

Reference number: RCS/C.6

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR NO. 01/2021

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES
THE MINISTER OF HEALTH
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER IH MEYER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER A FRITZ)

For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR H MALLILA)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R ADAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR D SAVAGE)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (ADV. Y PILLAY)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR BK SCHREUDER)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR K CLOETE)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MS J SAMSON)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (DR M SEBOPETSA)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
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THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR A GAFFOOR) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

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 THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)
 THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 15 FEBRUARY 2021 – 30 JUNE 2021

1. PURPOSE

The purpose of this circular is to inform departments of the amended systems training interventions **during the current COVID-19 pandemic**. This includes the nomination and confirmation process and general information regarding training interventions to be presented by Provincial Treasury for the period 15 February 2021 to 30 June 2021.

2. BACKGROUND

The systems training programme for the period 1 October 2020 – 31 March 2021 was published in Circular 28/2020 and with the announcement of Alert level 1, a decision was made that classroom training with a limited number of attendees can commence. However, on 9 December 2020, with the country experiencing a second wave of infections, Alert level 3 was again proclaimed by His Excellency the President of South Africa and recently this alert level has been maintained with his last speech on the 01st February 2021.

Since then, even though the country has been placed on an adjusted Alert level 3 with effect from 2 February 2021, the Provincial Treasury is of the opinion that the approach to systems training should be adjusted accordingly and thus, the amended approach is outlined below.

3. AMENDED APPROACH TO TRAINING

- No classroom training will be presented until further notice.
- For the interim all training activities will be presented via **MS Teams** and other e-learning platforms when available.
- The focus will be on day to day functionality training.
- Duration of online training sessions will vary from one to four hours daily depending on training requirements.
- Priority will be given to users with an active user profile, however, for Introduction courses no profile is required.
- Course material will be emailed to officials or shared via MS-Teams.

4. NOMINATION PROCESS

Fully completed nomination forms (Annexure A) must be submitted via e-mail to Provincial Treasury:

Ms C Grundling (LOGIS and other nominations):

Cornette.Grundling@westerncape.gov.za

Ms V Mntuyedwa (BAS):

Valencia.Mntuyedwa@westerncape.gov.za

Ms V Cupido (PERSAL)

Veronique.Cupido@westerncape.gov.za

5. CONFIRMATION PROCESS

5.1 Confirmation for Training via MS Teams

- Please note that nominations are only confirmed when the confirmation letter is received from Provincial Treasury.
- A training session will be scheduled via MS teams after the signed confirmation is returned to Provincial Treasury.

6. GENERAL INFORMATION

6.1 Requirements for Training via MS-Teams

- Access to PERSAL, LOGIS and BAS training applications.
- Attendees must have their own valid e-mail address registered under the Westerncape.gov.za domain.
- Internet Browser (Google Chrome (recommended)/Microsoft Edge) is required.
- WEBCAM functionality on laptop / desktop computer is required.
- Earphones / speakers for audibility are required.
- Trainees should have VPN access for remote login to PERSAL, LOGIS or BAS in order to receive training. Users who do not have this access need to apply accordingly, by completing the ICT Service request form, via the Provincial Treasury SIFS office for attention Mr. Mandisi Nonkonyana, in order to finalise such application.
- Confirmation that MS teams and the PERSAL, LOGIS or BAS applications are fully functional, is critical.

6.2 Evaluation of Training via MS Teams

- In cases where assessments (tests) for online sessions will take place, an acknowledgement of the training received will be issued. This training will be taken into account when compiling the training gap of the system user.
- Where **no** assessment will take place, an acknowledgement of training received will still be issued, however, this will **not** have an impact on the training gap of the system user.

Kindly ensure that the content of this circular is brought to the attention of all relevant officials including those on leave.

MR A MAZOMBA

DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 22 February 2021

