



**STANDARD OPERATING
PROCEDURES (SOPs):
SECRETARIAT AND LANGUAGE
SERVICES**

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Note: The annexures contained in this document are for illustrative purposes only; electronic copies are available on request from the office of the Manager: Secretariat

STANDARD OPERATING PROCEDURES - SECRETARIAT					
TOP MANAGEMENT COMMITTEE	MANAGEMENT COMMITTEE	PORTFOLIO COMMITTEES	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	EXECUTIVE COMMITTEE	COUNCIL
PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING
1. The standing venue for the meetings of the Top Management Committee (TMC) will be the Municipal Manager's Boardroom.	1. A week before the meeting the Committee Officer confirms the booking for the meeting venue and sends out the notice of the meeting; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	1. Within ten (10) working days after the previous meeting, the Committee Officer consults the Chairperson of the respective Portfolio Committee to confirm the sitting of the next Portfolio Committee meeting as per the annual schedule of meetings.	1. Within Ten (10) working days after the previous meeting, the Committee Officer consults the Chairperson of the Municipal Public Accounts Committee to confirm the sitting of the next MPAC meeting as per the annual schedule of meetings.	1. Within Ten (10) working days after the previous meeting, the Committee Officer consults the Mayor to confirm the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	1. Within Ten (10) working days after the previous meeting, the Committee Officer consults the Mayor to confirm the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.
2. On Tuesday after the meeting, the Committee officer books the venue if the meeting venue is not Municipal Manager's Boardroom and send out the notice. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	2. Two (2) weeks before the meeting, the Committee Officer sends out the notice/circular to members via Outlook meeting notification/calendar.	2. Immediately after consultation with the Chairperson, the Committee Officer confirms the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	2. Immediately after consultation with the Chairperson, at least within 14 days prior to the meeting, the Committee Officer consults with the Chairperson and immediately after that confirms the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	2. Immediately after consultation with the Mayor, the Committee Officer confirms the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.	2. Immediately after consultation with the Speaker, the Committee Officer confirms the booking; noting that the venue is booked annually at the beginning of the year. If the mode of the meeting is virtual, Committee Officer sets up MS Teams link.
3. On Tuesday weekly, the Committee Officer compiles and / updates the outstanding matters report (Annexure 'A') for inclusion into the agenda (Annexure 'B')	2. Committee Officer receives consolidated reports per business units (signed, stamped and referenced) and collates the reports by Tuesday (hard copy reports must be one-sided).	3. Committee Officer / Assistant Director: Committees and sends out the notice of the meeting via Outlook meeting notification/calendar and WhatsApp groups and any other permissible media platforms.	3. Fourteen (14) days before the meeting, the Committee Officer compiles the meeting notice/agenda (Annexure 'B') in consultation with the Principal Committee Officer / Assistant Director: Committees and sends out the notice of the meeting via Outlook meeting notification/calendar and WhatsApp groups and any other permissible media platforms.	3. Fourteen (14) days before the meeting, the Committee Officer compiles the meeting notice in consultation with the Principal Committee Officer/Assistant Director: Committees and sends out the notice of the meeting via Outlook meeting notification/calendar and WhatsApp groups and any other permissible media platforms.	3. Fourteen (14) days before the meeting, the Committee Officer compiles the meeting notice in consultation with the Principal Committee Officer / Assistant Director: Committees and sends out the notice of the meeting via Outlook meeting notification/calendar and WhatsApp groups and any other permissible media platforms.
