



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CORPORATE SERVICES
EXECUTIVE SUPPORT

Suzanne Abel
Executive Committee Services

T: 021 400 3664 F: 021 418 9009
E: Suzanne.Abel@capetown.gov.za

DATE 15 March 2017
To **The Executive Mayor**
P de Lille

ITEM 05/15/03/17

Dear Madam Mayor,

The **attached** undermentioned Addendum [Part 1: Delegation 10(3)] is submitted to you for consideration and approval:

ADDENDUM TO TRIP REPORT: SMART CITIES FORUM HOSTED BY SAP, TORONTO, CANADA FROM 4 TO 7 MARCH 2017

The Addendum was received ECS on 15 March 2017 at 12:09.


pp Mrs Rehana Razack
Manager: Executive Committee Services
Office of the Executive Director: Corporate Services



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

**CORPORATE SERVICES
EXECUTIVE AND COUNCIL SUPPORT**

James Van As
Manager: Councillor Support

T: 021 400 1224 M: 0843352556
E: James.VanAs@capetown.gov.za

2017-03-15

The Executive Mayor
Alderman Patricia De Lille
CAPE TOWN

Dear Madam Mayor

**ADDENDUM TO REPORT: SMART CITIES FORUM HOSTED BY SAP, TORONTO, CANADA -
4 - 7 MARCH 2017**

The attached report was approved by the Executive Mayor on 2017-02-23 for Alderman JP Smith to attend the Smart Cities Forum hosted by SAP in Toronto, Canada from 4 to 7 March 2017.

This was a fully sponsored trip (flight, accommodation and meals at the conference), paid by SAP, and on arrival in Munich, Alderman Smith discovered that he had an 16 hour wait for his connecting flight and could not leave the airport terminal as he did not have a Schengen Visa. He booked a room at the airport and funds are now required to reimburse Alderman Smith for the 1 night's accommodation cost in Germany.

Authorisation is now sought for an amount of 110.17 Euros (±R1 536.00) to cover this cost. Funds are available on Cost Centre 11030006 to cover this expenditure.



JAMES VAN AS
MANAGER: COUNCILLOR SUPPORT

EXECUTIVE MAYOR

DATE _____

☐ APPROVED

☐ REFUSED

napcabs GmbH | Sigmund-Riefler-Bogen 14 | D-81829 Munich

City of Cape Town
JP Smith
Civic Centre, Hertzog Blvd, Private Bag X9181
8000 Cape Town
South Africa

Your stay with napcabs at location MUC T2 Lev05 H32 01

Receipt No. MUC/T2-Lev05-4281

Date

March 04, 2017

Your napcabs contact

Tel | +49 89 94 38 94 250

Email | customers@napcabs.com

Booking details

Used sleeping cabin	MUC T2 Lev05 H32 01	
Check-in	March 04, 2017	10:06 PM
Check-out	March 05, 2017	07:20 AM
Booked Duration of stay		600 minutes

Charges

Charge / hour, Nachts (from: 22:00)	EUR	10.00
Charge / hour, Tagsüber (from: 06:00)	EUR	15.00
We charge to the minute		

Amount

Nachts, gross	478 minutes	EUR	79.67
Tagsüber, gross	122 minutes	EUR	30.50
Total		EUR	110.17
Including VAT 7.00%		EUR	7.21

Payment information

Credit Payment	EUR	110.17
Payment via	CREDIT CARD (exp: 2017-07)	
Card number (last four digits)	#####2017	

napcabs GmbH
Sigmund-Riefler-Bogen 14
D-81829 Munich

Contact

Tel | +49 89 94 38 94 250

Fax | +49 89 94 38 94 251

Email | customers@napcabs.com

Internet | http://www.napcabs.com

Commercial Register

District court Munich
HRB 173577

Sales tax id

DE259780179

Finance authority Munich

Managing Director

Fabian Friedrich

Bank Account

Deutsche Bank Munich

Account | 7 006 717

Bank code | 700 700 24

BIC | DEUTDE33MUC

IBAN | DE73 7007 0024 0700 8717 00



-C-U-S-T-O-M-E-R-
-R-E-C-E-I-P-T-

napcabs GmbH
Sigmund-Riefler-Bogen 14
81829 Muenchen
Germany
Thank you!

