

INTERNATIONAL RELATIONS PROTOCOL GUIDELINES

OF THE

CITY OF CAPE TOWN



**INTERNATIONAL RELATIONS UNIT
OFFICE OF THE EXECUTIVE MAYOR**

APRIL 2020

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1. BACKGROUND

The City of Cape Town's Strategic International Relations Policy was approved by Council in October 2015 and laid the foundation for a structured, strategic and pro-active orientation towards international relations. The City utilises international relations to attract investment; promote Cape Town businesses abroad; attract visitors; attract large strategic events; promote Cape Town civic life; promote the City of Cape Town (hereinafter "the City") as a model of excellence and innovation in government; gain policy insights from other international city governments; and shape the social policy agenda.

The Policy recommends building new relationships with partners that have the potential to enhance Cape Town's economic, social and cultural life. The City of Cape Town's global profile has grown and resulted in an increase in frequency of international stakeholders requesting to meet with the City administration. Practically, these take the form of hosting international visiting delegations and foreign dignitaries (e.g. Ambassadors, High Commissioners and Consul Generals), receiving international event invitations, and participating in tele or videoconferences.

A core strategic thrust of international relations is to increase trade and investment, as well as promote Cape Town as a world class city. Pursuing economic diplomacy-related areas necessitates not only being reactive but proactive as well - this entails embarking on official executive international missions. These are either purposive in the case of investment and trade missions or compulsory when fulfilling commitments, such as attending conferences that fulfil the requirements of the City's membership of international organisations and/or formal relations with Sister Cities.

The aim of this document is therefore to function as a resource by providing Protocol Guidelines as a general framework. This is in order to facilitate the effective functioning and processing of international relations-related queries,

as the above impacts on all strategic objectives of the City, not just limited to those of the International Relations Unit. This Guideline therefore covers the following, namely:

- Receiving international delegations and foreign dignitaries based in South Africa;
- Receiving international event invitations;
- Requests to participate in international tele or video conferences;
- Embarking on official executive international missions;
- Entering into Sister City Agreements;
- Becoming a member of an international organisation, and;
- Evaluating applications by City officials to travel abroad.

2. RECEIVING INTERNATIONAL DELEGATIONS AND FOREIGN DIGNITARIES BASED IN SOUTH AFRICA

If not invited by the City, ideally all prospective international delegations and visits by foreign dignitaries based in South Africa (including, but not limited to Ambassadors, High Commissioners, and Consul Generals) should indicate their intention to visit/meet with the City by means of one or a combination of the following; an official request:

- (i) To the Executive Mayor and/or Executive Deputy Mayor and/or Mayoral Committee Member, after which the request is forwarded to the International Relations Unit;
- (ii) To the International Relations Unit directly;
- (iii) Directly to the relevant councillor or department(s), who then forward the request to the International Relations Unit.

Upon receiving the official indication of a prospective international delegation/foreign dignitary based in South Africa to visit/meet the City, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of the pending visit and assigns a SharePoint number for the visit.
2. The International Relations Unit ascertains the strategic value, relevance and nature of the request, in line with Policy objectives. If such a request is deemed to fall outside of the mandate of the City, this is communicated to the requesting individual/organisation and the contact details of the relevant Provincial/National/other contact person is instead provided.
3. If the request is deemed to of strategic value to the City, the relevant office bearer (e.g. Executive Mayor, Deputy Executive Mayor, and so forth) is briefed and once they agreed to the pending visit or delegated the request, the International Relations Unit proceeds to prepare for the visit.
4. In the event that such a request is very high-ranking in nature (e.g. a visiting foreign Mayor, Governor, Minister, etc.), it is likely that the relevant Embassy / High Commission / Consulate General is already involved in this visit. If not, however, it is imperative to inform the Embassy / High Commission / Consulate General of the visit, as well as extend an invitation to join the meeting to the head of the diplomatic mission (i.e. Ambassador, High Commissioner, Chargé d'Affaires, or Consul General).
5. It should be stressed to the visiting delegation that the City only acts as the host for the period that the delegation resides and performs official duties within the City's municipal boundaries. For instance, if the delegation plans on visiting other South African municipalities, they must request that particular municipality to account for them during that stage of their visit.

