

POLICY: ORGANISING AND EXECUTING EVENTS IN THE DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

Item D-H (16c-2003)
CM 20.11.2003

POLICY TO BE FOLLOWED WHEN ORGANISING AND EXECUTING EVENTS IN THE DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

RESOLVED:

1. **That** the contents of the proposed Events Policy **BE NOTED**.
2. **That** the Events Policy for Health and Social Development attached as **Annexure "A"** to the report **BE APPROVED**, subject to the following amendments:
 - (i) Amend paragraph 5.1.1 of the policy to read as follows:

"5.1.1 All invitations must be administered by the project/event manager. Invitations to be signed by the Member of the Mayoral Committee, however, the project/event manager must be able to facilitate this to ensure control and proper follow-ups and that logistical support is provided in respect of the arrangements, e.g. RSVP's, seating, security, etc.
 - (ii) Add the following to paragraph 5.1.4 of the policy:

"A minimum period of two weeks notice should be given, depending on the size and status of the event."
 - (iii) Add the following to paragraph 5.1.5:

"Basic details in the invitation to include te following:
Purpose
Date
Time
Venue
Dress
Specific Dietary
RSVP
Map to venue"
3. **That** the Events Policy **BE USED** during the organizing and execution of events within the Department of Health and Social Development.
4. **That** the Manager/Co-ordinator for Health Promotion also **BE TASKED** to act as an Events Co-ordinator for the Department: Health and Social Development.
5. **That** the policy referred to in (2) above **BE USED** as an interim policy pending the compilation of an overall policy for the Metro by the Communications and Marketing Directorate.



Ekurhuleni
METROPOLITAN MUNICIPALITY

**POLICY TO BE FOLLOWED
WHEN ORGANISING AND
EXECUTING EVENTS IN THE
DEPARTMENT OF HEALTH
AND SOCIAL
DEVELOPMENT**

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EVENTS POLICY

(POLICY TO BE FOLLOWED WHEN ORGANISING AND EXECUTING EVENTS IN DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT)

1. BACKGROUND

Health promotion and provision is the responsibility of all people and institutions in a particular country. In South Africa it is also primarily the responsibility of all spheres of government (National, Provincial and Local Government). In addition, non-governmental organizations (NGO's), Community Based Organizations (CBO's) and the Private Sector (including traditional healers), have a crucial role to play in ensuring the achievement of desirable Health and Social Development for the people of this Nation.

The three spheres of Government, together with NGO's and CBO's, are frequently directly or indirectly involved in the financing and organizing various events. These events usually take the form of awareness campaigns, workshops, training, exhibitions and sometime visits by politicians and other high profile people.

Organizing such events, require proper co-ordination of activities in order to utilize all available resources efficiently and effectively. Most importantly, there must be a common and clear understanding by all relevant role players, of the inputs and expected outputs and outcomes as well as the details of the processes that are needed to execute the event successfully. This therefore means that it is critical that roles and responsibilities and accountabilities as well as channels of communication are clarified at the outset as these are often inadvertently neglected yet they are a necessary prerequisite for successful event organization.

2. PURPOSE

- 2.1 To streamline communication channels between various role players in case of events. These may include inter alia, councillors, officials, social institutions, spheres of Government, and civil society.
- 2.2 To ensure timely information regarding events, is received by all relevant role players to make sure there is sufficient time for preparation.
- 2.3 To ensure accuracy of information necessary for proper planning and execution of events.
- 2.4 To ensure efficient and effective use of human, financial, information, time and other resources.
- 2.5 To ensure proper definition and clarification of roles, responsibilities, authority and accountability.

3. DEFINITIONS

- 3.1 **EVENT:** Any function that takes place, especially if important. This could be a visit by politicians and managers, awareness campaign, workshop, political gathering, problem solving gathering, etc.

The event usually involves many people and different sectors.

- 3.2 **INFORMATION:** Knowledge of relevant specific details and time of events or situations.

- 3.3 CO-ORDINATE: To integrate diverse elements/sectors into harmonious operation/s to achieve specific objectives.

