Director: ICT Service Strategy & Systems)	
		❖ Mr Walter Kapeng Morobe – DAFF (Directorate: Climate Change & Disaster Management)	
		❖ Ms Alta Vermaak – DAFF (Directorate: ICT Service Delivery & Operations)	
		❖ Ms Thea Pinkham – DAFF (Directorate: ICT SDO) – Secretariat	
		❖ Ms Katisha Tepanyika – DAFF (Directorate: ICT SDO)	
		❖ Ms Nthabiseng Malaka – DAFF (Directorate: Programme Development & Support)	
		❖ Mr Marc Leroy – GDARD	
		❖ Mr Mandla Mathebula. – GDARD	
		❖ Ms Mamidi Lamola – GDARD	
2.2.	Apologies received	❖ Ms Xoliswa Skondo – Eastern Cape Department of Rural Development and Agrarian Reform	
		❖ Ms Canddy Hlungwani – Department of Agriculture, Forestry & Fisheries (DAFF) (Director: ICT Service Delivery & Operations)	
		❖ Mr Ephraim Senamela – DAFF (Acting Director: Knowledge & Information Management)	
		❖ Mr Modiketse Tshehla – DAFF (Directorate: ICT SSS)	
		❖ Mr Samuel Mothoane – DAFF (Directorate: ICT SDO)	
		❖ Ms Moipone Modise – DAFF (Directorate: ICT SSS)	
3.	**Personalia**	❖ Mr Chauke informed the meeting that Mr Shalom Nevhutanda had resigned.	
4.	**Finalisation of Agenda**	❖ Items added: Submission to MinTECH requesting that NATCCIM may provide inputs on spending of CASP ICT funding – see paragraph 9.1 below.	
5.	**Minutes of the previous meeting**		
5.1.	Approval of the Minutes	❖ The minutes of the previous meeting, held on 16 – 17 August 2017, were approved ❖ Use correct name of the Gauteng system. ❖ Page 16, no 12, change 2016 to 2018.	

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5.2.	Matters arising from the previous Minutes:		
5.2.1	DR Implementation Plans	❖ *A request was made for all NATCCIM members' DR Implementation Plans to be made available for circulation.*	
5.2.2	Way forward on Governance / Processes, MSP and Infrastructure	❖ *Mr Huysamer previously suggested that if someone has an innovative idea, they should write a one pager and send it to the NATCCIM secretariat to discuss the initiatives identified during November 2016 three workgroups (i.e. Governance / Processes, MSP, Infrastructure), suggesting on a way to take it forwards.* ❖ Ms Maida Boois suggested that they identify one task for NATCCIM for the following year. ❖ Mr Weir-Smith will send everyone an article about performance audit. He suggested that they do not discuss MPAT since DPSA, DTPS & DME are still working on it. ❖ Mr Sibisi suggested they look at affecting HOD's via Mintech. He said they have to make an impact, because currently there are no cooperation between provinces and national. It will be better if NATCCIM can agree on the requirements and then everyone can move forward together. The meeting agreed with this suggestion. ❖ Ms Sehoole said she agreed with suggestion. She said they should do Submission that the Minister should attend the May NATCCIM. She said there is a need to commitment for funding for MSP, and the most recent DAFF CIO request for funding was shelved again. ❖ Mr Sibisi asked Ms Sehoole to check Comprehensive Agricultural Support Package (CASP) money that goes to provinces and is earmarked for ICT, that it be requested provinces ICT staff to give inputs on what should be done, not only CASP staff. CASP money should be channelled to the priority projects so that provinces are be able to use the CASP money wisely, strategically. ❖ Mr Weir-Smith said DAFF and ICT has no say in what happens with CASP money. Mr Sibisi asked about what legislation, Mr Huysamer replied it is the DORA (i.e. Division of Revenue Act, 2003), where certain responsibilities are identified. He said every province submits a CASP plan, which is accepted for each pillar of the CASP project, or if not then suggestions are made to improve the project. He suggested that ICT should try to get onto the NAP panel to influence the Plans. Ms Sehoole will talk to Ms Mashisa to influence pre-NAP & NAP. ❖ Ms Sehoole said the resolution of NATCCIM is that provinces should participate in national panel to have input on CASP funding as they address the ICT Pillar in support of CASP to ensure efficiently assist black farmers. There should be a submission to DG so that this could be implemented. ❖ Mr Huysamer said NATCCIM agrees that CASP is there to support farmers and ICT support should be how to 'settle farmers'. He said he thinks the CASP plans have already been	Mr Weir-Smith (DAFF) NATCCIM secretariat

