![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 August 2017 at Vodacom (Pty) Ltd Offices, Umhlanga, Kwazulu-Natal

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
1.	**Opening and Welcome**	❖ The chairperson, Mr Jimmy Weir-Smith, welcomed everyone to the meeting. ❖ Ms Grace Mavundla, the Chief Director from Kwazulu-Natal welcomed everyone to Kwazulu-Natal on behalf the MEC and the province. She said they understand that ICT is a serious governance matter, and should deliver seriously & radically to the clients. They are very interested in Project Management, and AIMS, because it has been in pipeline for a long time. ❖ Ms Eleni Kwinana from Vodacom welcomed everyone to the Vodacom offices in Kwazulu-Natal. She said that in today's technology environment, companies have to be adaptable and be able to adapt to change, otherwise they become irrelevant. Vodacom chose agriculture because as a country we have land and skills to feed ourselves, but we are currently dependent on imports, S.A. should change this to use it's own resources to produce food and become a self-sustaining country. Vodacom has invested in infrastructure and can host service within country, they have good solutions for security, data & recovery, flexible computing solutions and enterprise solutions. Vodacom concentrates on specific industries like agriculture and have skilled resources to provide world-class solutions. ❖ There was a question about Vodacom's strategy for Disaster Recovery (DR) for cell phones/tablets. She said there are tools to wipe phones/tablets, and can replicate everything on phone in datacentres, which could be customised and are included in RT15 solutions. ❖ Ms Canddy Hlungwani asked about cloud if it abides by rules of South-African government rules, like replicate within country, to which she answered said yes.	
2.	**Attendance**		
2.1.	Present at meeting	❖ Mr Jimmy Weir-Smith (DAFF D:ICT Service Strategy & Systems) – Chairperson ❖ Mr Nhlanhla Xhakaza – Kwazulu Natal Department of Agriculture & Environmental Affairs	

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		❖ Mr Floris Huysamer - Western Cape Department of Agriculture (DoA)	
		❖ Mr Johann Diener - Western Cape DoA	
		❖ Mr Mike Malema - Gauteng Department of Agriculture and Rural Development (GDARD)	
		❖ Mr Shalom Nevhutanda - Limpopo Department of Agriculture	
		❖ Ms Xoliswa Skondo - Eastern Cape Department of Rural Development and Agrarian Reform	
		❖ Mr Pieter Meyer - North West Department of Rural, Environment and Agricultural Development (READ)	
		❖ Ms Susan Mosholi – Free State Department of Agriculture	
		❖ Mr Terence Cupido - Perishable Products Export Control Board (PPECB)	
		❖ Mr Douw Nel - Agricultural Research Council (ARC)	
		❖ Ms Canddy Hlungwani – Department of Agriculture, Forestry & Fisheries (DAFF) (Director: ICT Service Delivery & Operations)	
		❖ Ms Maida Boois – DAFF (Director: ICT Service Strategy & Systems)	
		❖ Mr Ephraim Senamela – DAFF (Acting Director: Knowledge & Information Management)	
		❖ Mr Walter Kapeng Morobe – DAFF (Directorate: Climate Change & Disaster Management)	
		❖ Mr Sekepe Motshana – DAFF (Directorate: Sectoral Colleges)	
		❖ Ms Pakama Matamo – DAFF (D:ICT SDO) - Secretariat	
		❖ Mr Modiketse Tshehla – DAFF (D:ICT SSS)	
		❖ Ms Katisha Tepanyika – DAFF (D:ICT SDO)	
		❖ Ms Thea Pinkham – DAFF (D:ICT SDO)	
2.2.	Apologies received	❖ Ms PT Sehoole – DAFF (Chief Information Officer)	
		❖ Mr Hlawulani Alpha Sibisi – Mpumalanga Department of Agriculture, Rural Development & Land Administration (DARDLA)	
		❖ Mr Mike Chauke – Limpopo Department of Agriculture	
		❖ Ms Alta Vermaak – DAFF (D:ICT SDO)	
		❖ Mr Samuel Mothoane – DAFF (D:ICT SDO)	
3.	**Personalia**	❖ None.	