4. On Tuesday weekly, by the end of business hours, the agenda for the next Top Management Committee closes.	3. Reports should be submitted to the Committee Officer five (5) business days before the meeting.	4. On an on-going basis (as and when the Committee Officer receives reports from Top Management Committee (MANCO) and Management Committee (MANCO)), make copies for translation and submits to Principal / Assistant Director Language Practitioner an inter-committee report submission schedule (Annexure 'H') for signature as soon as they are received.	4. On an on-going basis (as and when the reports arrive) the Committee Officer receives reports from Top Management Committee (MANCO) and Management Committee (MANCO), make copies for translation and submits to Principal / Assistant Director Language Practitioner an inter-committee report submission schedule (Annexure 'H') for signature as soon as they are received.	4. On an on-going basis (as and when the reports arrive) the Committee Officer receives reports from Portfolio Committees, make copies for translation and submits to Principal / Assistant Director Language Practitioner with a schedule for signature as soon as they are received.	4. On an on-going basis (as and when the reports arrive) the Committee Officer receives reports from Top Management Committee (TMC) and Management Committee (MANCO) make copies for translation and submits to Principal/ Assistant Director Language Practitioner with a schedule for signature as soon as they are received.
5. The Committee Officer compiles the draft agenda and submits to the Senior Manager: Office of the Municipal Manager for approval by Wednesday weekly.	4. Two (2) weeks before the meeting, the Committee Officer updates the outstanding matters report.	5. Once the Senior Manager: Office of the Municipal Manager has approved the agenda (within 1 day), the Committee Officer numbers the agenda and forwards to the members via e-mail. IF no response from the SM: OMM within one (1) day, the agenda will not be processed further.	5. Ten (10) days after the previous meeting the Committee Officer compiles and / or updates the outstanding matters report (Annexure 'A') for inclusion into the agenda.	5. Ten (10) days after the previous meeting the Committee Officer compiles and / or updates the outstanding matters report for inclusion into the agenda.	5. Ten (10) days after the previous meeting the Committee Officer compiles and / or updates the outstanding matters report for inclusion into the agenda.
6. Once the Senior Manager: Office of the Municipal Manager has approved the distribution of the agenda (within 1 day), the Committee Officer numbers the agenda, posts the agenda on the Top Management Committee network folder and forwards to the members by e-mail by no later than Thursday in the week preceding the meeting. IF no response from the SM: OMM within one (1) day, the agenda will not be processed further.	5. On the Wednesday prior to the meeting, the Committee Officer completes the draft agenda and submits to the Senior Manager: Office of the Municipal Manager for approval.	6. The Committee Officer forwards the agenda electronically to the Archives, Registry and Information Services for printing and filing on Friday.	6. Thirteen (13) days before the meeting the Committee Officer compiles and / or updates the outstanding matters report for inclusion into the agenda.	6. Eight (8) days before the meeting the agenda closes to receive inter-Committee reports.	6. Thirteen days before the meeting the agenda closes to receive inter-Committee reports.
7. The Committee Officer forwards the agenda electronically to the Archives, Registry and Information Services for printing and filing on Friday.	4. The Committee Officer prepares a resolution sheet in preparation for the meeting by Friday.	7. The Committee Officer forwards the agenda electronically to the Archives, Registry and Information Services for printing and filing on Friday.	7. Ten (10) days before the meeting, the Committee Officer collates reports received and completes the draft agenda (Annexure 'B') in preparation for the agenda confirmation discussion, separating the confidential items for the compilation of the confidential circular.	7. Seven (7) days before the meeting, the Committee Officer collates reports received and completes the draft agenda in preparation for the agenda confirmation discussion, separating the confidential items for the compilation of the confidential circular.	7. Ten (10) days before the meeting, the Committee Officer collates reports received and completes the draft agenda in preparation for the agenda confirmation discussion, separating the confidential items for the compilation of the confidential circular.
8. The Committee Officer prepares a resolution sheet (Annexure 'C') in preparation for the meeting by Friday.	5. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.	8. The Committee Officer convenes an agenda confirmation discussion between the Chairperson of the Committee and the respective Deputy Municipal Manager.	8. Ten (10) days before meeting, the Committee Officer convenes an agenda confirmation discussion between the Chairperson of the Committee and the respective Deputy Municipal Manager.	8. Seven (7) days before meeting, the agenda confirmation discussion between the Mayor and the Municipal Manager.	8. Ten (10) days before meeting, the Committee Officer convenes an agenda confirmation discussion between the Speaker and the Municipal Manager.
9. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.					

