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| **Meeting Name:** CATS and MDC Section Meeting | | | | | | | |
| **Date:** | **Time:** | | **Venue:** | | | **Meeting No.:** | |
| 17 September 2020 | 08:30-12:00 | | Microsoft Teams Boardroom | | | **05/2020** | |
| Attendance | | | | | | | |
| Name | Telephone | Region/Company | | Initials | Present X | | Apologies |
| Billy Petzer (BP) | 0728412170 | PTM&C | | BP | X | |  |
| Dumisani Gojela (DG) | 0848403305 | PTM&C | | DG | X | |  |
| Ian Naicker (IN) | 0828056898 | PTM&C | | IN | X | |  |
| James Ranyane (JR) | 0828056894 | PTM&C | | JR | X | |  |
| Jason Hector (JH) | 0219803911 | PTM&C | | JH | X | |  |
| Mary Mammen (MM) | 0836794853 | PTM&C | | MM | X | |  |
| Mpumelelo Shangase (MpS) | 0118713693 | PTM&C | | MS | X | |  |
| Phetheni Khumalo (PK) | 0118712008 | PTM&C | | PK | X | |  |
| Rishi Hariram (RH) | 0834564012 | PTM&C | | RH | X | |  |
| Tjaart Visser (TV) | 0118713623 | PTM&C | | TV | X | |  |
| Albert Malapile (AM) | 0118713258 | PTM&C | | AM | X | |  |
| Alpheus Majozi | 011 871 3744 | PTM&C | | AMJ | X | |  |
| Bathathu Jonga | 011 871 2052 | PTM&C | | BJ | X | |  |
| Mohammed Omar | 011 871 2351 | PTM&C | | MO | X | |  |

\*(x) = attended the meeting via Windows Teams

| **Item** | **Subject** | **Decision & Action items**  [Assign reference numbers] | **Responsibility**  [Assign responsibility for action/s] | **Target date**  DD/MM/YYYY |
| --- | --- | --- | --- | --- |
|  | **Opening:**   * 1. Welcome   2. Apologies and quorum |  |  |  |
|  | **OHS Theme:** Emergency Preparedness |  |  |  |
|  | **Safety and Emergency Evacuation Procedure** | No safety issues raised  Electricity Safety Month  Remember to do self-evaluation on the Eskom COVID -19 Self-check app. MS Teams can also be used. | **All**  **All** |  |
|  | **Adoption of agenda & Declaration of interest** | No declarations of interest. |  |  |
|  | **Verification of minutes of previous meeting/s** | Accepted |  |  |
|  | **Action items from previous minutes** |  |  |  |
|  | Meeting No. 04/2020 | BP applied for a CATS MM/DC Shared Drive for backups. | **BP** | **7 Aug 2020** |
|  | **Matters for approval** |  |  |  |
|  | **ISO 9001** | No feedback. | ALL |  |
|  | **C&A Documents; Status, Doc process** | Revised Part 18 list received, but MM to check the applicability first.  RuggedCOM RX1100 document has gone for comments, but still needs post lockdown testing.  HMI Standard – expires in November. MS busy with document, aiming to send out for internal comments in week of 21 September.  SCADA Commissioning Standard – on track to be completed before expiry date.  Telecontrol Protocol Standard Telecontrol Master Station Standard have both been requested to be reallocated to Dx/  Telecontrol & SCADA KPI Standard – reallocated to DG  DC Commissioning Substation RTU – TV  D400 Commissioning Guide – JR. Have not started comments yet. | MM  DG  MS  JR  DG  DG  TV  JR |  |
|  | **CATS: Contracts, Projects, Testing** | The EADS contract is still currently blocked due to BBBEE non-compliance by the vendor. No status change.  CORP 3158 Siemens contract has been signed and first order has been placed. CONCO contracts blocked due to BBBEE non-compliance. Unable to get Siemens to provide performance bonds due to legal and contractual issues that are being sorted out. Orders are being placed and processed currently, so the contract is being used. Siemens currently manufacturing the panels, etc.  TEMSE RFI: Evaluation concluded. MM compiling report, and Systems Opps team busy with business case.  IST Spares contract: Commercial signed. PR had to be updated, awaiting feedback from Tim.  IST D400 Interlocking Contract: FAT was completed. IST sorting our configuration conversion, and fixing some issues.  IST Interoperability contract: The tender has been sent out, close out date is end September 2020.  Talus RTU Contract: Contract still hasn’t been concluded yet.  IDR: Still in negotiations phase. Current contract ends in September, so attempting to get mandate to conclude before then.  IEC101 Client testing concluded.  D400 CPUs – Need to consolidate the repairs for IST | MP  IN  MM  MM  IN  AM    JR  TV  JR/DG  JR/DG |  |
|  | **Metering: Contracts, Projects, Testing** | AMR: Driven by GIT. BRS signed. RFI document still to be finalized.  MDMS: BRS completed. Also driven by GIT, but budgetary problems currently exist. Dx senior management addressing issues with GIT.  Smart Metering Systems - not Tx. Commercial has to go to board TC for Phase 1. Phase 2 to commence as well  Single rate and programmable meters tender: Expired in June. Went to tender committee, and have mandate to establish contract.  Modems tender: Tender committee unsure whether they have mandate to negotiate with suppliers. Looking to resolve.  Transducers: Strategy has been signed off, RFQ documents are ready, and ready to issue enquiry to the market.  Power Quality Enquiry: Was not approved, as GS report needs to be done. | MO  MO  MO  MO  MO  MO  MO |  |
|  | **DC: Contracts, Projects, Testing** | Power Electronics Retrofit: Enquire was issued in September, with closing date 9th of October. Evaluations will commence after.  FAT for chargers for ET has been completed. Item closed.  Sec Plant/HV Plant SI Training: Content Prep, Online Training | BJ  BJ/AMJ  BJ |  |
|  | **Cabinets/JBs** | JB Contract: A request was made for RFP to be issued by 14th of October. Has not been issued as of yet.  19” Cabinets RFP: Currently busy with technical evaluations. Then evaluation reports will be compiled. | AMJ  AMJ |  |
|  | **Other Major Outputs** | Tx Health appraisals,  VMs – workshops have been held on the new image. Appointment letters to be issued to custodians.  PTMC risks - need QURA training. Prerequisites have been completed. Awaiting feedback for next steps.  Power Quality Asset Health Report - framework done. Mid October to provide information.  DC Asset Health report- in progress (framework already done). Questions to be sent out next week. Feedback by end Aug. | PK  BP  PK  MO  BJ |  |
|  | **PTMC objectives** | No new feedback |  |  |
|  | PTMC/PDE management feedback | All staff have to use the COVID-19 Self-evaluation app daily.  All visits to site and office must be approved by Richard | **All**  **All** |  |
|  | **Matters for Action** |  |  |  |
| **11.1** | Attendance registers | To be sent to Linda every month | All |  |
| **11.2** | Work Outputs | Complete weekly work outputs spreadsheets and send to Rishi | ALL | **Weekly** |
| **11.3** | IDPs | Complete IDPs before end of September. Mandatory courses include Ethics training, and PCMs if any. | All |  |
| **12.** | **Financial Sustainability “Save & Tell”** | **None** |  |  |
| **13.** | **General** |  |  |  |
| **13.1** | Backups | An e-form was submitted for shared drive for CATS MM/DC staff. Feedback to be provided as it progresses. | BP | **Oct 2020** |
| **14** | **Closure**  **Next meeting**  The next meeting information: TBA |  |  |  |

**Signed as a correct record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman Date**