6. If a letter of invitation is required for visa purposes, the Manager: International Relations, prepares and signs such letter and sends it to the contact person. Such letter outlines the nature of the visit, intention and objectives, City representatives that will be meeting the delegation, biographical details of the delegation, as well as the understanding that the delegation is responsible for their own expenses related to the pending visit.
7. The International Relations Unit confirms the date and time of the visit.
8. Confirms and book venue. It is encouraged that an additional hour for preparation and set up is included when making the venue booking. International Relations Unit staff to also confirm final meeting date, time and venue with visiting delegation.
9. Confirms and book equipment (e.g. data projector) if required. Also test that equipment is working. Confirm with the Information Services and Technology Department that a technician will be on standby to assist specifically for the Executive Mayor and Deputy Executive Mayor's engagements.
10. Secures relevant country flag with Events and Branding team if required (usually dependent on meeting venue – for example, Ray Alexander Boardroom), and arrange for it to be hung on the flagpole in the venue.
11. Where applicable, arrange tea, coffee and water at the meeting venue.
12. If applicable, confirm and book catering keeping in mind the dietary (and cultural) requirements as indicated by especially the visiting delegation. Imperative to note is that catering of meals is not encouraged and should only be considered if the visiting delegation is high-level in nature (e.g. a mayor from one of the City's Sister Cities). In this case, the International Relations Unit will liaise with the responsible staff in the Executive Mayor's Office to procure the catering.
13. If required, confirm that the office of the visiting delegation/dignitary has arranged for translators.

14. Confirm and book parking for the delegation. For standard visiting delegations (e.g. only consisting of officials), parking can be arranged and booked on Hertzog Boulevard. In more high-level cases (e.g. diplomats) VIP parking in the “cage” can be arranged with the VIP Unit. Note that the Executive Deputy Mayor has a dedicated Protocol Officer, who works together with the International Relations Unit to arrange parking. The International Relations Unit to keep the Protocol Officer abreast of arrangements. In other cases, the International Relations Unit to execute parking arrangements.
15. If necessary, confirm and book one of the City's official photographers. This is usually only applicable to high-level visits e.g. sister city visits and signing of agreements. In other instances, a photograph taken on a mobile phone by an International Relations staff member is sufficient.
16. Identify and approach as well as confirm presenters and presentation topics. Where applicable, request the actual presentation in digital format ahead of time, in order to ensure it is ready.
17. Organise gifts, in line with international protocol, which are usually exchanged, unless otherwise requested by the visiting delegation beforehand (e.g. some foreign visitors are not allowed to accept gifts). The nature of the gifts should be determined by the International Relations Unit and obtained from staff in the Executive Mayor's office designated to be in charge of gifts. Standard procedure is one larger gift for the head of the delegation and smaller gifts or marketing material, so-called “goodie bags”, for the accompanying members.
18. In conjunction with obtaining gifts, the International Relations Unit to consult with the Invest Cape Town team to obtain marketing and other collateral (e.g. pamphlets, brochures, City/Invest Cape Town-branded notebooks, etc.) for all members of the visiting delegation.
19. Discuss proposed agenda/programme with Manager: International Relations and head of visiting delegation, and once approved, finalise. Print copies of agenda/ programme. Note: Only print glossy agendas/

programmes in the event of a sister city visit and/or agreement signing ceremony.

20. In the event that the Executive Mayor is attending, conduct relevant research and prepare Mayoral Briefing Documentation. Once final version is approved by the Manager: International Relations, it is printed, bound and submitted to the Executive Mayor's Executive Personal Assistant at least two days before the visit. The Mayoral Briefing Documentation is also distributed electronically to any City officials joining the Executive Mayor in hosting the delegation/dignitary.
21. If the Executive Mayor must deliver a speech, this information is shared with the Executive Mayor's Media Office in order for them to prepare said speech.
22. If required, the International Relations Unit can also advise the Executive Mayor's Media Office on the order of protocol for acknowledgments in the speech.
23. If applicable, arrange with the Media Office to invite media to the engagement.
24. If applicable, Manager: International Relations to finalise Seating Plan.
Note: Only print glossy Name Tags in the event of a sister city visit and/or agreement signing ceremony.
25. With respect to the actual day of the visit, the following should ideally transpire:
 - 25.1 Ensure venue is presentable, equipment has been set up and relevant flag is hung.
 - 25.2 Ensure all attendees has an agenda/ programme.
 - 25.3 If applicable, ensure set up is done in accordance with approved Seating Plan.
 - 25.4 Prepare gifts and information packs, and always include USB drives with the City's digital information.
 - 25.5 International Relations Unit staff to receive and accompany delegation to venue (Protocol Officer to do so when the

