



## PIESA Standardization Working Group Minutes

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|---------------------------|---|---|
| <b>Meeting No 2: 2012</b> | <b>Date:</b> 17-18 October 2012         | <b>Venue:</b> Emperors Palace – Johannesburg SA |
| <b>Present:</b>           | <b>Names:</b>                           | <b>Utility/Company</b>                          |
|                           | Kgopisho Mahunonyane (KM) – Secretariat | <b>ESKOM</b>                                    |
|                           | Daniel Sichela (DS) – Deputy Convenor   | <b>ZESCO</b>                                    |
|                           | Lerato Mpobole (LM) - Member            | <b>LEC</b>                                      |
|                           | Abby Gwaivu - Member                    | <b>UMEME LTD</b>                                |
|                           | George Owuor - Member                   | <b>KPLC</b>                                     |
|                           | Simon Kihyo                             | <b>TANESCO</b>                                  |
|                           | Daniel Biandwa                          | <b>SNEL</b>                                     |
|                           |   |   |
|                           |   |   |
| Apologies                 | Alfred Kaponda (AK) - Convenor          | <b>ESCOM</b>                                    |
|                           |   |   |
|                           |   |   |

| Item | Description   | Action By |
|------|---|-----------|
| 1.   | <b><i>Opening &amp; Welcoming</i></b>   |           |
|      | <ul style="list-style-type: none"> <li>• The acting chairperson for the day welcomed all current and new members to the meeting.</li> </ul>   | DS        |
| 2.   | <b><i>Apologies and Introduction</i></b>  |           |
|      | <ul style="list-style-type: none"> <li>• Chairperson Alfred Kaponda</li> </ul>  | KM        |
| 3.   | <b><i>Confirmation of Agenda</i></b>  | DS        |
|      | <ul style="list-style-type: none"> <li>• The agenda items were accepted as stated on the Agenda</li> </ul>  |           |
| 4.   | <b><i>Minutes of the previous meeting (only for sign off and correction)</i></b>  | DS        |
|      | <ul style="list-style-type: none"> <li>• DS went through the minutes of the previous meeting which were accepted by all members</li> </ul>  |           |
| 5.   | <b><i>Matters Arising from Previous Meeting</i></b>   | KM        |
|      | <ul style="list-style-type: none"> <li>• The “wiki” is to be used as the official system to support the DMS process.</li> <li>• Some members still have an issue with access to the “wiki”. KM gave the members his password to use to log in to the system.</li> </ul>   |           |
| 6.   | <b>Appointment of the working group office bearers</b>  |           |
|      | <ul style="list-style-type: none"> <li>• WG Convenor – New Convenor Alfred Kapanda; Kelvis has taken other responsibilities and hence will not continue as Convenor.</li> <li>• Deputy Convenor – Because of the changes on the Convenor position, Daniel Sichela has been duly elected to the position of Deputy Convenor.</li> <li>• Secretariat – KM will take over as new secretariat;</li> <li>• These new roles will continue forward for at least two years unless the advised differently by the office bearers.</li> <li>• The committee wished the new office bearers good luck in their new roles</li> </ul> | ALL       |
| 7.   | <b><i>Confirmation of working group members (list attached) and frequency of meetings</i></b>   |           |

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|           | <p>The following items below were reconfirmed by the new Convenor (AK).</p> <ul style="list-style-type: none"> <li>• The members from each member utility and/or affiliate were confirmed.</li> <li>• The list is attached to these minutes.</li> <li>• The committee agreed that each utility must send at least two members for continuity.</li> <li>• There shall be at least two meetings per annum. The meetings will circulate between the member utilities. The meeting for the second half of the year may almost always coincide with the PIESA board meetings and or the IERE/PIESA joint meetings.</li> <li>• The “wiki” will be extensively used as the system of communication for new standards or proposal for changes to existing standards or specifications.</li> </ul>  | <b>All</b>       |
| <b>8.</b> | <b><i>Outstanding issues from PIESA board meeting</i></b>  |                  |
|           | <ul style="list-style-type: none"> <li>• The list of standards up for review is attached to these minutes;</li> <li>• The secretariat will issue important and/or urgent and/or frequently used standards for review by the members. This will be available on the PIESA “wiki” site. <a href="http://piesawiki.wikispaces.com/HOME">http://piesawiki.wikispaces.com/HOME</a></li> <li>• A table of usage of the standards by the member utilities will be sent out as part of these minutes. Each member utility needs to comment whether frequently used (number of times per year), never used, occasionally ( used at-least ones per year) etc;</li> <li>• A list of standards for review is attached to these minutes. Each member of the working group is assigned a group of standards and specification to determine whether a review is needed. Each member to present the outcome at the next meeting.</li> <li>• Training Needs for the WG: <ul style="list-style-type: none"> <li>○ Part 1: Demand side management overview (Feb 2013)</li> <li>○ Venue: Proposed Durban SA</li> <li>○ Host: Durban AMEU</li> <li>○ Part 2: Energy efficiency with a special focus on solar water heaters and CFL’s (Feb 2013)</li> <li>○ Venue: Proposed Durban SA</li> <li>○ Costs: R300,000</li> <li>○ refreshments, training material;</li> <li>○ Accommodation, travel? Board decision;</li> <li>○ DVD of the training? Board decision;</li> <li>○ Target no:</li> <li>○ 30 delegates;</li> <li>○ <b>Roy to arrange.</b></li> </ul> </li> </ul> | <b>All</b>       |
| <b>9.</b> | <b><i>Specific objectives of the working group</i></b>   | <b>Action by</b> |
|           | <p><b><u>The new Convenor reiterated the objectives of the WG. See below:</u></b></p> <ul style="list-style-type: none"> <li>• Give feedback on usage of standards</li> <li>• Facilitate the formulation and review of harmonized standards, as indicated by member utilities commitment to implement in their entities;</li> <li>• Develop and maintain the mechanism for publication of approved</li> </ul>  | <b>All</b>       |