STANDARD OPERATING PROCEDURES - SECRETARIAT					
TOP MANAGEMENT COMMITTEE	MANAGEMENT COMMITTEE	PORTFOLIO COMMITTEES	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	EXECUTIVE COMMITTEE	COUNCIL
PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING	PRE-MEETING
	<p>19. The Committee Officer compiles a resolution sheet (Annexure 'C') and submits to the Principal/ Assistant Director. Committees at least one (1) day prior to the meeting subject to the agenda being finalised three days before the meeting.</p> <p>20. Should there be additional agenda items, the Committee Officer compiles a supplementary agenda (Annexure '1') provided the Chairperson's approval has been obtained.</p> <p>21. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.</p> <p>22. One day before the meeting the Committee Officer goes to the venue to ensure the readiness of venue for the meeting.</p> <p>23. Urgent items received within two (2) days before the meeting are distributed via email as they are provided a soft copy is received by Secretariat and approval has been obtained from the Chairperson by the Business Unit.</p>	<p>18. The Committee Officer forwards the agenda to the Information Registry and Archives Section for printing and filing.</p> <p>19. The Committee Officer compiles a resolution sheet and submits to the Principal/ Assistant Director. Committees at least one (1) day prior to the meeting subject to the agenda being finalised three days before the meeting.</p> <p>20. Should there be additional agenda items, the Committee Officer compiles a supplementary agenda (Annexure '1') provided the Chairperson's approval has been obtained.</p> <p>21. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.</p> <p>22. One day before the meeting the Committee Officer goes to the venue to ensure the readiness of venue for the meeting.</p> <p>23. Urgent items received within two (2) days before the meeting are distributed via email as they are provided a soft copy is received by Secretariat and approval has been obtained from the Chairperson by the Business Unit.</p>	<p>Services for printing purposes, noting that the confidential circulars will ONLY be distributed at the meeting.</p> <p>17. The Committee Officer posts the main agenda on the Secretariat shared folder.</p> <p>18. The Committee Officer forwards the agenda to the Information Registry and Archives Section for printing and filing.</p> <p>19. The Committee Officer compiles a resolution sheet and submits to the Principal/ Assistant Director. Committees at least one (1) day prior to the meeting subject to the agenda being finalised three days before the meeting.</p> <p>20. Should there be additional agenda items, the Committee Officer compiles a supplementary agenda (Annexure '1') provided the Chairperson's approval has been obtained.</p> <p>21. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.</p> <p>22. One day before the meeting the Committee Officer goes to the venue to ensure the readiness of venue for the meeting.</p> <p>23. Urgent items received within two (2) days before the meeting are distributed via email as they are provided a soft copy is received by Secretariat and approval has been obtained from the Chairperson by the Business Unit.</p>	<p>16. Immediately after the Chairperson has signed, the Committee Officer submits the confidential circular to the Archives, Registry and Information Services for printing purposes, noting that the confidential circulars will ONLY be distributed at the meeting.</p> <p>17. The Committee Officer posts the main agenda on the Secretariat shared folder.</p> <p>18. The Committee Officer forwards the agenda to the Information Registry and Archives Section for printing and filing.</p> <p>19. The Committee Officer compiles a resolution sheet and submits to the Principal/ Assistant Director. Committees at least one (1) day prior to the meeting subject to the agenda being finalised three days before the meeting.</p> <p>20. Should there be additional agenda items, the Committee Officer compiles a supplementary agenda (Annexure '1') provided the Chairperson's approval has been obtained.</p> <p>21. The Committee Officer sends an email to ICT confirming that the meeting will be taking place for technical support.</p> <p>22. One day before the meeting the Committee Officer goes to the venue to ensure the readiness of venue for the meeting.</p> <p>23. Urgent items received within two (2) days before the meeting are distributed via email as they are provided a soft copy is received by Secretariat and approval has been obtained from the Chairperson by the Business Unit.</p>	

