



HANDOVER MANAGEMENT TOOLBOX

A GUIDELINE FOR HANDOVER MANAGEMENT

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The Giyani Local Scale Climate Resilience Programme (GLSCR) aims to develop and implement activities that will research, develop and demonstrate climate adaptive responses and solutions for optimising water utilisation in drought-stricken areas.

The programme will focus on the Greater Giyani Municipal area within the Mopani district and aims to impact an estimated 5000 beneficiaries over a three-year period in terms of water utilisation, improved water mix, and socio-economic opportunities as responses to climate adaptation.

A 2019 WRC study on droughts and adaptation strategies has highlighted risks to reduced productivity, livelihoods and food security, and an increase in vector and water-borne diseases in communities such as Giyani. Ultimately, climate change impacts on water resources in the Giyani area cannot be underestimated.

The programme has three key areas that will support improving local scale adaptation and resilience in Giyani.

They are:

- 1) a strengthened enabling environment whereby local authorities, institutions, communities, traditional authorities and market players are mobilised to improve climate resilience and water utilisation;*
- 2) improved energy, ground and surface water solutions developed with communities to optimise and diversify water sources;*
- 3) activities that support livelihoods and local economic development opportunities.*

The programme will cover a spectrum of rural and rural residential areas in Giyani, working closely with the Mopani District Municipality and the Greater Giyani Local Municipality. Implementation partners include Tsogang Water and Sanitation as the lead on water projects and infrastructure; Association for Water and Rural Development (AWARD) in support of capacity development and stakeholder engagement, University of the Western Cape (UWC) as the water and energy technical partner and the WRC's TTO Enterprise Development arm on social enterprise development supporting local economic development projects.





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ABOUT THIS GUIDELINE

The Handover Management guideline utilizes a delivery approach that ensures efficient planning, execution, and sustainability of projects.

The approach emphasizes resilience and longevity, comprehensive training programs to empower local authorities and community members, and performance monitoring to maintain standards and identify any emerging issues early on.

Who is the guideline for?

The Handover Management guideline is designed for local authorities, project managers, community leaders, and maintenance teams who will assume responsibility for the infrastructure post-completion. It is intended to equip these stakeholders with the knowledge and processes needed for taking over responsibilities/ownership of developmental projects.

The guideline ensures that these groups are well-aware of which assets are being co-managed or handed over which then empower them with the skills and understanding necessary to uphold technical standards, monitor performance, and respond to any maintenance needs. Ultimately, it is crafted to support a seamless transition of ownership, fostering local capacity to manage and sustain climate resilience efforts.

What does the guideline contain?

The guideline contains project discusses approaches such as the Turnkey approach and the BoTT (Build, Operate, Train, and Transfer) methods. It differentiates between the two project delivery approaches in terms of disadvantages and advantages of the approach. The guideline also contains an asset hierarchy to establish what assets are being co-managed or handed over, ensuring a comprehensive and manageable way to keep track of all the assets.

Twelve (12) steps that can apply to any handover processes of infrastructure, together with handover resources are also outlined in the guideline. A co-management agreement for shared infrastructure outlines the terms and conditions under which multiple parties jointly manage and utilize a shared facility or resource, an example of a co-management agreement is explained in the guideline.

How to use the guideline?

The Handover Management guideline offers a structured approach that integrates the BoTT (Build, Operate, Train, and Transfer) model to guide stakeholders through a seamless transition process. This guideline explains an asset hierarchy to organize infrastructure components by priority and maintenance needs, ensuring critical assets receive focused attention during the handover.

The guideline includes a detailed 12-step handover process that covers everything from final inspections and documentation to training and operational readiness, providing a clear, step-by-step framework for all involved. A formal handover meeting is a key component, structured around a provided agenda template that outlines discussion points, responsibilities, and action items, ensuring that all stakeholders are aligned on expectations and next steps. By using these elements, the guideline facilitates a comprehensive, organized, and effective transfer of project responsibilities to local authorities and community representatives.





DELIVERY APPROACHES

Delivery approaches in infrastructure projects encompass various methodologies designed to ensure the efficient planning, execution, and sustainability of projects. Effective delivery approaches emphasize high-quality construction, comprehensive training programs, continuous performance monitoring, and a smooth handover process to local authorities. By integrating these elements, delivery approaches aim to create sustainable infrastructure that meets technical and operational standards, empowers local communities, and ensures ongoing maintenance and performance.