Executive Deputy Mayor leads meeting). In cases where the delegation is large in nature, International Relations Unit staff can assist one another by stationing themselves at various points (e.g. one staff member at the entrance to the parking, one at the top of the lifts to escort the delegation to the venue, etc.). Such arrangements must be determined beforehand and executed professionally.

25.6 Once the delegation is comfortable in the venue, inform the Executive Mayor that the delegation has arrived (Protocol Officer to do so when Executive Deputy Mayor leads meeting).

25.7 International Relations to take Minutes of the engagement.

25.8 Standard procedure is to exchange gifts at the conclusion of meeting (unless otherwise requested by delegation beforehand).

25.9 If applicable, photographs are taken.

25.10 Upon conclusion of the engagement, International Relations Unit staff to accompany delegation/dignitary to their ground transport (Protocol Officer to do so when the Executive Deputy Mayor leads meeting).

25.11 Clear meeting venue.

25.12 Designated staff member in the Office of the Executive Mayor or Deputy Executive Mayor to declare any gift received.

25.13 Ideally, International Relations staff should not accept any gifts. However, in those instances where it was impossible to refuse accepting the gift, staff members must immediately declare the gift to the Manager: International Relations. The latter must declare his/her gift to the Chief of Staff in the Executive Mayor's Office.

26. Any urgent follow-up actions emanating from the visit are immediately discussed with the Manager: International Relations.

27. Meeting minutes to be compiled and submitted to the Manager: International Relations for approval within 48 hours after the visit.

28. All details of the visit to be uploaded on the International Relations Unit's SharePoint site after the visit has been concluded.
29. Follow-up actions are concluded as per the meeting minutes until all actions are executed.

3. RECEIVING INTERNATIONAL EVENT INVITATIONS

Ordinarily, all invitations regarding international events taking place in Cape Town (e.g. such as national days organised by Consulates) for the Executive Mayor and/or the Executive Deputy Mayor are sent either directly to their offices (i.e. by means of a digital copy on e-mail or a hard copy in the post); or to the International Relations Unit. Upon receiving such an invitation, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of the invitation and assigns a SharePoint number for the event.
2. If urgent, the International Relations Unit forwards the invitation to the Executive Personal Assistant of the Executive Mayor and awaits the response regarding availability. If not, then the Manager: International Relations discuss the invitation with the Executive Mayor during the scheduled bi-weekly One-on-One Meeting.
3. The Executive Mayor communicates his/her availability or delegates the invitation (i.e. if invitation is transferable – this must be ascertained beforehand by the International Relations Unit or is usually indicated on the invitation).
4. If the Executive Mayor declines the invitation without referring it to another office bearer, the invitee is informed accordingly.
5. In the event that the Executive Mayor **is** available to attend, the International Relations Unit confirms this to the invitee(s) by way of e-mail confirmation.

6. If not already indicated in the invitation, the dress code is confirmed.
7. If applicable, the Executive Mayor's dietary requirements are also confirmed.
8. Enquire with regards to parking arrangements, exact venue address, programme and special instructions upon arrival at event, and upon receipt, share such information with the VIP Unit.
9. Also request the confirmed guest list, which is useful to inform the Executive Mayor's speech (if applicable).
10. If a speech is required by the Executive Mayor, this request is shared with the Executive Mayor's Media Office in order for them to prepare the speech.
11. If required, the International Relations Unit can also advise the Executive Mayor's Media Office on the order of protocol for acknowledgments in the speech.
12. If required, conduct relevant research and prepare Mayoral Briefing Documentation. Once final version is approved by the Manager: International Relations, it is printed, bound and submitted to the Executive Mayor's Executive Personal Assistant at least two days before the event.
13. International Relations staff only accompany the Executive Mayor to the event if officially and explicitly requested to do so.
14. If required, the International Relations Unit execute any possible follow-up actions emanating from the event.
15. All details of the event to be uploaded on the International Relations Unit's SharePoint site.

