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Knowledge and Information Management Minute: 0007/2024

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

Subject: ITOPSCOM meeting schedule for 2025

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 2025 calendar year and submission dates for applications are as follows:

MEETING DATE	TIME	CLOSING DATE FOR APPLICATIONS
29 January 2025	09:00 – 12:00	22 January 2025
26 February 2025	09:00 – 12:00	19 February 2025
26 March 2025	09:00 – 12:00	19 March 2025
30 April 2025	09:00 – 12:00	23 April 2025
28 May 2025	09:00 – 12:00	21 May 2025
25 June 2025	09:00 – 12:00	18 June 2025
30 July 2025	09:00 – 12:00	23 July 2025
27 August 2025	09:00 – 12:00	20 August 2025
30 September 2025	09:00 – 12:00	23 September 2025
29 October 2025	09:00 – 12:00	22 October 2025
26 November 2025	09:00 – 12:00	19 November 2025

7. All queries about the ITOPSCOM meeting schedule can be emailed to: Thabani.Nobokwana@westerncape.gov.za or directed to the assistant director: ICT Coordination (Knowledge and Information Management) at 021 828 3070.
8. Please bring the content of this minute to the attention of all relevant personnel.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-11-07