



REPORT TO THE CITY MANAGER

1 SUBJECT

AUTHORITY FOR MR. DANIEL SULLIVAN (DIRECTOR: RISK AND RESILIENCE) TO ATTEND THE SIX AFRICA CLIMATE RESILIENCE INVESTMENT SUMMIT (ACRIS VI) ON THE 12TH AND 13TH MARCH 2024 IN KIGALI, RWANDA.

2 FOR DECISION BY THE CITY MANAGER

In terms of Part 28B: Sections 25(1), 25(2), 25(3) of the System of Delegations¹ for the City Manager which reads as follows:

- 25(1) To grant authority for officials to travel inside and outside the boundaries of South Africa for City related activities.

3 EXECUTIVE SUMMARY

The Africa Climate Resilient Investment Facility (AFRI-RES) was established in 2017 and aims to strengthen the capacity of African institutions and the private sector to plan, design and implement investments in selected sectors to increase their climate resilience. A partnership with African Union (AU), it is jointly implemented by the World Bank (WB) and the United Nations Economic Commission for Africa (UNECA). AFRI-RES has created a strong foundation for its capacity building activities that will allow it to have a lasting and sustainable impact.

As a flagship of this facility, the Sixth Africa Climate Resilient Investment Summit (ACRIS VI) aims to bring together stakeholders from various sectors, including government officials, policymakers, private sector representatives, civil society organizations, researchers, universities, and development partners to foster dialogue, knowledge exchange, and collaboration towards building climate resilience on the continent. The summit's primary objectives are:

1. To showcase innovative approaches and best practices to enhance the development of climate resilient investments, policies and programmes, and support African countries transition towards a greener and more resilient economies.

¹ System of Delegations approved by Council on 26 October 2023 Item C 34/10/23

2. To identify effective policies and programmes that can be replicated and scaled up across multiple African countries to enhance adaptation and resilience efforts.
3. To facilitate the exchange of knowledge, and foster partnerships and collaborations among governments, businesses, civil society, and development organizations to mobilize resources and coordinate actions in building climate resilience.
4. To promote active participation from the private sector in climate-resilient initiatives, projects, and innovations through the showcase of their services.

On account of the resilience building efforts of the City, Daniel Sullivan has been invited by the organisers (see attached annexure F) to attend this summit on behalf of the City and to engage on the conference plenaries.

Per the invitation, the flights, accommodation, meals and transportation to and from the airport will be sponsored by the organisers and equates to approximately R30 233.84, the total in rand is merely an estimation and can vary, as it is based on the USD conversation rate. We acknowledge the cost containment measures applicable to Regulation 14 of MCCR and the risk of Financial Misconduct, if due care is not exercised. No option was made available for virtual attendance, physical attendance was thus the preferred method for this summit.

The above thus produces great value to the City of Cape Town through the learnings and networks that it will help to foster in driving forward further opportunities to showcase and strengthen investment in City Resilience Building efforts.

4 RECOMMENDATIONS

Delegated: for decision by the City Manager:

Recommended that:

- a) Approval be granted for Mr. Daniel Sullivan to attend the Six Africa Climate Resilience Investment Summit (ACRIS VI) on the 12th and 13th March 2024 in Kigali, Rwanda.
- b) a feedback report for International or outside the borders of the RSA Trips is to be compiled no later than two weeks after returning from the trip and submitted to the City Manager, and to the relevant Section 79 or 80 Committee.
- c) it is to be noted that the total cost to the City equates to **R5 866.99**

5 FINANCIAL IMPLICATIONS

DELEGATE	COST CENTRE NUMBER	COST OF TRIP
Daniel Sullivan	11030102	R5 866.99
TOTAL:		R5 866.99

6 TRAVEL BOOKING ARRANGEMENTS

- 6.1 Embassy Travel (Pty) Ltd t/a XL Embassy Travel ☐
- 6.2 No travel bookings required ☒

7 POPIA COMPLIANCE

- ☒ It is confirmed that this report has been checked and considered for POPIA Compliance.

*NOTE: POPIA Section **MUST** be completed otherwise the report will be returned to the author for revision.*

Contact your Directorate POPIA Stewards should you require assistance.

The City has a contract in place with XL Embassy Travel for the safe-keeping of Traveller's personal information as required by the POPI Act.