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4.	**Finalisation of Agenda**	❖ Items added: None.	
5.	**Minutes of the previous meeting**		
5.1.	Approval of the Minutes	❖ The minutes of the previous meeting, held on 17 – 18 May 2017, were approved.	
5.2.	Matters arising from the previous Minutes:		
5.2.1	IFMS	❖ National Treasury did not respond to Ms Boois' queries. ❖ There was a presentation sent out to Portfolio Committee (presented at the Governance & Compliance meeting) in May 2017. ❖ Mr Weir-Smith said CIO's should warn MinTech etc. of pitfalls regarding the IFMS like technology requirements, and investment if timeframes IFMS is not implemented.	
5.2.2	Disposal policy of Eastern Cape	❖ Not discussed at DAFF DITC, matter was deferred. ❖ Matter to be removed Agenda.	
5.2.3	BCP	❖ Mr Huysamer asked whether NATCCIM members' DR Implementation Plans could be made available for circulation. ❖ The request was for the DR (IT part of BCP), but it would be better to obtain and circulate all documents. Ms Hlungwani said auditors are looking for DR Implementation Plan, they want to know what it looks like.	
5.2.4	e-Leave system	❖ Ms Hlungwani asked if you go onto RT15 Vodacom route, what happens at end of contract period, do rates go up?	
5.2.5	VSAT connection KA-Band	❖ Mpumalanga has a VSAT connection KA-Band and has tested it (using Sentech). It may be useful for the Proof of Concept (PoC) report to be circulated – Mr Sibisi to resend the report. ❖ Stand over till next meeting.	
5.2.6	Workgroups (Governance / Processes, MSP, Infrastructure) or need for separate meetings	❖ 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, regarding the workgroup outputs on a way to take it forwards. ❖ Ms Hlungwani said it was decided to only have working group(s) if there is a specific requirement. For example: to look at Disposal Policy, E-Leave, BCP, and SOP's, best practices, standards, policies.	

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5.2.7	SITA	❖ At the previous NATCCIM meeting, Mr Chauke (LP) said the SITA presentation was not the same information they received from their SITA provincial representative in a meeting the previous day, and there is no redundancy in Limpopo. Ms Hlungwani said SITA claimed there is full redundancy; provinces said this is not the case because if a line is down, there is no connection (i.e. no redundancy). ❖ Mr Huysamer stated that the gCommerce portal is not working for some officials / offices. He said it is a Treasury Regulation which does not allow one to choose a specific brand. He said National Treasury thinks everyone wants to do business with government, however their problem is that some of NT service providers are not interested in registering for the Central Supplier Database (CSD). ❖ He requested that all the gCommerce issues be referred to Mr Nkuna so that it could be actively addressed. Western Cape will distribute their list of SITA approved companies. ❖ 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 an export permit system, this is rather urgent because this is causing audit queries.	
5.2.8	Terms of Reference of NATCCIM	❖ 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. It was decided to confirm the acceptance of new Terms of Reference at the next NATCCIM meeting. ❖ Terms of Reference circulated with the Agenda of this meeting. ❖ No objections received, will be approved.	
5.2.9	DAFF feedback: National Treasury Telkom directive & new tariffs from April 2017	❖ Ms Hlungwani said for the fixed line cost reduction, organisations should sign Annexure A1 before the cost reduction will be implemented. Ms Hlungwani will e-mail it to NATCCIM members. Mr Nel(ARC) said departments should first verify all data lines whether they are still valid. Mr Weir-Smith suggested that they only sign two year contracts to cater for different options and contracts. ❖ Ms Hlungwani mentioned the National Treasury Telkom directive, she will share. There are new tariffs from April 2017. ❖ Ms Hlungwani will also share the Annexure A1 as well.	
5.2.10	MPAT	❖ Examples of MPAT & Audit documents to be provided by Departments with MPAT score of 4 and/or clean audits. ❖ To be removed from the Agenda.	

