

## **2014 Annual General Meeting of the Adaptation Network**

*Gallagher Convention Centre, Johannesburg, 12 November 2014*

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### **1. Opening and welcome**

The Chair of the Steering Committee, Noel Oettle from the Environmental Monitoring Group (EMG) opened the meeting and welcoming participants to the meeting.

### **2. Attendance, apologies and introductions**

#### **Attendance**

Noel Oettlé (EMG), Mandy Barnett (South African National Biodiversity Institute), Mikateko Sithole (Department of Environmental Affairs (DEA)), Candice Arendse (Indigo development & change), Bettina Koelle (Indigo development & change), Lydia Mogane (South African Faith Communities Environment Institute (SAFCEI)), Kim Meissenheimer (Conservation South Africa (CSA)), Yamkela Lupindo (Conservation South Africa), Amanda Bourne (CSA), Mosima Mphidi (Limpopo Economic Development, Environment and Tourism (LEDET)), Steven Bland (ICLEI-Africa), Gray Maguire (Project 90x30), Simon Gear (Birdlife South Africa), Nick Hamer (Environmental Science Department, Rhodes University), Penny Urquhart (Independent attendance), Jessica Wilson (EMG), Penny Price (eThekweni Municipality), Mark New (African Climate Development Initiative (ACDI)), Kirsty Nortje (ACDI), Claire Davis (Council for Scientific and Industrial Research), Zuki Jakuala (South South North), Colleen Vogel (University of Pretoria), Vhalinavho Patterson Khavhagali (DEA), Tsepang Makholela (Climate Change Monitoring and Evaluation, DEA)

#### **Apologies**

Apologies were received by the following members: Katharine Vincent (Kulima Integrated Development Solutions), Sarshen Scorgie (CSA), Bruce Hewitson (Climate Systems Analysis Group), Gabriel Lekalakala (Limpopo Department of Agriculture), Thierry Alban Revert (South African Comprehensive Agroecology National Initiative), Rhoda Malgas (Stellenbosch University), Katharine Vincent (Kulima Integrated Development Solutions), Sarah Birch (ICLEI Africa), Lucinda Fairhurst, Erna Kruger (Mahlatini Organics).

All members present briefly introduced themselves to the meeting.

### **3. Adoption of the agenda**

The adoption of the agenda was proposed by Mark New, and seconded by Penny Price.

### **4. Minutes of previous meeting**

Noel Oettle took attendees through the minutes from the previous AGM, which was held at the premises of SALGA in Pretoria on Thursday 01 August 2013.

Penny Price indicated that there was a mistake in her feedback on the “Western Cape Government’s work on adaptation” in the minutes from the previous AGM.

**Action: Penny to correct the error, Candice to amend the final version (Candice and Penny)**

Bettina Koelle proposed the acceptance of the minutes, and Penny Price seconded the motion.

## **5. Report back from the Steering Committee on Network activities and plans**

Noel Oettle reported to the AGM on behalf of the Adaptation Network Steering Committee. He noted that the Steering Committee was a productive and engaging team to work with and thanked the Secretariat for organising the Steering Committee meetings. He reported that the Steering Committee had met 13 times since the last AGM. The Steering Committee was comprised of the following representatives:

- Sarshen Marais (Conservation South Africa)
- Intelligent Chauke (South African Local Government)
- Lydia Mogano (South African Faith Communities Environment Institute)
- Penny Price (Western Cape Provincial Government)
- Mikateko Sithole (alternate for the Department of Environmental Affairs)
- Joseph Daron (Climate System Analysis Group)
- Vhalinavho Patterson Khavhagali (Department of Environmental Affairs)
- Sandile Ndawonde (Green Network)
- Bettina Koelle (Indigo development & change)
- Noel Oettle (Environmental Monitoring Group)
- Mandy Barnett (South African National Biodiversity Institute)

Noel reported that the Adaptation Network had been participating in the Steering Committee of the National Implementing Entity (NIE) for the Adaptation Fund via its appointed representative, Bettina Koelle, and expressed appreciation for her contribution. Bettina Koelle had also been appointed the representative of the Network on DEA’s Monitoring and Evaluation Technical Working Group.

Indigo development & change had served as the Secretariat of the Adaptation Network, which has served the membership and also provided services to the NIE including communication via the website and facilitating project development by conducting vulnerability assessments.

Noel reported on the training workshop held in May in East London in collaboration with the Department of Rural Development & Land Reform. The workshop was entitled ‘Practical Adaptation for Vulnerable Groups’. 48 enthusiastic and diligent participants attended, including representatives of NGOs, CBOs, academics and officials from local and national government. The training included insight into climate science and its implications, and he thanked CSAG for the contributions they have made over the years in this regard. The training workshop aimed to enable facilitation of learning, information exchange, reflection, innovation, and anticipation, all of which are key elements of the adaptation process.