STANDARD OPERATING PROCEDURES - SECRETARIAT			
TOP MANAGEMENT COMMITTEE	MANAGEMENT COMMITTEE	PORTFOLIO COMMITTEES	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
<p>POST MEETING</p> <ol style="list-style-type: none"> The Committee Officer compiles a tabled items circular (Annexure 'E') and deposits to Archives, Registry and Information Centre for record purposes, within twelve (12) days after the meeting. The Committee Officer compiles the minutes (Annexure 'F'), finalises the minutes, and distributes to members the colour coded minutes, according to Business Units, for their action within Seven (7) working days after the meeting. Within ten (10) days the Committee Officer posts the minutes on the Management Committee network Folder and the Secretariat Shared folder and forwards the minutes electronically to the Archives, Registry and Information Centre for filing. The Committee Officer compiles inter-committee reports (Annexure 'G') in a period not exceeding twelve days and submits to relevant Portfolio Committee Officers with original reports accompanied by the inter-committee report submission schedule (Annexure 'H') which is signed for receipt/acknowledgement by the receiving Committee Officer. 	<p>POST MEETING</p> <ol style="list-style-type: none"> The Committee Officer compiles a tabled items circular and deposits to Archives, Registry and Information Centre for record purposes, within twelve (12) days after the meeting. The Committee Officer compiles the minutes (Annexure 'F') within Seven (7) working days and to be included in the agenda for the next meeting, they are not sent to members separately. Within Ten (10) days the Committee Officer posts the minutes on the Secretariat Shared folder and forwards the minutes electronically to the Archives, Registry and Information Centre for filing. The Committee Officer compiles inter-committee reports (Annexure 'G') in a period not exceeding twelve days and submits to relevant Portfolio Committee Officers with original reports. Twelve (12) days after the meeting, the Committee Officer compiles and updates the outstanding matters report for distribution within one (1) day to members. 	<p>POST MEETING</p> <ol style="list-style-type: none"> The Committee Officer scans the attendance registers for submission to the office of the Speaker. The Committee Officer completes the schedule of non-attendance and submits via email to the Speaker's Office in respect of Councilors that were absent from the meeting without leave application. The Committee Officer compiles tabled items circular (Annexure 'E') (if there are items tabled at the meeting) and forward to the Archives, Registry and Information Centre. The Committee Officer compiles the minutes (Annexure 'F') within Seven (7) working days after the meeting. Four days after the meeting, the Committee Officer submits first draft of the minutes to the Principal Committee Officer / Assistant Director: Committees for quality control. After the minutes have been checked and amended, they are signed by the Committee Officer, Principal/Assistant Director: Committees and Manager: Secretariat / Deputy Director: Secretariat within Seven (7) days on the accountability block. After the draft minutes have been signed, the Committee Officer sends copy of the draft minutes to the Principal Language Practitioner / Assistant Director: Languages for translation. The Committee Officer actions the minutes within Ten (10) working days after the meeting by preparing inter-committee reports (Annexure 'G') for submission to Council Committee Officers accompanied by the inter-committee report submission schedule (Annexure 'H') which is signed for receipt/acknowledgement by the receiving Committee Officer. Within ten (10) working days, the Committee Officer sends internal minutes/memo/extracts (Annexure 'J') to the respective officials (DMM and authors of the reports) and sends confirmed minutes to the Archives, Registry and Information Services for filing. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure 	<p>POST MEETING</p> <ol style="list-style-type: none"> The Committee Officer scans the attendance registers for submission to the office of the Speaker. The Committee Officer completes the schedule of non-attendance and submits via email to the Speaker's Office in respect of Councilors that were absent from the meeting without leave application. Four days after the meeting, the Committee Officer submits first draft of the minutes to the Principal Committee Officer / Assistant Director: Committees for quality control. The Committee Officer compiles the minutes (Annexure 'F') within Seven (7) working days after the meeting. The Committee Officer compiles tabled items circular (Annexure 'E') (if there are items tabled at the meeting) and forward to the Archives, Registry and Information Centre (within ten (10) days after the meeting). After the minutes have been checked and amended, they are signed by the Committee Officer, Principal/Assistant Director: Committees, Manager: Secretariat / Deputy Director: Secretariat and Senior Manager/Director: S&AS within Seven (7) days on the accountability block. After the draft minutes have been signed, the Committee Officer sends copy of the draft minutes to the Principal Language Practitioner / Assistant Director: Languages for translation. The Committee Officer actions the minutes within Ten (10) working days after the meeting by preparing inter-committee reports (Annexure 'G') for submission to Council Committee Officers accompanied by the inter-committee report submission schedule (Annexure 'H') which is signed for receipt/acknowledgement by the receiving Committee Officer. Within ten (10) working days, the Committee Officer sends internal minutes/memo/extracts (Annexure 'J') to the respective officials (DMM and authors of the reports) and sends confirmed minutes to the Archives, Registry and Information Services for filing. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure
			<p>EXECUTIVE COMMITTEE</p> <ol style="list-style-type: none"> The Committee Officer scans the attendance registers for submission to the office of the Speaker. The Committee Officer completes the schedule of non-attendance and submits via email to the Speaker's Office in respect of Councilors that were absent from the meeting without leave application. Four days after the meeting, the Committee Officer submits first draft of the minutes to the Principal Committee Officer / Assistant Director: Committees for quality control. The Committee Officer compiles the minutes (Annexure 'F') within Seven (7) working days after the meeting. The Committee Officer compiles tabled items circular (Annexure 'E') (if there are items tabled at the meeting) and forward to the Archives, Registry and Information Centre (within ten (10) days after the meeting). After the minutes have been checked and amended, they are signed by the Committee Officer, Principal/Assistant Director: Committees, Manager: Secretariat / Deputy Director: Secretariat and Senior Manager/Director: S&AS within Seven (7) days on the accountability block. After the draft minutes have been signed, the Committee Officer sends copy of the draft minutes to the Principal Language Practitioner / Assistant Director: Languages for translation. The Committee Officer actions the minutes within Ten (10) working days after the meeting by preparing inter-committee reports (Annexure 'G') for submission to Council Committee Officers accompanied by the inter-committee report submission schedule (Annexure 'H') which is signed for receipt/acknowledgement by the receiving Committee Officer. Within ten (10) working days, the Committee Officer sends internal minutes/memo/extracts (Annexure 'J') to the respective officials (DMM and authors of the reports) and sends confirmed minutes to the Archives, Registry and Information Services for filing. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure
			<p>COUNCIL</p> <ol style="list-style-type: none"> The Committee Officer scans the attendance registers for submission to the Office of the Speaker and COGTA. The Committee Officer completes the schedule of non-attendance and submits via email to the Speaker's Office in respect of Councilors that were absent from the meeting without leave application. Four days after the meeting, the Committee Officer submits first draft of the minutes to the Principal Committee Officer / Assistant Director: Committees for quality control. The Committee Officer compiles the minutes (Annexure 'F') within Seven (7) working days after the meeting. The Committee Officer compiles tabled items circular (Annexure 'E') (if there are items tabled at the meeting) and forward to the Archives, Registry and Information Centre (within ten (10) days after the meeting). After the minutes have been checked and amended, they are signed by the Committee Officer, Principal/Assistant Director: Committees Manager: Secretariat / Deputy Director: Secretariat and Senior Manager/Director: S&AS within Seven (7) days on the accountability block. After the draft minutes have been signed, the Committee Officer sends copy of the draft minutes to the Principal Language Practitioner / Assistant Director: Languages for translation. The Committee Officer actions the minutes within Ten (10) working days after the meeting by preparing inter-committee reports (Annexure 'G') for submission to the relevant structures (MPAC, Disciplinary Board Committee and Executive Committee) accompanied by the inter-committee report submission schedule (Annexure 'H') which is signed for receipt/acknowledgement by the receiving Committee Officer.