It should be underlined that if the Executive Mayor declines and refers the invitation to the Executive Deputy Mayor and the latter accepts, the standard procedures mentioned above are also applicable.

4. REQUESTS TO PARTICIPATE IN INTERNATIONAL TELE OR VIDEOCONFERENCES

On occasion, the Executive Mayor and/or Executive Deputy Mayor receive requests to participate in international tele or videoconferences. Upon receiving such a request, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of the request and assigns a SharePoint number.
2. If urgent, the International Relations Unit forwards the invitation to the Executive Personal Assistant of the Executive Mayor and awaits the response regarding availability. If not, then the Manager: International Relations discuss the request with the Executive Mayor during the scheduled bi-weekly One-on-One Meeting.
3. The Executive Mayor communicates his/her availability or delegates the request (i.e. if request is transferable – this must be ascertained beforehand by the International Relations Unit or is usually indicated in the request).
4. If the Executive Mayor declines the request without referring it to another office bearer, the invitee is informed accordingly.
5. In the event that the Executive Mayor **is** available to participate, the International Relations Unit confirms this to the invitee(s) by way of e-mail confirmation.
6. Confirms the date, time and venue for the tele or videoconference.
7. Confirms and book equipment as required. Confirm with the Information Services and Technology Department that a technician will be present to assist on the day.
8. The specific role of the Executive Mayor is confirmed. For instance, must he/she provide input on specific discussion points, deliver a speech or short prepared remarks, or just generally participate in the discussion.
9. International Relations must confirm the agenda/ programme and format as well as participant list of the tele or videoconference.

10. If a speech or short remarks is required by the Executive Mayor, this request is shared with the Executive Mayor's Media Office in order for them to prepare this in accordance.
11. If required, the International Relations Unit can also advise the Executive Mayor's Media Office on the order of protocol for acknowledgments in the speech or short remarks.
12. International Relations to conduct relevant research and prepare Mayoral Briefing Documentation. Once final version is approved by the Manager: International Relations, it is printed, bound and submitted to the Executive Mayor's Executive Personal Assistant at least two days before the event.
13. International Relations, together with assigned technician, must execute a so-called practice run the day before the tele or videoconference is scheduled.
14. On the day of the tele or videoconference, International Relations must sit in and take Minutes.
15. Any urgent follow-up actions emanating from the tele or videoconference are immediately discussed with the Manager: International Relations.
16. Minutes to be compiled and submitted to the Manager: International Relations for approval within 48 hours after the tele or videoconference.
17. All details of the tele or videoconference to be uploaded on the International Relations Unit's SharePoint site.
18. Follow-up actions are concluded as per the Minutes until all actions are executed.

It should be stressed that if the Executive Mayor declines and refers the request to the Executive Deputy Mayor and the latter accepts, the standard procedures mentioned above are also applicable.

5. EMBARKING ON OFFICIAL EXECUTIVE INTERNATIONAL MISSIONS

It should be emphasised that the International Relations Unit is (only) responsible for the facilitation of official executive international missions as embarked by the Executive Mayor and/ or Executive Deputy Mayor. These missions emanate from the following, namely an:

- (i) Invitation received to attend an event abroad, and;
- (ii) Evidence-based researched recommendation by the International Relations Unit for the Executive Mayor and/or Executive Deputy Mayor to embark on a foreign mission for e.g. trade and investment purposes, visits to sister cities (to sign such agreements or a reciprocal visit), or to fulfil obligations related to the City's memberships of international organisations.