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|     | <p>documents via an authoritative regional entity;</p> <ul style="list-style-type: none"> <li>Promote awareness of standards and Ensure that a master index of approved documents is maintained.</li> <li>Maintain links with local, regional, continental and international standards entities and organizations similarly concerned with standardisation to facilitate access to standards;</li> <li>Facilitate knowledge transfer and training needs by establishing a network of Centres of Excellence.</li> </ul>   |                  |
| 10. | <b><i>WG action plans for 3 year strategic planning 2012-14</i></b>  | <b>Action by</b> |
|     | <b>See attached Strategic Plan for further details</b>   | <b>All</b>       |
| 11. | <b><i>WG Budget 2012-13</i></b>  | <b>Action by</b> |
|     | <ul style="list-style-type: none"> <li><b>The following budget requirements were discussed and accepted:</b> <ul style="list-style-type: none"> <li>Document Management Controller; <ul style="list-style-type: none"> <li>Proposal and costs from the PIESA secretariat (attached)</li> </ul> </li> <li>Training: <ul style="list-style-type: none"> <li>DSM training – R300,000</li> <li>Meetings and Conferences (2 per annum); R70,000</li> </ul> </li> </ul> </li> <li>It should be noted the standard costs of R70,000 will be required per year for the successful operation of the workgroup. Some additional items may be added to the list pending the requirements of working group.</li> </ul> <p><b>See attached presentation for further details</b></p> | <b>All</b>       |
| 12. | <b><i>IERE International workshop discussion</i></b>   | <b>Action by</b> |
|     | <ul style="list-style-type: none"> <li>This item was referred to Paul Johnson and Paul van Niekerk to nominate a suitable candidate to attend the IERE International workshop</li> </ul>   | <b>DS</b>        |
| 13. | <b><i>Working group interaction between meeting</i></b>  |                  |
|     | <ul style="list-style-type: none"> <li>The PIESA website consists of valuable information regarding the currently available standards. Each member is encouraged to download the PIESA standard as and when required. <a href="http://www.piesa.com/full-publications/">http://www.piesa.com/full-publications/</a>. Note: This link is only available once logged in. For access to the PIESA website please contact <a href="mailto:Bruce@vdw.co.za">Bruce@vdw.co.za</a> and please state your full member details i.e. full name, member utility, contact details etc.</li> <li>The workgroup shall have at least two meetings per annum.</li> </ul>  | <b>All</b>       |
| 14. | <b><i>Documentation of new PIESA projects</i></b>  |                  |
|     | <ul style="list-style-type: none"> <li><b>Renewable Energy micro Grids in Tanzania</b><br/>The draft documentation will be circulated later on by the Secretariat. The document is available from Paul Johnson</li> <li><b>Asset Management Standard</b><br/>The specification used by the Utilities in South Africa is NRS 093. This document has been attached to these minutes.</li> </ul>  | <b>AK</b>        |
| 15. | <b><i>Report to the board</i></b>  |                  |

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|------------|--|-----------|
|            | <ul style="list-style-type: none"> <li>The chairperson presented the feedback report to the board as required on the 18<sup>th</sup> October 2012</li> </ul>   | <b>DS</b> |
| <b>16.</b> | <b><i>General and closure</i></b>  |           |
|            | <ul style="list-style-type: none"> <li>The chairperson closed the meeting on the 18<sup>th</sup> October 2012;</li> <li>The chairperson encouraged the members to make use of the PIESA platform to improve the performance of their utilities.</li> </ul> | <b>DS</b> |

The next meeting will be on the.....of.....2013

Secretariat

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Date:

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Chairperson:

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Date:

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