

Inception meeting for the Design Evaluation of the Policy on Community Colleges (PCC)

Date : Thursday July 17, 2014
Time : 10:00 – 12:00
Venue : Room 282, East Wing, Union Buildings, Pretoria

Chairperson : Dr H Narsee (DHET) Chairperson

Objective : By the end of the meeting we have discussed and approved the PCC evaluation Inception Report obtained from the service provider.

Time	Session	Objective	Responsible
10:00 – 10:05	Welcome, introductions, objectives and flow of the meeting.	Participants understand the flow of the meeting & know one another.	Chairperson.
10:05 – 10:15	Inception Phase.	Participants are on the same page regarding the meaning of the Inception Phase, including what is expected in terms of the inception report and revised proposal.	Mr Hercules, DPME.
10:15 – 10:45	Quick Overview of the service provider's inception report.	Participants are on the same page regarding the service provider's inception report.	Service provider (SAIDE).
10:45 – 11:30	Proposed amendments / revisions to the inception report.	Participants have agreed on the proposed changes to the inception report.	Steering Committee.
11:30 – 11:55	Next steps and way forward – including dates for signing of the Service Level Agreement (SLA).	Participants agree on the project plan.	Mr Hercules, DPME.
11:55 – 12:00	Closure.		Chairperson.
12:00 – 12:30	Lunch		

Meeting Documents to be supplied prior to the meeting
1. Agenda
2. PCC Evaluation TOR
3. PCC Proposal
4. PCC Inception Report