TURNKEY IMPLEMENTATION

A turnkey type implementation refers to a project delivery approach where a contractor or provider is responsible for the entire process from design and construction to commissioning and handover of a project to the client (in the case of village water infrastructure the district municipality may be the initial client with the village water committee being the beneficiary). The term "turnkey" signifies that the project is ready for operation once it is handed over to the client, who can "turn the key" and start using it immediately without needing to do any further work.

AN OPERATION & MAINTENANCE PROGRAMME (O&M)

An Operation and Maintenance (O&M) programme is a set of processes and activities designed to ensure that an infrastructure, facility or system operates effectively and efficiently after it has been commissioned. This includes routine maintenance, repairs, and troubleshooting to keep the facility running smoothly and prevent downtime. When combined, a turnkey type implementation and O&M program mean that not only is the project delivered ready for use, but there is also a plan in place to ensure its ongoing operation and maintenance to meet performance and reliability requirements. This approach can be beneficial for clients/recipients who want a smooth project delivery and ongoing support without having to manage multiple contractors or service providers.

DISADVANTAGES OF A TURNKEY APPROACH

The turnkey approach, where a single contractor is responsible for the design, construction, and delivery of a fully operational facility, offers numerous advantages, but it also has several potential disadvantages:

Limited Client Control:

Once the project is awarded to the contractor, the client has limited influence over the design and construction process. This can result in outcomes that do not fully align with the client's expectations or requirements.

Cost Overruns:

Although the turnkey model aims to provide a fixed price for the entire project, unforeseen issues can arise during construction that may lead to cost overruns. The client may end up bearing additional costs if the contract allows for such adjustments.

Quality Concerns:

The contractor's primary objective might be to complete the project within budget and on time, potentially compromising on the quality of materials or workmanship. Without rigorous oversight, the final product may not meet the highest standards.

Dependency on Contractor:

The success of a turnkey project heavily depends on the contractor's competence and reliability. If the contractor fails to perform or encounters financial difficulties, the entire project can be jeopardized.

Lack of Flexibility:

Turnkey contracts often lock in specifications early in the process, leaving little room for changes or adaptations as the project progresses. This rigidity can be problematic if new information or technologies emerge that would benefit the project.

Risk of Miscommunication:

With the client playing a limited role in the day-to-day operations, there is a higher risk of miscommunication or misalignment between the client's vision and the contractor's execution.

Higher Initial Costs:

The comprehensive nature of turnkey projects can sometimes lead to higher initial costs as contractors may include a risk premium in their pricing to cover potential uncertainties and ensure profitability.

Post-Completion Issues:

After project completion, the client may face challenges in maintaining the infrastructure if adequate training and documentation are not provided by the contractor, leading to operational inefficiencies or increased maintenance costs.

THE BoTT APPROACH

The BOTT approach, which stands for Build, Operate, Train, and Transfer, is a procurement model developed and used by the former Department of Water Affairs and Forestry (DWAF), now the Department of Water and Sanitation (DWS), for infrastructure projects.

The BOTT approach is a comprehensive and effective procurement model that addresses the entire lifecycle of infrastructure projects. By integrating the phases of building, operating, training, and transferring, it ensures not only the successful completion of projects but also their long-term sustainability and local empowerment. This model serves as a valuable guideline for managing infrastructure projects, particularly in contexts where local capacity building and sustainable management are important.

COMPONENTS OF A BoTT PROGRAMME

The BOTT approach is composed of four distinct phases: Build, Operate, Train, and Transfer. Each phase plays a crucial role in the lifecycle of an infrastructure project, ensuring its successful completion and long-term sustainability.

Build Phase: Under this phase, contractors, private sector companies or consortia are responsible for designing and constructing water infrastructure projects, such as dams, treatment plants, or pipelines, according to the specifications set by DWS. Activities include developing detailed plans and specifications, building the infrastructure using best practices and quality control measures, and continuous monitoring and inspection to ensure construction standards are met.

Operate Phase: After construction, the private sector entity operates and maintains the infrastructure for a specified period, typically ranging from 15 to 30 years. During this period, the entity is responsible for ensuring that the infrastructure operates efficiently and meets the required performance standards. This involves managing the day-to-day operation of the infrastructure, performing regular and preventive maintenance, and tracking the performance and efficiency to address any issues promptly.