For both the above-mentioned scenarios, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of an invitation and assigns a SharePoint number for the event. If it is a proposal by the International Relations Unit, then a SharePoint number for the proposed mission is also created.
2. If urgent, the International Relations Unit forwards the invitation or proposal to the Executive Personal Assistant of the Executive Mayor and awaits the response regarding availability. If not, then the Manager: International Relations discuss the invitation or proposal with the Executive Mayor during the scheduled bi-weekly One-on-One Meeting.
3. The Executive Mayor communicates his/her availability or delegates the invitation (i.e. if invitation is transferable – this must be ascertained beforehand by the International Relations Unit or is usually indicated on the invitation) or proposal to the Executive

Deputy Mayor. It should be highlighted that only the Executive Mayor is allowed to sign the City's Sister City Agreements, thus these invitations or proposals cannot be delegated to the Executive Deputy Mayor.

4. If the Executive Mayor declines the invitation or refers it to another office bearer, the International Relations Unit confirms this to the invitee(s) in an official signed Mayoral Letter by means of e-mail correspondence.
5. In similar vein, if the Executive Mayor does not accept a proposal by the International Relations Unit nor delegate it to the Executive Deputy Mayor, such proposal is cancelled or postponed.
6. In the event that the Executive Mayor **agrees** to embark on the official executive international mission, the International Relations Unit confirms this to the invitee(s) or receiving city or international organisation in an official Mayoral Letter by means of e-mail correspondence.
7. The International Relations Unit updates the Mayoral International Trips Schedule in accordance.
8. Request quotations from travel agents for flights, accommodation, airport transfers and ground transport (if applicable).
9. In the event that the mission is fully or partially sponsored, delegates must complete and submit declarations to the City's Supply Chain Management Department.
10. International Relations complete and submit a Trip Report for the Executive Mayor and/ or Executive Deputy Mayor and/or Councillor for the Mayoral Committee to approve. A maximum of two (2) political office bearers should embark on these executive missions with the Executive Mayor and/or Executive Deputy Mayor always in attendance as the head of the delegation.
11. Also, International Relations complete and submit a Trip Report for a designated International Relations staff member and any other official(s) as nominated by the Executive Mayor to accompany

him/her and/or the Executive Deputy Mayor on the mission. This Report is for the City Manager's approval. A maximum of three (3) administrative officials should embark on these executive missions, and should always include a member of the International Relations Unit.

12. Upon approval by both the Mayoral Committee and City Manager, secure visas if required. It should be noted that the International Relations Unit can assist the Executive Mayor and/or Executive Deputy Mayor with paperwork required, application forms, documentation, scheduling of a visa appointment, and so forth, but they must present themselves in person at the relevant visa offices in order to complete the sometimes required in person interview and/ or biometric requirements of the visa application process.
13. Based on final flight confirmations and transit times, ascertain whether a transit visa is required and if yes, secure in accordance.
14. If a visa is not required, obtain Note Verbale from the relevant Embassy in Pretoria stating such.
15. Book most economical flights.
16. Arrange and finalise accommodation, ensuring that breakfast is always included. Based on travel itinerary, ensure early and/or late check-ins at accommodation are confirmed beforehand, where applicable.
17. Arrange and finalise ground transport, including airport transfers, ensuring that the name(s) and contact details of the driver(s) and/or transport company is available and confirmed.
18. Inform the South African mission, i.e. Embassy or High Commission or Consulate-General or Consulate or Honorary Consul about the impending mission.
19. Inform the relevant country's mission, i.e. Embassy or High Commission or Consulate-General or Consulate or Honorary Consul about the impending mission.

20. Inform the Department of International Relations and Cooperation (DIRCO) of the impending mission.
21. Request the Executive Mayor's and/ or Executive Deputy Mayor's Executive Personal Assistant to complete and submit the appropriate form(s) informing their political party about the impending visit.
22. Prepare a detailed itinerary, indicating all activities, addresses, duration of events/activities, as well as the Executive Mayor's and/or Executive Deputy Mayor's role for each activity where necessary.
23. Research, propose and, if approved by the Executive Mayor and/ or Executive Deputy Mayor, arrange and convene engagements and commitments. Such engagements should flow into the itinerary, bearing in mind the respective transfer times and venues, as well as the overall programme and commitments already in place. Such engagements can be proposed and arranged in collaboration with colleagues from Wesgro and any City department.
24. International Relations to conduct extensive research and prepare Briefing Documentation for the Executive Mayor and/ or Executive Deputy Mayor and their accompanying official(s).
25. International Relations to inform the Executive Mayor's Media Office in accordance to the Itinerary to prepare both Speaking Notes and Speeches. The same applies for the Executive Support Officer of the Executive Deputy Mayor.
26. Confirm a date, time and venue for a Pre-Trip Briefing with all delegates and facilitate in accordance.
27. Submit Payment Requests for Incidental and Subsistence & Travel Allowances. Confirm five working days before departure that such allowances were paid to delegates.
28. Meet with the responsible staff in the Executive Mayor's Office to discuss and secure gifts.