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5.2.11	AIMS	❖ AIMS – DAFF to provide more information, when available.	Meeting of 22 November 2017 was postponed again
6.	**Presentations from External Service Providers**		
6.1.	Vodacom presentation on Agricultural Technology: Business Modernization – RT15	❖ Vodacom gave a presentation on mobility and security applications in the enterprise mobility environment. Vodacom will provide the presentation electronically. ❖ Their solutions include security, provide productivity & performance, and customise software tailor-made to suite business needs. ❖ Network policies can be applied to mobile devices. ❖ Attendance checks (for example if employees are present during meeting or at remote location) may be done with location via thumb-print, iris, etc. ❖ Spend Manager allows management of company mobile/communication account. The department can control a fleet of cell phone, sets budgets, allocate time to phone (voice) and data for each user. It is more efficient because time and data is shared between users. One gets reports on use. Vodacom will not charge more if there is a small overspending for three months. ❖ FieldForce application take data to capture information via cell phone in specific format (e.g. paper form format). It may save the date if there is no coverage in field and upload to server later. It is similar to Excaliber pen but it is the next generation. Mr Weir-Smith said they could have an off-line discussion, because there are different solutions like Excaliber digital pen, AgriSuite, AIMS, Connected Farmer, on Pakisa there are Endimo community requirement. Vodacom wants to improve what Agriculture already has. ❖ There should be a mobile application to apply for leave, for instance if someone is sick and has submit leave from home. ❖ Citizen Engagement for instance department can inform citizens of issues or allow them to submit questions to department. ❖ SmartWork assigns tasks to officials who move around, they do not need to go back to the office to have access to new tasks, take GPS location of places employee visited. You can distribute documents for meetings, change Agenda, replace documents, security on specific documents (e.g. access only to specific persons), and encryption of documents. Encryption settings etc. are based on requirements of client and may be used on different platforms (e.g. types of tablets). The solution is cloud based, although documents may be stored on the device. Solution is dependent on network coverage (private or public cloud – as required), have off-line capabilities.	Was presentation provided is it on the NATCCIM link?

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		❖ Mobility Heterogeneous by Nature: Security of different types of smart devices is possible. ❖ Vodacom Secure Device Management: Mobile device management, mobile email management, mobile content management, mobile application management, mobile security. Solution runs on operating system of phone. ❖ SmartGov has different solutions like E-Submissions, e-Leave Management, Parliamentary Questions, and Subsistence & Travel Claims. It includes a comprehensive platform that addresses common pain points. A department may pick and choose modules specific to their pressing issues all of which integrates with transversal and other systems common in government. ❖ Ms Hlungwani said they have the option to implement these solutions via RT15 because it is approved by National Treasury. ❖ Ms Mosholi said their problem is connectivity in rural areas. Mr Weir-Smith said via RT15 Vodacom may provide connectivity if there are enough users (like 15-30 people). Mr Weir-Smith said for RT15 of the 304 agricultural sites only 3 were partially covered for 3G/LTE, but they could be covered by 2G. Ms Mosholi said they are servicing the clients, so the extension officer still needs access to 3G at farms; she said they have access at the office, but the clients do not have access. ❖ Mr Huysamer (WC) said National Treasury makes the rules, like one cannot have a financial lease. Some of NT policies contradict each other and these issues need to be resolved. He said they are in discussion with the provincial treasury in Western Cape. ❖ Mr Meyer (NW) said they already use the Vodacom solution, but they have issues so they requested Vodacom to access the coverage in the province, because application works well, but coverage is a problem in rural areas. ❖ Vodacom gave a demonstration of the E-Leave system. Ms Boois asked about costs for E-Leave, he replied it is about R40 per month per user, depending on the number of modules. Ms Hlungwani asked about onsite hosting, he said it could be done. She asked how does this influence costs, he replied that licencing is for software not the physical hosting. She asked how does it work if you use more than one application, he said all the prices on the RT15 website is the approved prices. Mr Weir-Smith said they can engage National Treasury. Mr Senamela asked what enhancements were done in the last two years, he replied they added the option of hourly leave, and integration with the PERSAL system. He said there are not a lot of changes, because in government it works in specific way, Mr Weir-Smith said system caters for requirements from National Treasury etc. Modiketse asked about updates, he replied for software as service you benefit from continual updates versus when you buy software. If the required change is needed across government, everyone will get the update. If it is a	