Train Phase: This phase focuses on training local personnel to ensure they have the necessary skills to operate and maintain the infrastructure. This typically happens in parallel to the Operate Phase. Key activities include developing and implementing comprehensive training programs, providing practical, on-the-job training sessions to build competence, and enhancing the overall skills and capabilities of the local workforce.

Transfer Phase: At the end of the operating period, ownership of the infrastructure is transferred from the private sector entity to DWS, community, local government or another designated entity. This transfer typically occurs at no additional cost to the government. The handover process involves the formal transfer of control and responsibility, conducting thorough inspections to ensure the infrastructure is in proper working order, and providing continued support and consultation to address any post-transfer issues.

BENEFITS OF A BoTT APPROACH

The BOTT Programme offers several key benefits, including high-quality infrastructure built to stringent standards, the development of local skills and knowledge which empower communities to manage and maintain their infrastructure, long-term sustainability through effective operation and maintenance, and a smooth transition from construction to local management ensuring continuity and minimizing disruptions. Additionally, it leverages private sector expertise and resources for efficient infrastructure development and maintenance. When there is an intention to co-manage water infrastructure it is suggested that a BOTT model be adopted.

**Handover is a
PROCESS and not a SINGLE EVENT!**

What assets are being co-managed or handed over?

Once it is established what assets are to be co-managed or handed over it is important to record them in an asset register. Here is more about the importance of an asset register and what to record in it.

WHAT ASSETS DO YOU MANAGE?

- What infrastructure do you own and operate?
- Do you operate infrastructure you don't own?
- Do you own infrastructure that someone else operates?

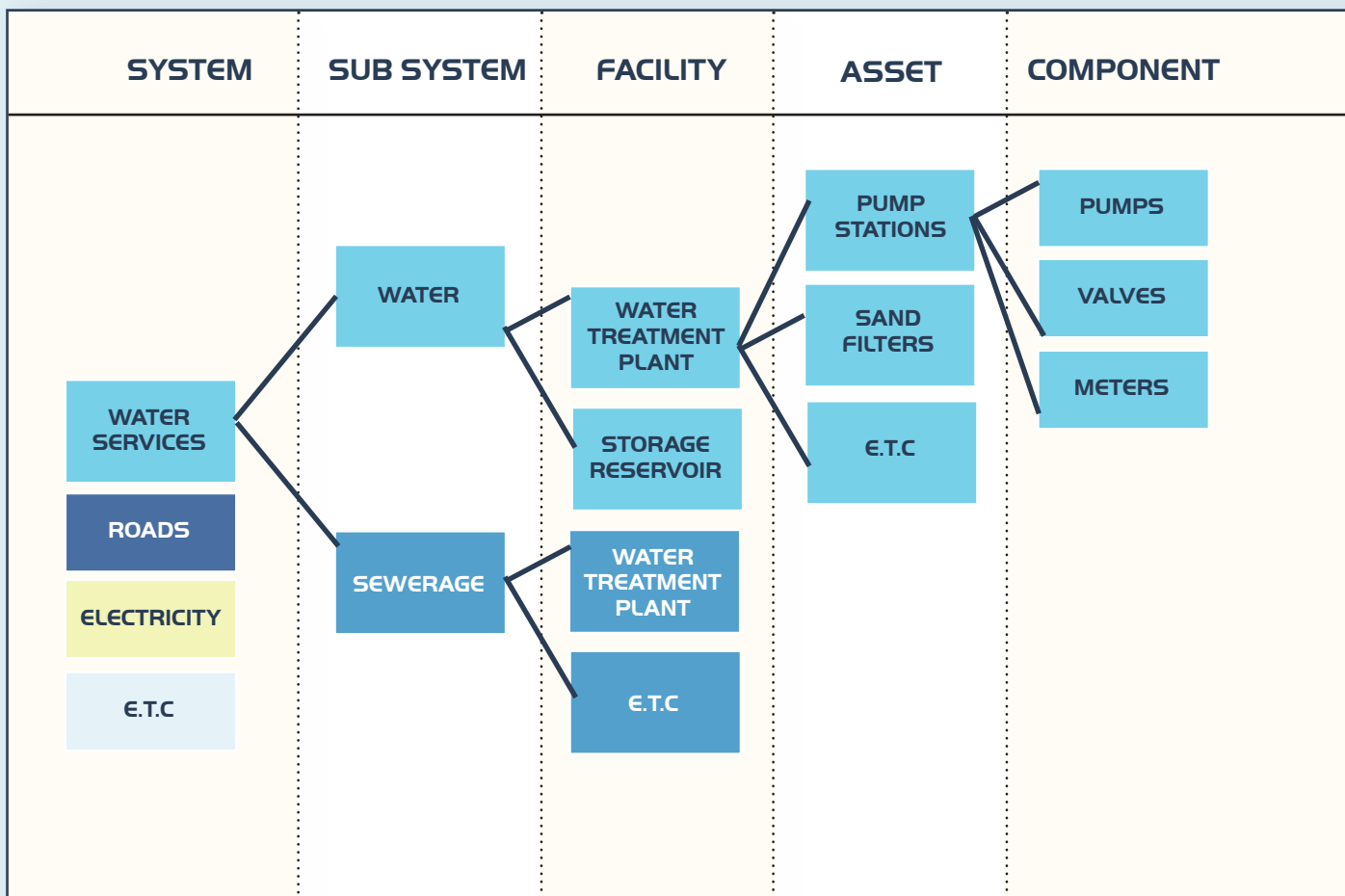
An Asset Register is essential for assessing which assets the Municipality owns and/or operates. It lists all assets, whether owned, operated, or both, categorizing them by type (reservoirs, water treatment plants, pump stations, buildings, etc.) and assigning a unique number to each asset.

