

ACTION / EXECUTION PLAN FOR THE PROVINCIAL LAND REFORM FORUM – AUGUST 2007

Background

1.1 The MEC for Agriculture and Environmental Affairs will be hosting the launch of the Provincial Land Reform Forum in KZN. The primary aim of the forum is to provide stakeholders with a platform for structured and constructive communication, coordination, cooperation and information sharing concerning the implementation of the land and agrarian reform in KwaZulu Natal. This will facilitate efficiency and effectiveness; promote developmental outcomes and long-term sustainability.

PROGRESS MONITORING PLAN					
Action	Responsibility	Timeframe	Budget	Status	Remarks
Draft invites to relevant stakeholders	Bruce / Jabu / Erica	20 August 2008	Nil	Done	Invites gone out
DAEA RLCC DED DOH PORTFOLIO COMMITTEE Kwanalu NAFU AFRA LPM COMMODITIES <ul style="list-style-type: none"> • Cane growers • Inkezo 					

<ul style="list-style-type: none"> • Forestry • Nepro LAND BANK ITHALA BANK DEEDS OFFICE SG OFFICE AGRI BUSINESS CHURCHLAND PROJECT TIK KZN CC					
Draft Media Invites	Bruce / Mbuleo	20 August 2007	Nil	Done	Media invites drafted and sent to relevant media SABC, etv, radio National and Provincial media inited.
Check for a suitable venue for the event	Bruce	20 August 2007	Land Affairs	Done	Imperial Hotel – Pietermaritzburg
Programme of the launch Programme Director – Thembeke Ndlovu	Bruce	24 August 2007	Nil	Done	Programme printed in colour.
Setting up of Exhibition stands	Bruce / DAEA	28 August 2007	Nil	Pending	Setting up on the day of the function.
Organisation of promotional items for the event	Bruce	28 August 2007	R 15 000	Done	Receive items on 27 August 2007.
Action	Responsibility	Timeframe	Budget	Status	Remarks

Prepare a promotional kits, with TOR's Programme etc.	Sipho / Thokosani	24 August 2007	Nil	To be completed by Friday.	Kit to contain TOR, and other documents relating to launch
Sending of Media Invites	Mbhele / Bruce	21 August 2007	Nil	Pending	National and Local Media even TV.
Preparation of the MEC's speech	Mbhele	24 August 2007	Nil	Pending	Confirm with Vukani on the 27 August 2007.
Draft Declaration of interest document	Bruce / Service Provider	24 August 2007	Nil	Done depending on approval	Drafted declaration set to NO for layout and design. Receive doc 27/08/07.
Entertainment in the form of living land series	Bruce	24 August 2007	Nil	R2 000-00	Living land disc's received from National Office.
Preparation meeting schedule with members	Bruce	21 August 2007	Nil	Done	Members informed and inputs to documents received.
Programme Director for the event	Thembeke Ndlovu	24 August 2007	Nil	Ms Ndlovu has been informed and is willing	Documentation sent to Ms Ndlovu.
Name tags	Erica and Jabu	24 August 2007	Petty Cash	Pending	As per confirmation of stakeholders.
Chairing the Media Briefing session	Mbulelo	28 August 2007	Nil	Pending	Media informed where to go to interview MEC

Organisation of DVD equipment for the launch	Bruce together with Imperial Hotel	27 August 2007	R1 800	Done	Equipment will be setup by 14/08/2007.
Launch					