

MUNICIPAL INTERNATIONAL RELATIONS POLICY

Item A-AR(36-2010) CM 2010/10/28	REVISED MUNICIPAL INTERNATIONAL RELATIONS POLICY
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RESOLVED:

1. **That** the contents of the report on the revised/amended MIR Policy **BE NOTED**.
2. **That** the revised/ amended MIR Policy attached to the report as **Annexure “B” BE APPROVED**.

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SECTION 1

INTRODUCTION

1.1 PREFACE

The Constitution of the Republic of South Africa acknowledges local authorities as a distinct sphere of government with considerable latitude in its functioning, including the right to establish International relationships.

The ever-increasing challenges to local authorities in South Africa are a phenomenon not unfamiliar to the Ekurhuleni Metropolitan Municipality (EMM). These challenges that local authorities with limited resources are facing emanate from inter alia:-

- A rapidly changing global economy that has a impact on the economy
- An increasing need for public participation in local affairs
- International tourism interest in South Africa

In its strive to meet the objects of local government as contemplated in Section 152(1) of the Constitution of the Republic of South Africa, local authorities are continuously embarking on initiatives, seeking alternative capacity and resources, e.g. revenue, co-operative partnerships, knowledge, etc., to accomplish its goals and objectives.

Local authorities realized that it is no longer possible to fulfil its duties and to accomplish goals and objectives merely through their internal systems and capacity and acknowledged that a new paradigm is required to enable local government to respond effectively to increasing challenges and to enhance service delivery. Communal problems that confront local government globally emphasize the need for skills transfer and sharing of innovations to address urban challenges and opportunities.

Municipal International Relations (MIR) is one of the catalysts that enable municipalities to secure a better quality of life for all people of the municipal area. However, measurable benefits for socio-economic growth and development can only be attained if a specific international relations initiative and ensuing agreement are needs driven rather than demand driven. In the light of changes in the local sphere and increasing challenges, the nature of Municipal International Relations should be substantial, focused and project-based with measurable objectives and tangible results vis-à-vis the ceremonial character of previous international relationships.

A number of foreign countries, European and African, have over a period of time implemented innovative measures, improving the lives of their respective inhabitants and successful initiatives serve as proof that by utilising "best-practices" databases, "learning organizations", strategic networks of exchange between and within municipalities, local and foreign, valuable knowledge and experience can be gained.

The White paper on Local Government acknowledged the value of well coordinated and performance based Municipal International Relations initiatives, programmes projects, the recommendation that a National Policy Framework on Municipal International Relations for South Africa devised to guide municipalities in the conduct of their international relations.

The White Paper Recommendation resulted in the "Municipal International Relations National Policy Framework for South Africa", issued by the Ministry for Provincial and Local Government in July 1999. This National Policy Framework, hereto attached as Annexure "A" forms the basis of the Municipal International Relations Policy of the EMM.

In support of the views of National and Provincial Government, as well as SALGA, international relations should be carefully selected in order to ensure socio-economic benefits to Council.

1.2. PURPOSE OF DOCUMENT

The introduction of the Municipal International Relations National Policy Framework for South Africa by the Ministry for Provincial and Local Government outlines the support of National and Provincial Government as well as Organised Local Government (SALGA) of well coordinated and value-adding Municipal International Relations and initiatives. To ensure that any such initiatives embarked upon by the Council are within the parameters of the National Policy Framework and supported by the mentioned Structures, the key purpose of this policy document can be described as follows:•

- To state the policy of the EMM with regard to MIR
- To set parameters, criteria and principles, based on and in accordance with the National Policy Framework, in terms of which the EMM can engage in

relationships with foreign countries, states, cities, provinces and regions for the mutual benefit of the respective communities involved

- To set criteria for the development of effective and efficient MIR programmes, complementing the Long terms Strategy, DP and Strategic Priorities of the EMM
- To ensure the implementation of the approved programmes and agreements to the mutual benefit of the respective communities.

1.3. TERMINOLOGY

In this Policy, the following words, terms and expressions shall bear the meanings assigned to them hereunder, unless the context indicates otherwise:

"agreement" refers to a written document wherein the goals, objectives, projects and programmes necessary for achieving benefit from the MIR, in the knowledge that it does not constitute a legally binding agreement, that it is not governed by a specific legal regime and that a party cannot institute legal action on grounds of breach of the agreement;

"city" includes a city-state, district, territorial or smaller legal entity, municipality, town, state, province, region or nation-state, as the context may indicate;

"EM M" refers to the EMM;

"investment promotion tour" means a tour or visit to a country / city abroad, counties and / or states on the African Continent aimed at attracting investment / corporate business and enhancing development potential in the EMM area promoting the corporate image of the EMM;

