Western Cape Education Department
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Knowledge and Information Management Minute: 0006/2023

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 2024 calendar year and submission dates for applications are as follows:

MEETING DATE	TIME	CLOSING DATE FOR APPLICATIONS
31 January 2024	09:00 – 12:00	24 January 2024
28 February 2024	09:00 – 12:00	21 February 2024
27 March 2024	09:00 – 12:00	20 March 2024
24 April 2024	09:00 – 12:00	17 April 2024
29 May 2024	09:00 – 12:00	22 May 2024
26 June 2024	09:00 – 12:00	19 June 2024
31 July 2024	09:00 – 12:00	24 July 2024
28 August 2024	09:00 – 12:00	21 August 2024
25 September 2024	09:00 – 12:00	18 September 2024
30 October 2024	09:00 – 12:00	23 October 2024
27 November 2024	09:00 – 12:00	20 November 2024

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: 2023-12-12

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