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		submitted for the 2018/19 year, but NATCCIM should plan how to influence plans for 2019/20. ❖ Mr Huysamer said the budget allocated is based on a formula, then the province compiles plans based on the available budget. ❖ Mr Huysamer said there are inefficiencies because the Pillars are fixed, what if they do not have a need for the specific Pillar (like ICT), so they could waste money like buying laptops when previous equipment is still functioning. ❖ Mr Xhakaza said that this CASP money creates two IT sections within a department, because there are those supporting the CASP / extension officials and then those supporting the rest of the department, and this causes confusion. ❖ Mr Morobe said they participate in the CASP NAP forum. He once raised the issue of buying 3G's when they do not work in all areas. He suggested that ICT request to attend the meeting; he said most of the people are the extension people from district and provincial level. ❖ Mr Weir-Smith said we can't approach CASP raising it as an IT issue, we have to go and address it as a business problem and indicate how they use their own (CASP) money.	
5.2.3	SITA - redundancy	❖ How do we address the apparent lack of redundancy of lines in the provinces as discussed at the previous NATCCIM. ❖ This was not discussed.	
5.2.4	Terms of Reference of NATCCIM	❖ As the ToR of NATCCIM has been approved by the committee it would need to be signed by DAFF CIO.	Ms. Sehoole
5.2.5	National Treasury Telkom directive & new tariffs from April 2017	❖ *Ms Hlungwani will e-mail Treasury Telkom directive & new tariffs from April 2017to NATCCIM members including Annexure A1.* ❖ This was not discussed.	
5.2.6	Gauteng Employee Self Service (ESS)	❖ *Mr Malema (GP) will find out the costs of the system and services. If they have November NATCCIM at Gauteng, they will be able to give a demonstration.* ❖ This system was presented to NATCCIM – refer to paragraph 6.2 below.	
5.2.7	Gauteng permit system	❖ Progress on this system. ❖ The Gauteng Environmental Impact Assessment system was presented to NATCCIM – refer to paragraph 6.1 below.	
5.2.8	Import Export System (ISODA)	❖ *All documentation discussed with SARS and Home affairs be resent by Mr. Weir-Smith.*	

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	and Border Management Agency	❖ Refer to paragraph 7.5 below.	
5.2.9	ECM	❖ NATCCIM draft something for MinTech in this regard to ensure standardisation, economies of scale ❖ This was not discussed.	
5.2.10	Laboratory Information Management System (LIMS)	❖ *Inputs from provinces to this draft submission are awaited.* ❖ See LIMS discussion in paragraph 7.4 below.	
6.	**Presentations**		
6.1.	Gauteng Environmental Impact Assessment (EIA)	❖ Mr Marc Leroy from Gauteng gave the presentation. ❖ Mr Weir-Smith said this system allows an Environmental Impact Assessment (EIA) to be done in 90 days. ❖ There is an Online Submission System to submit online EIA. The process went from 24 months in 2011, now 60 days, and they aim for 30 days in 2019. ❖ Allow EIA submission via internet (not mandatory to submit electronically), needs a hard copy Application Form because need oath. ❖ It took two years to develop the system. The project highlighted the importance of documenting the business processes. ❖ Also allowed 12 months maintenance to allow for identifying and fixing bugs. ❖ Intellectual Property (IP) belongs to the Department. ❖ Mr Nkuna stated that SITA has online platform that could be shared by different departments. Mr Nkuna said that ECT Act allows for digital signature. ❖ Mr Leroy responded that this was done GDARD; there is also another system on national level, that they may develop together or integrate, because they want to end up with a national system. ❖ Mr Weir-Smith indicated that such projects is one reason for NATCCIM to work together. SITA is also trying to reduce duplication. He said there is a lot of lost opportunities and wasted funds due to time delays in government. ❖ Mr Weir-Smith said the impact of this system on industry is huge, it can reduce a lot of problems. ❖ Ms Boois said that during ECM project one of the deliveries was class 3 security certificate, but her experience is it cannot be done at this time. Mr Nkuna said there is provision that it can be done by certain authorities, but not by SITA. ❖ Mr Huysamer said Western Cape have floods and droughts. He said with floods there are EIA and it has to be expedited. It is important that the system belongs to the department; therefore	

