

Reference: 20220510-1980
File no.: 5/1/7/Revised procedures for official gatherings

Circular: 0021/2022
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers and Officials at Head Office and district offices

Short summary: *Revised procedures for official gatherings (seminars, workshops, training sessions, forum meetings and conferences).*

Subject: Revised procedures for official gatherings arranged for Head Office and district offices

1. The purpose of this circular is to inform all officials of the Western Cape Education Department (WCED) of the revised procedures for official gatherings (seminars, workshops, training sessions, forum meetings and conferences) arranged for Head Office and district offices.
2. Circular 0019/2017, dated 06 May 2017, is repealed in its entirety.
3. Officials are kindly requested to follow the normal procurement processes for the acquisition of such services. This may be procured via the petty cash process, the quotation process (eProcurement Solution) or formal tender process.
4. The WCED must comply with the provisions of this circular, National Treasury Regulations and Instructions, Provincial Treasury Instructions, the Accounting Officer's System, Supply Chain Management and the Financial Delegation of Powers regarding the procurement processes and payments to avoid any possible irregular, unauthorised, and fruitless and wasteful expenditure.
5. This circular takes effect on 01 June 2022.

6. The contents of this circular must be brought to the attention of all relevant officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-05-05