4. INSTITUTIONAL/LEGAL FRAMEWORK

- 4.1 Municipal Systems Act, November 2000
- 4.2 The Health Act of 1977
- 4.3 Ekurhuleni Metropolitan Municipality Media Policy
- 4.4 Ekurhuleni Metropolitan Municipality, Health and Social Development Communication Policy
- 4.5 Gauteng District Health Systems Bill

5. POLICY APPLICATION/PROCEDURE

The policy will provide guidelines to be used, before, during and after events taking place within the Health and Social Development Department of Ekurhuleni Metropolitan Municipality.

5.1 COMMUNICATION

Communication between the different Role Players will be guided by the overall Ekurhuleni Metropolitan Municipality, Health and Social Development Communication Policy and the Metro Medial Policy.

- 5.1.1 Invitations of Politicians to events by Politicians must be sent directly to Politician (i.e. Politician to invite politician directly). Confirmation of receipt must be obtained by the inviter.
- 5.1.2 Invitations to events must be in writing and must go through the Executive Director for Health (or nominee). Confirmation of receipt by telephone must be obtained by the inviter.
- 5.1.3 All invitations must be administered by the project/event manager. Invitations can be signed by the Member of Mayoral Committee, however the project/event manager must be able to facilitate this to ensure control and proper follow-ups and logistical support is provided in the arrangements eg. RSVP, seating, security, etc.
- 5.1.4 If Corporate and Legal Department is required to deliver invitations to Councillors, the relevant office must be contacted well in advance to arrange this.
- 5.1.5 A responsible contact person/organiser/co-ordinator (and deputy/alternative) must be clearly indicated on the invitation letter to be contacted for details if need be.
- 5.1.6 Every effort should be made to ensure that reasonable time is given for preparation of events. A minimum of two weeks depending on size and status of events.
- 5.1.7 All necessary details needed for the successful execution of events must be provided (or at least be made readily available) to Role Players and should preferably be included as much as possible in the invitation letter. The information in the Events Organisation and Execution check list must at least be clarified.
- 5.1.8 Correspondence regarding events should always be forwarded to the Director: Public Safety and Emergency Services for information. Special requests for security should be discussed with Public Safety and preparations made well before hand.

5.2 BOOKING OF MUNICIPALITY VENUE

If a Municipality venue is to be used, booking of the venue must be done well ahead of time as venues may not be available due to prior booking by community members and organizations.

5.3 ACCOMMODATION FOR COUNCILLORS

If hotel accommodation is required for Councillors, this must be arranged by the events organizer through the Councillor Support Office.

5.4 SPONSORSHIP OF EVENTS/DONATIONS

This must be guided by the overall Municipal Policy. The extent and nature of sponsorship must be agreed upon by all stakeholders before event

5.5 ADVERTISEMENTS

The nature and extent of advertisements allowed for sponsors of events must be negotiated with important stakeholders well before the event.