Terminal ID: 60947876
TA No. 051577 RNo 4520

Card payment
CREDIT CARD

EUR 110,17

PAN #####2017
Card 0 valid til 07/17
EMV AID
A0000000041010D7100000
VU no 4556034137
Permission no. 483208
Date 04.03.17 22:05 Time

Approved

PLEASE KEEP RECEIPT

Thank you for staying with napcabs

Your napcabs team

Date
March 04, 2017

Your napcabs contact
Tel | +49 89 94 38 94 250
Email | customers@napcabs.com

napcabs GmbH
Sigmund-Riefler-Bogen 14
D-81829 Munich

Contact
Tel | +49 89 94 38 94 250
Fax | +49 89 94 38 94 251
Email | customers@napcabs.com
Internet | <http://www.napcabs.com>

Commercial Register
District court Munich
HRB 173577

Sales tax id
DE259780179
Finance authority Munich

Managing Director
Fabian Friedrich

Bank Account
Deutsche Bank Munich
Account | 7 006 717
Bank code | 700 700 24
BIC | DEUTDE33MUC
IBAN | DE73 7007 0024 0700 8717 00



Travel and Tours

Independently owned and operated by Traveland Tours (Pty) Ltd

Your trip

Booking ref: **39BV6V**
Issued date: **20 February 2017**

[Check My Trip](#)
[Baggage Info](#)

Traveler	Jean Pierre Smith	Agency	AMERICAN EXPRESS TRAVEL AND TOURS
			Woodmead Estate
			Sandton
			JOHANNESBURG
		Telephone	+27 11 656 0602
		Fax	+27 11 235 6183

Afterhours +27 82 461 6195 emergency@travelandtours.co.za

Saturday 04 March 2017



Lufthansa LH 575

Departure **04 March 09:25**

Arrival **04 March 19:55**

Duration

Distance

Booking status

Class

Baggage allowance

Seat

Equipment

Flight meal

Cape Town, (Cape Town Intl) (+)

Munich, (Munich International) (+) Terminal: 2

11:30 (Non stop)

9172 Kms

Confirmed

Business (C)

2PC

12G confirmed for Jean Pierre Smith

AIRBUS INDUSTRIE A340-600

Meal

Sunday 05 March 2017



Lufthansa LH 6790 (Operated by Air Canada, AC847)

Departure **05 March 11:50**

Arrival **05 March 14:45**

Duration

Distance

Booking status

Class

Baggage allowance

Seat

Equipment

Flight meal

Munich, (Munich International) (+) Terminal: 2

Toronto, (Lester B. Pearson Intl) (+) Terminal: 1

08:55 (Non stop)

6637 Kms

Confirmed

Business (C)

2PC

11A confirmed for Jean Pierre Smith

BOEING 777-200LR

Meal

Sunday 12 March 2017



United Airlines UA 6197 (Operated by Mesa Airlines DbA United Express)

Departure	12 March 15:00	Toronto, (Lester B. Pearson Intl) (+)	Terminal: 1
Arrival	12 March 16:24	Dulles/Wash, (Dulles Intl) (+)	
Duration		01:24 (Non stop)	
Distance		555 Kms	
Booking status		Confirmed	
Class		Business (D)	
Baggage allowance		2PC	
Seat		01A confirmed for Jean Pierre Smith	
Equipment		CANADAIR REGIONAL JET 700	
Flight meal		Refreshments	

Sunday 12 March 2017



United Airlines UA 7228 (Operated by South African Airways, SA208)

Departure	12 March 17:40	Dulles/Wash, (Dulles Intl) (+)	
Arrival	13 March 16:50	Johannesburg, (O.R. Tambo Intl) (+)	Terminal: A
Stop 1		Dulles/Wash, (Dulles Intl) (+)	
		Dakar, (Leopold Sedar Senghor) (+)	
Stop 2		Dakar, (Leopold Sedar Senghor) (+)	
		Johannesburg, (O.R. Tambo Intl) (+)	
Total duration		17:10 (1 Stop)	
Distance		13108 Kms	
Booking status		Confirmed	
Class		Business (D)	
Baggage allowance		2PC	
Seat		04D confirmed for Jean Pierre Smith	
Equipment		AIRBUS INDUSTRIE A330-300	
Flight meal		Meal	