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		requirement for a specific department, cost will be based on required change, if another departments needs the same change, they may get if for free.	
6.1.1.	Discussion (without Vodacom present)	❖ Mr Weir-Smith said they should make plans to enable business to work better. He said with Vodacom RT15 engagement, departments should experience a 40% costs reduction (which includes 500 minutes extra time one can use to talk to other people that also use RT15.) and that engagements should be done via National Treasury first, then Vodacom. Once a participation letter has been signed one can make use of all the services on the RT15. ❖ Mr Malema said Gauteng is using SAP Employee Self-Service solution (ESS), there is provincial enterprise agreement for SAP, Leave, IRP certificates etc. are all on-line. Mr Malema will find out the costs. If they have November NATCCIM at Gauteng, they will be able to give a demonstration. ❖ Mr Huysamer said we are stuck with transversal systems like BAS & PERSAL. Mr Malema (GP) said their SAP system interface with BAS etc. ❖ Mr Nel (ARC) said with technology these days everything should be able to integrate with anything else, they use Sage and it integrates with other software. ❖ Mr Xhakaza (KZN) said National Treasury should give guidelines / directions because there are so many different options. Mr Weir-Smith suggested NATCCIM formulate something to MinTech about ECM. Mr Huysamer said National Treasury is busy with IFMS and that was also going to use SAP. Ms Hlungwani suggested they invite National Treasury to NATCCIM. ❖ Mr Weir-Smith asked a question: how can government ICT prevent themselves from becoming irrelevant. Mr Huysamer said they are not irrelevant, but they should try to be more efficient. ❖ Ms Mosholi (FS) said their challenge is access to information from rural areas; they have invested more on skills development. She said there are a lot of small companies that also provide connectivity at rural areas like Sentech. She is giving these small companies a chance. ❖ Mr Cupido said PPECB is focusing on the requirements from customers; they are trying to solve problems experienced at industry. They are also reengineering and streamlining internal processes like procurement: their procurement times improved from three months to four days. ❖ Mr Meyer said they launched a project to improve ICT at townships etc., they did a project at Taung and made Wi-Fi spot at Post Office, Health Centre and School, to provide internet access for the community. ❖ Mr Xhakaza said Kwazulu-Natal still have problems with port cost and data line costs. ❖ Mr Malema said they do not get progress and results from AIMS etc., they will annul the MOU, then they will do their requirements and do their own tender to have an E-Agriculture system.	M.A. Mr Malema (Gauteng)

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		❖ Ms Skondo (EC) said that the irrelevance worries her. She said they are buying systems with RT15, and licensing costs are a challenge, and they will never own these systems. She would like to ensure that departments still have capacity. If they have their own solution, they are rolling it out to the whole province. They have their own E-Leave and E-Submission solutions. She said they should not only be innovative but efficient as well and add value. ❖ Mr Nel said the ARC is working on a vision for 2050, but for technology it is difficult to predict what will happen and what is needed. They are trying to become a solution provider. ❖ Mr Nevhutanda s(LP) said he agrees with Eastern Cape, they have systems that were previously developed that can no longer be used, have to do better in future and have the required support. ❖ Ms Hlungwani said regarding bandwidth at Telkom, if you move from copper to fibre, you get a bigger line for lower costs; that is what DAFF is currently doing. She said regarding E-Services, SITA is busy with it, but departments are not cooperating and using these services. She said Vodacom is now overtaking SITA. ❖ Ms Boois said a biggest challenge at ICT is shrinking resources and service providers promise fantastic solutions to clients, but business do not want to contribute to ICT. They are trying to do in-house systems to avoid licencing costs.	
7.	**MSP Coordinated Projects**		
7.1.	Agricultural Information Management System (AIMS)	❖ The NAMC and responsible DAFF section are not present. ❖ Mr Weir-Smith showed the report from the NAMC. ❖ There was a meeting with HOD's at Western Cape. ❖ Mr Malema from Gauteng said AIMS can work, but the issue is the timing. ❖ Mr Huysamer said flyover is just a means of obtaining information as and when needed, he said it is quick but expensive. He said the flyover is not an integral part of the system, it complicates it if it is part of the system requirements. Mr Meyer said they never had AIMS, therefore they would like to do a once off flyover at the start of the process. ❖ NATCCIM recommends that the system be split from the flyover; the flyover should not be part of rollout of the system. Mr Huysamer said whether or not to do a flyover should be a decision from each province, he recommends a flyover, but it should not be linked to the system because it is a separate process. Limpopo said if you group it together, you hold back some provinces. ❖ It is concerning that SLA has not been signed between NAMC and DAFF. ❖ Mr Nevhutanda said their HOD is concerned because they paid money but they cannot account for it. ❖ Mr Xhakaza asked if they are missing out because they have not paid. He stated that as soon	

