



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

**Meeting: BEPP 2019/2020: TOR - CLIMATE CHANGE RISK AND VULNERABILITY
ASSESSMENT**

Agenda: Attached

Date: 04 March 2019

Time: 10h30 – 11h30

Venue: 5TH FLOOR EPMO BOARDROOM

ITEM	MINUTES	ACTION
1.	<p>WELCOME AND OPENING</p> <p>Mrs Kumar - Nair welcomed everyone and unpacked the purpose of the meeting.</p> <p>The purpose of the meeting:</p> <ul style="list-style-type: none">• To refine the TOR for the Climate Change and Risk Vulnerability Assessment project, with inputs from relevant departments, as well as to plan the coordination and budgeting for the study.	ALL

1.b

APOLOGIES AND ATTENDANCE

DEPARTMENTS	INVITEE	ATTENDANCE
Disaster Management	Owen Becker	Apologies
Disaster Management	Jotham Kumalo	Attended
Disaster Management	Sibongile Tete	Attended
Finance: Assets	Innocentia Zwane	Attended
City Planning	Toni Titus	Attended
IEMP	Nomthandazo Hanise	Attended
IEMP	Phinda Dyosile	Attended
EPMO	Sopna Kumar-Nair	Attended
EPMO	Ziyanda Nelani	Attended

2.

DISCUSSIONS AND ISSUES HIGHLIGHTED ON THE PROJECT BRIEF:

- It was agreed that Disaster Management would run with and manage the project through an integrated team including IEMP, Spatial Planning and Development, Asset Management and the EPMO.
- It was proposed that an internal project steering committee be established comprising of the above departments.

TERMS OF REFERENCE FOR THE PROJECT - COMMENTS FROM TEAM:

- The Terms of Reference (TOR) prepared by Disaster management was discussed in detail.
- It was noted that the TOR should clarify the purpose of the study.
- The TOR should also make reference to and align with other studies relating to climate change, that have been done by the city, so as to avoid duplication and focus on the creation of new work which identifies strategies and actions relating to Climate Risk and Vulnerability for the whole of BCMM, e.g. study on Coastal Vulnerable Areas, coordinated by IEMP is currently underway,
- The TOR should attach the BCMM GIS policy; whereby the consultant is required to share shapefiles and metadata relating to the GIS information on the project.
- The services of a professional engineer is required in the professional team in order to address risk and vulnerability relating to BCMM's assets.
- It was proposed that Section 1.1.6 on the project scope be separated into 1.1.6 and 1.1.7
- On the services required table (Section 2.2) and relating to impact estimates, it was suggested that an immediate period be stipulated in addition to the 10, 50 and 100 year100-year period.
- All professionals are required to be registered with their relevant professional bodies i.e. – GIS: SAGC
 - Environmentalist (N. Hanise to advise)
 - Engineer: ECSA
- The pricing schedule (Section 2.2) should include points for functionality and experience.

WAY FORWARD

- EPMO to assist with looking into funding sources for the 19-20 budget in order to take the project further.
- T. Titus and I Zwane to provide Disaster Management with an example of a template used which includes the functionality and experience details.

- Disaster Management to circulate updated TOR to team for further input

S. Kumar-Nair

S. Kumar-Nair

N. Hanise

O. Becker

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