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		there can be arrangements to work together. He said there are interim arrangements but there are gaps.	
		❖ Mr Leroy said in terms of ELIMA certain things can be done for floods. During floods the still have to do EIA for rivers that have to be approved by relevant department.	
		❖ Mr Leroy said system makes it easier to submit, it does not reduce timeframes of actual work. EIA has to be done in the beginning of the project, not after everything is done.	
		❖ Mr Weir-Smith said it would be good if they can talk/present to Natural Resources workgroup in Pretoria.	GDARD
		❖ Ms Sehoole said there should be a way forward with time lines to try to action, and timelines for meeting between Gauteng and other departments (like Environmental Affairs, Science & Technology).	GDARD
6.2.	Gauteng Employee Self Service (ESS)	❖ Mr Mike Malema said that this is a provincial system, they now have a six year contract for SAP. This system was customised for the whole province; it is a general application that caters for things like sick leave. HR rolled this out fully into the department; they no longer use hard copy leave applications. The Premier of Gauteng said their department has 100% uptake of the system, which is the highest in the province.	
		❖ Mr Mandla Mathebula gave a presentation.	
		❖ The system caters for Leave, Overtime Claims, Online management facilities (i.e. performance appraisals and annual assessments), leave and leave credits, payslips, IRP5, team calendar, allowance claims.	
		❖ Someone can attach documents like a doctor's certificate	
		❖ Mr Malema said there is a payroll verification that has to be accepted before the salary payment is done.	
		❖ Employees can print their own IRP5 certificates.	
		❖ Team calendar is used for leave planning of whole section.	
		❖ There is a process for termination, e.g. notice of resignation, retirement, expiry of contract.	
		❖ It includes HR Letters, e.g. response to bursary application, appraisals, etc.	
		❖ Performance appraisals include Performance Contract, Quarterly review, and Annual Assessment.	
		❖ Ms Sehoole asked how they managed to get HR involved, because at DAFF the HR is very sceptical. Ms Nthabiseng Malaka said subordinates are linked to supervisors, what happens if supervisor is on leave. Mr Nkuna asked if they are using SSL for logging in for security.	
		❖ Mr Malema said this was provincial initiative. The advantage is that their HR manager was part of customising this system so he was passionate about it and their IT team was also very	

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		proactive with doing training and hand-holding if assistance is needed, focussed training and induction was also done. The system is very user-friendly; therefore there was buy-in and uptake done, and the HOD gave instruction for cut-off date for manual submissions. ❖ Termination has to be initiated by HR not by officials, so one person cannot terminate someone else. There are role-based controls, e.g. according to a person's level, persons gets access rights to specific functions, based on their area of work. Administered on monthly basis. User Access Policy is applied based on HR Exit reports etc., and can be set as active, inactive (e.g. maternity leave), etc. ❖ A supervisor may nominate someone else when they are not going to be at the office. The system sends e-mail if there are leave applications. If leave is not approved within specific timeframes, the system escalates it to HR. ❖ Mr Malema said system runs on provincial domain; they have outsourced the security e.g. provincial firewall level. Mr Nkuna will talk to them off-line. ❖ Ms Vermaak asked about bandwidth. Mr Malema said Gauteng uses broadband; there is no problem with bandwidth. They use 100Megabytes and can be more up to 1 gig. They do system prioritisation on their bandwidth. ❖ Mr Meyer asked about costs. Mr Malema said it was a provincial contract, each department contributed R150,000 per year, economies of scale applies. It gets very expensive for customisation of project management framework and it was over R5 million but they are still struggling to get it done.	Mr Nkuna & GDARD
7.	**MSP Coordinated Projects**		
7.1.	Agricultural Information Management System (AIMS)	❖ NATCCIM noted with concern the lack of feedback on AIMS. ❖ This should be mentioned in the submission DG Submission to Mintech.	NATCCIM Secretariat
7.2.	Sectoral Colleges & SANREN	❖ Not discussed.	
7.3.	Disaster & Risk Management System	❖ Mr Morobe said he is confused by the DAFF report, he does not want to tell provinces to use 3G. ❖ They want to finalise system issues by March 2018, they trained officials and it was train-the-trainer concept where they were supposed to train others, they are still using test data. They are a few months behind with testing due to SITA connectivity issues etc. ❖ They identified pilot sites, and he visited Springbok. ❖ The system has to be used, otherwise there is nothing that CCDM can do to assist farmers in times of disaster. ❖ Western Cape is a major area because they have continuous problems with floods and drought.	