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		as SLA is signed by DAFF and the NAMC then they will consider paying. He said the money will not be available immediately because it was assigned to something else. ❖ Ms Boois asked why the SLA is between DAFF and the NAMC if provinces have to pay. She also said there is a circular of financial procedures for Supply Chain Management and procurement if using entities. ❖ Mr Huysamer said NAMC is an agency of DAFF, but NAMC has to follow proper SCM processes. He said that other questions are important. ❖ Ms Hlungwani said with previous DG there was a SLA but it expired; now the new acting DG has to sign the DG. The transferring of fund was done under a valid SLA. But the NAMC is also worried because it is four years later and the money is in their account. ❖ Mr Meyer said they are concerned, because the relevant role players are not attending the NATCCIM to provide feedback. ❖ There is a request from NATCCIM that Mr Kgobokoe provide feedback. ❖ Mr Meyer said they are very concerned; the issue of AIMS should be taken up, and there should then be a special NATCCIM to discuss AIMS to provide a results. Mr Weir-Smith said it is CASP money, it is not seen as an IT issue although it affects IT. Ms Hlungwani said the PIC meeting is held every month but they have the same frustration, at DAFF the AIMS issue is deferred at EXCO meetings. She recommends that a Submission is done to DAFF EXCO. Mike said they are also frustrated because he wants to know what the committees are doing. Mr Weir-Smith said they cannot do anything without an SLA. Ms Boois said they should make very clear recommendation. ❖ Mr Weir-Smith and Mr Huysamer said it is on a higher level. ❖ Mr Malema said an organisation is not dependent on single person. ❖ Mr Morobe (DAFF) asked who is the custodian of the AIMS system, and what is the role of Mr Kgobokoe (DAFF DDG: Programme Planning, Monitoring & Evaluation). He just sees the project hanging with nothing happening, and there is no feedback. Mr Morobe said this project belongs at the Natural Resources committee. ❖ Mr Weir-Smith said this year the DAFF GIS was not asked to create maps for CASP as in previous years. ❖ Ms Skondo asked why is there so many problems since the system already exists in Western Cape. Mr Weir-Smith said the project was done over several years and there were more than one service provider involved, therefore National Treasury informed them that they should do a new bid for the solution for the rest of the provinces. Mr Huysamer said the system evolved from using the digital pen and how to use the information, there was no open tender for the initial process; therefore they need to do a transparent tender for the other solutions.	

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		❖ Ms Boois said the lesson learned is that the final system must belong to government / the department. Mr Huysamer said they owe the system, but the issue is the supply chain processes.	
7.2.	Sectoral Colleges & SANREN	❖ Not discussed.	
7.3.	Disaster & Risk Management System	❖ Mr Morobe gave a report on progress of the system. ❖ The previous year in September the department got money for draught relief, but there were problems with the farmer register (also a problem for the provinces). ❖ The groundwork for the system had been done. They will use the drought data. They had meetings in specific provinces where system will be piloted for rollout. Pilot will be in Eastern Cape and Northern Cape, they will still engage with them. They also had meetings with Limpopo & Free-State. ❖ They are looking at integration with AFIS (fire system). ❖ In terms of licences – refer to Ms Boois. ❖ The service provider will do training for provincial administrators (train the trainer) the following week. They will still visit the provinces. They intend to train 500 extension officers in the next few months. Also will engage sectoral colleges. ❖ They have an arrangement with University of Venda, they have a School of Disaster Management. ❖ Mecer is the monitoring of agricultural resources, funded by European company, looking at agriculture including drought and floods. ❖ They hope to launch the system beginning next year. ❖ The initial work is done by DAFF, rest of work will be from provinces. ❖ Mr Xhakaza said they are procuring a bulk-SMS service. ❖ Mr Morobe said DAFF has a bulk-SMS agreement, it is built into the system. Will use drought information for first phase. They still need details of all extension officers, so need cell numbers.	
7.4.	Laboratory Information Management System (LIMS)	❖ Mr Weir-Smith sent a draft Submission to NATCCIM members to request an investigation and investment into LIMS, because it is currently only used by a few sites. ❖ Mr Cupido said they have their own laboratory system which is not this LIMS. ❖ Mr Meyer said they had three sites, Potchefstroom wish to make use of LIMS again. ❖ Ms Skondo said they have two laboratories in Middledrift and Queenstown, but they are not fully operational because of lack of skills and the issues with connectivity. ❖ Mr Cupido said PPCEB is using LCLIMS.	

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		❖ Mr Nel said ARC is using ArcLab, but they will go out on tender for a new laboratory system; they are currently busy gathering the requirements. They are willing to share their information. ❖ In Western Cape there are laboratories at Elsensenburg and Stellenbosch for plants and soils. ❖ At Kwazulu-Natal there are Cedara and Allerton. ❖ Mr Huysamer said if they do not do the development themselves, you will always end up at the mercy of the specific service provider. He said no service provider will be stable indefinitely. ❖ Mr Weir-Smith said a laboratory system is complicated, because it has to integrate with all the equipment. If you buy a new system, the new system will need calibration of all the equipment, installation and training will be very expensive. ❖ Ms Mosholi said they also have mobile services so she asked if this system is still relevant. . She asked how information could be accessed, via internet or use cell phone. Mr Weir-Smith said there are security requirements, so there is limited access to information, it is about compliance. Ms Hlungwani replied that the farmers will not need to have access to the systems, only the officials. Mr Weir-Smith said the officials will communicate with the clients who applied for the tests. Mr Tshehla said it could be possible to do reporting. Mr Huysamer said there are POPI issues, so should not try to get the information on an App. ❖ Mr Weir-Smith asked that people provide inputs on the Submission.	All NATCCIM members
7.5.	Import Export System (ISODA) and Border Management Agency	❖ Mr Weir-Smith said they had a meeting with SARS, and had sent documents to NATCCIM. ❖ Mr Weir-Smith shared some of the information and processes that were discussed. ❖ SARS indicated that there will be some sort of deliverable by the end of this year. ❖ Mr Malema said Gauteng started with their own permit system, he said they attended SITA CIPS via DEA, but there was no progress. He suggested that they use that platform, because it is a joined platform. ❖ Mr Weir-Smith said a proper import-export system will cost +-R600 million, and DAFF will not get that budget. SARS is willing to invest in the project, because it will increase the revenue by +-R300 million per year. SARS already has a system, so agriculture will have access to information available to SARS. ❖ Mr Huysamer requested that the documents be resent.	Mr Weir-Smith (DAFF)
7.6.	Electronic Document Management System (EDMS) / Enterprise Content Management (ECM)	❖ Ms Boois said DAFF started the pilot for EDMS at the Fisheries branch of DAFF. ❖ They had several hiccups, but the analysis was completed. ❖ They would prefer approvers to sign with digital pad, but there are integration challenges, it will cost R900 per user. ❖ Change management is ongoing, as they introduce users to the technology,	

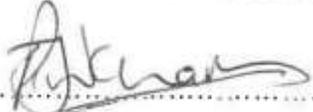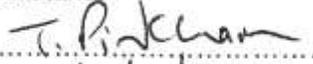| ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		❖ The User Requirement will be signed off shortly. They gave a demo and received inputs, they will have a follow-up with senior managers on submissions. ❖ The Training Strategy needs to be signed off. ❖ They will also have another meeting for Pretoria branch. ❖ Hope to complete project by end September 2017.	
8.	**Governance**		
8.1.	Government Information Technology Officer (GITO) Council Matters	❖ Not discussed.	
9.	**New Matters**		
9.1.	Environment Impact Assessment from Gauteng	❖ Ms Lamda gave the presentation. ❖ Mr Huysamer asked how quickly will they be able to start with the process. Mr Malema said for processing and getting a decision it takes 90 days. He said when they had floods, they could not wait for approval they had to stabilise, so they had to pay fines. ❖ Mr Senamela asked how the system was developed, and can other departments share the system. Mr Malema said they own the code, so it could be shared with other departments.	
10.	**Feedback from different departments & organizations**		
10.1.	Department of Agriculture, Forestry & Fisheries (DAFF) - national	❖ Ms Canddy Hlungwani gave the report. ❖ Mr Huysamer commented that Windows 10 may not solve all virus problems. ❖ Mr Huysamer recommended that for the DR Plan they should indicate what will be tested when, then the auditors can only audit what is on the Plan. ❖ Mr Huysamer said for MPAT they considered not participating, because there were limits on the number of documents that could be uploaded. He said they also stated they did not receive some documents, so there are problems with their system. He said everyone should be comfortable with what they are doing. ❖ Ms Hlungwani said the Debtor system is just monitoring old debt, they do not increase the debt.	
10.2.	Gauteng	❖ Mr Mike Malema gave the report.	
10.3.	Mpumalanga	❖ Not present and no report received.	

