

	<h2 style="text-align: center;">PIESA Standardization Working Group Minutes</h2>	
Meeting No 4: 2013	Date: 23September 2013	Venue: ARUSHA
Present:	Names:	Utility/Company
	Alfred Kaponda (AK) – Convenor	ESCOM
	Daniel Sichela (DS) – Deputy Convenor	ZESCO
	Simon Kihyo (SK) - Member	TANESCO
	Refilwe Mokgosi (RM) - Member	Ekurhuleni
	Michael Wangagi - Member	REA - Kenya
	Johnson Mwigune - Observer	TANESCO
	Makoye E. Ng'erere - Observer	TANESCO
Apologies	Names:	
	Abby Gwaivu (AG) - Member	UMEME LTD
	George S. Owur - Member	KPLC
	Kgopisho Mahunonyane - Member	Eskom

Item	Description	Action By
1.	Opening & Welcoming	
	<ul style="list-style-type: none"> The chairperson welcomed all members and acknowledged the two observers from TANESCO. The convenor urged all members to actively participate in the deliberations. 	AK
2.	Apologies and Introduction	
	The meeting was informed that Abby Gwaivu (UMEME WG member), George S. Owur (KLPC WG member) and Kgopisho (Eskom WG member) had sent in their apologies. The meeting also noted the prolonged absence of ZESA and SNEL working group members and resolved that the convenor takes up the matter with the secretariat to follow up with the respective board members.	AK
3.	Confirmation of Agenda	AK
	<ul style="list-style-type: none"> The agenda items were accepted as stated on the Agenda with emphasis to focus more on the discussion paper for the restructuring of the working group. The agenda was adopted following proposal by RM and secondment by SK. 	
4.	Minutes of the previous meeting (only for sign off and correction)	AK
	<ul style="list-style-type: none"> AK went through the minutes of the previous meeting which were accepted by all members with some minor corrections. He proposed that the matters arising be discussed concurrently with the agenda items to save on time seeing that the WG had to complete the discussion paper on the restructuring and present to the board. 	
5.	Matters Arising from Previous Meeting	
	<ul style="list-style-type: none"> The members generally indicated that they were still having difficulties accessing and using the "wiki". DSM training had not taken place. New budget was drawn up amounting to R100, 000.00 and resubmitted to the board. Regarding the venue the meeting noted that there was need to reconfirm with Roy as to whether the offer still stands or any other member could offer to host. The board approved the course but indicated that it should be include in the next financial year. The consolidated catalogue had not yet been completed. The meeting agreed to proceed with the development of the catalogue. The meeting, hence, developed the following action plan to ensure the catalogue is completed by end of January 2014. <ul style="list-style-type: none"> Develop draft template for the catalogue by 31/10/2013. Comments on draft template by all WG members by 15/11/2013 Final template by 30/11/2013 Submission of utility data using the template by 31/01/2014 Extract summary of commonly used international/national reference standards 31/01/2014 Discussion and adoption of consolidated catalogue by Next WG meeting in May 2014 	AK/Secretariat AK/RM/Secretariat RM ALL RM ALL SK ALL

6.	Appointment of the working group office bearers	
	<p>The following continued as office bearers</p> <ul style="list-style-type: none"> • Alfred Kaponda remains convenor of the WG. • Daniel Sichela remains the Deputy Convenor. • Kgopisho Mahunonyane remains secretariat • These roles will continue forward for at least two years, from the date of appointment, unless advised differently by the office bearers. 	ALL
7.	Confirmation of working group members (list attached) and frequency of meetings	
	<p>The following items below were reconfirmed by the Convenor (AK).</p> <ul style="list-style-type: none"> • The members from each member utility and/or affiliate were confirmed. The meeting resolved to follow up with members that had not been attending meetings through the secretariat and the board. • There shall be at least two meeting 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. • The “wiki” will be extensively used as the system of communication for all new documents and those under review. 	AK/Secretariat /Board
8.	Outstanding issues from PIESA board meeting	
	<ul style="list-style-type: none"> ○ Restructuring of the PIESA Standardization Working Group: The meeting deliberated and finalised the discussion paper regarding the restructuring of the Working Group and presented the proposal to the board for approval. The proposal included: <ul style="list-style-type: none"> ○ the change of name from Standardisation Working Group to Standards Localisation Advisory Committee (SLAC), ○ cessation of the development of standards and instead commence development of procurement specification guides with corresponding technical schedules, ○ termination of MOU with SABS, review of MOU with SADCSTAN to allow the use of the SADCSTAN harmonisation process to 	Board

