



MINUTES OF IGR CORE TEAM MEETING

DATE: 18 MAY 2020

TIME: 10H00

VENUE: 7TH FLOOR BOARDROOM TRUST CENTRE BUILDING

ITEMS	MATTERS DISCUSSED	ACTIONS TO BE TAKEN	DEADLINES
1. Welcoming & Introductions	The Chairperson Ms. Ondela Mahlangu opened the meeting and welcomed representatives from Office of the Premier, Departments of Cooperative Governance and Traditional Affairs and BCMM representatives.	None	
2. Apologies	Mr. Ngwenya from BCMM Communications,		
3. Purpose	<ul style="list-style-type: none"> The purpose of the meeting was to engage external sector departments who are part of the 	None	

	<p>core group about Internal interactions and engagements that took place between IDP, IGR, Public Participation and Communications to discuss new ways of doing things now that everything will be conducted virtually and to discuss how to begin to do that and have a plan of action on upcoming virtual IDP roadshow.</p>		
<p>4. Public Participation Plans for virtual IDP Roadshows</p>	<p>There is a plan in place on how to conduct the planned virtual IDP roadshows, the plan was drafted by the Communications department together with Public Participation Department.</p> <p>The IGR role in this plan is to assist by roping in sector departments to seek out inputs that are outstanding in the IDP.</p> <p>The IDP unit had started the process of collecting the inputs but unfortunately the lockdown disrupted the process but the plan for the next upcoming weeks is to try and get the outstanding inputs from sector departments so that the Executive Mayor is in a better position to present a credible IDP to the public.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

	<p>Section B of the IDP contains information on District Development Model and within that the is a BCMM profile , sector departments are urged to critique and comment on that section up until the 15th of June 2020 where the document will be printed again be circulated for final adoption.</p> <p>Sector departments and IGR core group member were given till 10th of June 2020 to go through the documents and comment on it.</p> <p>An Action Brochure plan was compiled by. Communications and Public Participation which aimed at engaging the public at the four regions of the municipality, which are Inland, Midland, Coastal Overland and Coastal Rock.</p> <p>Radio stations that were going to be utilized according to the four regions were also identified, and Facebook has been identified as one of the communication platforms that will be used.</p> <p>A draft advertisement will be submitted, and the final advertisement is expected to submit and published on the 27th May 2020.</p>		
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	<p>Top priorities have been circulated in our internal departments</p> <p>The IDP department plans to create a centralized email address where all comments can be submitted, and Manager's number will be on the posters and the advertisement for further enquiries. Key three people will be identified to assist in looking at the responses received on the day of the roadshow.</p> <p>A voice over will be done on the day to display and talk about BCMM performance in the past years.</p> <p>Councilor's need to be briefed so that they can come on board before the roadshows, councilors will be recipients of some of the questions at ward level.</p> <p>Billboards to be used in order to engage and coordinate all sector departments to come on board ,and from now till the actual IDP roadshow day an interaction to take place with all government departments in order to arrange for sector departments to be on standby while the Executive Mayor is presenting and to capture some of the</p>		
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	<p>questions which are not the competence of BCMM and to provide responses timeously.</p> <p>OTP to work with GCIZ, IDP and Communication and assist with virtual participation of sector departments in the IDP roadshows.</p> <p>Sector Departments to identify representatives that will be on standby in the meetings in order to assist in the question and comment section of the programme.</p> <p>OTP to rope in ECSECC to ask for assistance in capturing all the data and information from the IDP Roadshow.</p>		
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<p>5. Way Forward and Closure</p>	<p>Template with the IGR issues will be sent out to sector departments to respond and responses are due on the 10th June 2020 in order to incorporate them to the IDP before it goes out to printing.</p> <p>An email will be circulated to the IGR secretariat with updated information on sector departments.</p> <p>IGR and IDP unit to sit down after this meeting and workout what needs to be sent out to sector departments.</p> <p>The Chairperson thanked the core group members for their inputs and attendance to this meeting and the meeting was closed.</p>	<ul style="list-style-type: none"> • None 	
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