TOP MANAGEMENT COMMITTEE POST MEETING	MANAGEMENT COMMITTEE POST MEETING	STANDARD OPERATING PROCEDURES - SECRETARIAT PORTFOLIO COMMITTEES POST MEETING	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE POST MEETING	EXECUTIVE COMMITTEE POST MEETING	COUNCIL POST MEETING
	<p>(A) and distribute to all Deputy Municipal Managers.</p> <p>11. Within Ten (10) days after the meeting, the Committee Officer posts the copy of confirmed minutes on the Secretariat shared drive and sends electronic copy to Archives, Registry and Information Services for filing.</p> <p>12. The Committee Officer, within Ten (10) days after the meeting, updates annual minutes indexing.</p> <p>13. The Committee Officer, after every meeting, compiles and updates the Municipal Representative / Provincial Department of Cooperative Governance and Traditional Affairs functionalities and monthly stats.</p> <p>14. The Committee Officer will then check his/her actioning against the meeting guidelines/checklist (Annexure 'K') which is then signed-off by the Assistant Director (within 12 days after the meeting)</p>	<p>the outstanding matters report (Annexure 'A') and distributes to all Deputy Municipal Managers.</p> <p>11. Within Ten (10) days after the meeting, the Committee Officer posts the copy of confirmed minutes on the Secretariat shared drive and sends electronic copy to Archives, Registry and Information Services for filing.</p> <p>12. The Committee Officer, within Ten (10) days after the meeting, updates annual minutes indexing.</p> <p>13. The Committee Officer, after every meeting, compiles and updates the Municipal Representative / Provincial Department of Cooperative Governance and Traditional Affairs functionalities and monthly stats.</p> <p>14. The Committee Officer will then check his/her actioning against the meeting guidelines/checklist (Annexure 'K') which is then signed-off by the Assistant Director (within 12 days after the meeting)</p>	<p>10. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure 'A') and distributes to all Deputy Municipal Managers.</p> <p>11. Within Ten (10) days after the meeting, the Committee Officer posts the copy of unconfirmed minutes on the Secretariat shared drive and sends electronic copy to Archives, Registry and Information Services for filing.</p> <p>12. The Committee Officer, within Ten (10) days after the meeting, updates annual minutes indexing.</p> <p>13. The Committee Officer, after every meeting, compiles and updates the Municipal Representative / Provincial Department of Cooperative Governance and Traditional Affairs functionalities and monthly stats.</p> <p>14. The Committee Officer will then check his/her actioning against the meeting guidelines/checklist (Annexure 'K') which is then signed-off by the Assistant Director (within 12 days after the meeting).</p>	<p>Withing ten (10) working days, the Committee Officer sends internal minutes/memo/extracts (Annexure 'J') to the respective officials (DMM and authors of the reports) and sends confirmed minutes to the Archives, Registry and Information Services for filing.</p> <p>10. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure 'A') and distributes to all Deputy Municipal Managers.</p> <p>11. Within Ten (10) days after the meeting, the Committee Officer posts the copy of unconfirmed minutes on the Secretariat shared drive and sends electronic copy to Archives, Registry and Information Services for filing.</p> <p>12. The Committee Officer, within Ten (10) days after the meeting, updates annual minutes indexing.</p> <p>13. The Committee Officer, after every meeting, compiles and updates the Municipal Representative / Provincial Department of Cooperative Governance and Traditional Affairs functionalities and monthly stats.</p> <p>14. The Committee Officer will then check his/her actioning against the meeting guidelines/checklist (Annexure 'K') which is then signed-off by the Assistant Director (within 12 days after the meeting).</p>	<p>Withing ten (10) working days, the Committee Officer sends internal minutes/memo/extracts (Annexure 'J') to the respective officials (DMM and authors of the reports) and sends confirmed minutes to the Archives, Registry and Information Services for filing.</p> <p>10. Ten (10) days after the meeting the Committee Officer compiles and / updates the outstanding matters report (Annexure 'A') and distributes to all Deputy Municipal Managers.</p> <p>11. Within Ten (10) days after the meeting, the Committee Officer posts the copy of unconfirmed minutes on the Secretariat shared drive and sends electronic copy to Archives, Registry and Information Services for filing.</p> <p>12. The Committee Officer, within Ten (10) days after the meeting, updates annual minutes indexing.</p> <p>13. The Committee Officer, after every meeting, compiles and updates the Municipal Representative / Provincial Department of Cooperative Governance and Traditional Affairs functionalities and monthly stats.</p> <p>14. The Committee Officer will then check his/her actioning against the meeting guidelines/checklist (Annexure 'K') which is then signed-off by the Assistant Director (within 12 days after the meeting).</p>