	<p>harmonise identified commonly used international/national standards as SADCSTAN harmonised standards.</p> <p>The proposal also included the creation of a standards portfolio at the PIESA secretariat to facilitate publication and maintenance of PIESA procurement guides/technical schedules including tracking of updates of international/national standards that have been referred to the procurement guides.</p> <ul style="list-style-type: none"> ○ The board approved the request to restructure. ○ The meeting put in place an action plan that will actualise the change which included development of the consolidated catalogue for all distribution assets.(See item 5 above for details) ○ The meeting also resolved that each member should submit to SK a sample of the technical schedule they use as an input to the development of harmonised schedules. The schedules to be submitted by end of October 2013. ○ SK to prepare sample draft template based on submissions by end of November 2013 	<p>ALL</p> <p>SK</p>
9.	<i>Specific objectives of the working group</i>	Action by
	Following approval of the restructuring, the meeting resolved that the Convenor draws up the new, vision, goals and terms of reference in line with the agreed upon paper that was presented and approved by the board. This should be circulated amongst members before the date of the next meeting.	AK
10.	<i>WG action plans for 3 year strategic planning 2012-14</i>	Action by
	<p>Action plan:The restructured standards localisation advisory committee resolved to undertake the following activities during the transformation stage;</p> <ul style="list-style-type: none"> • Draw up new vision and terms of reference based on the new role as agreed upon in the discussion paper • Develop a catalogue for distribution assets to facilitate the process of identification of the commonly used international standards for harmonization • Prioritise the conversion of existing PIESA standards to procurement specification guides and the corresponding technical schedules • Consider prioritisation of development of renewable energy standards • To ensure speed progress the meeting agreed to incorporate a separate action table for easy tracking. (Action table attached) 	<p>AK</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
11.	<i>WG Budget 2012-13</i>	Action by

	<ul style="list-style-type: none"> • The following budget requirements were discussed and accepted: DSM training – The budget was revised from R300, 000.00 to R100, 000. The meeting agreed to request the PIESA secretariat to facilitate the planned training in Demand Side Management (DSM). The budget to excluded travel and accommodation as these are borne by member utilities. It was further agreed to conduct another standardization training as an ongoing process to build capacity in the area of standardization in each of the member countries. The board advised the WG to liaise with the secretariat regarding the R70, 000.00 for the two annual meetings as the secretariat had the standardized cost estimates per WG per meeting. 	AK
12.	<i>IERE International workshop</i>	Action by
	There was no WG presentation for the IERE workshop	
13.	<i>Working group interaction between meeting</i>	
	<ul style="list-style-type: none"> • 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. http://www.piesa.com/full-publications/. Note: This link is only available once logged in. For access to the PIESA website please contact Bruce@vdw.co.za and please state your full member details i.e. full name, member utility, contact details etc. • Members indicated that they had difficulties accessing NRS documents. However all were advised to retry following the email that was requesting members to register. 	All
14.	<i>Documentation of new PIESA projects</i>	
	<ul style="list-style-type: none"> • <i>Renewable Energy micro Grids in Tanzania</i> The draft documentation will be circulated later on by the Secretariat. The document is available from Paul Johnson. There was no new information on the matter. • <i>Asset Management Standard</i> The specification used by the Utilities in South Africa is NRS 093. The document was still being awaited by the WG members. There was no new information on the matter. 	AK
15.	<i>Report to the board</i>	
	<ul style="list-style-type: none"> • The presentation was done to the board regarding the restructuring which was approved. 	AK
16.	<i>General and closure</i>	
	<ul style="list-style-type: none"> • The chairperson closed the meeting on the 23thSeptember 2013; • The chairperson encouraged the members to make use of the Piesa platform to improve the performance of their utilities. 	AK

ASSIGNMENT ACTION PLAN

S/N	ASSIGNMENT	TO BE DONE BY	TIME FRAME
New vision and terms of reference			
1	Draft vision and terms of reference	AK	ASAP
2	Draft catalogue template	RM	31/10/2013
Development of distribution assets catalogue/l reference standards			
3	Comments on draft catalogue of distribution assets with corresponding relevant international/national standard by members	ALL	15/11/2013
4	Final template after taking into account WG members' comments	RM	30/11/2013
5	Submission of utility data based on final template	ALL	31/01/2014
6	Extracted summary of commonly used international/national standards	SK	31/01/2014
7	Discussion and adoption of catalogue and the summarised commonly used standards	ALL	Next WG meeting – May 2014
Development of technical schedules			
8	Submission of sample technical schedule templates by WG to SK	ALL	31/10/2013
9	Draft sample technical schedule based on member submissions	SK	30/11/2013
10	Discussion of draft harmonised sample technical schedules	ALL	Next WG meeting – May 2014
Membership			
11	Follow up members that have not been attending meetings	AK/Secretariat/Board	ASAP
Creation of standards portfolio			
12	Creation of standards portfolio at secretariat	Board/Secretariat	ASAP
Budget			
13	Ensure Demand Side Management budget of R100,000.00 is included in next year's budget	AK/Secretariat	ASAP
14	Liaise with secretariat on the actual estimates for the standardisation course	AK/Secretariat	ASAP
15	Liaise with secretariat on the budget of R70, 000.00 for the two annual meetings in order to obtain the standardized costs.	AK/Secretariat	ASAP
Training			
16	Offers for possible venues of the two courses	ALL	ASAP

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

Secretariat

Date:

Chairperson:

Date:
