

MINUTES OF STRATEGIC PLANNING WORKSHOP

ENERKEY PROGRAMME MANAGEMENT COMMITTEE

26 JUNE 2008

TWICKENHAM GUEST HOUSE, JOHANNESBURG

	1 Welcome and Approval of Agenda Chair: Mr Jerry Mafereka	Action
1.1	Apologies: Joachim von Zimmermann Tony Surridge John Ledger Christelle Beyers IFC John Hancock Stephanie Peter Alison Hughes Mathetha Mokonyama Attendance register attached in Appendix A	
	2 Keynote Address: Proposed Gauteng Observatory Coordinated in the Premiers office and development of Gauteng Long term Energy Strategy	
2.1	Professor Habib, Dep Vice Chancellor, University of Johannesburg, addressed the meeting and presented his vision for and energy institute or a centre dedicated to energy issues, which could be located at old sport grounds set aside by UJ. Prof Habib emphasised the need for EnerKey Partners and / or other interested Institutions to come together and work as a team to resolve energy challenges. University of Witwatersrand, UCT and University of Pretoria are involved and he wants to broaden that research partnership between these institutions, both locally and regionally. Prof Habib issued a “call to arms” to consolidate efforts and capacity to address the energy challenges facing SA and the SADC Region. Prof Habib told the meeting about the Gauteng Urban Observatory and how well it could combine its work with that of the proposed energy institute.	
	3 Energy Institute Strategic proposal	
3.1	Prof Boessenkool put forward a proposal for a National Energy Institute. It will be run as a section 21 company and as a business on its own. Other partners are invited to play a role in	

	its establishment. Prof Annegarn recommended that a resolution be drafted and brought to the Board at Friday's meeting to accept or reject the proposal. Dr Eltrop will also find out the implications for using the name EnerKey, in the institute name because of the SA/German connotation linked to the name EnerKey.	
3.2	<p>Enerkey Solutions Business Plan</p> <p>In order to implement the proposed EnerKey Solutions business plan, certain steps were identified and presented by Andre Botha to the meeting for consideration. A business plan must be drafted, national office bearers must be appointed to act as an operations team and report to the EGB. Mandate and resolutions were presented and accepted for presentation to the EGB on Friday.</p>	
3.3	<p>Contributions to EnerKey outreach from the German side</p> <p>Dr Eltrop went through the next 18 months programme and anticipated roles from German side including times and venues for seminars and meetings.</p>	
	<p>4 Joint Summary Reports of Progress to Date and Strategic Matters from the Modules</p>	
4.1	<p>Module 4: Energy Efficiency – Transportation; Traffic and Mobility</p> <p>John Kelly from City Joburg gave an overview of the plan for the next months, what is needed from both sides and the way forward to get the necessary data required for the module.</p>	
4.2	<p>Module 6: Climate Protection Policy and CDM Projects</p> <p>Ntombifuthi Ntuli presented the joint report for module 6. Emphasis was on knowledge transfer about climate change policy implications and CDM for local authorities, companies and project developers.</p> <p>Objectives include: identification of possible CDM projects e.g. in the sector of energy efficiency, solar energy and transport; Support and monitoring of CDM projects; Capacity building in terms of DME-DNA workshops on CDM, organisation of workshops/seminars providing general information on UNFCCC and Kyoto Protocol, Overview on activities on the UNFCCC and Kyoto. The Target Audience includes JET Cities, Industries Project developers and Other EnerKey Partners</p> <p>An 18-month timeline was presented.</p>	
4.3	<p>Module 1: Integrated Energy Planning and Climate change Modelling</p> <p>The meeting agreed on the need for a high level information sharing agreement between stakeholders. Mr Trickham was tasked with drafting an appropriate letter-so that the EGB can</p>	

	ask for the preparation of such an agreement.	
4.4	<p>Module 2: Socio – Economic Drivers and stakeholder relations</p> <p>Shan Balton, on behalf of the Gauteng Provincial Dept of Local Govt, told the meeting about the Province’s intention to create an Energy Council for the Province next year and a mutually beneficial way of how this structure can interact with the existing initiatives of EnerKey must be addressed.</p> <p>Mr Balton also requested that a formal request be presented to the EGB to extend the scope of the EnerKey Project to include the whole of Gauteng Province.</p>	
4.5	<p>Module 3: Retrofitting of Buildings and new settlements Energy Efficiency laws, Policies and Procedures</p> <p>Joint proposal presented by Simon Wössner</p> <p>This module focuses on projects that support energy efficiency in the built environment at a building and urban district scale.</p> <p>The project investigates design and management options, as well as technologies and assessment methods that support energy efficiency.</p> <p>Dissemination of the project findings will be done through websites, conferences, seminars, meetings as well as through the development of guidelines, software, research papers, advocacy and training in order to ensure that the project has an impact.</p> <p>Noted and accepted for presentation to the EGB.</p>	
4.6	<p>Module 5: Energy Supply Technologies and Systems</p> <p>Targets: Reducing critical datasets backlog; Development of decision support tools; and Practical implementation strategies</p> <p>Therefore: Each member of the working group will define deliverables that are in line with their organisational goals. These will generally be packed in to include influencing of the direction of parallel projects/programmes in the private and public sector.</p> <p>Noted and accepted for presentation to the EGB.</p>	
4.7	Module 7: Implementation and Knowledge Transfer	
4.8	<p>Programme Co-ordination</p> <p>Programme Managers Role</p> <ol style="list-style-type: none"> 1. Supervise, coordinate and participate in post graduate research related to EnerKey in South Africa and Germany – personal research focus: information management for decision making, evaluation of energy technologies and transport/mobility 2. Assist the EnerKey coordinators to focus the technical 	

	<p>activities of the modules towards the overall project objectives</p> <ol style="list-style-type: none"> 3. Manage the EnerKey work plan on a day to day basis by interacting with module leaders – support structure 4. Supervise and assist the secretariat in managing contact details, distribution of agendas and minutes, and arranging PMC and GB meetings and events 5. Provide coordinating details and sharing information to facilitate communication between module leaders and stakeholders – manage EnerKey calendar, compile newsletter, manage website content and central contact point for members of EnerKey 6. Assist the EnerKey coordinators to represent EnerKey at local, national and international conferences 7. Other responsibilities – lecture in Dept Mechanical Engineering at UJ <p>Expectations from module leaders</p> <ol style="list-style-type: none"> 1. Facilitate module meetings – at least 2 month intervals 2. Provide a strategic vision and guidance to projects within their modules 3. Set timeline and goals for projects 4. Give feedback regarding meetings and plans (copies of agendas and minutes) 5. Be a contact point for interfacing with the other modules for exchange of information 	
	<p>5 Strategic Matters to be taken to the EnerKey Governing Board Meeting of 27 June 2008</p>	
<p>5.1</p>	<p>Proposed appointment of Deputy Chair for GB-Harold indicated that, since EnerKey was constituted by UJ, only UJ could appoint a Deputy Chair</p> <p>Consolidated Report of Workshop Recommendations per each EnerKey Module</p> <p>Energy Institute Proposal, with requested resolutions</p> <p>Enerkey Solutions Business Plan, with requested resolutions</p>	<p>Harold</p>
	<p>6 Meeting closed by Mr Mafereka</p>	

Appendix A: Attendance register

Full Name	Company	E-mail
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