

# EARF: 10 December 2012

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## Agenda:

1. Overview of 2012 activities
2. Hand-over to 2013 chair
3. Plan for 2013

Chair	Jan Mentz
Note taker	Funmi Adebessin
Attendees	Funmi Adebessin, Jan Mentz, Boroto Hwabamungu, Louw Labuschagne, Erna Meyer, Aurona Gerber, Alta van der Merwe, Gerrit Botha.
Formal EARF meeting	<p><b><u>Overview of 2012</u></b></p> <p>The meeting was opened with Jan highlighting the forum's activities for 2012. The focus of 2012 was to learn how to do EA. To a large extent, we have not achieved what we set out to achieve at the beginning of the year. Perhaps we have been too ambitious. Our plan to have three full day workshops did not materialise.</p> <p>Jan opened the discussion for comments by members for their views on 2012.</p> <p>Alta raised concern over the loss membership over time. This may probably be due to the workgroups. Although some members indicated they were interested in the formation of workgroups but we were unable to get this off the ground. She then suggested that we should consider reverting to previous format of meeting every two months with</p>

presentations by guest speakers.

Aurora also echoed the same sentiment, indicating that it appeared many people were interested in attending presentations that are of interest to them. It seemed we are not yet ready for people committing their time to do extra work before coming in for EARF sessions. It may be the case that the group is not yet matured to that stage of having various workgroups.

The problem might also have to do with the fact that EA took a big dive in the industry, with high level of interest that appears to be waning.

Gerrit was of the opinion that the forum, and EA in general, is perhaps going through a natural cycle. The growth of EA in government has been phenomenal. But we need to appreciate the fact that EA is still relatively new and a lot of issues still have to be sorted out. Gerrit indicated that EA is well established in government. For example, NPA has a well-established environment, and the SAPS is probably the best structured arrangement in government. However, the challenge is that there is no appropriate tool, which makes it difficult to some extent to do EA. So it can be said that there are different EA maturity levels in government.

Alta suggested that we could consider having a discussion on EA practise in government early next year.

Jan – it appeared the theme-oriented session did not work well.

#### **Suggestions for way forward**

Aurora – have a group that decides on different topics for presentation, and then ask members (perhaps through survey) whether they will be willing to participate in the topics. EARF should not be used as a work-sessions or discussions. Work-sessions will require two back-to-back meetings, with the work groups meeting after the presentations. Otherwise, we will continue to lose members.

Alta- academic discussions should be reduced to a large extent. People should not be required to do extra work before attending meetings. Sessions should be focused on having presentations on interesting topics, with opportunities for questions and answers and networking.

Each discussion/topic should be able to stand on its own; and missing a session should not demotivate members from attending the next session.

Louw – Initially, students were involved in the sessions and they also made presentations, which provided another perspective to the discussions. But Alta clarified that the post-graduate sessions where students made presentations was not really part of EARF. But this does not mean that students cannot be involved.

Aurora indicated that workgroups will require having two back-to-back meetings. Have a presentation first. Thereafter, people willing to participate in special interest groups can meet thereafter for discussion.

- We continue to have EARF sessions at CSIR Meraka
- Continue with monthly meetings with presentations, followed by Q & A
- Meeting will now be first Thursday s of the month, starting from February 2013
- Have one international speaker, which can be combined with another event that is happening in the country.
- Selection of the committees for next year still needs to be done.
- Have a planning session at the first meeting in February

**Suggestions of speakers/presentations for 2013**

- Gerrit will do the first presentation in February
- EA governance, perhaps invite Stuart to do a present
- EA management. We could ask Jaco du Preez to give a presentation on this

	<ul style="list-style-type: none"> <li>- Someone like Brian Cameron could be asked to do a presentation via Skype to present EA practise overseas.</li> <li>- We should not attempt to have workshops, let's leave that to universities.</li> <li>- Basic awareness training, perhaps on EA tools.</li> </ul> <p><b><u>Committees for 2013</u></b></p> <ul style="list-style-type: none"> <li>- As the co-chair for 2012, Gerrit takes over from Jan as Chair for 2013</li> <li>- There is need for a marketing function. Alta, Aurna and Jan will champion this critical function so we can put the forum on the map. Jan will handle the online presence (there is a need to have our own website that this not tied to CSIR/Meraka), while Alta and Aurna will ensure that invites are well marketed.</li> </ul> <p><b><u>Meeting times</u></b></p> <ul style="list-style-type: none"> <li>- Should we continue with morning meetings or change to afternoon sessions? We can experiment with this, have one morning and one afternoon session, thereafter decide afterwards based on the turn-out</li> </ul>
<p>Tentative Meeting dates for 2013</p>	<p>07/2 : 08:30 - 10:30: Indaba</p> <p>07/3 : 14:00 - 16:00: Indaba</p> <p>11/4 : (Time to be decided after March meeting): Hummingbird</p> <p>02/5 : (Time to be decided after March meeting): Indaba</p> <p>06/6 : (Time to be decided after March meeting): Hummingbird</p> <p>04/7 : (Time to be decided after March meeting): Indaba</p> <p>01/8 : (Time to be decided after March meeting): Indaba</p> <p>05/9 : (Time to be decided after March meeting): Hummingbird</p>

	07/10: (Time to be decided after March meeting): Indaba 07/11 : (Time to be decided after March meeting): Hummingbird
Finance	Members contribute R100 per year to finance the coffee/tea, although low attendants meant lower contributions in 2012. We can continue with this method of finance.