"municipal international relations (MIR)" means a link between two or more communities from different nation states, in which one of the key actors is a municipality;

"municipality" means an organ of state within the local sphere of government exercising legislative and executive authority within its legally demarcated area, as envisaged in Section 152 of the Constitution of the Republic of South Africa Act. The term is interchangeable with "local authority", "local government", "municipal" and "council";

"study tour" means a tour or visit to a country / city abroad, counties and / or states on the African Continent aimed at gathering knowledge and information regarding aspects of mutual interest concerning local government;

"twinning" means the linking of two municipalities by agreement in writing and the terms "sister-city" and "twinning" shall have a corresponding meaning;

"twinning / co-operative agreement" refers to an agreement between the EMM and foreign cities or states concerning formalised programmes for cooperation and relations to ensure benefit to the council in achieving its goals and objectives, long term strategy, strategic priorities and priorities in terms of the IDP.

SECTION 2

LOCUS STANDI OF NATIONAL AND PROVINCIAL GOVERNMENT AND ORGANISED LOCAL GOVERNMENT IN MIR

The successful establishment of MIR requires multi-disciplinary involvement on National and Provincial Government as well as Organised Local Government level. These structures are supportive of international relations and initiatives aimed at enhancing socio-economic conditions and service delivery at local level.

The supportive role of the respective government departments and Organised Local Government (SALGA) are outlined in the National Policy Framework and acknowledged by the EMM. Therefore, the objectives of the said Government Departments and SALGA as well as their respective roles in supporting international initiatives and relations that are embarked upon by local authorities cannot be viewed in isolation, thus forming an integral part of the MIR Policy of the EMM and are discussed below.

2.1. THE OBJECTIVES OF NATIONAL AND PROVINCIAL GOVERNMENT AND ORGANISED LOCAL GOVERNMENT (SALGA) WITH REGARD TO THE NATURE AND APPROACH OF MIR

The facilitative and supportive approach of National and Provincial Government as subscribed to by SALGA in the National Policy Framework seeks to enhance the quality, impact and extent of MIR programmes and the following key elements of effective facilitation and support for MIR programmes have been determined by the abovementioned role players:

2.1.1. Priority setting and direction

A system of facilitation and support has been set within the National Policy Framework which should be reviewed on an annual basis, taking into consideration most important issues that municipal international co-operation programmes should address.

2.1.2 Mobilising funding

Through the aforementioned National Policy Framework, it is the intention of SALGA, in collaboration with National and Provincial Government to mobilise available local and international funding to support the agreed MIR priorities in view thereof that the majority of local authorities do not have sufficient internal resources to support an extensive MIR programme. It is thus envisaged to use the available resources in an equitable manner to ensure that smaller, cities, towns and rural municipalities also have access to MIR opportunities and its associated benefits.

2.1.3 Facilitating relationships between South African and international partners

In terms of the National Policy Framework organized local government (SALGA), in collaboration with National and Provincial Government should facilitate and co-ordinate the establishment of appropriate relations between South African and international partner municipalities in view thereof that the individual municipalities lack the necessary contacts and capacity to perform this function on their own. The task of facilitating relationships would involve:

- Entering into arrangements with other national and international municipal associations, governments and agencies which are in a position to support the set priorities
- Identifying appropriate networks, initiatives and partner municipalities with which local government in South Africa can engage
- Maintaining a data base of South African municipalities' needs with regard to MIR and to facilitate contact with appropriate partners
- Follow-up to ensure that agreed linkages are being developed and to identify additional support needs that individual municipalities might require

2.1.4 Information provision

The following information should inter alia, be made available by organised local government (SALGA):-

- A data base of international and regional municipal organisations and initiatives relevant to local government
- Worldwide electronic networks
- A data base of MIR initiatives involving South African municipalities
- Evaluative reports on MIR initiatives
- South African embassies and consulates and their role in assisting with international programmes
- Guidelines on how to conduct international co-operation programmes

2.1.5 Co-ordination

The National Policy Framework suggests that information pertaining to proposed MIR activities for a specific financial year, proposed international visits, visits to South Africa and proposed twinning relationships should be submitted to a MIR Co-ordination Group. The Co-ordination Group should comprise of representatives from organized local government (SALGA) and the Departments of Justice and Constitutional Development, Foreign Affairs and Trade and Industry for purposes of facilitating co-operation between the spheres of government and co-ordination of MIR activities.

2.1.6 Training

Training in terms of protocol is envisaged to ensure that councillors and officials who travel overseas do not err in respect of protocol in foreign countries.