Monday 13 March 2017



United Airlines UA 7235 (Operated by South African Airways, SA367)

Departure	13 March 19:30	Johannesburg, (O.R. Tambo Intl) (+)	Terminal: B
Arrival	13 March 21:35	Cape Town, (Cape Town Intl) (+)	
Duration		02:05 (Non stop)	
Distance		1268 Kms	
Booking status		Confirmed	
Class		Business (D)	
Baggage allowance		2PC	
Seat		02C confirmed for Jean Pierre Smith	
Equipment		AIRBUS INDUSTRIE A320-100/200	
Flight meal		Dinner	

Ticket details

E-ticket LH 220-1322089297 for Jean Pierre Smith
Ticket UA 220-1322089298 for Jean Pierre Smith

Ecological information

Calculated average CO2 emission is 4,255.78 kg/person
Source: ICAO Carbon Emissions Calculator
<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

Airline Booking Reference(s)

LH (Lufthansa): 39BV6V
UA (United Airlines): B2G2QG

RECEIVED BY EXECUTIVE
COMMITTEE SERVICES

15 MAR 2017

TIME: 12:09.....
NAME: [Signature].....
SIGNATURE: [Signature].....



MEMORANDUM

TO: THE EXECUTIVE MAYOR

DATE: 22 FEBRUARY 2017

FROM: MANAGER: INTERNATIONAL RELATIONS

RE: REQUEST FOR AUTHORITY FOR ALD JP SMITH TO ATTEND AND SPEAK AT THE SMART CITIES FORUM HOSTED BY SAP IN TORONTO, CANADA ON 7 MARCH 2017

NOTES FOR CONSIDERATION:

- ✓ This travel request scored 2/3, i.e. "Discretionary Approval" in terms of the Template for Approving/ Declining Applications for International Travel;
- ✓ The proposed visit is sponsored;
- ✓ **It is recommended that the Executive Mayor considers granting approval for Ald Smith to travel;**
- ✓ Ald Smith has been accepted to speak at the Forum and attendance will provide the City with an opportunity to be showcased on a global scale;
- ✓ The City could ultimately be exposed to new experiences and knowledge as well as policy insights to inform its digital transformation initiatives, and more specifically its Emergency and Policing Incident Control programme, and;
- ✓ Finally, attendance will provide the City with a platform to partake in conversations on how digital transformation could ideally change the lives of city citizens for the better.



REPORT TO THE EXECUTIVE MAYOR

1 SUBJECT

AUTHORITY FOR ALDERMAN JP SMITH TO ATTEND THE SMART CITIES FORUM, HOSTED BY SAP IN TORONTO, CANADA, ON 07TH MARCH 2017

2 FOR DECISION BY THE EXECUTIVE MAYOR

In terms of section 10(3) of the System of Delegations¹, for the Executive Mayor which reads as follows:

10(3) To authorise Councillors to attend or undertake congresses, workshops, meetings and study tours which are relevant to Council, within or outside the RSA."

3 EXECUTIVE SUMMARY

Alderman JP Smith has been invited to speak at the Smart Cities Forum, and will be engaging with other Municipalities from across the globe to exchange ideas on digital transformation - an opportunity to showcase City of Cape Town's EPIC (Emergency & Policing Incident Control) program..

4 RECOMMENDATIONS

Delegated: for Decision by the Executive Mayor:

It is recommended that:

- a) Ald JP Smith attends the Smart Cities Forum, on 07 March 2017 in Toronto, Canada.
- b) *A feedback report be compiled no later than 2 weeks after returning from the trip and submitted to the Executive Mayor.*

¹ As amended by CI 27 July 2011

20 Feb 2017
CW 7/4/3/1

5 FINANCIAL IMPLICATIONS

DELEGATE	COST CENTRE NUMBER	NUMBER OF LEAVE DAYS	(A) COST TO COMPANY for leave days	(B) COST OF TRIP
Ald JP Smith	11030006	5 x R2 634.38	R13 171.90	R7 811.99
TOTALS:			R13 171.90	R7 811.99

TOTAL COST TO COCT E.G. (A) OR (A+B)	R20 983.89
--------------------------------------	------------

SAP have indicated that they will cover the cost of Alderman JP Smith's return flight and 2 nights accommodation, meals from 6 to 8th March to the value of \$6 000 (R±79 500). The City to cover the cost of Alderman J P Smith's visa fees, insurance & S & T, which amounts to R7 811.99.