Reporting on plans for the year ahead, the Adaptation Network anticipated concluding a three year funding contract with the Government of Flanders. Noel noted that the proposal has gone through several demanding but positive development cycles and is currently awaiting final approval at the political level in Belgium. The project will be managed by EMG on behalf of the Adaptation Network. A draft contract has already been received by EMG and a project kick off meeting has been scheduled for January 2015. A budget of EUR 420,000 has been negotiated over three years and Noel noted that the proposal development process was well supported by the Adaptation Steering Committee and he thanked everyone on the Steering Committee for their contributions. The activities proposed in the project will start in January 2015 and the in-coming Steering Committee will be asked to engage in a two day Project

Cycle Management workshop in the first quarter of 2015. Noel noted that the objective of the programme is to ensure the functioning of an effective national platform for adaptation to climatic variability and change by and for vulnerable communities that contributes to strengthened capacities, improved public participation, and knowledge sharing and policy development relating to adaptation to climate change.

Noel presented some of the proposed activities planned for the project, including provision of training and coaching, provision of support and expertise, presentation of capacity development and training events, information sharing, and provision of expertise to contribute to monitoring and evaluation of adaptation projects and processes in South Africa. Bettina proposed that once the funding has been approved, that a summary of the planned activities be circulated through the Adaptation Network mailing list to all the network members. Penny seconded this proposal and added that if any Network member is working in any of the fields for which activities are planned they should indicate their availability to contribute to shaping the work in this area.

Bettina noted that since the founding of the Adaptation Network all activities had been financially supported by members of the Network. Receiving significant funding is an important milestone for the Network and marks the start of a new era. Bettina thanked all members, including those not present, for their contributions over the years towards the development of the Network.

#### **6. Report back from the Network Secretariat (Bettina Koelle, Indigo)**

Bettina Koelle of Indigo development & change reported on the activities of the Adaptation Network Secretariat. Bettina highlighted the excellent contribution and dedication from Katinka Waagsaether as coordinator of the Network, and thanked Candice for her excellent contribution since taking over from Katinka.

Bettina reflected on the tasks assigned to the Secretariat by the Adaptation Network Constitution. These tasks include facilitating the general administration of the Adaptation Network, and organising network activities such as training events. The Secretariat also managed the Adaptation Network website and Bettina requested Network members to contribute their news and events to be posted on the website. The Secretariat facilitated information sharing through the Adaptation Network mailing, and Bettina thanked Katinka and Candice for only allowing appropriate content to be circulated via the mailing list. Maintaining and updating the membership list was a further function of the Secretariat. Types of membership of the Network are defined as:

- **Associate Membership:** *Individuals or organisations become an associate member by subscribing to the Adaptation Network electronic emailing list.*
- **Full Individual Membership:** *Individuals formalise their membership by signing the Pledge and submitting it to the Secretariat of the Adaptation Network. They can be co-opted on the Steering committee but do not have voting rights.*
- **Full Organisational Membership:** *Organisations formalise their membership by signing the Pledge and submitting it to the Secretariat of the Adaptation Network. They can have full voting rights and can be on the Steering Committee. The pledge can be signed on behalf of organisations/ institutions/ companies.*

Noel noted that the Constitution defines membership as being based on signature of the Commitment. The exception to this rule is government institutions, which may currently attain membership via signature of a MoU with the Adaptation Network. When the Network was founded in 2008, the DEA representative on the Adaptation Network Steering Committee had proposed that a MoU between DEA and the Adaptation Network should be entered into. The MoU has not been signed, and DEA management has indicated that the Department is loath to enter into a commitment that would bind it too tightly to

commitments to the Network. Nevertheless, DEA would like to retain its close association with the Adaptation Network. Noel reported that in order to resolve the on-going impasse, he and Lydia had met Shoni Munzhedzi, responsible Chief Director at DEA to explore the possibility of entering into a more flexible mutual commitment. The outcome of the meeting was that DEA has undertaken to engage with the Adaptation Network in order to draft an agreement of cooperation which both DEA and the Network are able to commit to. This might lead to an amendment to the Constitution being proposed to the membership in the course of the next General Meeting of the Network. The AGM unanimously endorsed this approach.

Bettina announced that, after serving in this role for 5 years, Indigo had declared its intent to hand over the Secretariat to an organisation that will be appointed at the AGM according to the Constitution. Bettina mentioned that although it was a challenge sometimes, it had been a pleasure hosting the Secretariat of the Network. She thanked all the members for their contributions and commitment, and she thanked all who served on the Steering Committee for their contributions.

## **7. Appointment of Secretariat of the Adaptation Network**

Lydia Mogane facilitated the process of appointing the new Network Secretariat. Lydia emphasised the excellent work that Indigo has done hosting the Secretariat, and announced that EMG had expressed their interest and willingness to serve as the Network Secretariat.