29. Remind all delegates to inform their banks that they are travelling abroad and that their bank and/ or credit cards must be activated.
30. Once final version of the Briefing Documentation is approved by the Manager: International Relations, it is printed, bound and submitted to the Executive Mayor's and/or Executive Deputy Mayor's Executive Personal Assistant at least one day before or on the day of departure. This to ensure that the documentation reflects the latest developments and additions to the itinerary.
31. The Briefing Documentation must be accompanied by a file comprising Supporting Travel Documentation for each individual delegate.
32. Remind delegates to activate the international roaming function on their mobile phones.
33. Upon return from the mission, International Relations must inform the designated staff member in the Office of the Executive Mayor and/ or Executive Deputy Mayor to declare any gift(s) received.
34. Ideally, International Relations staff should not accept any gifts. However, in those instances where it was impossible to refuse accepting the gift, staff members must immediately declare the gift to the Manager: International Relations upon their return from the mission. The latter must declare his/her gift(s) to the Chief of Staff in the Executive Mayor's Office.
35. International Relations prepare and submit Mayoral Letters of Appreciation.
36. International Relations compile and submit a Trip Feedback Report within two weeks upon return for the consideration of both the Mayoral Committee and relevant Portfolio Committee.
37. All details of the mission to be uploaded on the International Relations Unit's SharePoint site after the mission has been concluded.

38. Follow-up actions are concluded as per the Trip Feedback Report until all actions are executed.
39. Load Trip Feedback Report on the City's website.
40. In those circumstances where reimbursements (e.g. full or partial sponsorships) are due to the City, International Relations will work with the City's finance department to secure such reimbursement(s).

6. ENTERING INTO SISTER CITY AGREEMENTS

The City enters into formal Sister City Agreements as the result of the following, namely:

- (i) A request by another city to enter into formal relations, and;
- (ii) An evidence-based researched recommendation by the International Relations Unit to the Mayoral Committee to enter into formal relations with a specific city.

For both the above-mentioned scenarios, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of a request to enter into formal relations and assigns a SharePoint number for the request. If it is a proposal by the International Relations Unit, then a SharePoint number for the proposed relations is also created.
2. Evidence-based research is conducted and a Report is compiled and submitted to the Mayoral Committee. The Report focuses on an overview of the potential sister city; commonalities (if any); challenges to consider (if any) and finally a recommendation.
3. If the recommendation states that the City should not consider formal relations and the Mayoral Committee agrees, then International Relations prepares and submit a letter for the Executive Mayor to sign

and such letter is send to the other city, but this process is only followed if there was a request from another city, not if it was a proposal by the International Relations Unit.

4. If the recommendation states that the City should consider formal relations with a specific city and the Mayoral Committee agrees, then International Relations prepares and submit a letter for the Executive Mayor to sign and such letter is send to the other city. This applies for both instances where there was a request by another city or a proposal by the International Relations Unit.
5. If the other city agrees then the following is required:
 - 5.1 A draft Agreement is drafted and submitted to the City's Legal Department for vetting.
 - 5.2 Upon receiving comments and amended version from the City's Legal Department, such version is shared with the other city.
 - 5.3 A period of so-called "to-and-fro" then follows where both cities and their respective legal departments make numerous changes and recommendations to the draft Agreement until both parties agree to the contents.
 - 5.4 Once both cities agree on the contents of the draft Agreement, International Relations forward that version to State Legal Advisor at DIRCO for final vetting.
 - 5.5 If DIRCO propose changes, such changes are incorporated and another process if "to-and-fro" might commence between the two cities until they are both on the same page and the Agreement is declared ready for signing.
 - 5.6 If DIRCO has no proposed changes, the Agreement is declared ready for signing.
 - 5.7 The two cities must then reach consensus when and where the Signing Ceremony will be facilitated.
 - 5.8 If it is agreed that the Executive Mayor must travel the other city to sign the Agreement, then the already mentioned process for embarking on official executive international missions is applicable.
 - 5.9 If it is agreed that the City will host the signing of the Agreement, then the already mentioned process for receiving international