ASSET HIERARCHY

There are five levels to consider when placing assets in a hierarchy:

- System (e.g., Water Services, roads, electricity)
- Sub-system (e.g., Water, Sewerage)
- Facility (e.g., Water Treatment Plant, Sewage Treatment Plant)
- Asset (e.g., Pump Station, Sand Filter, Settlement Tank)
- Component (e.g., Valve, Pump, Flow Meter)

This structured approach ensures a comprehensive and manageable way to keep track of all municipal assets.



WHY IS THE ASSET REGISTER IMPORTANT?

"You can't manage what you don't know"

To manage your assets effectively, you must first know what assets you have. An Asset Register is a comprehensive inventory of the infrastructure for which a Municipality/entity is responsible. Each listed asset includes additional details such as age, location, condition, criticality, and maintenance or replacement requirements.

Creating an Asset Register can be time-consuming but is crucial and worth the investment. Once established, it requires less effort to maintain. With information captured on drawings/maps and a concise Asset Register, you can easily see what assets you have, where they are located, their condition, and their value.

FINDING THE ASSETS

First, you must locate your assets. This list may include:

- Infrastructure (reservoirs, water and sewage treatment plants, equipment within each plant)
- Vehicles, equipment, plant, and machinery
- Buildings
- Land

There are both movable and immovable assets. Movable assets can be relocated (e.g., vehicles, equipment, desks), while immovable assets cannot (e.g., buildings, reservoirs, land). Immovable assets are captured on engineering drawings/maps and in the Asset Register, whereas movable assets are only included in the Asset Register. It's important to maintain separate registers for immovable and movable assets.

TECHNOLOGY INTEGRATION

If available, use Geographic Information System (GIS) technology to capture asset information electronically. Alternatively, a manual mapping system can be developed and later transferred to an electronic system.

Asset information can form part of an integrated Information Management System, like the one developed by the Institute of Municipal Engineers (IMESA).

BASIC DATA FOR ASSET REGISTERS

When developing an asset register, it's essential to include comprehensive information for each asset. The basic data required for each column in the register may include:

Asset Identifier:

A unique identity number for the asset.

Asset Description:

A category to uniquely identify the asset.

Model Serial Number:

Manufacturer's serial number, if available.

Purchase/Construction Date:

When the asset was acquired or built.

Purchase/Construction Cost:

The cost involved in acquiring or constructing the asset.

Supplier/Builder:

The entity that supplied or built the asset.

Location:

Where the asset is situated.

Responsible Person:

The individual responsible for the services provided by the asset.

Ownership Information:

Details of any community organizations or traditional leaders involved.

Photograph/Image:

A visual representation of the asset.

Condition:

The current state of the asset.

Design Life:

The expected lifespan of the asset.

Replacement Due Date:

When the asset is due for replacement.

Original Cost:

The initial cost of the asset.

Value at Inspection Date:

The asset's value at the time of the latest inspection.

Remaining Useful Life:

The estimated remaining lifespan of the asset.

If asset ownership is unclear, it is important to engage with relevant government structures to gain clarity. In the meantime, gather all available information. For instance, even if there are no formal records of who constructed a community borehole, details such as the type of pump used, its current condition, and approximate value can be recorded. This allows for the planning of a maintenance program to ensure the asset continues to provide services effectively.