DISCLAIMERS:

Secretariat will NOT be held liable for:

- Requests made to leave their stations during the meeting.
- Lack of access to check the venue 30 minutes before the meeting.
- Lack of access to check the venue's state of readiness a day before the meeting.
- Any reports submitted to the Secretariat double-sided and not on the standard format will be sent back to the relevant Business Unit.

PLEASE NOTE:

- Information provided **must** be accurate. Unless there is a mistake on our part, we are not responsible for any modification of information provided.
- Assistance will be provided **strictly** based on the information that has been provided.
- **Turnaround times for final product:**
 - For Translation Services please note that our turnaround timeframes are as follows:
 - 5-6 pages a day for non-technical
 - 4 pages a day for technical text
 - NB: We do accommodate urgent **circulars and notices** for same day translations.
 - For Interpretation Service all requests must be sent to us 7 business days and not later than 2 business days before the date of the sitting.
 - Each Disciplinary Hearing must have a separate request form.
 - For Transcription Services our turnaround time is 30 minutes per day depending on the audibility of the recording

SIGNATURE: _____

FOR OFFICIAL USE: LANGUAGE SERVICES

DATE RECEIVED BY LANGUAGE SERVICES	DOCUMENT/ HEARING	ALLOCATED LANGUAGE PRACTITIONER	INFORMATION COMPLETE OR INCOMPLETE	NAME OF OFFICIAL REQUESTED TO OBTAIN MISSING INFORMATION	DATE FOR REQUESTING FURTHER INFORMATION
COMPLETION DATE					