CIRCULAR 18 / 2020

FROM   :   CHIEF EXECUTIVE OFFICER

TO   :   EXECUTIVE MAYORS / MAYORS
                                SPEAKERS
                                SALGA PROVINCIAL CHAIRPERSONS
                                SALGA NATIONAL EXECUTIVE COMMITTEE
                                CITY/MUNICIPAL MANAGERS

DATE   :   11 MAY 2020

GENERIC RULES FOR VIRTUAL MEETINGS OR SITTINGS

The Minister for Cooperative Governance and Traditional Affairs, Hon. Nkosazana Dlamini Zuma published the amended Directions on Municipal Operations and Governance, in terms of Section 27(2) of the Disaster Management Act, 2002, which takes effect from today, 7 May 2020. A copy of the amended directions are attached hereto as **Annexure "A"**.

In terms of the amended directions, all meetings of Council and Council Committees must be done using media platforms such as video and teleconferencing. In order to ensure uniformity and regulate the virtual meetings of Council and Committees of Council, and without having to amend the Rules and Orders of Municipal Councils, SALGA has developed generic Rules for Virtual Meetings or Sittings. Municipal Council are invited to consider, customise and adopt the Rules for Virtual Meetings and Sittings, which will be read and applied in conjunction with the Rules and Orders of Municipal Councils. A copy of the generic Rules for Virtual Meetings or Sittings are attached hereto marked **Annexure "B"**.

Our attention has also been drawn to some municipalities not having access to IT platforms for video conference. Following interactions with the State Information Technology Agency, the following solutions are currently available for immediate use:-

1.   **CISCO Webex** – A collaboration tool that enables the hosting of video based meetings.
        • *The following steps must be followed to access the System*

✓ *Register through the link* https://cart.webex.com/sign-up-dg/

✓ *Once you are on the sign up page enter email address and click Sign Up*

✓ *Wait for an email confirming registration which in generally quick but could take up to 24 hours due to sign-up volumes*

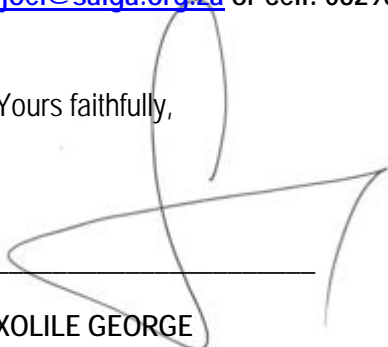✓ *Once received simply follow the instructions.*

2. **Jitsi** – A SITA hosted open source collaboration tool that enables the hosting of video based meetings. This platform is unfortunately for smaller groups up to 30 connections.

- *The following steps must be followed to access the system*

✓ *Download the user guide that will guide you to access and use the solution* http://www.osis.gov.za/jitsi/jitsi-guide.php

To support your endeavours, we will also make available our SALGA support expertise, including IT related support for virtual meetings, and any queries may be directed to **Mr Lance Joel at SALGA National Office per email** ljoel@salga.org.za **or cell: 0829083335.**

Yours faithfully,

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XOLILE GEORGE
CHIEF EXECUTIVE OFFICER