2.1.7 Ensuring accountability

A requirement in this regard would be that municipalities submit annual records of international co-operation agreements and events, detailing the purpose, cost, benefits and outcomes for public scrutiny to inter alia, the Auditor-General.

2.1.8 Research, evaluation and monitoring

The National Policy Framework suggests that an on-going research and evaluation programme should be followed by SALGA and National and

Provincial Government to avoid repetition of mistakes and duplication of efforts.

2.2 ROLES OF RESPECTIVE SPHERES OF GOVERNMENT IN MIR

In support of MIR initiatives of local authorities, National and Provincial Government are active role players in the action envisaged by local authorities when considering entering into MIR and their respective roles are briefly explained below.

2.2.1. Department of JUSTICE AND Constitutional Development.

The role of the Department in supporting MIR is:-

- To establish a National Policy Framework
- To ensure the engagement of local authorities in MIR in an accountable and transparent manner
- To remove legal and administrative constraints that impede municipal international co-operation
- To collaborate with organised local government (SALGA), provincial governments and other relevant national government departments in setting MIR priorities, raising funds, facilitating relationships, providing information, co-ordination and research

2.2.2. Department of Foreign Affairs

The role of the Department of Foreign Affairs in supporting MIR is:-

- To ensure that MIR programmes are carried out in a manner that supports and enhances South Africa's foreign relations and associated strategies
- To assist municipalities in establishing international relationships with appropriate partners and to provide support to official municipal international visits
- To provide protocol and diplomacy training for local government
- To provide information and guidance with regard to partner municipalities, host countries and other relevant information, e.g. customs, protocol, etc.
- To collaborate with organised local government (SALGA), provincial governments and other relevant national government departments in setting MIR priorities, raising funds, facilitating relationships, providing information, co-ordination and research

2.2.3 Other National Government Departments

In terms of the National Policy Framework, the Departments of Trade and Industry and Environmental Affairs and Tourism play significant roles in supporting and facilitating MIR. These Departments need to participate in co-ordination and priority setting to ensure that MIR activities support and enhance their respective strategies.

2.2.4. Provincial Government

Notwithstanding the fact that provincial government does not have a definite international relations function, thus playing a limited part in MIR, the Department Development Planning and Local Government needs to be

involved in the facilitation of MIR in view of its responsibilities towards local government. The Department can act as a conduit for information and as facilitator of international contact

2.2.5. Organised Local Government (SALGA)

The role of organised local government (SALGA) should in terms of the National Policy Framework include the following responsibilities:

- To represent South Africa's local government in IULA (International Union of Local Authorities) and other relevant international and regional forums
- To act as initiator, intermediary, facilitator and priority setter for municipal international co-operation programmes
- To evaluate and research municipal international co-operation programmes, and
- To provide information

2.2.6 MUNICIPALITIES

The role of municipalities should be:-

- To devise a MIR plan to support municipal priorities as part of the IDP process
- To submit the MIR plan and particulars of official international visits or MIR agreements to the proposed MIR Committee
- To prepare an annual record and evaluation of all international co-operation arrangements and events for public scrutiny and
- Submission to national, provincial and organized local government, and
- To ensure that MIR activities are adequately managed and resourced and that councillors and officials who participate in MIR are properly briefed and trained

2.3 PRIORITY FOCUS AREAS FOR MIR

National and Provincial Government as well as organised local government (SALGA) have identified the following priority areas in which effective MIR programmes could contribute towards reaching set goals and objectives set by municipalities:

- Local Economic Development
- Environmental management
- Poverty alleviation
- Management development

SECTION 3

NATURE AND APPROACH OF MIR IN TERMS OF THE POLICY FRAMEWORK

Depending on a number of considerations as detailed above, including the nature of a foreign city, its needs, strengths and weaknesses, resource availability and constraints as well as the identified area requiring a specific MIR programme, an agreement to achieve the set objectives of the intended international relationship may be concluded.

Based on the nature of the relationship and the considerations detailed above, the following types of agreements may be entered into:

- Twinning agreement
- Co-operative / functional agreement

The aforementioned agreements are briefly discussed below:

3.1. TWINNING AGREEMENT

3.1.1. Purpose of Twinning Agreement

The agreement is concluded to provide an opportunity for contact on as wide a scale as possible with local communities of other countries

3.1.2. Nature of Twinning Agreement

A Twinning Agreement, being an informal arrangement mainly ceremonial in nature, indicating mutual intentions and goodwill, does not entail a legally binding document

3.1.3. Twinning objectives

The following objectives should be considered before entering into a Twinning Agreement:

- The agreement must not be cosmetic
- The agreement must be aimed at real socio-economic interaction
- The availability of funding for projects
- The agreement should promote good relations between local authorities
- The agreement creates opportunities for the extension of mutual understanding, visits, contact and co-operation as well as skills transfer and information sharing concerning the various activities of the respective municipalities

3.2. CO-OPERATIVE / FUNCTIONAL AGREEMENT

3.2.1 Purpose of Co-Operative / Functional. Agreement

The agreement is concluded to provide for formalised programmes and strategies in respect of mutual co-operation in identified fields aimed at skills transfer, information sharing and enhancement of priorities to the mutual benefit of the communities of the participating municipalities.

