



energy

Department:
Energy
REPUBLIC OF SOUTH AFRICA

INDEPENDENT POWER PRODUCERS (BIDDERS) MEDIA BRIEFING

SESSION

ELECTRICITY, NUCLEAR AND CLEAN ENERGY

MEDIA BRIEFING 1: INDEPENDENT POWER PRODUCERS: BIDDERS MEDIA BRIEFING - Wednesday, 31 August 2011

DATE:	Wednesday 31 August 2011
VENUE:	EXCO Boardroom (Department of Energy)
TIME:	10h00am – 11h00am,
KEY PRESENTER:	Ms Nelisiwe Magubane (DG), / Ompi Aphane (ADDG)
PANELISTS FOR FACILITATED Q&A:	Ms. Nelisiwe Magubane (Director General of DoE) Mr. Ompi Aphane (AD. Director General: DoE) Ompi Aphane to confirm which official from his branch/SoE/ Other department's will be assigned
OBJECTIVE:	To articulate the latest government IPP (RFP) policy and highlight review and work currently in progress. To contextualise the policy considerations that will clarify procurement processes of the renewable energy Technologies (RFP).

To address the public's concerns and questions on the renewable energy procurement process (bidders) in South Africa and abroad

KEY MESSAGES:

To be confirmed by Electricity, Nuclear and Clean Energy Branch

MC FOR FACILITATED DISCUSSION:

Thandiwe Maimane (Head of Communications, Department of Energy)

GENERAL NOTES

* DG to be included in processes for approval

PLANNING

ACTIVITY	TASKS /ACTIONS /DETAILS	DEADLINE	RESPONSIBILITY	UPDATES and COMMENTS
1. Booking of venue: Exco Boardroom: Department of Energy	Lesego Ntsieni to liaise with facilities for availability of Boardroom (Exco/DG)	22 August 2011	Lesego Ntsieni	In progress
2. Site specifications	Facilities checklist : * U-shape layout * Size of room to accommodate 35-40 people.	Ongoing	Johannes Mokobane	Registration forms to be ready a day prior to the commencement of the event. Johannes Mokobane will be at the venue at 8h30 on the day to ensure that set up and layout is done as planned

	<p>* Briefing notes(fact sheet)</p> <p>* Q&A</p> <p>* Laser pointer to be provided to assist key speaker with presentation</p> <p>Layout of venue- U shaped</p> <ul style="list-style-type: none"> • Arrangements for printing of last minute documents 			
3. Secure Key speaker & panellists	<ul style="list-style-type: none"> • Mr. Ompi Aphone (Dep. Director General (DoE)) • Ms. Nelisiwe Magubane Designated line function officials as well as SoE's and affected departments. 	23 Aug 2011	Thandiwe Maimane	The key speakers and the panellist to confirm availability by the set date., but Ms Thandiwe Maimane to liaise with and confirm the proposed panellists that has to participate.
4. Content development:	<ul style="list-style-type: none"> • Development/drafting /design • Compilation of Q&A Sheet • Key Messages • Briefing notes & Presentation for key speakers • Programme 	Due date: 26 Aug 2011	Ndivhuwo Khangale Mthokozisi Mpofu and Maduna Ngobeni	Mthokozisi Mpofu will develop Q & A and fact sheet Maduna will draft speaking notes for the DG. Johannes to call the media and source typical questions the media would like to have answered. Johannes and CD: Communication will forwarded these questions to Mthokozisi and Maduna to assist with the development of content.