ANNEXURES

- Annexure A : Trip Details
- Annexure B : Financial Details
- Annexure C : Extract from the National Treasury Circular 82
- Annexure D : Itinerary

FOR FURTHER DETAILS CONTACT:

NAME	<i>Ra'isa Hathey</i>
CONTACT NUMBERS	<i>021 400 1311</i>
E-MAIL ADDRESS	<i>Raisa.Hathey@capetown.gov.za</i>
DIRECTORATE	<i>Corporate Services</i>
File Ref No	<i>7/4/3/1</i>



CHIEF WHIP


DATE

22/01/2017



NOTED

COMMENTS:



EXECUTIVE MAYOR

DATE

23.02.2017



APPROVED – BUSINESS CLASS



APPROVED – ECONOMY CLASS



REFUSED



REFERRED BACK

ANNEXURE A

TRIP DETAILS

Please refer to the Strategic International Relations Policy (number 12187) as revised and approved by Council on 28 October 2015 which replaces previous policy known as Strategic External Relations Policy at all times when completing this Annexure

PROPOSED DESTINATION	Country: Canada City / Municipality: Toronto
DATE OF DEPARTURE: EX CAPE TOWN	05th March 2017
DATE OF ARRIVAL BACK IN CAPE TOWN	10th March 2017
OBJECTIVE (S)/ PURPOSE	Ald JP Smith has been invited to speak at the Smart Cities Forum, and will be engaging with other Municipalities from across the globe to exchange ideas on digital transformation.
FIVE PILLARS: ALIGNMENT	Opportunity City: Safe City: X Caring City: Inclusive City: Well-run City:
STRATEGIC MOTIVATION	An opportunity to showcase City of Cape Town's EPIC (Emergency & Policing Incident Control) program.
STRATEGIC ALIGNMENT	City: X Towards 2040: Western Cape Government:

	DIRCO: National Development Plan: National Outcomes: Millennium Development Goals:
STAKEHOLDERS TO BE CONSULTED	SAP
OCCURRENCE/ FREQUENCY LEVEL OF VISIT	(Please indicate and provide brief details, where applicable) Initial: X Follow Up: Routinely (E.g. Quarterly/ Annually/ Bi-Annually):
POSSIBLE OUTCOME	Other : Conference
RETURN ON INVESTMENT	N/A
DUPLICATION RISK	N/A
PERSONNEL IMPLICATIONS: OFFICIALS	Acting Mayco Member to be appointed.
ADMINISTRATIVE IMPLICATIONS	n/a
LEGAL IMPLICATIONS	n/a

ANNEXURE B: FINANCIAL DETAILS

Please refer to the Travel Management Policy as adopted by Council on 27 February 2013 at all times when completing this Annexure

REPORT TITLE: <i>(Destination & Dates)</i>		AUTHORITY FOR ALDERMAN JP SMITH TO ATTEND THE SMART CITIES FORUM, HOSTED BY SAP IN TORONTO, CANADA, ON 07TH MARCH 2017	
IS THIS A SPONSORED TRIP <i>(Yes/No)</i>		<input checked="" type="checkbox"/> X	Yes
		<input type="checkbox"/>	No
IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)		<input checked="" type="checkbox"/> X	INTERNATIONAL (FOREIGN)
		<input type="checkbox"/>	NATIONAL (LOCAL)
Name of Delegate(s)		ALDERMAN JP SMITH	
International Trips already undertaken during the current financial year: <i>(Destination & Dates)</i>		N/A	
SPONSORED TRIP			
Cost of Airfare			
Business Class:		R41 100.00	
Economy Class:		R26 406.23	
Discounted Economy Class		R	
If Business Class is recommended state reasons why:			
Insurance costs:		R	
Accommodation costs:		R9 000	
Indicate which meals are sponsored, if any:		Breakfast 7 & 8 th March; Lunch 7 th March and Dinner 6 and 7 March (±R6 000)	
Subsistence & Travelling:		R	
Registration Fee		R	
Use of Private Vehicle		R	
Incidental Costs		R	
Total Sponsored Costs		R56 100	
COSTS TO COCT			
Airfare:			
Business Class:		Quote 1:	R
		Quote 2:	R
<i>(Please state which section of the Policy is applicable when recommending business class travel)</i>			
Economy Class:		Quote 1:	R
		Quote 2:	R

