



BIOGAS PROJECT

Minutes of Q2 Project Steering Committee Meeting

Venue: Regent Hotel

Date: 3rd July 2018

Present Committee Members

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|-----------------------|---------------------------------------|
| 1. Ms. O. Serumola | MENT – DWMPC - Chair |
| 2. Dr. O. Koboto | UNDP, Programme Specialist – Co-Chair |
| 3. Dr. E. Rakgati | Biogas Project Coordinator, BITRI |
| 4. Mr. S. Sebusang | BITRI |
| 5. Mr. M. Garenamotse | BMC |
| 6. Ms. M. Rantolo | Dept. of Energy |
| 7. Ms. D. Mpedi | MLGRD |
| 8. Ms. B. Mooketsi | GCC |
| 9. Mr. M. Segokgo | LTC |
| 10. Mr. R. Botebele | UNDP, BIOFIN Project Manager |
| 11. Onalenna Rammekwa | UNDP |
| 12. Rikondja Muzeu | UNDP |
| 13. Mr. E. Ngwako | LEA |
| 14. Mr. B. Autlwetse | Biogas Project Manager |
| 15. Ms. L. Moroka | Biogas Project Engineer |
| 16. Mr. R. Kanguaiko | Biogas Fin. & Admin Assistant |

Apologies

- | | |
|------------------------|-----------------------------|
| 1. Levy Chezuba | Kgatleng District Council |
| 2. Mr. R. Modikana | BDC |
| 3. K. R. Koosimile | Jwaneng Town council |
| 4. Keemenao Bonamelo | South East District Council |
| 5. F. Galebotse | Southern District Council |
| 6. BERA Representative | |

Agenda

Rapporteur: Mr. Raymond Kanguaiko

Item	Time	Description	Led by
005/1	0900-0905hrs	Opening Prayer	Volunteer
005/2	0905-0915hrs	Chairperson Opening Remarks	Chairperson
005/3	0915-0920hrs	Apologies	PM
005/4	0920-0925hrs	Adoption of the Agenda	Chairperson
005/5	0925-0940hrs	Minutes of last Quarter meeting	Chairperson
005/6	0940-1000hrs	Action Items of the minutes	Chairperson
005/7	1000-1020hrs	Project Stakeholders Role Clarity Presentation	Dr Koboto
005/8	1020-1030hrs	Comments	All
005/9	1030-1050hrs	Project progress for 1 st Quarter <ul style="list-style-type: none">• Research Agenda• Digester designs and BoQ• Progress on demonstration sites	PM
005/10	1050-1100hrs	Comments	All
	1100-1120hrs	Tea Break	All
005/11	1120-1140hrs	Project progress- Financial	Finance Officer
005/12	1140-1150hrs	Comments	All
005/13	1150-1200hrs	Project Issues for PSC consideration	PM
005/14	1200-1210hrs	AOB	All
005/15	1210-1220hrs	Closing remarks	Co-Chairperson
005/16	1230hrs	Closing Prayer	Volunteer
	1240hrs	Lunch	All

Proceedings:

005/1 Opening Prayer - Ms. B. Mooketsi		
005/2 Self-Introductions made by all		
005/3 Opening Remarks – Chairperson		
<ul style="list-style-type: none"> ▪ Welcomed members to the meeting ▪ She encouraged members to engage on important issues and continue to support the Project on strategic and technical issues. ▪ She emphasised on the importance of this Project being able to transform people’s lives through the introduction of this new technology. ▪ Introduced the BIOFIN Project Manager, Mr. R. Botebele, a similar GEF funded Project 		
005/4 Apologies: Noted as per above on members attendance list		
005/5 Adoption of the Agenda		
<ul style="list-style-type: none"> ▪ Agenda was accepted with the exclusion of Item 005/7, Role Clarity, as this was presented as part of the Chairpersons report. ▪ Inclusion of self-introduction 		
005/6 Minutes of last Quarter Meeting		
Minutes of previous PSC meeting were adopted as true record of the proceedings		
005/7 Action Items of the minutes – From Q4 Minutes – Status Update		
ACTION ITEM	Responsible Party	COMMENTS
Role Clarity meeting between <i>DWMPC, UNDP & BITRI</i> be held and feedback provided to PSC by 29 th March 2018 and	<i>DWMPC, UNDP & BITRI</i>	<ul style="list-style-type: none"> ▪ The parties involved did meet to discuss the issue. ▪ UNDP is to provide quality assurance and technical guidance to the Project ▪ MENT & BITRI coordinates and manage the Project to ensure that objective is met. ▪ It was indicated that roles for the trio was clearly defined in the project document
Ad hoc Special PSC meeting scheduled for 11 th April 2018 to discuss Role Clarity	Project Team	<ul style="list-style-type: none"> ▪ Done, as per above
Share co-financing template with PSC	Project Team	<ul style="list-style-type: none"> ▪ Template shared with the members to populate data and revert so that data is included in the Financial update. ▪ Project stakeholders should account for the specific number of hours dedicated to the Project for ease of capturing co-financing. ▪ Project team to share the workload tracking tool to Project coordinator for ease of referencing and guidance
TRG, BITRI & DWMPC to review the Feasibility Study ToRs and facilitate the procurement	TRG, DWMPC, BITRI and	<ul style="list-style-type: none"> ▪ TORs finalised, and Procurement completed