THE INGREDIENTS OF A SUCCESSFUL HANDOVER

Here we share 8 important ingredients for a successful handover. Without them things can go wrong. It is therefore best to include these all in the process from beginning to end.

1. PREPARATION

a.) Identification of Stakeholders: Clearly identify the parties involved in the handover, both the outgoing and incoming entities.

b.) Documentation: Gather and organize all relevant documentation, data, and information that need to be transferred.

2. COMMUNICATION

a.) Stakeholder Communication: Ensure effective communication between all stakeholders to discuss the handover process, expectations, and any potential challenges.

b.) Documentation Sharing: Share relevant documentation and information with all involved parties.

3. PLANNING

a.) Timeline: Develop a detailed timeline for the handover process, including milestones and deadlines.

b.) Resource Allocation: Allocate resources, both human and technical, to support a smooth transition.

4. IMPLEMENTATION

a.) Transfer of Control/ownership: Clearly define how control and responsibility will be transferred from the outgoing entity to the incoming one.

b.) Training: If applicable, provide training sessions or documentation to familiarize the incoming team with their new responsibilities.

c.) Verification: Regularly verify that the handover is progressing according to the plan. Address any issues promptly.

5. DOCUMENTATION & REPORTING

a.) Handover Report: Create a comprehensive handover report that includes a summary of the process, challenges faced, and resolutions implemented.

b.) Lessons Learned: Document lessons learned during the handover process for future improvements.

6. POST-HANDOVER SUPPORT

a.) Support Period: Establish a period of post-handover support to address any unforeseen issues or questions that may arise.

b.) Solicit feedback from both the outgoing and incoming entities to continuously improve the handover process.

7. CLOSURE

a.) Formal Closure: Officially close the handover process, ensuring that all tasks are completed, and responsibilities are officially transferred.

b.) Evaluation: Evaluate the overall success of the handover process and identify areas for improvement.

8. CONTINUOUS IMPROVEMENT

a.) Feedback Analysis: Analyse feedback received during and after the handover to identify areas for improvement in future handovers.

b.) Documentation Updates: Update handover documentation based on lessons learned and feedback.

12 STEPS IN A HANDOVER

These steps can apply to any hand over not only when infrastructure is handed over to a community.

STEP 2 CAPITAL INVESTMENTS & SPECIFICATIONS

List and describe all capital equipment investments made during the project, along with their specifications.

Include details such as the purpose of each piece of equipment, technical specifications, maintenance requirements, and any relevant documentation.



STEP 1 PROJECT PLANS & MAPS

Include detailed project plans outlining the scope, schedule, and milestones. Maps can be essential for projects involving physical locations or spatial elements.

Provide comprehensive information about the project's objectives, tasks breakdown, timelines, and any geographical or spatial considerations. Maps can illustrate project locations, routes, or spatial relationships.



STEP 3 PROJECTED COSTS & RESPONSIBILITIES

Clearly outline the projected costs associated with the project and define responsibilities for budget management.

Break down the costs into categories (e.g., labor, materials, equipment) and assign responsibilities for budget monitoring and control. Include contingency plans for unforeseen expenses.



STEP 4 SKILLS REQUIREMENTS

Clearly define the skills and competencies required for project tasks and ongoing operations.

Create a skills matrix outlining the specific skills needed for each role or task. This information is crucial for workforce planning, training, and recruitment.

STEP 5 PARTNER COMMITMENTS

Who is expected to do what and when? Partners can be the Mopani District Municipality (MDM), Greater Giyani Local Municipality (GGLM) and village water committees (VWC)

Specify any commitments related to Data Management (MDM) e.g borehole functioning, Water quality test Laboratory Practices (GGLM), or other relevant compliance standards.

Detail the commitments made to adhere to specific standards, regulations, or best practices. Include any documentation, certifications, or audit reports related to these commitments.

STEP 6 INSTITUTIONILIZATION & OWNERSHIP MODELS

This section details how the project is institutionalized within local governance or organizations, ensuring long-term ownership and sustainability. It focuses on integrating the project into local systems and structures to promote self-sufficiency.

Clearly define the key stakeholders involved in taking over the project, such as local government bodies, community organizations, or private entities. Outline the roles and responsibilities of each stakeholder in managing and maintaining the project. Additionally, describe the governance models adopted to ensure accountability and transparency, including how decision-making will be managed. Include any formal agreements or memoranda of understanding (MOUs) that secure these arrangements.