5.6 PAYMENT FOR SERVICES

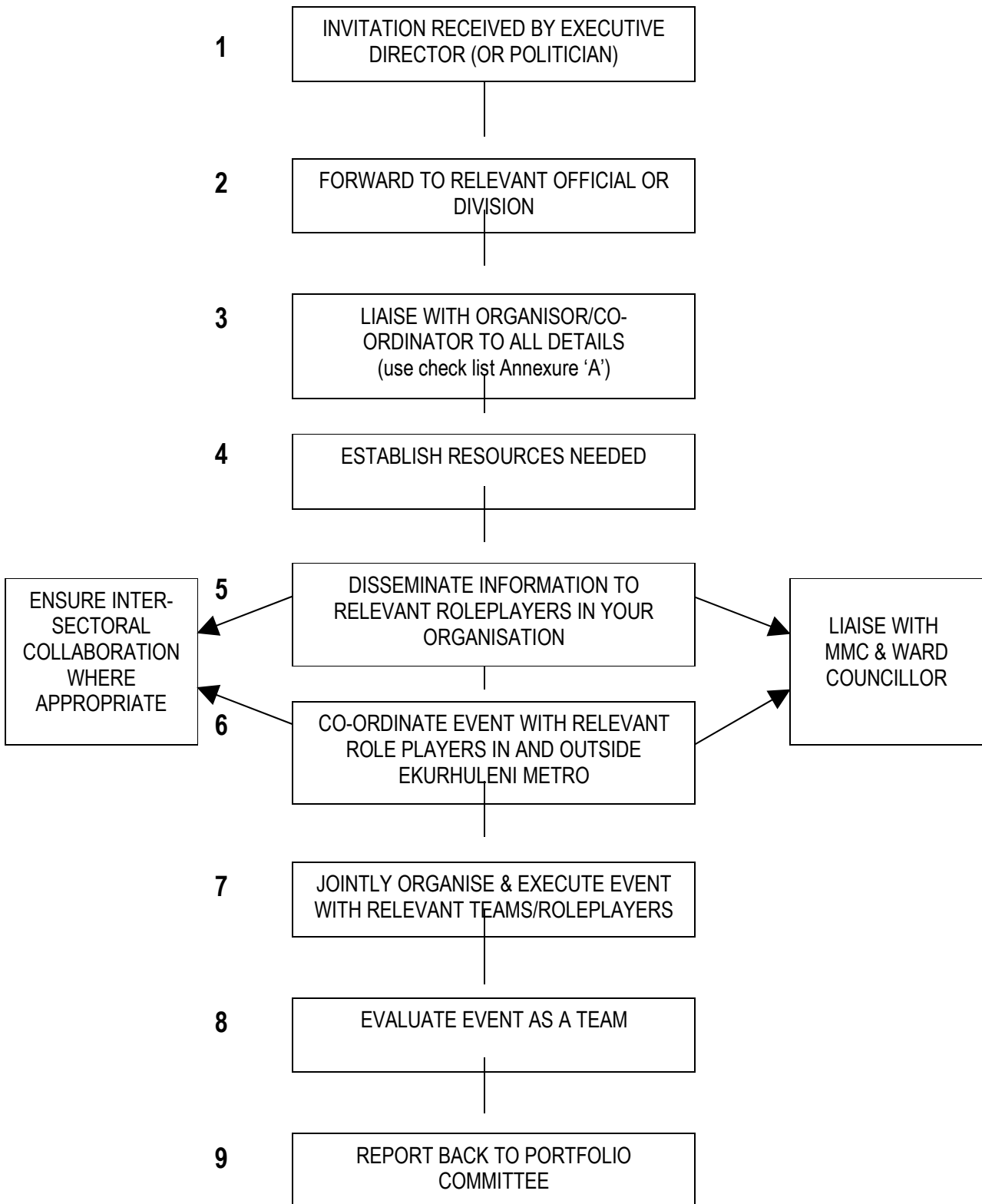
Payment of campaign workers, food expenditure and hiring of transport should be organized with Finance well in advance. Treasury requirement should make it possible for emerging companies and communities to participate in order to be empowered.