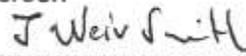| ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
10.4.	Eastern Cape	❖ Ms Skondo gave the presentation. ❖ Their E-Leave system is from their provincial treasury.	
10.5.	Kwazulu-Natal	❖ Mr Xhakaza gave the presentation from Kwazulu-Natal. ❖ Mr Weir-Smith asked about OneDrive, he replied it is all stakeholders and internal, they will use username and password. ❖ SharePoint solution is used to build applications. They are using E-Leave done by Microsoft on SharePoint, but it does not update PERSAL. They will also look at BoxFusion. ❖ Office365 is on-premises.	
10.6.	Western Cape	❖ Mr Johann Diener gave the report. ❖ They intend to complete their Student Administration system by October 2017 so that it could be used in the new year. ❖ For BoxFusion for the province, he said the cost decreases if the number of users increases. Above 10,000 you pay R10 per users. Mr Huysamer said the cost is per user per month, he said it is based on the number of transactions during a specific a month, so he recommended departments use R45 per user for budget purposes.	
10.7.	Limpopo	❖ Mr Shalom Nevhutanda gave the report.	
10.8.	North West	❖ Mr Meyer gave the presentation. ❖ Their Microsoft Enterprise Agreement for three years is R34,000,000 for 30,000 for users for the province, they do not have professional version for desktop environment. Kwazulu-Natal said their agreement is R33,000,000 only for their department including Premier Support, to take discussion off-line. Mr Meyer said in future they may start using open source software. ❖ Nr Nel said they can use the software for the next six to seven years if they update just before the end of the contract. ❖ Ms Hlungwani asked if it is from new National Treasury contract. He said no it was done before the new contract, Kwazulu-Natal was also before new contract. Ms Hlungwani wanted to know if anyone renewed under new NT contract, but not any of the provinces have used this contract yet. ❖ Mr Huysamer said they think it is a very good price. ❖ Mr Nel said they decided to go dark because they compared the new contract with what they had and they will have to pay more, because the National Treasury contract focuses on cloud and Office365. Mr Nel said the new contract does not include cheaper options for the desktop	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
		environment. Ms Hlungwani said if you are on Office365 you are bound by licenses forever, otherwise you lose the service. Mr Nel said it is easy to go to cloud, but then you cannot come back. Mr Diener said the new contract allows for Office 2016, Mr Nel said you still pay for cloud version anyway.	
10.9.	Free-State	❖ Ms Mosholi did the presentation.	
10.10.	Northern Cape	❖ Not present and no report received.	
10.11.	Feedback from and to State Information Technology Agency (SITA)	❖ Mr Muwabe from SITA said that there are restructuring at SITA to streamline processes, they hope to provide better service to their clients in future. ❖ There are delays on data lines. They have a project office to coordinate the projects. ❖ G-Commerce project has started, SITA is busy to implement some modules, but it is not working yet. Phase one will be rolled out in November 2017 within SITA. ❖ Ms Hlungwani asked how provinces are procuring, because DAFF is stuck and do not have options. Mr Meyer said North West is doing normal Supply Chain Management processes; they have registered service providers for the province, for all their needs they procure from those service providers. Mr Huysamer said SITA provided them with a list of preferred service providers, and they get quotes from all of them, they will send their list to DAFF. ❖ Mr Xhakaza said they also wrote a letter to SITA CEO to give directive to departments how to proceed, previously directive said to use G-Commerce, but G-Commerce is not working. ❖ In Kwazulu-Natal they presented the strategy for Cloud at GITO. ❖ Mr Senamela asked how SITA deals with SITA, for example all the different ECM projects, like IFMS has ECM, SITA was involved with Alfresco solution, now the Vodacom RT15 also has an ECM solution. ❖ Mr Muwabe replied that RT15 was not initiated by SITA it was done by National Treasury. ❖ Ms Boois said that there should be a group of SITA account managers for all provinces, so that questions could be provided to all of them to resolve as a collective. ❖ Ms Boois said recently the backup tapes were not collected for the SITA off-site storage contract. Ms Hlungwani said they have contract via SITA, DAFF pays SITA but SITA did not pay the service provider, therefore the service provider stopped the service. ❖ Ms Skondo advised there should be monitoring of service level agreements no matter who the service provider is.	
10.12.	Perishable Products Export	❖ Mr Cupido gave the report.	