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		❖ They have a contract with the contractor, Computer Foundation but with limited budget for support. ❖ Ms Boois said the main problem with connectivity for provinces is to link the system to SITA. There is a similar problem at Fisheries, security advised that something must be done on firewall and this could influence transversal systems. She said there are discussions on how to resolve problems. ❖ Mr Weir-Smith said the configuration issues have to be resolved because advice between DAFF ICT and the service provider (Computer Foundation) are different. If DAFF ICT cannot resolve the matter then the service provider has to be paid. ❖ Mr Nkuna asked which sites are giving problems; Mr Weir-Smith and Ms Boois responded that it is all provinces on the SITA network who are trying to connect to DAFF. ❖ Mr Weir-Smith said the 3G is an interim solution till all the other problems could be resolved within a couple of months. ❖ Mr Morobe said there is a court case against the Department about farmers not receiving support from DAFF; he said the problem is there is no comprehensive farmer register at DAFF. ❖ Ms Sehoole said she has noted the frustrations; there will be a meeting with their chief director to decide on the way forward.	Ms Boois & Mr Morobe
7.4.	Laboratory Information Management System (LIMS)	❖ Mr Weir-Smith said they hoped to get inputs from provinces on LIMS at the NATCCIM and via the emails that had been sent out prior to the meeting. ❖ Mr Weir-Smith stated that a proper LIMS systems needs international accreditation. ❖ Mr Weir-Smith said there is a cost implication of changing to another system, because all the laboratory equipment have to be integrated with the system, people will need to be trained in specific software. ❖ Ms Vermaak said DAFF previously paid for all the LIMS systems before but they no longer have the funds. Only a few laboratories continued using the LIMS after DAFF stopped paying. She said a laboratory system will be required for the future import export system to work. ❖ Mr Huysamer asked what the problem is. Mr Weir-Smith said DAFF paid licenses for all the laboratories, on condition that laboratories provide results to DAFF. The laboratories never provided results to DAFF. Due to budget constraints, DAFF no longer pays the licenses. He said the implication of not paying these licenses jeopardises all the agricultural exports. ❖ Ms Vermaak said that if some provinces paid, there would be penalty clauses. If no-one paid, they may need to pay the full purchase price of the licenses. ❖ Mr Sibisi asked for a breakdown of costs per province, he said they should decide where the system reside.	

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		❖ Mr Weir-Smith said the software was renewed until 2014. Currently there are 3 options, Submission to go back to Labware and pay outstanding costs, go to new laboratory software, or use ARC new tender and use same software that they will decide on. In the meantime everyone should maintain the current software, currently if there are any problems they cannot get any support. ❖ Mr Weir-Smith will send out the Submission to get inputs. Ms Vermaak said on process level, if DAFF coordinate the process, there should be SLA with provinces to decide how provinces will pay or transfer funds, she said if not all the provinces participate, they will no longer qualify for discounts. ❖ Mr Huysamer said there is an inter-departmental claim process, so there should not be a problem with the transfer of funds, it will depend on negotiations with the service provider.	Mr Weir-Smith
7.5.	Import Export System (ISODA) and Border Management Agency	❖ Mr Weir-Smith said they will continue to work with industry due to delays with the SARS project. If there is no system by March 2019, South-Africa will not be allowed to import or export anything.	
7.6.	Electronic Document Management System (EDMS) / Enterprise Content Management (ECM) / Fisheries	❖ Ms Boois said their EDMS is done on Alfresco and developed by SITA. They received good inputs from management within the Fisheries branch at DAFF. They are doing a Change Management process and working with Communications, and they have a working group that will champion the solution and ensure training. ❖ There are challenges with signature pads currently used by DAFF that could not be integrated; for now they have decided not to have signature pads. SITA could not provide Class 3 Signature certificate, this will require another service provider so this requirement will stand over to the next financial year. ❖ SITA worked from Centurion, there was a problem to access the service and it had to be reinstalled. They had to wait for licenses for Red Hat. Services could only start working this recently. ❖ Project to be finalised March 2018.	
8.	**Governance**		
8.1.	Government Information Technology Officer (GITO) Council Matters	❖ Not discussed.	
9.	**New Matters**		

