MINUTES
ITS Integrator User Group
Committee Meeting
15:30, Monday, 13th March 2023
The Brandberg, Safari Conference Centre,
Windhoek, Namibia

1. **Welcome**
Lebogang welcomes all UG representatives and indicates that the purpose of this meeting is where decisions are made.

2. **Apologies**
Landi Potgieter (Northlink TVET College) Proxy received.

3. **Minutes of the 2020 ITSIUG Committee Meeting**   *Annexure 1*
The minutes of the ITSIUG Committee meeting held on Monday, 28th February 2022 at Century City Conference Centre, Cape Town, South Africa, and the Agenda for this meeting are included in the on-line Conference booklet.

   Proposed: Alois Fledersbacher (UNAM)
   Seconded: Sanele Mngadi (MUT)

4. **Matters arising from the Minutes not dealt with in the agenda**
None

5. **Report back on Requested SWT(specialist working teams) Workshops** for **2020/21**

   5.1. – New Gen Application Self-service Proposed: Sonja Swanich (CPUT)
   Was scheduled in Sep 2022
   Feedback will be presented on Wednesday, 15th March 2023, Session 21.

   5.2. Assets Space and Financial Reporting - Proposed: Juanita Frans (NUST)
A formal feedback request was sent to Adapt IT. Pravie confirmed that communication was sent to the MD's office and Adapt IT is busy drafting a process on how SWT's will be done in future. It is still on hold pending internal discussions at Adapt IT.

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Juanita Frans (NUST) wanted to know where the representatives are coming in when changes to SWT format will be discussed.

Pravie Govender (Adapt IT) responded that the current process was identified and only needs minor changes.

Tebogo Thantsa (UNIVEN) replied that the Adapt IT proposed process will be discussed online with the representatives.

Lebogang Letlhake (TALETSO TVET College) highlighted that according to the MOU between UG and Adapt IT, that Adapt IT cannot say what must be part/not part of a SWT.

Pravie Govender (Adapt IT) asked for patience and understanding while Adapt IT are busy refining/aligning the business processes to Volaris.

Alois Fledersbacher (UNAM) indicates that the User Group still funds all direct costs regarding SWT's.

Juanita Frans (NUST), explains that out of a SWT comes new development needed by the customers. She also wanted to know who the voice of User Group is when Adapt IT and Volaris will discuss the SWT process.

Greg Saunders (NMU) also highlighted that the SWT was an initiative of User Group.

Lance Pillay (CUT): Wanted to know if the User Group suggest any new development, does the intellectual property still belong to Adapt IT?

 Pravie Govender (Adapt IT): Confirms that all development belongs to Adapt IT, Institutions can refer to the contract. The proposed changes will have an impact on Institutions maintenance. There is now a new way of doing things.

Rakkel Kanandjembo (NAMCOL): Wanted to know why Adapt IT make changes in isolation – Pravie will come back on how we should run SWT's.

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Tshililo Ramovha (UL) wanted to know if Adapt IT is trying to give Users notice? Pravie stressed that this is NO notice. Adapt IT wants to draft a complete document including statistical information before they submit to the User Group.

Constitution: ALL SWT's must come from User Group. Instructions requirements/needs need to be addressed.

Lebogang Letlhake proposed that EXCO, elected by UG Committee , must select a member/team of EXCO to be in contact with Adapt IT.

Tebogo Thantsa (UNIVEN): Ask Adapt IT if the User Group can get a timeline when we can receive feedback. Pravie will arrange a meeting with the MD of Education and EXCO to discuss this matter.

6. SWT Workshop Requests - 2023/2024
New SWT requests can be submitted, the SWT process will continue as per User Group constitution.

7. Conference 2023 matters
7.1. Louis Fourie (UJ) – Adapt IT do Majority of presentations The delegates want more presentation from Institutions, which can then be used to benchmark.

Adapt IT Reply: This year the program was adapted according to the theme. Focus on Product brand awareness. The purpose of Adapt IT was not to highjack the conference.

7.2. Alois Fledersbacher (UNAM): - Delegates feel more comfortable with the old "track" method.
Adapt IT reply: Another purpose of the "new" program was to provide delegates with exposure to other functionality outside their functional area.

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7.3. Patrick Zungu (UNIZULU): We need to adapt to the program change.

7.4. Sanele Mngadi (MUT): HR delegates do not have any session to attend. They only attend the first two sessions – NO session for the rest of the day.
Adapt IT: Delegates need to read the synopsis before they attend the conference, then they can plan attendance according to the content of the synopsis.

7.5. Trevor Maistry (UKZN): EXCO needs to send a program as soon as possible, it will help the delegates become familiar with the program format.
EXCO: We will try to send the program earlier.

7.6. Tshililo Ramovha (UL): There are Institutions who work differently, and it is good to discuss this.
Adapt IT: Pravie suggests that institutions can contact Adapt IT, they can then arrange for a meeting/discussion between institutions.

7.7. Sandy Raubenheimer (Northlink TVET College) Request that any "issue" an institution faces must be listed, the topics can then be incorporated in User Group Program.
Adapt IT: Valid point, we just need to make sure that we coordinate the process.

8. **Changes to the Constitution**
No changes

9. **Venue for Conferences 2024**
Then following venues were evaluated:
Sandton City Convention Centre / Sun City Conference Centre / Century city Conference Centre. Emperors Conference Centre was also contacted but we did not receive any response from them.

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Proposed venue for 2024: Sun City Conference Centre.

Louis Fourie (UJ): Highlighted that the 2024 venue was already mentioned in the program, no need to propose Sun City Conference Centre as 2024 Venue.

Juanita Frans (NUST): Reminds representatives that a mandate was given to EXCO: Conference to be held one year at coast then in land.

2024 Venue: Sun City Conference Centre. Travel time between OR Tambo and Sun City +- 2 hours.

Adoption: Sun City

Venue for 2025: Possibility that 2025 User Group will be held at the coast.

10. **Urgent matters**
Representative must help to minimize the noise between and during sessions.

We lost a conference bag at the registration desk. We need to talk to all the delegates; we cannot act in this manner.

11. **ITS Integrator User Group Committee**
None

12. **Election of the Executive Committee (EXCO**
No elections this year. The current term will end in 2024.

13. **General**
None