3.2.2 Nature of Co-operative / Functional Agreement

The Co-operative / Functional Agreement depicting mutual intentions and areas of cooperation is concluded to formalise all such Intentions between the parties involved.

3.2.3 Objectives for Co-operation

The objectives involved in considering concluding a Twinning Agreement as detailed in paragraph 3.1.3 above are applicable to any consideration of entering into international relations. In addition, the end result of any such agreement must be evaluated in terms of socio-economic benefit, enhanced

service delivery and attainment of the set strategies and priorities of the municipality.

3.3. CONSIDERING A SUITABLE INTERNATIONAL PARTNER

The eventual agreement between twinning municipalities should benefit the entire community as well as the country. Factors that require careful consideration before entering into a twinning relationship include, inter alia:

- Financial viability to ascertain the respective goals
- Ability to communicate efficiently in order to formulate the necessary exchange programmes
- Size and location
- Resemblance and character
- History
- Specific issues or project(s)

3.4. NATIONAL POLICY FRAMEWORK: PROCEDURE REGARDING ENTERING INTO INTERNATIONAL RELATIONS AGREEMENTS

A twinning / co-operative request, addressing the above mentioned objectives and considerations should be channelled via the relevant provincial MIR Co-ordinating Group, who may endorse the proposed twinning partner or make alternative recommendations, or may endeavour to identify a suitable twinning partner in the absence of a proposal from the municipality concerned.

After initial contact has been established, further negotiations may take place between the twinning municipalities.

The following formal procedures should be adhered to:

- Formal acceptance of the agreement should be arranged in one of the participating cities / towns and the acceptance ceremony should take place at a Special Council Meeting.
- Planning of the acceptance date should allow for maximum publicity. The National Policy Framework recommends that such date correspond with an important event of national or local interest.

SECTION 4

POLICY: EKURHULENI METROPOLITAN MUNICIPALITY (EMM)

4.1. PRINCIPLES AND OBJECTIVES

4.1.1 Principles

The primary focus of any MIR agreement to be entered into by EMM should be to support the attainment of the Council's Long Term Strategy and Strategic Priorities as reflected in the IDP, i.e.:-

- Public participation
- Poverty alleviation and job creation
- Local Economic Development
- HIV-Aids (prevention & Management)
- Crime prevention / safety and security

- Good governance
- Urban renewal

In addition to the above, any such agreement should be based on one or more of the following principles:-

- To promote economic growth and development through trade, investment and tourism
- To enhance social development, poverty alleviation and environmental sustainability
- To share knowledge and expertise in local governance generally or in agreed functional areas
- To be developmental and outcome orientated and to add value to municipal programmes
- To mutually build technical and managerial capacity and expand a culture of learning
- To foster global understanding, solidarity, co-operation and social and cultural linkages

4.1.2 Objectives

Any MIR initiatives to be embarked upon by EMM should be based on the ability of the relationship to fulfil at least one of the following principle criteria:-

- Promoting economic growth and development

Relationships should be based on a common desire to mutually enhance trade, investment, tourism and knowledge. Such a relationship would result in the improvement of economic growth, job creation and the enhancement of small business development.

- Fostering and supporting the African Renaissance: NEPAD

The New African Initiative seeks to strengthen links between African countries. Such relationships will endeavour to build social, economic and cultural cooperation, knowledge sharing, capacity building and technical assistance. It builds on international lessons but is rooted in African knowledge and experience.

- Linking with strategic cities

Strategic cities that enjoy a high international profile by virtue of their strategic positioning in the global economy and social, cultural and economic importance are identified to enhance Ekurhuleni's social, economic and cultural linkages with key cities.

Relationships are to be established with cities that share a similar profile to Ekurhuleni inter alia, with regard to population, socio-economic climate, trade and industry.

- Enhancing good governance

This aspect is characterized by accountable, transparent and participatory government through a strategically focused, effective, service-oriented and performance-driven institution.

MIR must be aimed at capacity building through training, mentoring, skills transfer and exchange of technical assistance for purposes of enhancing service delivery and productivity to the benefit of the community.