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9.1.	Submission to MinTECH requesting that NATCCIM may provide inputs on spending of CASP ICT funding	❖ Mr Weir-Smith compiled a draft Submission to MinTECH (Intergovernmental Forum for Ministerial Technical Committee) requesting that NATCCIM may provide inputs on spending of the CASP (Comprehensive Agricultural Support Programme) ICT funding. ❖ NATCCIM members provided inputs on how to change the Submission. ❖ It was decided to focus on the role of NATCCIM as governance of CASP of the ICT pillar. Via NATCCIM get buy-in from all the departments. ❖ It was suggested that DAFF should request the Auditor General to audit CASP. ❖ It was stated that there is a need to identify information requirements of farmers in terms of what can be provided. They should empower farmers to use technology, but this requires information, need to be able to guide farmers on what information is available via technology. ❖ Mr Morobe suggested that NATCCIM members "sell themselves" to Extension officers committees as ICT experts and to inform them of what can be done. ❖ Mike Malema said maybe the biggest need could be to create a network to connect farmers, otherwise the technologies cannot be utilised. ❖ Mr Mike Chauke said extension officers buy laptops, but that it is not used effectively. ❖ Mr Huysamer said they are under pressure to spend money and they need to motivate why they spend / do not spend money. He said it will have to be a collaborative effort over a few years. ❖ Mr Mike Malema said money is spent but it is spent on irrelevant technologies, ICT needs to know what the extension officers needs are. ❖ The current CASP ICT procurement do not fit into ICT Strategy of Province or DAFF. It also does not meet requirements of governance. ❖ It was stated that the Submission which has to be drafted has to go to the relevant structure / committee, Mr Weir-Smith said he would talk to the DAFF secretariat Ms Elza Marshall and Mr Louwrens Theron for advice. ❖ Mr Nkuna suggested that since AG asked for DAFF IT attendance at EXCO, the CIO could mention NATCCIM and various projects like CASP. Mr Huysamer said in terms of audit findings, Governance, MPAT etc., there has to be a standing point of ICT on EXCO meeting. ❖ NATCCIM should provide inputs to Mintech, why is this not happening? ❖ It was stated that the Submission should go to DAFF DITC & Mintech. ❖ Mr Nkuna suggested that they consolidate the As-Is situation versus with the to-be, along with challenges with expenditure. ❖ Ms Vermaak said that they need to compile draft Submission and send it to NATCCIM members to provide inputs.	DAFF Mr Weir-Smith
10.	**Feedback from different**		

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	departments & organizations		
10.1.	Department of Agriculture, Forestry & Fisheries (DAFF) - national	❖ Ms Maida Boois gave the report. ❖ Mr Sibisi asked about bandwidth upgrades whether they cater for the requirements for the Disaster Risk Management System. Ms Vermaak said they will have an off-line discussion to identify which offices will use the system. She said currently only Western Cape and Free-State are still using data lines to agrinet. DAFF requested quote from Telkom to upgrade the data line to SITA. Mr Weir-Smith said most of the lines from Provinces to SITA are too small. Ms Vermaak said communication is important because any system implemented has an impact on the required network bandwidth as well as required storage on servers. ❖ Mr Morobe asked about timeframes because he is travelling around for this system. ❖ Ms Vermaak said Telkom has a freeze period till first week in December; they will need to have a discussion. She said Telkom has planning and implementation phases, and it depends on fibre availability, for instance Telkom took 7 – 9 months to upgrade the four main sites at DAFF. ❖ Mr Weir-Smith suggested that Mr. Morobe and the Disaster Management System should use 3G as an interim measure. ❖ Mr Nkuna asked DAFF to consider getting a new architecture for new applications implemented and to look at the design. ❖ Mr Cupido (PPECB) said they use another way via a web service. ❖ MrCupido asked about the import export initiatives with FruitSA, Mr Weir-Smith said he should talk to Mr Phoku at DAFF. ❖ Mr Sibisi said if the MSP is not funded, how are provinces expected to submit reports (like farmer register) to this platform, it won't work if there is no funds. He said they are paying Excaliber R1 million for digital pens, and the information comes back to DAFF platform, but they need funds to do it. North West said it is a provincial issue, because each province handles issues differently. Mr Sibisi said he is talking about the DAFF platform and funding for DAFF MSP. He said provinces have nice systems, but it must be communicated to DAFF, they need a DAFF platform that works! They need systems to run on the equipment that they purchase. ❖ Ms Boois said provinces can fund links into DAFF, Mr Sibisi said the problem is the platform is not strong, it will not work. DAFF has internal clients which are their focus; provinces are DAFF's external stakeholders. ❖ Ms Sehoole said that as resolution, the MSP should be recommended this as a project. ❖ Kwazulu-Natal said they keep postponing standardisation. He thinks they should present whole MSP, so that we all can see what other provinces have in MSP. ❖ Mr Huysamer said there are different priorities in provinces; budget is cut due to lack of funds	Mr Morobe & Ms Vermaak

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		from SARS / National Treasury. He says it requires special wisdom to decide what needs to be done, because it will imply something else will not be done if IT takes the budget. He said it will require a strategic session. He said it is a tough situation and it will not change overnight. He said IT is fighting against a lot of other needs, and other things (like animal diseases) which are visible and IT is not visible. ❖ North West agreed, it may be that their strategic plan has to link to the provincial strategic plan not the DAFF strategic plan. There could be provinces that link to DAFF and their strategic plans may align to the DAFF strategic plan. ❖ Mr Sibisi said it is going to get worse, so they need to come up with solutions, and need to say how IT can contribute. ❖ Mr Weir-Smith said Submission to Mintech should indicate an opportunity to reduce duplication. He suggested a working meeting in the new year to identify the Strategic focus areas for ICT.	
10.2.	Gauteng	❖ Mr Mike Malema gave the report. ❖ Mr Nkuna said SITA is using Bcx (Telkom) cloud, they have some customers using it. ❖ Ms Sehoole asked if they had a digitisation strategy that is focused on their department; since their Office 365 is 25% implemented – how do they do their backups and ICT DRP; MPAT 1.6 (withdrawn); do they use the Telkom Bcx cloud or own cloud; for security do have communication strategy; and do they have a decommissioning policy. ❖ Mr Malema said they have a provincial E-Gov Strategy, each department have a public facing application. They are rolling out Office 365, information is store on desktop level, they still have to resolve cloud issues. For DRP they have a contract with Telkom (Bcx), they are currently doing a test & recovery, which is done bi-annually. They do communicate about IT security, but maybe not enough, he decided to give presentations at general staff meetings etc. They do not have a decommissioning policy, but they specify how long computers should be used and how it should be cleaned. They are creating a requirement to get network plugin to see network performance. ❖ Ms Pinkham asked which Microsoft contract they used, he replied they use the provincial contract with Microsoft not the contract via National Treasury.	
10.3.	Mpumalanga	❖ Mr Hlawulani Sibisi gave the report. ❖ There were no questions.	
10.4.	Eastern Cape	❖ Not present and no report received.	

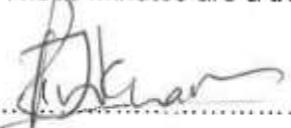| ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
10.5.	Kwazulu-Natal	❖ Mr Nhlanhla Xhakaza gave the report. ❖ Ms Sehoole commented that BCP is creeping into ICT space, suggested it be discussed at next NATCCIM about where this should belong. ❖ Ms Boois asked about new projects for ECM & timelines. He replied that the ECM will be over three years and they are only doing groundwork now. The automation process zoomed into Leave & Fleet Management as priority for this financial year. ❖ Mr Nkuna commented on Sharepoint resources, he suggested they use SITA transversal contract 1183 to obtain resources, and he asked how they are contracted with Microsoft. He said they also talk directly to Microsoft via LAR and using 1183 – to take discussion off-line. ❖ They have sites with 1MG, busy upgrading to fibre and they are on the SITA VPN.	
10.6.	Western Cape	❖ Mr Johann Diener gave the report. ❖ Mr Weir-Smith and Ms Sehoole thanked Western Cape with assisting DAFF with their wireless installations. ❖ Ms Sehoole asked about Lync integration to Skype, how do they handle security; and whether they have their own conferencing facilities. Mr Diener said they have two firewalls at ISP at entry to wireless network and demilitirised zone to server room, which plug into security device with security policies setup. They have not had any attacks up to now. On Skype runs via 40MB gate network, each invited client is accompanied by a certificate, they bought seven certificates (e.g. voice, video conferencing), so they use relevant certificates. They bought security certificate via Datacentrix. ❖ Mr Diener stated that one of their new innovations is a drone that the research people are busy with. Mr Huysamer said they create the environment, but the research environment does the innovation. He said everyone will be surprised by how much technology farmers know and use.	
10.7.	Limpopo	❖ Mr Mike Chauke gave the report. ❖ The MyInfo system is similar to SAP system, it was developed in-house to update personnel information. ❖ Mr Nkuna stated SITA and Sentech started a project for broadband, they have identified 53 key areas with connectivity problems, it is a 5 year project focusing on rural areas, and the tender should start March 2018. ❖ Mr Nkuna asked whether their Microsoft renewal was done via the National Treasury contract,	

