



Reference: 20190906-8905
File no: 9/10/2
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Circular: 0001/2020
Expiry date: None

To: Chief Directors, Directors, Circuit Managers, Principals and Chairpersons of governing bodies

Brief summary: *Invitations to dignitaries or guests of honour and the protocol to be observed at schools and other educational institutions.*

Subject: Invitations to dignitaries or guests of honour and protocol to be observed

1. This circular has been revised and repeals Circular 0018/2015 in its entirety.
2. Educational institutions within the Western Cape are often visited by dignitaries, such as ministers of national or provincial departments, or guests of honour.
3. Whether the dignitary or guest of honour is invited by the institution or whether the dignitary or guest of honour requests to visit the institution, there is specific protocol which needs to be adhered to.
4. The following protocol, which should be observed by all parties, is intended to promote the appropriate flow of information about such visits throughout the provincial departments:
 - 4.1 Invitations requesting the Provincial Minister for Education (hereinafter referred to as the "Provincial Minister") to be the host of a function, should be agreed to and signed off by the Provincial Ministry.
 - 4.2 Invitations where schools use the name of the Provincial Minister to attract guests to their function, should also be agreed to and signed off by the Provincial Ministry.
 - 4.3 The invitation to the Provincial Minister must be extended at least 6 weeks prior to the function and should always be confirmed in writing.

4.4 The invitation should give an indication of the nature of the function, the dress code and whether the dignitary or guest of honour will be expected to perform any duties.

5. When a dignitary, such as the Provincial Minister, requests to visit the institution or is invited to do so, the principal should inform the Head of Education and the relevant district director of the intended visit as soon as possible.

6. **The Official Table of Precedence**

6.1 The order of precedence laid down in the attached Official Table of Precedence shall be observed at all official engagements.

6.2 The Official Table of Precedence is only applicable to those categories of dignitaries listed in the table.

6.3 When drafting the programme for an official function, it must be noted that the lower the category number of the dignitary in the Official Table of Precedence, the more fitting it would be for the said dignitary to be the Keynote Speaker. If more than one dignitary speak, the dignitary with the lowest category number must speak last.

7. **Logistical arrangements relating to the visit of the Provincial Minister**

7.1 The Provincial Minister, when invited, must be provided with the draft programme at least 14 days prior to the function, and the final agreed programme, seven days prior to the function.

7.2 At the function, the nearest parking bay to the entrance should be reserved for the Provincial Minister.

7.3 On arrival, the receiving delegation should be between one to four officials, which should include the principal, the Chairperson of the governing body, the district director (where applicable) and The Head: Education (where applicable), who must be present before the arrival of the Provincial Minister.

8. Should the dignitary or guest of honour be a Member of the Executive Council (MEC) of another provincial department, the principal should inform the Provincial Minister, the Head of Education and the relevant district director.

9. Should the visiting dignitary be the Minister of Basic Education, he or she should be accompanied by at least one of the following persons: The Provincial Minister, the Head of Education, the Chief Director: Districts or the relevant district director.

10. The observance of these guidelines by all the parties to whom they apply, will contribute towards the appropriate flow of information as well as the success of

arrangements made when educational institutions are visited by dignitaries or guests of honour.

11. Your cooperation in this matter is greatly appreciated.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-12-19

THE OFFICIAL TABLE OF PRECEDENCE

No.	Categories of Dignitaries
1	The President of the Republic of South Africa or the Acting President
2	The Deputy President and the President-elect (for the period between his or her election and assumption of office)
3	The Chief Justice or the Acting Chief Justice and the President of the Supreme Court of Appeal and the Acting President of the Supreme Court of Appeal
4a	Former Presidents of the Republic of South Africa, in order of seniority
4b	Former Deputy Presidents, in order of seniority
5	Cabinet Ministers, the Speaker of the National Assembly, the Chairperson of the National Council of Provinces and Premiers of the respective provinces, in order of seniority
6a	Ambassadors Extraordinary and Plenipotentiary (officiating), High Commissioners and Apostolic Nuncios or Pro-Nuncios, in order of seniority
6b	Envoys (Representatives) Extraordinary and Ministers Plenipotentiary (officiating), in order of seniority
6c	Chargé d'Affaires en titre (usually a diplomatic secretary, counsellor or minister – who heads a diplomatic mission (e.g., an embassy) in the absence of its titular head (e.g., an ambassador). in order of seniority
6d	Heads of other permanent diplomatic missions, in order of seniority
7a	Deputy Ministers, Members of the Executive Councils and Speakers of Provincial Legislatures, in order of seniority
7b	The Deputy Speaker of the National Assembly and the Deputy Chairperson of the National Council of Provinces, in order of seniority
7c	The Chief Whip of the majority party in the National Assembly and the Chief Whip of the National Council of Provinces, and Deputy Speakers of Provincial Legislatures, the Chairperson of the Standing Committee on Public Accounts in the National Assembly and the Parliamentary Counsellor of the President, in order of seniority
8	The Secretary of the Cabinet and the Chief of the National Defence Force (see rule 3)
9a	Chargé d'Affaires ad interim of embassies, in order of seniority
9b	Chargé d'Affaires ad interim of legations, in order of seniority

9c	Chargé d'Affaires ad interim of other permanent diplomatic missions, in order of seniority
10	Leaders of the different political parties in the National Assembly and National Council of Provinces, in order of seniority
11a	The Deputy Chief Justice and the Deputy President of the Supreme Court of Appeal
11b	Judges of Appeal, in order of seniority
11c	Judges of the Constitutional Court, in order of seniority
11d	Judges President, in order of seniority
11e	Deputy Judges President, in order of seniority
11f	Judges of the Supreme Court, in order of seniority
12	Former Chief Justices, in order of seniority
13	Chairpersons of the commissions established under The Constitution of the Republic of South Africa, in order of seniority
14a	Members of the National Assembly and of the National Council of Provinces, in order of seniority
14b	Members of the provincial legislative authorities, in order of seniority
14c	Local royalties, in order of seniority
14d	The Chairperson of the National Council for Traditional Leaders
14e	Chairpersons of the Provincial Houses of Traditional Leaders, in order of seniority
15a	The Auditor-General, Governor of the South African Reserve Bank, Chairperson of the Public Service Commission and the Public Protector, in order of seniority
15b	Members of the Public Service Commission, in order of seniority
15c	Directors-General and their equivalents of government departments, including the Secretary to the National Assembly and the Secretary to the National Council of Provinces, the Secretary for Safety and Security, the Secretary for Defence and Directors-General of the respective provinces, in order of seniority
15d	Attorneys-General, in order of seniority
15e	Chairpersons of state corporations, in order of seniority
16a	The mayor of the capital of the province in which the function is held

16b	Chairpersons of the Metropolitan Councils of the region in which the function is held
17	Mayors of provincial capitals, with the seniority according to the grade in which the local authority is categorised
18	The spouses of the foregoing persons (or in the case of single or divorced persons or widowers or widows, the persons officially recognised by the government as their hosts or hostesses) enjoy the precedence of their spouse mentioned in the table (or the persons for whom they act as host or hostess)
19	Persons who do not appear in this table may, on special occasions, be accorded courtesy precedence (as defined in rule 7) by the President of the Republic of South Africa