

Reference: 20201126-9901  
File no.: 2/9/4/3  
Enquiries: T Mlambo

Knowledge and Information Management Minute: 0007/2020

To: Deputy Directors-General, Chief Directors, Directors, Heads: Sub-Directorates  
and section heads (Head Office and district offices)

**Subject: ITOPSCOM Meeting Schedule**

1. The Western Cape Education Department (WCED) Information and Communication (ICT) Operational Committee (ITOPSCOM) is an extension of the ITSTEERCOM and convenes monthly, as per table below, to adjudicate on standard ICT equipment applications.
2. Responsibility managers must complete the approved ITOPSCOM application form (Annexure A) when requesting ICT goods and services. The fully completed, signed, original application should be submitted to the ITOPSCOM Secretariat, Room 19-09A, 19<sup>th</sup> Floor, Golden Acre, Cape Town. All applications should reach the secretariat at least one week prior to the meeting. Once tabled, the applicant/requestor will receive a copy of the approved application for further processing or an email, notifying them if the application was declined.
3. The ITOPSCOM will adjudicate on standard ICT items only. The standards list (Annexure B) is updated by DotP:Ce-I regularly and updates are available online at <https://mygov.westerncape.gov.za/services/it-policies-documents-and-forms>. All non-standard applications will be referred to the ITSTEERCOM with a recommendation.
4. The application for ICT equipment that is being replaced should be accompanied by a technical report which clarifies the reason for the replacement request. In instances where ICT equipment is acquired for new appointments, a motivation is required on whether any equipment was provided to the post prior to the appointment and what will happen to the equipment.
5. Kindly ensure that the ITOPSCOM application form indicates if the old, but functional equipment will be reassigned and/or disposed of, in which case, Supply Chain Management must be informed in order to effect the changes in the asset register.

6. The ITOPSCOM meeting schedule for 2021-22 financial year and submission dates for applications are as follows:

<b>MEETING DATE</b>	<b>TIME</b>	<b>CLOSING DATE FOR APPLICATIONS</b>
27 JANUARY 2021	09:00 – 12:00	20 JANUARY 2021
24 FEBRUARY 2021	09:00 – 12:00	17 FEBRUARY 2021
31 MARCH 2021	09:00 – 12:00	24 MARCH 2021
28 APRIL 2021	09:00 – 12:00	21 APRIL 2021
26 MAY 2021	09:00 – 12:00	19 MAY 2021
30 JUNE 2021	09:00 – 12:00	23 JUNE 2021
28 JULY 2021	09:00 – 12:00	21 JULY 2021
25 AUGUST 2021	09:00 – 12:00	18 AUGUST 2021
29 SEPTEMBER 2021	09:00 – 12:00	22 SEPTEMBER 2021
27 OCTOBER 2021	09:00 – 12:00	20 OCTOBER 2021
24 NOVEMBER 2021	09:00 – 12:00	17 NOVEMBER 2021
26 JANUARY 2022	09:00 – 12:00	19 JANUARY 2022
23 FEBRUARY 2022	09:00 – 12:00	16 FEBRUARY 2022
30 MARCH 2022	09:00 – 12:00	23 MARCH 2022

7. All queries in respect of the ITOPSCOM meeting schedule can be emailed to: [Tapson.Mlambo@westerncape.gov.za](mailto:Tapson.Mlambo@westerncape.gov.za) or directed to the Deputy Director: ICT Coordination (Knowledge and Information Management) at 021 467 9332.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2020-12-07