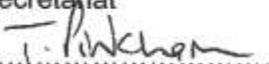| ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		Mr Chauke said that yes it was. Mr Nkuna said SITA's role is to make sure the discounts are implemented. ❖ Mr Xhakaza asked about sites with fibre for metro-internet, whether they anticipate changes in invoicing from SITA. He replied there will not be any changes in invoices, fibre is cheaper than copper. ❖ Mr Morobe commented that Namaqua-area is one of their target areas for the disaster system.	
10.8.	North West	❖ Mr Pieter Meyer gave the presentation. ❖ Mr. Meyer confirmed that they have a SLA with the Office of the Premier. He said they do not pay for the SLA, and the Office of the Premier is their service provider for example for e-mail. ❖ Ms Boois asked about the system for bio-diversity, he said there are requirements for moving animals in and out of a province, especially for wildlife. ❖ To share documents provided.	
10.9.	Free-State	❖ Not present and no report received.	
10.10.	Northern Cape	❖ Not present and no report received.	
10.11.	State Information Technology Agency (SITA)	❖ Mr Adolf Nkuna gave a report. ❖ ❖ Mr Nkuna said they had a successful Govtech. They clustered government. SITA's structure is under review, will focus on government clusters. ❖ GCommerce: Mr Nkuna was appointed as SITA champion. GCommerce at National Treasury (NT) host transversal tenders, it is hosted at NT. SITA is doing their own implementation of GCommerce, the rest of government should start using GCommerce in April 2018. There are challenges with GCommerce system with transversal tenders. It is integrated system with Central Supplier Database (CSD), E-Auctions, Buy-Site (to buy Microsoft) etc. There is a model for Transversal Sourcing Procurement (previously SITA E-Procurement). ❖ Government is struggling to buy via GCommerce. Treasury bought the Intenda system, now they want SITA to manage Intenda. ❖ SITA estimates it will take about five years to implement gCommerce across the whole government (including intended training). ❖ Limpopo said this is very frustrating, they were instructed to use gCommerce but it is not working.	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		❖ Regarding the extension of the transversal contracts 2003 (servers) and 1183 (IT services), Mr Nkuna said they still need approvals from DPSA and DTPS. ❖ Mpumalanga said that SITA wrote a letter to say certain tenders were withdrawn, may follow internal procurement processes. ❖ Ms Pinkham said DAFF obtained NT approval to follow procurement process because GCommerce does not work. ❖ Limpopo asked an example of Submission to request approval for this. ❖ Ms Sehoole said it is important that departments share how they resolved their problems so that other departments may follow the same route. ❖ Ms Vermaak asked about new SITA contract for network equipment, whether it is transversal. Mr Nkuna said it is transversal; bids are in process to be awarded, to check SITA websites. ❖ It was stated that a department has right to standardise on specific brand / product. ❖ Mr Nkuna said SITA allows departments to grant approval for brand-specific procurement. He said in the past SITA was taken to court and had to cancel a contract, because a product was left out. He said a department motivates for brand-specific, it must make sense, it must not be ambiguous.	NATCCIM secretariat
10.12.	Perishable Products Export Control Board (PPECB)	❖ Mr Terence Cupido gave the report. ❖ PPECB uses Microsoft Web Application Proxy used with a security certificate that secures applications. ❖ They have done DR between 2 offices in Montagu Gardens that are 11 km apart. Mr Huysamer said best practice should be 50km apart,(suggested that this be taken off-line). ❖ Ms Boois asked about lessons learned with data clean-ups. He replied that they were forced to standardise between what they were doing and what industry was doing to end up with a single source of data, so everyone will get information from them. They did it themselves. ❖ Mr Weir-Smith asked how many inspectors they have, he said it depends on the season, but about 700 including temporary inpsectors. ❖ Mr Weir-Smith indicated that DAFF SCM told D:Inspection Services not to buy tablets but will buy laptops with detachable screens. Mr Huysamer said to look at functionality needed. Mr Cupidio said they decided to use tablets, tablet is a high risk item, but they want to redevelop Titan in-house to work on tablet and also work on a cell phone. Mr Nel also agreed that it is based on functionality, those that have tablets do not get notebooks etc. Mr Meyer asked what is role of ICT in compiling ICT policy, Ms Boois asked which policy and she said the detachable laptops are even more high risk.	