Lydia called for proposals by member organisations that were willing to host the Secretariat for the coming year. She noted that EMG had indicated its willingness to serve, and enquired whether there were any objections to EMG assuming the role of Secretariat.

No further indications of interest in serving were tabled, and the meeting unanimously appointed EMG as the incoming Secretariat of the Adaptation Network. The meeting congratulated EMG as the new Secretariat.

## **8. Election of the Adaptation Network Steering Committee**

Representatives of full organizational members (and their proxies) had been issued with a blue voting slip to be used when voting. Only one vote was permitted per organisation.

The incoming Steering Committee would comprise elected and co-opted members. As per the constitution only representatives from organisational members can be elected on to the steering committee, while representatives from key partner institutions or organisations that are not full members, can be co-opted on to the committee.

Noel noted that only elected Steering Committee members have full voting rights. It was agreed that the elected membership would be limited to 5 or 6 elected members.

The following individuals were elected on the Steering Committee:

- **Amanda Bourne, Conservation South Africa** (Nominated by Bettina Koelle, seconded by Claire Davies)
- **Noel Oettle, Environmental Monitoring Group** (Nominated by Mark New, seconded by Lydia Mogano)
- **Nick Hamer, Environmental Science Department, Rhodes University** (Nominated by Bettina Koelle, seconded by Simon Gear)
- **Bettina Koelle, Indigo development & change** (Nominated by Amanda Bourne, seconded by Simon Gear)

- **Mark New, African Climate Development Initiative** (Nominated by Bettina Koelle, seconded by Kirsty Nortje (exercising a proxy vote on behalf of CSAG))

The meeting **unanimously agreed** that the newly elected Steering Committee would identify and appoint co-opted members to the Steering Committee.

### **9. Strategic discussion: Network working groups (Lydia Mogano & Bettina Koelle)**

Bettina Koelle proposed that in order to engage expertise, and to spread responsibility and the workload more widely, de-centralized working groups should be established to undertake specific tasks. This proposal was seconded by Penny Price, and adopted by the AGM.

In order to establish the specific activities to be undertaken, and the working groups that would be assigned to them, Lydia Mogano asked the meeting to list the type of activities they would like the Network to engage in for the coming year. The meeting proposed the following working groups:

- A forum that facilitates an information exchange platform on various activities other than the mailing list
- Network membership expansion
- Making M&E a qualitative and more approachable process (Changing the term to “Learning” instead of M&E)
- Capacity Building that also facilitates a Student Outreach Network

Members of the meeting wrote their names next to the Working Group that they would like to be involved in. Noel asked those present to propose other members who would be appropriate to contribute to specific tasks or Working Groups.

### **10. Feedback on the Adaptation Community of Practice (Noel Oettle)**

Noel reported on the Adaptation Community of Practice, which was formed in the course of the Southern African Adaptation Colloquium that was organized by ACDI in November 2013. The Adaptation Network was asked to facilitate the Community of Practice, which subsequently met virtually and developed a concept document. Noel noted that he anticipated that the Community of Practice would be active in the coming year, and would provide the opportunity for all who are engaged in the practice of adaptation to share their experiences and insights.

### **11. Member input on plans for the year ahead (Bettina Koelle)**

This agenda item was addressed under item 9.

### **12. Durban Adaptation Charter (Penny Price)**

Penny Price and Steven Bland from ICLEI reported on progress with the Durban Adaptation Charter, which has attracted support from a number of municipalities. A two day local government summit was recently held in Tanzania, and a declaration was made by municipalities defining what sorts of government support is needed for the implementation of the commitments defined Durban Adaptation Charter. Penny Price reported that ICLEI is working with local levels of government to ensure that local voices will be represented in the negotiations at COP.

### **13. Other matters**

#### **13.1 COP 20**

Bettina Koelle proposed a meeting for Network members planning to attend COP 20.

**Action: Send out a request to the Adaptation Network to ask who will be attending COP (Candice)**

#### **14. Closure**

Noel closed the meeting with a word of thanks to all the participants and expressed his gratitude to Indigo for the excellence of the Secretariat services provided in the past years. The meeting thanked Noel for chairing.

Appendix A

Adaptation Network AGM, November 2014: Proposed Working Groups for 2015

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<b>Working Group</b>	<b>Name</b>
1. A forum that facilitates an information exchange platform on various activities other than the mailing list	Gray, Kristy, Penny, Tsepang
2. Network membership expansion	Noel
3. Making M&E a qualitative and more approachable process (Changing the term to "Learning" instead of M&E)	ICLEI, Penny, Bettina, Kirsty, Nick
4. Capacity Building that also facilitates a Student Outreach Netw	Gray, ACDI, Nick, Colleen, SAEON Graduate Student Network