4.2 AVAILABLE KNOWLEDGE AND EXPERIENCE

The availability of local knowledge and experience, relative to "best-practices" in a specific field, should be investigated as a point of departure and should such not be available or exhausted, international links will be considered.

4.3 COMPOSITION OF DEPUTATION

The composition of a deputation to visit foreign cities will be considered taking into account inter alia, the functional areas of co-operation, the level of interaction in terms of protocol and the required outcome of the MIR. Depending on all the abovementioned considerations, a deputation will be restricted to a total of four (4) two (2) councillors / two (2) officials.

As far as possible and except with specific approval by the Mayoral Committee, only councillors and officials whose managerial and functional responsibility has a direct bearing on the international development programme (study tour, workshop, seminar and conference) will be included in the delegation.

In order to curb cost and to ensure fair and equitable distribution of developmental opportunities to councillors and officials, visits abroad are restricted to one international visit per financial year per individual (funded by EMM), except with special approval by the Mayoral Committee. This limitation shall however not be applicable to the Executive Mayor and the City Manager.

Subsequent, follow-up visits abroad, in pursuance of programmes or initiatives approved by the Council will be considered according to merit.

4.4 TRAVELLING ARRANGEMENTS AND COSTS

4.4.1 Deputations visiting cities abroad, including neighbouring and other cities on the African Continent will be remunerated and travelling costs be paid in accordance with the Council's prevailing policy in this regard as detailed in Section 6.

4.4.2 Donor Funded Trips / Sponsored Trips

4.4.2.1 Where the trip is sponsored, the traveller shall provide:

- 4.4.2.1.1 Full disclosure of benefit, largesse, gift or consideration in compliance with any legislation and Council's approved policies, practices, and standard operating procedures;
- 4.4.2.1.2 Full costs of the trip as per item 4.4.1.1 above insofar as they apply;
- 4.4.2.1.3 All expenses to be paid by the donor must be listed, for example meals, allowances and transport within the foreign country, hotel accommodation and flight tickets;

4.4.2.1.4 Confirmation must be given to the City Manager that he or she has not solicited the sponsorship nor made any commitments, promises, offers and such like, in consideration or a quid pro quo, either in his or her personal capacity or in the name of Council, or in any way bound Council or any of its departments either implicitly, overtly, contractually or by any other means whatsoever; and

4.4.2.1.5 The following expenditure may be claimed compulsory medical treatment i.e. yellow fever injections, public transport, airport taxes, visas and passport photos. Proof of expenses must be provided.

4.4.3 Invited Guests

4.4.3.1 This Policy shall not apply to:

4.4.3.1.1 Consultants, agents, representatives and such like employed or commissioned by Council, with whom relationships shall be governed by individual contracts;

4.4.3.2.1 Special programs whereby travel arrangements are made for foreign delegates and funding is provided externally or donor funds are utilized.

4.5. REPORTING

The principal member of the deputation / responsible official shall report in writing to the Manager: Intergovernmental and International Relations within 30 days after the visit as described in paragraph 4.3 above on the outcome of the visit, proposed linkages to be established, proposed programmes to be implemented, action plans and required resources, including funding as well as alternatives where applicable.

4.6. NATURE AND APPROACH OF MIR

The possible establishment of international relationships will be considered by the Council with due regard to the principles and criteria contained in the National Policy Framework after the procedures as detailed in Section 5 have been adhered to.

The nature of any MIR will be determined by the considerations as detailed above including the nature of the foreign city, its strengths and weaknesses, resource availability and constraints. All considerations will primarily be based and on the element of value added to Ekurhuleni and its community.

4.7. APPLICATION OF POLICY

Notwithstanding reference being made to MIR and related initiatives and actions, the principles and criteria as set in this Policy will be applicable to all visits abroad, which will include the following categories:-

- Study tours
- Conferences, meetings of institutions, workshops and seminars which have a direct bearing on the activities of the Council
- Investment promotion
- Twinning and / or co-operative initiatives.

SECTION 5

GUIDELINES ON SUPPLEMENTARY PROCEDURE

5.1. INTRODUCTION

This section deals with the procedure devised by the Council for purposes of considering the establishment of international Relations with foreign countries, cities, and states.

All proposals with regard to the establishment of MIR will be considered with due regard to the Council's Policy in this regard, including prevailing policies and guidelines supplied by National or Provincial Government as well as organized local government (SALGA).

5.1 .1 Application of Procedure

The procedure for requesting permission to travel abroad, including visits to neighbouring countries and other counties on the African Continent, as detailed below should be followed in respect of all such visits, including, but not limited to visits for purposes of international development programmes (study tours, conferences, meetings and workshops), investment promotion and possible international relations.