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		❖ Mr Huysamer said they use SITA contracts and they buy what is needed for specific jobs, functionality is the key issue. The rule is an official only gets one device. ❖ Mr Nkuna asked whether DAFF has Mobile Device Policy, Mr Weir-Smith indicated that DAFF does not presently subscribe to RT15, and Mobile Device Policy is subject to SCM Policy and a tablet regarded a very high-risk item abd therefore DAFF cannot buy tablets. ❖ Ms Boois said for DAFF ICT Policy does not recommend detachable devices either. ❖ Mr Nel suggested that they re-evaluable risk, because tablet is cheaper and store less data. ❖ Mr Meyer said SCM should not have so much power, tools of trade should be motivated by job requirements. ❖ Mr Huysamer said there are general best practices, their SCM has to apply the rules (like 3 quotes), SCM is not knowledgeable about other areas like engineering, ICT, veterinarian services, etc., therefore technical people make recommendation, and this goes with Requisition. ❖ Mr Nel said to read PFMA to do right thing, motivate why you require something. He said at GovTec they complained that National Treasury etc. prescribes what to procure.	
10.13.	National Agricultural Marketing Council (NAMC)	❖ Not present – no report.	
10.14.	Agricultural Research Council (ARC)	❖ Mr Douw Nel gave the report. ❖ They finalised the requirements for the Laboratory Information Management System (LIMS). ❖ Their main focus currently is on cost saving. ❖ Ms Vermaak said they asked Telkom for investigation at GADI (Middelburg Eastern Cape), she said they should also do it. ❖ Ms Vermaak reminded everyone about system list, asked that new systems be shared. ❖ Mr Weir-Smith requested that it be a requirement that DAFF and the provinces be allowed to participate in this contract which could reduce costs and delays.	All NATCCIM members
10.15.	Sectoral Colleges	❖ Not present and no report received. ❖ Ms Vermaak said DAFF was at Limpopo and they will be going to Tompi Seleke, will also be going to Taung and Empangeni (Richardsbay). ❖ Mr Xhakaza said they delivered server in Kwazulu-Natal the previous day.	
11.	**General / Closing Remarks**	❖ Mr Nkuna requested that everyone share their new initiatives so that departments can use the same solutions. ❖ Ms Sehoole commented that it was a very interactive and useful session.	

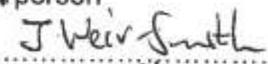| ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
12.	**Proposed dates and venues for future meetings for 2016**	❖ Proposed dates and venues for future meetings: o January or February - what about workgroup for strategic issues. Mr Malema said it is not a good idea, he suggested to have the May meeting for a longer period, maybe 2 ½ days in May. Mr Malema suggested to identify common issues for provincial strategies. Ms Vermaak said that they should provide plans in advance, maybe end January. o 15 - 17 May 2018 – DAFF Pretoria. o 15 & 16 August 2018 – Eastern Cape o 14 & 15 November 2018 – maybe Northern Cape. Ms Boois asked whether this could rather be done in December because November is very busy, Mr Weir-Smith said usually after 4 December people are not available.	
13.	**Closure & Adjournment**	❖ The Chairperson thanked Gauteng ❖ The chairperson also thanked everyone for their attendance. ❖ Gauteng thanked everyone for attending the meeting, she hoped everyone enjoyed visiting Johannesburg. She wished everyone a happy festive season. ❖ The meeting closed at 13:10.	

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

Secretariat
T. Pincham
Date: 9/5/2018

Chairperson
J Weir-Smith
Date: 9 May 2018