5.7 NATIONAL/INTERNATIONAL DAY EVENTS/CELEBRATIONS

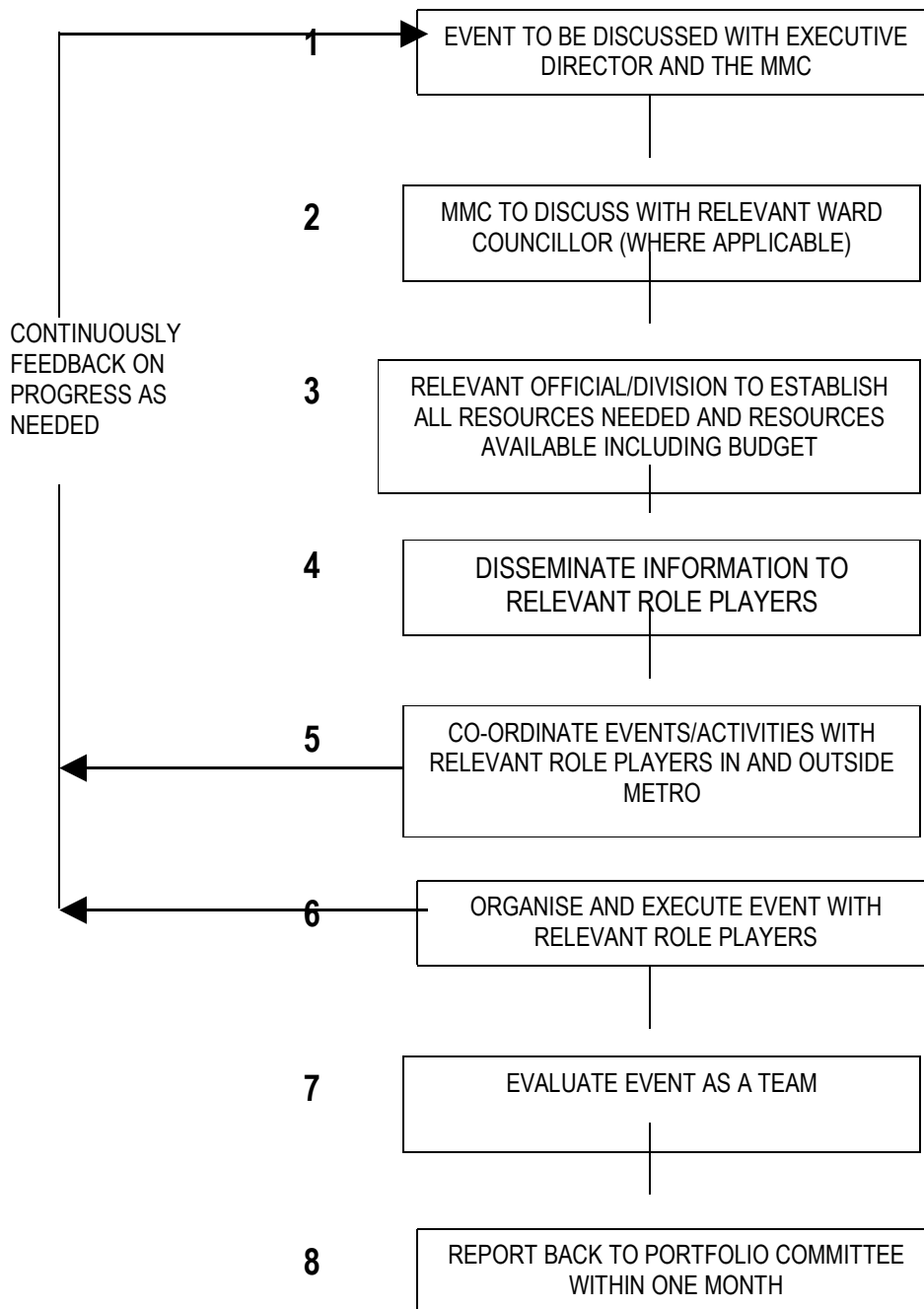
At the beginning of each year, the Department of Health and Social Development must obtain a Calendar for National, Provincial and International events e.g. World AIDS Day, TB Day etc.

The Department Health and Social Development must decide which days will be commemorated or celebrated. This must be done in liaison with important role players (e.g. Provincial health Department) to ensure co-ordination of activities.

GUIDELINES OF STEPS TO BE FOLLOWED IF THE EVENT IS ORGANISED FORM OUTSIDE HEALTH AND SOCIAL DEVELOPMENT DEPARTMENT



GUIDELINES OF STEPS TO BE FOLLOWED IF EVENT IS ORGANISED FROM WITHIN DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT



EVENT ORGANISATION AND EXECUTION CHECK LIST

1. The exact purpose of having the event, i.e. objective.
2. The date and time of event
 - Final date?
 - Provisional date?
3. The duration of the event, e.g.
 - 08:00 to 16:00
 - 2 consecutive days, etc.
4. Venue/s of the event
 - Already organized?
 - Who must prepare?
 - Provide map to venue
5. Who needs to be informed?
6. Who needs to be invited?
7. Who will invite who?
8. Are there any existing Institutional Policies/Protocols for this kind of event?
9. Who will sponsor the event and which budget/s to be used?
10. What preparations/contributions/expectations from the different role players?
11. What equipment will be needed, e.g. Flipchart, Overhead Projectors, Proximas, etc.
12. Will transport be required?
 - When? (time and date)
 - Who to be transported?
 - How many people?
 - From where to where?
13. Will security be needed?
 - What security?
 - For who? (e.g. MEC)
 - Who will organize it?
14. Will media/press be required?
 - Who will organize it?
15. What are the deadlines for each important activity or task?
16. How must the success or failure of the event be evaluated? (i.e. criteria)
17. Who will do the evaluation?
18. Who must write a report on the event?
19. What format of the report?
20. When must the report be in?
21. Special dress requests if required.
22. Specific dietary request if any.