ANNEXURES

Annexure A: Trip Details
Annexure B: Financial Details
Annexure C: Traveller's Checklist for Line Department
Annexure D: Declaration of Sponsorships received
Annexure E: Flight Itinerary, Event Program and S&T allowance calculation
Annexure F: Invitation Evidence

FOR FURTHER DETAILS, CONTACT:

DATE	12 February 2024		
NAME	Megan Swanson	CONTACT NUMBER	021 400 9256
E-MAIL ADDRESS	Megan.swanson@capetown.gov.za		
DIRECTORATE	Future planning & Resilience	FILE REF NO	7/4/3/1
SIGNATURE :			

EXECUTIVE DIRECTOR

[GARETH MORGAN]

THE ED'S SIGNATURE REPRESENTS SUPPORT FOR
REPORT CONTENT AND CONFIRMS POPIA COMPLIANCE.

DATE _____



RECOMMENDED



NOT RECOMMENDED

COMMENTS BY ED ON VALUE-ADD TO
THE CITY:

[COMPULSORY TO COMPLETE]

It is important for the Director to present at this African
convenings. Multiple potential partnernship and technical
assistance opportunities can be pursued.

LEGAL COMPLIANCE

REPORT COMPLIANT WITH THE PROVISIONS OF
COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND
ALL LEGISLATION RELATING TO THE MATTER UNDER
CONSIDERATION.



NON-COMPLIANT

NAME _____

COMMENTS:

DATE _____

SIGNATURE _____

Certified as legally compliant based on the content of the
report.

CITY MANAGER

APPROVED



NOT APPROVED

COMMENTS:

DATE _____

ANNEXURE A

TRIP DETAILS

Please refer to the International Relations Policy (number 12187) as revised and approved by Council on 29 September 2021, which replaces the previous policy known as Strategic International Relations Policy at all times when completing this Annexure

PROPOSED DESTINATION	Country: Rwanda City / Municipality: Kigali
DATE OF DEPARTURE: EX CAPE TOWN	<u>11th March 2024</u>
DATE OF ARRIVAL BACK IN CAPE TOWN	<u>14th March 2024</u>
OBJECTIVE(S)/ PURPOSE	Participation in panel discussions on resilience building activities. Furthering City knowledge on resilience financing activities.
SIX PRIORITIES & THREE FOUNDATIONS: ALIGNMENT	(Please choose those applicable and specify briefly) <u>Six Priorities</u> <input type="checkbox"/> Economic Growth: <input type="checkbox"/> Safety: <input type="checkbox"/> Basic Services: <input type="checkbox"/> Housing: <input type="checkbox"/> Public Space, Environment and Amenities: <input type="checkbox"/> Transport: <u>Three Foundations</u> x Resilient City: <input type="checkbox"/> More Spatially Integrated and Inclusive City: x A Capable and Collaborative Government:
STRATEGIC MOTIVATION	In order to continue building resilience the City needs to understand and implement relevant policies and programmes. This forum not only allows the City to learn about models that exist and may have relevance to us, but also allows us to

	showcase some of the models that the City is applying for other African cities to learn from.
STRATEGIC ALIGNMENT	<p>City: Implementation of Resilience and Climate Change Strategies</p> <p>Sustainable Development Goals: 13 – Climate Action, and 17 – Partnerships for the Goals</p>
STAKEHOLDERS TO BE CONSULTED	African government officials, policymakers, private sector representatives, civil society organizations, researchers, universities, and development partners (World Bank and UNECA)
OCCURRENCE/ FREQUENCY LEVEL OF VISIT	<p>Initial: 12/13 March</p> <p>Follow Up: Possible Annually (to be determined after first engagement)</p>
POSSIBLE OUTCOME / RETURN ON INVESTMENT	<p>Please specify alignment with applicable objectives as per the City's Strategic International Relations Policy</p> <p>Partnership Agreement</p> <p>Membership Agreement</p> <p>Grants Agreement</p> <p>Memoranda of Understanding</p> <p>Statements of Intent</p> <p>Other- Showcasing of Cape Town Efforts to Build Resilience, Gathering information on resilience models applied elsewhere</p>
DUPLICATION RISK	None
PERSONNEL AND ADMINISTRATIVE IMPLICATIONS: OFFICIALS	Daniel Sullivan (Director: Risk and Resilience will be attending the Summit, his attendance will not have any major impact on the City operations. An acting authority will be put in place.
LEGAL IMPLICATIONS	None

ANNEXURE B: FINANCIAL DETAILS

Please refer to the Travel Management Policy (Number 11879), which was Revised and Approved by Council: 03 December 2020 vide item C18/12/20, at all times when completing this Annexure.

