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Enquiries: A Jacobs

Knowledge and Information Management Minute: 0008/2021

To: Deputy Directors-General, Chief Directors, Directors, Heads of sub-directorates and section heads (Head Office and district offices)

Subject: ITOPSCOM meeting schedule

1. The Western Cape Education Department Information and Communications Technology (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 and original application should be submitted to the ITOPSCOM Secretariat, 12th Floor, 1 North Wharf Square, Cape Town. All applications should reach the secretariat at least one week prior to the meeting. Once tabled, the applicant/requester 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 to be 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 to state 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 equipment will be reassigned or disposed of, in which case, Supply Chain Management must be informed to effect the changes in the asset register.
6. The ITOPSCOM meeting schedule for the remainder of the 2021/22 financial year and submission dates for applications are as follow:

MEETING DATE	TIME	CLOSING DATE FOR APPLICATIONS
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
27 April 2022	09:00 – 12:00	20 April 2022
25 May 2022	09:00 – 12:00	18 May 2022
29 June 2022	09:00 – 12:00	22 June 2022
27 July 2022	09:00 – 12:00	20 July 2022
31 August 2022	09:00 – 12:00	24 August 2022
28 September 2022	09:00 – 12:00	21 September 2022
26 October 2022	09:00 – 12:00	19 October 2022
30 November 2022	09:00 – 12:00	23 November 2022
25 January 2023	09:00 – 12:00	18 January 2023
22 February 2023	09:00 – 12:00	15 February 2023
29 March 2023	09:00 – 12:00	22 March 2023

7. All queries about the ITOPSCOM meeting schedule can be emailed to: Ashley.Jacobs@westerncape.gov.za or directed to the Deputy Director: ICT Coordination (Knowledge and Information Management) at 021 467 9322.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-11-24