delegations and foreign dignitaries based in South Africa is applicable.

- 5.10 Once signed, the City's Sister City Agreements Database is updated.
- 5.11 All details of the Sister City Agreement to be uploaded on the International Relations Unit's SharePoint site after the Agreement has been signed.
- 5.12 An Implementation Plan is agreed upon and facilitated.

7. BECOMING A MEMBER OF AN INTERNATIONAL ORGANISATION

The City becomes a member of an international organisation as the result of the following, namely an:

- (i) Invitation from the international organisation for the City to become a member, and;
- (ii) Evidence-based researched recommendation by the International Relations Unit to the Mayoral Committee to become a member of a specific international organisation.

For both the above-mentioned scenarios, the following should transpire, namely:

1. The International Relations Unit acknowledges receipt of an invitation to become a member of an international organisation and assigns a SharePoint number for the invitation. If it is a proposal by the International Relations Unit, then a SharePoint number for the proposed membership is also created.
2. Evidence-based research is conducted and a Report is compiled and submitted to the Mayoral Committee (if no financial implications) or Council (if financial implications). The Report focuses on an overview of the international organisation; benefits of becoming a member (if any);

financial implications of becoming a member (if any) and finally a recommendation.

3. If the recommendation states that the City should not consider becoming a member and the Mayoral Committee or Council agrees, then International Relations prepares and submit a letter for the Executive Mayor to sign and such letter is send to the organisation, but this process is only followed if there was an invitation from the organisation, not if it was a proposal by the International Relations Unit.
4. If the recommendation states that the City should consider becoming a member and the Mayoral Committee or Council agrees, then International Relations prepares and submit a letter for the Executive Mayor to sign and such letter is send to the organisation. This applies for both instances where there was an invitation from an organisation or a proposal by the International Relations Unit.
5. Some organisations require that a Membership Agreement is signed. In such circumstances the already mentioned process for signing Sister City Agreements is applicable.
6. Once the City is officially a member, the City's International Memberships Database is updated.
7. All details of the membership to be uploaded on the International Relations Unit's SharePoint site after the City became a member.
8. An Implementation Plan is agreed upon and facilitated.

8. EVALUATING APPLICATIONS BY CITY OFFICIALS TO TRAVEL ABROAD

The International Relations Unit is required to prepare and submit Evaluations with a recommendation to the City Manager when a City official applies to travel abroad. The following should transpire:

1. Upon receiving the request and supporting documentation from the City Manager's Office, the International Relations Unit assigns a SharePoint number for the Evaluation.
2. Evidence-based research is conducted and a Memorandum with a recommendation is compiled and submitted to the City Manager.
3. The request is added to the International Trips Schedule.

9. CONCLUSION

These Protocol Guidelines are simply that, guidelines. The aim of this document is not to be conclusive and/or prescriptive. For this reason, it cannot be emphasised enough that all processes highlighted in this document are not static and therefore do not always have a clear start and/or end. Instead, they are ongoing, thus iterative in nature. The continuous and fluid nature thereof implies that only in some cases does it proceed precisely, and should therefore not be seen as an undemanding and straightforward process. Ultimately, it is a pattern of actions/conduct, usually over a period, and this pattern underlines the point that, in most cases, it is not a straightforward transfer to subsequent steps. In addition, given that various role players are almost always involved in the processes mentioned above, the process is an interactive one, which adds dynamism and greater complexity thereto. Notwithstanding, these Protocol Guidelines could prove to be useful and could ultimately eliminate confusion with regards to roles and responsibilities and sequence, amongst others.

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