



QUARTERLY CFO FORUM 8 SEPTEMBER 2011



Capacitation Training Report

MC Botha

Date: 07/09/2011



USB 
Executive Development Ltd
University of Stellenbosch Business School

Contents of presentation

- Agreement: Provincial Government Western Cape and Stellenbosch University
- Role of USB and USB-Ed
- Interventions (ToRs)
- Training approach and protocol

Agreement: PGWC and USB

- Existing generic agreement
- Specific agreement finalized on 5 April 2011
 - Accounting
 - Corporate Governance
 - Asset Management
 - Budget Management and Economic Analysis
 - Cash and Investment Management
 - Expenditure Management
- Broad logistics of agreement
 - Terms of reference for specific training
 - Aligned to Provincial Strategic Objectives and Departmental Strategic Objectives
 - DBAC
 - Execution
 - Stakeholder Management

Role of USB-Ed

- University of Stellenbosch Business School (USB):
 - The USB is the only business school of a South African university with two international accreditations: EQUIS and AMBA
 - The USB achieved first place in the 2010 PMR.africa rankings
- USB-Executive Development (USB-Ed):
 - The only executive education provider in Africa to be ranked one of the top 50 schools in the world by the recent *Financial Times Executive Education 2011 World Ranking*

Interventions (Terms of Reference)

- Supply chain management
- Corporate governance training
- Reporting on pre-determined objectives
- Municipal financial management information
- Standard operating procedures
- GRAP
- Agricultural policy for local economic development

Terms of Reference: Supply Chain Management

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| Terms of Reference | Supply Chain Management Training | |
| Provincial Sponsor | Nadia Ebrahim | |
| Primary Goal | The goal of the project is to strengthen SCM controls and build capacity at the Municipalities Supply Chain Management units through rolling out a comprehensive Supply Chain Management training, in terms of the approved training manuals. | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference Compiled | | Completed |
| DBAC | | Completed |
| SLA | | In process |
| Commencement of development of training material | | 30 October 2011 |
| Commencement of training at pilot municipalities | | 9 December 2011 |
| Verification and confirmation of training material for province wide application | | 29 February 2012 |

Terms of Reference: Corporate Governance Training

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| Terms of Reference | Corporate Governance Training | |
| Provincial Sponsor | Bazil Vink | |
| Primary Goal | The goal of the project is to improve service delivery through the capacitation of Provincial Treasury and Municipal employees in the area of Financial Corporate Governance. The purpose of this project is to enhance the maturity of sound financial governance within the various Municipalities | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference | | Completed |
| DBAC | | 30 September 2011 |
| Completed Maturity Assessment on Municipalities | | 31 October 2011 |
| Training material content determined | | 15 November 2011 |
| Training material developed | | 15 December 2011 |
| Training of the Provincial Treasury Officials | | 31 January 2011 |
| Identification of attendees | | 31 January 2011 |
| Pilot phase | | 13-15 February 2011 |
| Training Programme Implementation | | 27 February – 30 March 2011 |

Terms of Reference: Reporting on pre-determined objectives

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| Terms of Reference | Training and capacity building: reporting on pre-determined objectives (Phases 1 and 2) | |
| Provincial Sponsor | Malcolm Booysen | |
| Primary Goal | The goal of this intervention is to improve municipalities' maturity levels on the reporting of pre-determined objectives, including non-financial information to a prerequisite level of 3 based on the criteria set by Western Cape Provincial Treasury: Local Government Budget Office, as well as alignment with Provincial Strategic Objective 10. This includes the development of policies and procedures for implementation consistent with the National Treasury framework to manage programme performance and to facilitate the implementation of the performance management system. It also includes training PMS Managers, IDP Managers, Financial Practitioners and Internal Auditors | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference | | Completed |
| DBAC | | 30 September 2011 |
| Phase 1: Agreement on Performance Content Assessment Framework for the Western Cape | | 30 November 2011 |
| Phase 2: Maturity Assessment on Municipalities | | 15 December 2011 |
| Phase 3: Commencement of development of training material | | To be concluded |
| Phase 4: Commencement of training at pilot municipalities | | To be concluded |
| Phase 5: Verification and confirmation of training material for province wide application | | To be concluded |
| Phase 6: Commencement with Training programme Implementation | | To be concluded |

Terms of Reference: MFMI

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|---|--|-------------------|
| Terms of Reference | Municipal Financial Management Information (MFMI) | |
| Provincial Sponsor | F. Sabbat/M. Sigabi | |
| Primary Goal | <p>The goal of this project is achieve sound financial management capacity at the municipalities within the Western Cape Province. To realize this, the following objectives are set for this intervention:</p> <ul style="list-style-type: none"> a) To train officials within both the Provincial Treasury as well as the municipalities in the Western Cape to properly comprehend, interpret, offer opinions and manage municipal budgets; b) To capacitate Provincial treasury officials to be able to provide hands-on support to municipalities with respect to the preparation of annual budgets; and c) To develop and implement training in comprehensive local government budget implementation, including in-year monitoring. | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference | | Completed |
| DBAC | | 30 September 2011 |
| Phase 1: Commencement of development of training material | | 30 October 2011 |
| Phase 2: Training of the Provincial Treasury Officials | | 15 November 2011 |
| Phase 3: Commencement of training at pilot municipalities | | 30 November 2011 |
| Phase 4: Verification and confirmation of training material for province wide application | | 31 January 2012 |
| Phase 5: Municipal Training Programme Implementation | | 28 February 2012 |

Terms of Reference: Standard Operating Procedures

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| Terms of Reference | Development of and Training on Standard Operating Procedures within Municipal Finance Offices | |
| Provincial Sponsor | Lusanda Ngxonono | |
| Primary Goal | The goal of this intervention is to enhance PSO 12 and Strategic Objectives 31 of the Provincial Treasury to enable sound financial management at municipalities by improving the standards of accounting and financial reporting (requiring integrity of financial data). | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference | | In process 9 September 2011 |

Terms of Reference: Agricultural policy for municipalities

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| Terms of Reference | Agricultural Policy for Municipalities | |
| Provincial Sponsor | Malcolm Booysen | |
| Primary Goal | The goal of the project is to develop an economic review of the Agriculture sector and its contribution to the local economic development; to determine the impact of the Agriculture sector development on socio-economic challenges such as job creation and poverty alleviation and as such, assist with the development of a local economic development plan for municipalities. (To be finalized) | |
| Phases | | |
| Initial Discussions | | Completed |
| Terms of Reference | | 9 September 2011 |

Training approach and protocol

- Phased approach
- Project approach
- Consultation with stakeholders
- Acknowledgement of relationship and different roles of Provincial Government and Municipalities
- Mutual respect and common goals
- World class training (BDAL)

- Thank you!
- Questions?