The procedure shall apply to requests by councillors and officials of the Council.

5.2. PROCEDURE

5.2.1 SUBMISSION AND EVALUATION OF REQUESTS / APPLICATIONS PRIOR TO CONSIDERATION BY THE RELEVANT PORTFOLIO COMMITTEE AND APPROVAL BY THE MAYORAL COMMITTEE

- (i) Requests / applications for visits abroad, supported by the relevant Head of Department / Division, shall be submitted to the Manager Intergovernmental and International Relations in the City Managers office.
- (ii) Requests for the attendance of international development programmes as described above will only be considered upon submission of a comprehensive report, detailing the following:-
 - Background to the request, the purpose, extent, nature and applicability of the proposed visit to the functional duties
 - The outcome of research into possible alternatives locally available (where applicable)
 - The duration, a detailed itinerary, cost and nett financial implications for Council and proof of sufficient funds budgeted for
 - A detailed motivation of the benefit to Council should the request be approved, with specific reference to the goals and objectives of the visit, enhancement of the EMM's Long Term Strategies, Strategic Priorities and the IDP

- (iii) Requests and initiatives for visits abroad with a view to establishing international relations and pursuing areas of international cooperation will be subject to the procedure as detailed in this document, which will inter alia include:
- Such a request would furthermore include research on the chosen city's profile and a substantiated motivation as to the feasibility of establishing international relations
 - Proof that local alternatives with regard to the required skills, technical information, knowledge or other object of the proposed relation had been exhausted and are not available must be contained in the motivation
- (iv) Upon receipt of a report containing such a request / application, the Manager Intergovernmental and International Relations will scrutinise the document in terms of prevailing policy guidelines and if applicable refer the report back to the author for further information / investigation or corrections.
- (v) Upon receipt of a request / application that complies with the relevant policy guidelines, the Manager Intergovernmental and International Relations will embark on a verification process, entailing liaison with the Presidency, the Departments of Justice and Constitutional Development, Foreign Affairs and Trade and Industry, the Office of the Premier and SALGA in accordance with the guidelines contained in the National Policy Framework and the EMM's MIR Policy in this regard.

5.2.2 POST-VERIFICATION PROCESS

- (i) After completion of the verification process as envisaged in (v) above, the Executive Director concerned will submit a report and recommendations to the relevant Portfolio Committee for consideration and recommendation to the Mayoral Committee.
- (ii) After a resolution has been obtained from the relevant decision making authority, the Manager Intergovernmental and International Relations will engage in further liaison with the National and Provincial Government Departments referred to in paragraph 5.2.1.(v) for purposes of establishing initial contact with the foreign country / city, in accordance with the National Policy Framework.
- (iii) Upon receipt of confirmation from the Government Departments referred to above, further arrangements with regard to travelling, accommodation, etc may be made by the applicant involved.
- (iv) Within 30 days after return from the visit as detailed above, the relevant councillor or official in the event where an official was included in the deputation, shall submit a comprehensive report regarding the visit to the Manager: Intergovernmental and International Relations, with specific reference to the following;
- Experience gained and outcome of the visit

- Recommendations regarding the proposed implementation of programmes, initiatives and related action plans, endorsed and supported by the relevant Executive Director
 - The financial implications and budget requirements for the implementation of proposed initiatives
- (v) Implementation of identified and approved programmes and initiatives will be monitored by the Manager: Intergovernmental and International Relations and quarterly progress reports must be submitted to the relevant Portfolio Committee by the Department involved in the initiative.
- (vi) The Manager Intergovernmental and International Relations will be responsible for performance measurement / assessment in terms of the implementation of the approved action plans and will report six monthly on the result thereof to the Mayoral Committee (via the Corporate Affairs Committee).
- (vii) The Executive Director: Corporate and Legal must submit a report regarding all visits abroad that were undertaken during the 6 months preceding the date of the report to the Department Development Planning and Local Government of the Gauteng Provincial Government on 30 June and 31 December, respectively, of each year. The following prescribed information must be contained in the report:-
- visits abroad approved by Council for the period _____ (day) _____ (month) _____ (year)
 - Country / Countries visited
 - Aim of the visit
 - Cost of the visit
 - Number of delegates; and
 - A copy of the feedback report that was submitted to Council upon return from the visit

SECTION 6

ARRANGEMENTS AND PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES AND CONFERENCE FEES

Based on the guidelines and principles contained in the National Policy Framework and the provisions of this Policy, travelling and subsistence allowances, as well as conference and subscription fees, will be paid to deputations in accordance with the under-mentioned schedules and guidelines.