STEP 7 MAINTENANCE PROTOCOLS & PROCEDURES

Document the protocols and procedures for maintaining equipment, facilities, or any other project-related assets.

Provide step-by-step instructions for routine maintenance, scheduled inspections, and troubleshooting. Include contact information for maintenance personnel or service providers.



STEP 8 LESSONS LEARNT

Identify and summarize key lessons learned during the project's lifecycle.

Reflect on challenges faced, successes achieved, and any unexpected outcomes. Document the lessons learned to inform future projects and improve processes.

Lessons Documented

Provide documentation of the lessons learned, ensuring they are easily accessible for future reference.

Organize lessons learned into a repository or database. Include details on how each lesson was addressed and its impact on the project. This serves as a valuable resource for continuous improvement.



STEP 9 IMAGES & EVIDENCE OF SUCCESS

Capture visual evidence and documentation showcasing successful project outcomes.

Include photographs, charts, graphs, or other visual representations of project success. This not only serves as a record but can also be used for reporting, presentations, or marketing purposes.

Incorporating these elements into a handover framework ensures that critical information is transferred effectively, and the incoming team has the resources and knowledge needed for continued success and maintenance of the project.

STEP 10 TRANSFER OF CONTROL : TRAINING & VERIFICATION

A successful transfer of control requires proper training of the new team and verification of their ability to manage and operate the project independently.

Outline the training programs developed to equip the incoming team with the skills needed to operate and manage the project. Provide training schedules, manuals, and any necessary instructional materials. Include assessment methods to verify that the new team has successfully absorbed the training. This can include competency tests, practical demonstrations, and other forms of verification to ensure the readiness of the incoming team. Clearly document these processes for future reference.



STEP 11 FORMAL CLOSURE PROCESS & EVALUATION OF SUCCESS

This section describes the formal closure process, ensuring that all project objectives have been met and evaluating the overall success of the project.

Include a checklist to ensure that all deliverables have been completed, signed off by key stakeholders, and formally acknowledged. Detail how success will be evaluated, whether through performance metrics, stakeholder feedback, or a formal audit. Provide a template for the closure report, summarizing the project's outcomes, successes, challenges, and any recommendations for future initiatives. This ensures that the project is not only completed but also reviewed for lessons that could inform future work.

STEP 12 POST HAND-OVER SUPPORT - SUPPORT PERIOD ESTABLISHMENT

Even after the project has been handed over, ongoing support is often needed to address any issues that may arise during the initial phase of local control.

Define the duration and scope of the post-handover support period. Detail the types of support that will be available, such as technical assistance, troubleshooting, or further training. Establish a clear communication plan, outlining how support requests will be made, processed, and resolved. Ensure that contact details and escalation procedures are clearly documented, providing assurance to the new team that help is available as they settle into managing the project independently.



HANDOVER RESOURCES

HANDOVER MEETINGS | AGENDA TEMPLATE

1. Current Project Status and 'Ownership' Profile:

- Detailed Project Status:

current state of the project, including completed milestones, ongoing tasks, and any outstanding issues.

- Ownership Profile:

Roles and responsibilities of each team or individual involved in the project. Specify who owns each aspect of the project.

2. Handover Processes and Obligations:

- Process Documentation:

Provide detailed documentation on how the handover will be executed, including step-by-step processes and key milestones.

- Obligations and Responsibilities:

Clearly outline the obligations and responsibilities of both the outgoing and incoming entities during the handover process.

3. Stakeholders and Partners:

- Identification:

List and describe key stakeholders and partners involved in or affected by the project.

- Communication Plan:

Outline a communication plan for informing stakeholders and partners about the handover and addressing any concerns.

4. Institutionalization and Ownership Models:

- Staff/Team Requirements:

Staffing needs for the project, including roles, skills, and any necessary training for the incoming team

- Tools and Systems:

Tools and systems used in the project, providing guidance on how to access and utilize them.

- Financial Requirements:

Ongoing and future financial commitments, including budget allocations and funding sources.

5. Lessons Learned from Pilot and Information Transfer:

- Pilot Evaluation:

Assess the outcomes of pilot phase, highlighting successes, challenges, and adjustments made.

- Information Transfer:

Information from the pilot phase will be transferred and utilized in the broader project.