process and provide feedback to PSC by 11 th April 2018	Project Team	
Presentation of the Project to RTC with a particular focus on issues that may request the intervention of the RDC	Project Team	<ul style="list-style-type: none"> ▪ Technology recommended to RTC ▪ Chair proposed that lessons should be drawn from other countries, who have introduced the technology, to avoid adverse impact and repeated misfortunes of the technology
005/9 & 10 Project progress - Comments		
<p>After the presentation on the progress of the project the following comments were raised:</p> <ul style="list-style-type: none"> ▪ Members were concerned with the safety of end users with emphasis on the prescribed small-scale biogas plant design. ▪ Safety concern was on the floating and balloon type of design which protrudes above ground which may be hazardous to minors ▪ Members were also concerned with the leakage of excess gas from the plant and its detection in the atmosphere and were advised that caution and appropriate methods are adopted to avoid adverse impact on end users ▪ Members were assured that a fixed dome design is the prescribed design for all small-scale digesters and is an underground type of a design. ▪ To avoid leakages and excess gas, the beneficiaries will be capacitated on operation and maintenance of digesters. The beneficiary can either minimise feeding of substrate to reduce gas production when not in need of the gas or use the optimal load to achieve optimal output. ▪ BOBS was engaged to assist with developing the standard for biogas including the digester design. The Project to draft a letter for the Chairperson's signature and send to BOBS CEO to expedite the standard development process. ▪ On the issue of centralised biogas digester, members were advised that the feasibility study will determine, with certainty, the potential site based on the availability of the substrate to sustain the gas production. ▪ The Project Team was advised to indicate the project progress report for each quarter against each outcome/output undertaken. ▪ Chair indicated that there are some Industries which are not managing their waste appropriately and noted that she will engage them to see if they could benefit from up-taking this technology. 		
005/10 & 11 Project Progress- Financial including Comments		
<p>The Project finance and Admin Officer presented the project financials and below are the discussions:</p> <ul style="list-style-type: none"> ▪ PSC noted that the slow progress of activities leads to low expenditure. ▪ Project team was advised to reach out to Project stakeholders to facilitate and own some of the project activities so that there is progress on them. ▪ The members were also concerned about the high cost of the feasibility study studies to be carried out, but it was discussed that the amount charged is within the current market range ▪ Members were, again, advised to record time spent on the Project and data to be computed and reported on quarterly basis. Template to be shared with PSC for further sharing with their Finance Officers. 		
005/12 Project Issues for PSC consideration		
<ul style="list-style-type: none"> - Milk Africa, being a member of the PSC – PSC advised that this is not the right forum for Milk Africa to sit in, but they could consult the Project on certain technical issues or vice versa. - PSC advised that project publicity is required to ensure that the Project meets its objective and reaches out to communities. 		

<ul style="list-style-type: none"> - Presentations at full Council and Kgotla meetings should be made to publicise the Project - On the issue of using wastewater/sludge from Glen Valley treatment works, PSC advised that sensitisation is required to manage perception on the substrate. PSC agreed that the project could assist WUC for sludge to be used by WUC to produce biogas. 		
005/13 AOB		
<ul style="list-style-type: none"> ▪ PSC to diarize dates of the next meetings 		
005/14 - Closing remarks – Co-Chair		
<ul style="list-style-type: none"> ▪ Co-Chair thanked members for their attendance ▪ Requested that the team solicit buy-in from communities through publicity ▪ Emphasised the importance of this Project in transforming people’s lives 		
005/15 – Closing Prayer – Ms. B. Mooketsi		
ACTION ITEMS		
AGENDA ITEM	Responsible Persons	COMMENTS
Project to draft a letter, with MENT letterhead – send to Chair for sending to BOBS CEO to expedite the standards development process	<i>BITRI & Project Team</i>	The letter was sent, and progress is that a Technical Team has been set by BOBS. Currently working developing a draft standard based on the information gathered. Once completed the Technical team will be called to review.
Members to record time spent on the Project and data to be computed and reported on quarterly basis. (Template to be shared with PSC)	Project Team & PSC Members	Template shared with PSC members. Awaits the filled forms.
Letter to Senn Foods to solicit buy-in to potentially construct a medium scale digester	Project Team & Chair	Appointment still to be made. Chair is in constant contact with Senn Foods management.
Full Council and Kgotla meetings to publicise the Project	Project Team	Ongoing exercise.
Project Team to indicate the project progress report for each quarter against each outcome/output undertaken.	Project team	Done as per the slides