The policy sets out the following:

- Guidelines and Criteria
- Travelling arrangements and costs
- Conference and subscription fees
- Subsistence allowances
- Report back

6.1. GUIDELINES AND CRITERIA

- 6.1.1 All Portfolio Committees must be requested to prioritise one international trip per financial year, with the exception of the Infrastructure Services and Corporate & City Development Portfolio Committees prioritising two trips per financial year.
- 6.1.2 Only one trip or visit per financial year by the same traveller to the same destination for the same purpose shall be permitted. Where more than one trip or visit by the same traveller to the same destination in one financial year is required, full motivation and quantification of costs shall be provided and the application approved by the City Manager.
- 6.1.3 The composition of the delegation and the nature of trips to Countries which EMM has twinning agreements with, be dealt with by the Chief Whip in consultation with the Speaker, prior to submission for approval by the Mayoral Committee.
- 6.1.4 The Chief Whip prioritises two international trips per financial year covering the Whippery and Youth Affairs, subject to final approval by the Mayoral Committee.
- 6.1.5 The Speaker prioritises three international trips per financial year covering the Rules Committee, Gender and Public Participation Committee, subject to final approval by the Mayoral Committee.
- 6.1.6 The Chairperson of the Municipal Public Accounts Committee (MPAC) be requested to prioritise one international trip per financial year, and that emphasis be placed on conferences and study tours.
- 6.1.7 The Chairperson of Land Use Tribunal Committee prioritises one international trip per financial year.
- 6.1.8 International trips referred to in respect of 6.1.1 - 6.1.6 be subjected to budget allocation for the respective financial year.
- 6.1.9 To facilitate proper budget monitoring a separate vote number will be opened for each department by Finance Department. This will ensure that departments exceeding their allocations will not reduce the amount available for other departments. In cases where the amount available is not sufficient as a result of actual cost exceeding quotations obtained at the time of planning the trip, a detailed with motivation must be submitted to the City Manager for consideration of a transfer of funds in terms of the delegated powers. Savings must be identified by the department and ONLY the following votes will be allowed as savings:
- ❖ Travel and Accommodation (Domestic Travel)
 - ❖ Entertainment
 - ❖ Strategic Planning
 - ❖ Refreshments
 - ❖ Workshops

6.2 TRAVELLING ARRANGEMENTS AND COSTS

- 6.2.1 All bookings are to made through the appointed travel agency by cost regarding air travelling inclusive of airport taxes, travelling insurance, transfer

costs, etc., applicable to international visits (which should be arranged through the travel agent of Council) will be borne by the EMM.

- 6.2.2 The onus rests on the traveller, supported by his/her Portfolio to ensure that sufficient time is provided to fulfil the purpose of the trip and ensure the quality of any work undertaken, provided that the minimum requisite time necessary is of prime consideration.
- 6.2.3 Where the purpose of travel is to attend a conference, congress, seminar, symposium, workshop, and exhibition or similar such activities, the absence from office shall not exceed five (5) working days, excluding travel to and from the destination(s) except where otherwise the case may be motivated and approved by the Executive Mayor, Chief Whip or City Manager as appropriate.
- 6.2.4 Where the purpose of travel is to undertake research, or in situ investigations, including sightseeing and discussions related thereto, or similar such activities, the absence from office shall not exceed twelve (12) working days, excluding travel to and from the destination(s), except where otherwise the case may be motivated and approved by the Executive Mayor, Chief Whip or City Manager as appropriate.
- 6.2.5 A traveller may extend his or her stay for personal reasons, provided that:
- 6.2.5.1 no costs are to be borne by Council in relation to such extended stay;
 - 6.2.5.2 the traveller shall apply for annual leave which must be approved by the Executive Mayor, Chief Whip or City Manager as appropriate;
 - 6.2.5.3 any costs relating to extension of insurance cover, change of air bookings, accommodation, and such like shall be for the travellers account
 - 6.2.5.4 Travel and the allowances related thereto should not be seen as an additional source of income.
- 6.2.6 LAND TRAVEL
- A train / bus / taxi / car rental or shuttle service for travel within cities or towns
- The actual costs for land travel arrangements will be paid on submission of documentary proof.
- 6.2.7 Transport to and From O R Tambo International Airport
- 6.2.7.1 Transport cost to and from the O R Tambo International Airport for travellers that do not receive fixed locomotion or car allowance may be claimed and travellers will be reimbursed for such expenses upon submission of documentary proof thereof. (Align to Council Travel Policy).
 - 6.2.7.2 The cost of parking at the O R Tambo International Airport as well as at the destination may be claimed from Council on return from an approved trip upon submission of documentary proof thereof.