	*Approval of all content *Printing of all content documents		Thandiwe Maimane Johannes Mokobane	Once Mthokozisi and Maduna have provided the fact sheet, Q&A, and key messages, and DG's speaking notes, Communication will finalise the media pack. All content to be finalised by 30 August 2011
5. Briefing of DG and key participants	Based on final plan and products agreed to by all	23/26/30 Aug 2011	Thandiwe Maimane	The CD: Comms' PA to diarise and remind the CD timerously .
6. Compilation of Media List & Guest List	Johannes M to confirm other guests to be invited	24 Aug 2011	Modiegi Motsepe	Only selected energy related media members will be invited and RSVPs will be accepted based on an "by invitation only" basis. Members of the Foreign Correspondence Association will be invited Ompi will provide names and contact details of key non-media guests that also have to be invited
7. Media Invitation	Draft /design invite for approval Develop guest contact database	24 Aug 2011	Johannes Mokobane / Modiegi Motsepe	Ndivhuwo to provide the DG's input on the invites and this should be ready for issuing, as soon as confirmation has been obtained.
8. Sending invitations to Media & other guests & recording		25 Aug 2011	Johannes Mokobane?	The media invites will be issued by Communication internal media team (Johannes Mokobane/ Ndivhuwo Khangale) Non-media invites will be issued by Modiegi Motsepe, e-mail address, so that responses can be tracked
9. RSVPs	Reminders and call follow- ups	29 Aug 2011	Johannes	Final RSVP Update to be sent to all parties involved

			Mokobane and Modiegi Motsepe	
10. Confirm final attendance numbers to venue		30 Aug 2011	Johannes Mokobane	Ongoing
11. Media Packs	<p>Content:</p> <p>Programme (can only be finalised once Electricity branch(Renewables section) has provided direction on content of key messages</p> <p>Q&A Sheet (developed by Mthokozisi Mpofo)</p> <p>Key Messages (subject to Q&A received, to be developed by Electricity Branch)</p> <p>Presentation (to be supplied by Ompi Aphone)</p>	3 Aug 2011	Johannes Mokobane: Communication	* Communication to provide folders for media pack. Media Packs will be placed on the tables on Wednesday morning 31 August 2011
12. Preparation of Reception: name tags (Registration)	<u>NA To ensure that the media is escorted from the reception area to the venue of the event.</u>	31 Aug 2011	<u>Modiegi Motsepe</u> NA	<u>Ongoing-Modiegi to Collect journalist form reception to the media briefing centre.</u>
13. Sound and IT Equipment	Secure DoE's data projector	31 Aug 2011	Johannes	Johannes M to arrange usage of internal data projector.

			Mokobane : communication	This has to be coordinated via IT.
14. Site visit	To ensure all venue requirements/ specifications are met	31 Aug 2011	Johannes M	NB: Premises has to be swept in advance. Lizzy Baloyi to ascertain the cleanliness of the venue
15. Branding and photography	To secure branding and Cameras	30 August 2011	Ntokozo Dhlamini and Modiegi Motsepe	To ensure that the venue is properly branded and Cameras are readily available for capturing the event.
16. Media Monitoring and Closeout Report		Post event	Internal Media team Ndivhuwo and Johannes : Comms	To highlight successes; placements and exposure obtained from the media briefing

PROPOSED MEDIA GUESTS:

(Key media members)

Terrence Creamer : Engineering
Siseko Njobeni : Business Day
Irwin Manoim
Peter Bruce : *(Business Day)*
Mondli Makhanya : (Times Live)
Thabo Leshilo : *(Editor: Sowetan)*
Francois Williams
Jan de Lange

James Styan

Nicky Smith : (Bloomberg)

Kevin Davie : (Mail & Guardian)

Brendan Boyle

Stephen Grootes

Justice Malala

Inge Salgado

Wiseman Khuzwayo

Louis Flanagan

Lynley Donnelly M & G?

Lisa Steyn M & G?

Tony Carnie

Rob Rose

Ann Crotty

Eleanor Momberg

Barry Sergeant

Bhekezela Phakathi :(Business Day)

David Cart (Moneyweb)

Jana Marais : (Business Times)

Brendan Peacock : (Sunday Times)

Nicky Smith or Carli Lourens : (Bloomberg)

Moegsien Williams : (Sunday Independent)

Heads of News of Broadcast Media: SAFM : 702 Eyewitness News; SABC; Jacaranda FMBuaneews; E-News

OTHER GUESTS:

Tasneem Carrim (GCIS)

Additional non-media guests to be confirmed by Ompi Aphone

SUPPORT STAFF:

Thandiwe Maimane (Communication)

Ndivhuwo Khangale (Communication)

Johannes Mokobane (Communication)

Mthokozisi Mpofu (Electricity)

Thabang (Electricity)

Xolile Mabusela (Clean Energy)

Maduna Ngobeni (Electricity)

Mokgadi Mathekgane (Clean Energy)