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Enquiries: MM van Wyk

Cape Teaching and Leadership Institute Minute: 0001/2017

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of subdirectorates and sections (Head Office and district offices), Heads: Curriculum Coordination and Advice, Heads: IMG Coordination and Advice, Heads: Special Needs Coordination and Advice, Circuit Managers and Subject Advisers

**Subject: Revised CTLI venue and accommodation reservation procedure**

1. The growing demand for venues and accommodation by Western Cape Education Department (WCED) stakeholders has made it crucial for the Cape Teaching and Leadership Institute (CTLI) to review its procedures regarding the submission of reservation requests. The revised procedure will allow the CTLI to plan and manage the overall reservation process more effectively.
2. As in the past, all venue reservation requests must be submitted **at least 30 days** in advance. No late reservations will be accepted. In instances where a venue is urgently required due to unforeseen circumstances and the 30-day deadline has lapsed, a written motivation by the director of the directorate applying for a reservation must be forwarded to the Director: CTLI for consideration and approval. Poor planning will not be accepted as mitigating circumstances.
3. All reservation requests are to be completed on the prescribed reservation form (**Annexure A**) and forwarded to the reservations official, Marjorie Phillips via email to [Marjorie.Phillips@westerncape.gov.za](mailto:Marjorie.Phillips@westerncape.gov.za) or fax to 086 535 5659. Only requests formally submitted to the reservations official will be considered.
4. Upon receipt of a reservation request, an acknowledgment of receipt will be sent to the venue requestor indicating that the reservation will be confirmed within five working days.

5. All reservation requests are reviewed by the CTLI Booking Committee on Wednesdays. Venue availability, the number of delegates on site and any other additional reservation requirements will be considered. Once a decision has been made, a confirmation email will be sent to the venue requestor, confirming or declining the reservation.
6. All users are obliged to make use of the onsite caterers as no external catering will be allowed. Catering arrangements must be made directly with the caterers once the reservation has been confirmed. Catering space will be allocated by the CTLI Booking Committee as dictated by the circumstances of the specific period.
7. The cancellation of reservations should be done well in advance. Venue requestors who repeatedly cancel reservations at short notice or without notice, may be informed that all their remaining reservations for the year will be cancelled. They will therefore have to re-apply.
8. For reporting and auditing purposes, the venue requestor is required to furnish the CTLI reservations official with a copy of the signed attendance register at the end of each intervention. Failing to do so may affect future reservation applications.
9. The same procedure and deadlines will apply for requests for overnight accommodation.
10. CTLI facilities are exclusively available for teacher professional development interventions and therefore **no learners are allowed**.
11. Your continued cooperation to ensure the successful management of the reservation process is highly appreciated.
12. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2017-03-30