6.3 SUBSISTENCE ALLOWANCES AND RELATED COSTS

6.3.1 SINGLE DESTINATION

Daily subsistence allowances will be applicable for a maximum of 16 days, thereafter the allowance will be reduced to 50% of the daily allowance. The allowance will be applicable and calculated from the day of arrival in the foreign country until the day of departure from the said country.

6.3.2 MULTIPLE DESTINATIONS

Daily subsistence allowances will be applicable for a maximum of 16 days, thereafter the allowance will be reduced to 50% of the daily allowance. The allowance will be applicable and calculated from the day of arrival in the first foreign country visited until the day of the departure from the last country visited.

6.3.3 PAYMENT OF SUBSISTENCE ALLOWANCE

- VISITS TO NEIGHBOURING COUNTRIES

	CATEGORY/OPTION	DAILY SUBSISTENCE ALLOWANCE
1	Accommodation and meals (breakfast, Lunch and Dinner) are provided or paid for.	\$ 45 (US) equal to the rand value on the day of purchase of the foreign currency for incidental expenses, e.g. gratuities (tips), telephone calls, laundry fees and refreshments. \$60 (US)
2	Accommodation whether inclusive of breakfast or not is provided or paid for. From day of Conference, seminar etc.	\$ 165 (US) equal to the rand value on the day of purchase of the foreign currency for meals and incidental expenses, e.g. gratuities (tips), telephone calls, laundry fees and refreshments. S 180 (US)
3	Delegate is responsible for accommodation, meals and own maintenance. From day of Conference, seminar etc	\$ 200 (US) equal to the rand value on the day of purchase of the foreign currency for accommodation, meals and Incidental expenses, e.g., gratuities (tips), telephone calls, laundry fees and refreshments. \$ 200 (US)

- VISITS TO COUNTRIES OTHER THAN NEIGHBOURING COUNTRIES

	CATEGORY/OPTION	DAILY SUBSISTENCE ALLOWANCE
1	Accommodation and meals (breakfast, Lunch and Dinner) are provided or paid for.	\$ 90 (US) equal to the rand value on the day of purchase of the foreign currency for incidental expenses, e.g. gratuities (tips), telephone calls, laundry fees and refreshments. \$100 (US)
2	Accommodation whether inclusive of breakfast or not is provided or paid for. From day of Conference, seminar etc.	\$ 230 (US) equal to the rand value on the day of purchase of the foreign currency for meals and incidental expenses, e.g. gratuities (tips), telephone calls, laundry fees and refreshments. \$260 (US)
3	Delegate is responsible for accommodation, meals and own maintenance. From day of Conference, seminar etc	\$ 400 (US) equal to the rand value on the day of purchase of the foreign currency for accommodation, meals and incidental expenses, e.g. gratuities (tips), telephone calls, laundry fees and refreshments. \$460 (US)

6.3.4 Where a trip is financed by an external party / ies and the subsistence is lower than the subsistence allowance in terms of the Councils Policy, a top-up principle be applied and financed by Council up to the limit set out in the Council's policy.

6.3.5 The Corporate and Legal Department (Clr Support Services) shall in consultation with the Deputy City Manager: Corporate, review and amend any travel and subsistence allowances when deemed necessary, but at least annually, by that percentage equal to the CPIX and within the limits prescribed by the Minister of Finance, and notify such amendments by way of circular.

6.4 ALTERNATIVE TO SUBSISTENCE ALLOWANCE

In special Circumstances, the payment of alternative subsistence allowances may be considered. The Council's travel agent may calculate the cost in respect of toll fees, car rental, hotel accommodation, meals and incidental travel costs prior to departure, taking into consideration the country of destination and the applicable exchange rate. An application for payment of the alternative subsistence allowance must be submitted to the Mayoral Committee for consideration.

6.5 PAYMENT OF CONFERENCE, SUBSCRIPTION AND / OR REGISTRATION FEES

The EMM will bear the cost in respect of conference, subscription and / or registration fees applicable to international conferences, seminars, workshops and developmental programmes approved by the EMM.

6.6 DEPARTURE

Delegates to attend international seminars, workshops, visits and development programmes may arrive one day earlier to the commencement date of the seminar, workshop, etc. to enable them one day to sufficiently recuperate prior to the commencement of the official programme.

6.7 TRAVEL ARRANGEMENTS

All travel arrangements will be made through the Manager Councillor Support Services who, with the Manager Intergovernmental and International Relations, must sign off any application in respect of travelling on international routes to ensure compliance with the Municipal International Relations (MIR) Policy.

6.8 CANCELLED TRIPS

It should however be noted that where Council incurs costs due to travellers not booking into hotels, missing to pre-booked or deciding to change flights, then such costs will be recovered from the individual concerned.