Accommodation costs:	Quote 1:	R
	Quote 2:	R
Shuttle Service:	Quote 1:	R
	Quote 2:	R
Vehicle Hire:	Quote 1:	R
	Quote 2:	R
Insurance costs:		R34 x 6 days = R204
Parking Fees:		R
Toll Fees:		R
Subsistence & Travelling: (CAD\$ 161 daily rate)		R5 607.99
Registration Fee		R
Use of Private Vehicle: (Clean Fuel Official Vehicle up to 1000km per month)		R
Incidental Costs		R
Visa		R2 000
Date Of Departure: Ex Cape Town		5 March 2017
Date Of Arrival: Back In Cape Town		10 March 2017
Costs to City for number of days out of office for the duration of the trip		R13 171.90

Budgetary Information			
Cost Centre No.		11030006	
Cost Centre Description		Mayco Member: JP Smith	
Foreign or Domestic Trip		<input type="checkbox"/> xFOREIGN <input type="checkbox"/> DOMESTIC	
A.	2016/17 Budget Provision		
412550	Insurance: Non GIF	R1 059.02	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R9 359.17	
414730	Travel and Subsistence: Foreign - Incidental Cost	R9 359.17	
B.	Spent To Date		
412550	Insurance: Non GIF	R0	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R0	
414730	Travel and Subsistence: Foreign - Incidental Cost	R0	
C.	Balance Available		
412550	Insurance: Non GIF	R1 059.02	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R9 359.17	
414730	Travel and Subsistence: Foreign - Incidental Cost	R9 359.17	
Total Funds Required per this Report		R7 811.99	

Corporate Services
Manager Finance
17 FEB 2017
WALLIED TALIER
Signature: _____

LINE FINANCE MANAGER

DATE _____

SATISFIED THAT NATIONAL TREASURY
CIRCULAR 82 AND COST CONTAINMENT
MEASURES HAVE BEEN COMPLIED WITH

☒ YES
☐ NO

COMMENTS:

VERIFIED BY TRAVEL OFFICE FOR
INTERNATIONAL (FOREIGN) TRIPS

✓

COMMENTS:

First signature from 1 to 11
present by file - 11
address to a number 1
10/21/21 12:45

J. B. Schmitt
TRAVEL OFFICE

DATE

10/2/2021

ANNEXURE C: EXTRACT FROM THE NATIONAL TREASURY CIRCULAR 82

Cost Containment Measures

In terms of National Treasury Circular 82 adopted by a Special Council Meeting on 25 May 2016, the City of Cape Town has to comply with the following cost containment measures, amongst others.

Page	Subject	Comments
5/6	Airfares	➤ Travel Agent to use NT negotiated SAA/BA discounted rates or low cost carriers if cheaper.
6/7	Accommodation	<ul style="list-style-type: none">➤ Travel Agent to obtain 4 quotes from Premier Group, Protea Hotels, City Lodge and Tsogo Sun if available at destination. If not available then obtain other competitive rates.➤ Travel Agent to only book overnight accommodation if distance travelled by road exceeds 500km for return trip
7/8	Vehicle Hire	<ul style="list-style-type: none">➤ Use of shuttle services if the cost is below vehicle hire rates➤ Ensure the hiring of vehicles from a category below Group B or an equivalent class.➤ Can accept upgraded group of vehicles if such upgrade is offered for free.➤ A standard or full size vehicle can be rendered where 3 or more travellers are travelling together or where extra luggage must be accommodated, as in line with NT Government Travel Policy Framework.
9	Conference Fees	➤ Conference fees to be limited to a maximum of R2500 per person per day.