REPORT TITLE:	AUTHORITY FOR MR. DANIEL SULLIVAN (DIRECTOR: RISK AND RESILIENCE) TO ATTEND THE SIX AFRICA CLIMATE RESILIENCE INVESTMENT SUMMIT (ACRIS VI) ON THE 12TH AND 13TH MARCH 2024 IN KIGALI, RWANDA.	
IS THIS A SPONSORED TRIP? [Yes/No]	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)	<input checked="" type="checkbox"/> INTERNATIONAL (FOREIGN) <input type="checkbox"/> NATIONAL (LOCAL)	
Name of Delegate(s)	Daniel Sullivan	
International Trips already undertaken during the current financial year:	Nairobi, Kenya – 5-6 September 2023 (Convening of C40 CFO Network)	
SPONSORED TRIP		
	Airfare Business Class: If Business Class is recommended state reasons why: [Add this reason/motivation under the Executive Summary of the Report] Economy Class: Discounted Economy Class:	R0 R11 337.69 R0
	Accommodation	R11 337.69
	Food & Beverage	R3 023.38
	Other Transport Providers (Shuttle, Uber etc.)	R4 535.08
	Subsistence/Daily Allowance/Stipend	R0
	Travel Insurance	R0
	Training	R0
	Conference & Seminar Registration Fees	R0
	Recruitment Costs	R0
	Visa	R0
	Incidental Costs	R0
	Total Sponsored Costs	R30 233.84
COSTS TO COCT		
	Airfare Business Class: [Please state which section of the Policy is applicable when recommending business class travel] - [Add this reason/motivation under the Executive Summary of the Report] Economy Class:	R0 R0
	Accommodation	R0
	Food & Beverage	R0
	Other Transport Providers (Shuttle, Uber etc.)	R0
	Car Rental & Toll Fees	R0
	Own Transport Re-imbursive Payment [Claim for Official Kilometres Travelled]	R0

HR574]			
- If in receipt of a transport allowance, request the latest DOT tariffs table from Travel Management Office for calculation of allowance			
- If NOT in receipt of a transport allowance, use SARS rate of R4,64 per km			
Subsistence/Daily Allowance for Domestic Travel [SARS rate - R161 per night away from home] OR [SARS rate R522 per night if staying with family/friends]		R0	
Subsistence/Daily Allowance for International Travel [SARS Daily allowance rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]		R5 708.99	
Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 per day]		R158.00	
Training		R0	
Conference & Seminar Registration Fees [Refer to Para. 17 of Cost Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]]		R0	
Recruitment Costs		R0	
Visa		R0	
Advance		R0	
Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.]		R0	
Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel [R125,72 per activity per person] NB: If the transaction fee is included in the total of the quote for travel activities, exclude the costs in this line of Annexure B		R0	
Date of Departure: Ex Cape Town		11 March 2024	
Date of Arrival: Back In Cape Town		14 March 2024	
Total Funds Required per this Report		R5 866.99	
Budgetary Information			
Cost Centre No.		11030102	
Cost Centre Description		Resilience	
Foreign or Domestic Trip		<input checked="" type="checkbox"/> FOREIGN <input type="checkbox"/> DOMESTIC	
A.	2023/24 Budget Provision		
412550	Insurance: Non GIF	R1 370.00	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R55 761.05	
B.	Spent To Date (Actuals + Commitments)		
412550	Insurance: Non GIF	R0	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R22 241.05	
C.	Balance Available (A – B)		
412550	Insurance: Non GIF	R1 370.00	R
414710	Travel and Subsistence: Foreign - Daily Allowance	R33 520.00	

THE LINE FINANCE MANAGER IN SIGNING THIS REPORT, ACKNOWLEDGES REGULATION 14 OF MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR) AND THE RISK OF FINANCIAL MISCONDUCT, IF DUE CARE IS NOT EXERCISED.

SATISFIED THAT THE CITY'S COST CONTAINMENT POLICY [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)] AND NATIONAL TREASURY'S MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR – NOTICE 317 OF 2019) HAVE BEEN COMPLIED WITH



YES

☐

No

COMMENTS:

The trip is partly sponsored and there's adequate funds to undertake the international trip.

LINE FINANCE MANAGER

DATE

FINANCIALS VERIFIED BY TRAVEL MANAGEMENT OFFICE FOR INTERNATIONAL (FOREIGN) TRIPS ONLY

COMMENTS:

The estimated travel expense amounting to R 5 866.99 for D Sullivan's trip to Kigali, Rwanda as provided by the Traveler's Office looks reasonable. The trip is partially sponsored.

TRAVEL OFFICE

DATE
