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Circular: 0032/2016  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, all Deputy Directors, SCM Officials and SCM Champions

**Subject: Revised procedures and tariffs for official gatherings (seminars, workshops, training sessions, forum meetings and conferences)**

1. This circular serves to repeal Circulars 22/2008, 27/2009, 24/2013, 30/2013 and 25/2014.
2. The Western Cape Education Department (WCED) has considered the impact that the aforementioned circulars had on the implementation of procedures, especially at schools, and, after careful consideration of its options, has adopted the following process:
  - 2.1 WCED institution and/or higher education venues may be used for hosting seminars, workshops, training sessions, forum meetings and conferences. Such events require a Memorandum of Agreement (MOA), incorporating the contents of the attached Draft MOA (attached as Annexure A), which must be entered into through the signing thereof by both parties before the specific event takes place. The WCED signatory must be at least at the level of Director.
  - 2.2 The costs and the terms and conditions applicable to both parties must be specified in the MOA without any ambiguity. These costs include reasonable compensation for the additional expenses the institution will incur through the increased use of electricity, water (use of toilets), toilet paper and any audiovisual facilities provided by the institution.
  - 2.3 Some WCED institutions may offer catering as part of the required service. In such instances the costs of the institution will apply and must be documented in the MOA.
  - 2.4 When WCED institutions have to provide catering, the expenditure limits, as per the Provincial Guidelines, are as follows:

| <b>Meal/Beverage (non-alcoholic)</b>                          | <b>Maximum daily allowance (2015/16)</b> |
|---|--|
| Lunch   | R60,52                                   |
| Coffee/Tea/Cold drink (morning/<br>mid-morning/mid-afternoon) | R19,46                                   |

- 2.5 This daily allowance is revised annually by the Department of the Premier (DotP). The agreed costs will be paid to the relevant institution through transfer payments. The institution must submit a claim on its official letterhead, together with the required supporting documentation, and the costs may include the provision of security services if this was agreed upon in the MOA. No provision is made for a tariff for breakfast and supper as the relevant responsibility manager will have to motivate this specifically for approval at the level of Deputy Director-General.
3. Should no suitable WCED facility be available, the facilities of another government department or those of municipalities may be used. In this instance the accepted principle of obtaining the required service from the government sector applies and the cost quotation must be documented in an MOA. However, if no suitable facilities are available from the WCED, other government departments or municipalities, the normal procurement procedures for the sourcing of a facility and catering will apply. In such instances, the parameters will be within the DotP guideline of R79,98 per person. However, responsibility managers must ensure that the benefits of economies of scale are derived from the service provider by negotiating reduced costs.
4. An attendance register must be kept at all gatherings and all attendees must sign this register on each day of the gathering. The signed attendance register must be submitted with the payment documents as proof of attendance.
5. Seminars, workshops, training sessions, forum meetings and conferences lasting longer than one day must be avoided as far as possible because of the cost implications. However, should it be imperative that multiple-day events be arranged, the MOA entered into must specify the method of reimbursement for catering services on the first and second (or subsequent) days. In this regard it is important that managers ensure that the RSVP process is implemented and strictly adhered to. When WCED facilities are used as a venue, the existing Policy for Air Travel, Road Transport and Accommodation for Official Purposes will apply to those delegates who, of necessity, have to stay overnight at hotels, guest houses, etc.
6. These procedures apply as from 01 September 2016 and must be brought to the attention of all concerned.

**SIGNED:** PA VINJEVOLD  
**HEAD: EDUCATION**  
**DATE:** 2016-08-31