6. Risks and Challenges:

- Risk Assessment:

Identify potential risks and challenges associated with the handover process and ongoing project operations.

- Mitigation Strategies:

Propose strategies for mitigating identified risks and addressing challenges.

7. Resolutions:

- Resolution Documentation:

Document resolutions for any issues or challenges that arose during the project, ensuring a clear record of how they were addressed.

8. Next Steps and Action Items:

- Immediate Next Steps for the Handover Process:

Outline the immediate actions required to initiate and progress the handover.

- Responsibility Assignment:

Clearly assign responsibilities for each action item to ensure accountability.

- Setting Clear Deadlines:

Deadlines for completing each action item, for timely execution.

EXAMPLE OF A CO-MANAGEMENT AGREEMENT

A co-management agreement for shared infrastructure outlines the terms and conditions under which multiple parties jointly manage and utilize a shared facility or resource. Here is an example of such an agreement:

Co-Management Agreement for Shared Infrastructure

1. Parties Involved

This Co-Management Agreement (hereinafter referred to as the "Agreement") is made and entered into by and between:

Party A: [Name of Organization/Institution]
Address: [Address of Party A]
Representative: [Name of Representative]
Title: [Title of Representative]

Party B: [Name of Organization/Institution]
Address: [Address of Party B]
Representative: [Name of Representative]
Title: [Title of Representative]

(Additional parties can be added as needed)

2. Purpose

The purpose of this Agreement is to establish the terms and conditions for the co-management and shared use of [specific infrastructure, e.g., a water treatment facility, a research lab, an agricultural processing plant] located at [address/location of the infrastructure].

3. Duration

This Agreement shall commence on [start date] and shall continue in effect until [end date], unless terminated earlier in accordance with the terms of this Agreement.

4. Definitions

Shared Infrastructure: The facility or resource jointly managed and utilized by the parties.

Operating Costs: All costs associated with the operation, maintenance, and repair of the shared infrastructure.

5. Roles and Responsibilities

Party A agrees to:

[Specific responsibility or task 1]
[Specific responsibility or task 2]
[Specific responsibility or task 3]

Party B agrees to:

[Specific responsibility or task 1]
[Specific responsibility or task 2]
[Specific responsibility or task 3]
(Additional responsibilities can be specified as needed)

6. Contributions

Party A will contribute:

[Specific contribution 1, e.g., financial, resources, personnel]
[Specific contribution 2]
[Specific contribution 3]

Party B will contribute:

[Specific contribution 1]
[Specific contribution 2]
[Specific contribution 3]
(Additional contributions can be specified as needed)

7. Governance and Coordination

Both parties agree to establish a Joint Management Committee (JMC) comprising representatives from both parties.

The JMC will meet [frequency of meetings] to review the management and operation of the shared infrastructure, address challenges, and ensure alignment with the shared goals. Decision-making within the JMC will be based on [consensus or majority vote].

8. Operating Costs and Revenue Sharing

Operating costs will be shared between the parties as follows: [specify cost-sharing arrangement].

Any revenue generated from the use of the shared infrastructure will be distributed as follows: [specify revenue-sharing arrangement].

9. Maintenance and Repairs

Both parties agree to jointly handle maintenance and repairs of the shared infrastructure. Costs will be shared as per the cost-sharing arrangement specified in section 8. Routine maintenance schedules and responsibilities will be documented and agreed upon by the JMC.

10. Access and Use

Both parties will have access to the shared infrastructure according to the agreed-upon schedule.

Usage policies and procedures will be developed by the JMC to ensure fair and efficient use of the infrastructure.

11. Confidentiality

Both parties agree to keep confidential any proprietary or sensitive information related to the shared infrastructure and its operation.

12. Termination

This Agreement may be terminated by either party with [number of days] written notice.

Upon termination, both parties will ensure an orderly transition and settlement of any outstanding matters.

13. Dispute Resolution

Any disputes arising under this Agreement will be resolved through [methods of resolution, e.g., negotiation, mediation, arbitration].

14. Amendments

Any amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

15. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Co-Management Agreement as of the day and year first above written.

Party A:

Signature: _____

Name: [Name of Representative]

Title: [Title of Representative]

Date: _____

Party B:

Signature: _____

Name: [Name of Representative]

Title: [Title of Representative]

Date: _____

(Additional signatures can be added for more parties)

This template can be customized to fit the specific requirements and context of the shared infrastructure and the involved parties



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