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
	Control Board (PPECB)	❖ They did a deal with Vodacom before the official National Treasury contract.	
10.13.	National Agricultural Marketing Council (NAMC)	❖ Not present – no report.	
10.14.	Agricultural Research Council (ARC)	❖ Mr Douw Nel gave the report. ❖ He recommended that everyone go and review all contracts. He said the ARC cancelled a lot of Telkom lines, and they are changing their internet contract. They re-evaluated all their contracts and got better service. ❖ He said SANREN stopped all new services/sites/clients, because they need to increase their backbone. ❖ Ms Skondo asked how the document management system addresses the backlog. He said there are two arms, one to get document tracking etc., the other is to deal with old document & metadata. They are investigating options available in the market. ❖ Mr Huysamer said their auditors require a data management policy, he asked whether they have something. Mr Nel said he will check whether they have something, Mr Weir-Smith said there is data governance document.	Mr Nel (ARC)
10.15.	Sectoral Colleges	❖ Mr Motshana said they have one project running. ❖ He thanked Ms Boois and Ms Hlungwani for the ICT support. ❖ They are busy with migration of information, already did two colleges (Glen & Fort Cox), there are still three colleges outstanding. ❖ They will move Taung server to Kwazulu-Natal at Owen Sithole, this will be done in October. There is a need for more power plugs and air-conditioners. ❖ They visited Owen Sithole in June to do environmental assessment, and they also visited Madzivandila and Tompi Seleke. ❖ There were a lot of power cuts previously, therefore the switches were damaged. They intend to buy uninterruptible power supply (UPS) and switches. They will do the procurement via DAFF SCM. ❖ Their internal contractor damaged the fibre, so the contractor has to repair the fibre. ❖ They intend migrate to the system in October. ❖ Ms Mosholi said their infrastructure is ready, so she needs the student management system; and she needs someone to help with implementation and training. Mr Motshana said the agreement was that Netherlands will pay the company for initial installation. He said North West is doing the same. He will provide details to Ms Mosholi.	Mr Motshana (DAFF)

ITEM	SUBJECT	DISCUSSION/DECISION	ATTENTION OF
11.	**General / Closing Remarks**	❖ Ms Hlungwani thanked everyone for coming; she said that it was a fruitful meeting. ❖ Ms Katisha Tepanyika said now she understood what NATCCIM is about. ❖ Stakeholder Relations said they learned something.	
12.	**Proposed dates and venues for future meetings for 2016**	❖ Proposed dates and venues for future meetings: ○ 15 & 16 November 2017: Limpopo will not be able to host due to budget cuts. Mr Malema said Gauteng will host. ○ 16 & 17 May 2018 – Pretoria; ○ 15 & 16 August 2018 – maybe Eastern Cape, alternatively ARC in Stellenbosch (at Nietverby); ○ 14 & 15 November 2018 – maybe Northern Cape.	
13.	**Closure & Adjournment**	❖ The Chairperson thanked Kwazulu-Natal and Vodacom for their efforts with arranging the venue and the refreshments. ❖ Kwazulu-Natal said they were excited to discuss AIMS, at least now they understand what is happening. He thanked everyone for coming to Kwazulu-Natal. ❖ The chairperson also thanked everyone for their attendance. ❖ The meeting closed at 13:30.	

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

Secretariat

T. Pinkham

Date: 16/11/2017

Chairperson

J Weiv Smith

Date: 16 Nov 2017