External Relations Policy

1. POLICY OBJECTIVES

The objectives of the External Relations policy of the City of Cape Town are:

1. To coordinate interaction between the City of Cape Town and Cities, Public and Private Institutions and Organisations <u>outside</u> the geographic territory of the Republic of South Africa taking into consideration national and international guidelines and protocols.

2. To coordinate interaction between the City of Cape Town and Public and Private Institutions and Organisations <u>within</u> the geographical boundaries of the Republic of South Africa, including provincial governments and local authorities in South Africa;

3. To have partnerships with measurable targets and outcomes on each continent.

4. To position and promote Cape Town globally in line with the City's vision and objectives.

2. POLICY PRINCIPLES

2.1 Any International Relations and Inter-governmental Relations initiatives shall be based on a set of criteria (**refer Annexure A**) and shall be:

    2.1.1 Sustainable;
    2.1.2 Outcomes-based;
    2.1.3 Relevant;
    2.1.4 Cost-effective
    2.1.5 Structured to ensure evidence of return on investments

2.2 Types of Partnerships that will be considered:
    2.2.1 Bi-lateral partnerships
    2.2.2 Multi-lateral partnerships
    2.2.3 Adhoc partnerships for specific purposes as and when required

2.3 Before being considered, all applications for partnerships from cities, Public and Private Institutions and Organisations <u>outside</u> the geographic territory of the Republic of South Africa are subject to consultation with the Embassy, Office of the Consul-General or Department of International Relations and Co-operation or national Treasury, where appropriate.

2.4 All initiatives will be assessed by the External Relations Task Team appointed by the Mayoral Committee for this purpose.

2.5 The External Relations Task Team may co-opt any relevant stakeholders to ensure a uniform and inclusive approach.

2.6 The City will focus on targeted partnerships with measureable outcomes.

2.7 New partnerships must not duplicate or largely overlap with existing partnerships.

3. **POLICY IMPLEMENTATION PROTOCOL**

Outlined **in Annexure B**

4. **POLICY CUSTODIANSHIP**

The Department Governance & Interface is responsible for the implementation of procedures and monitoring compliance with the policy.

A CRITERIA FOR EXTERNAL RELATIONS PARTNERSHIPS

1 General
   a. Population, demographics and multiculturalism
   b. Geographic location and assets (gateway city, port city, etc)
   c. Ease of access from Cape Town
   d. Economic compatibility and opportunities
   e. Existing linkages
   f. Relevance to local community
   g. History of diplomatic relations (local and nationally)
   h. Historical and social linkages and connections

2 Economic
   a. Economic conditions
   b. Trade & Investment - climates and opportunities
   c. Tourism (e.g. Big events and conferences, arts and culture, sport, heritage and environmental links)
   d. Employment opportunities (including social innovation and entrepreneurship)
   e. Transit hub

3 Urban growth and development
   a. Similar urbanization challenges
   b. Innovation – architecture, design, IT
   c. Housing
   d. Social and community projects
   e. Support to education, training and research
   f. Safety & security
   g. Public transport

4 Climate change and environmental sustainability
   a. Natural Resource Management
   b. Energy security, including green energy & energy efficiency
   c. Water conservation
   d. Waste management
   e. City resilience and adaptation
   f. Environmental Disaster Risk Management

B REVIEW PROCESS *(Annually)*

   1 Level and frequency of communication between Cities
   2 Outcomes to date
   3 Current and proposed projects

IMPLEMENTATION PROTOCOL : EXTERNAL RELATIONS POLICY

INTERNATIONAL RELATIONS		
Actions	Process	Responsible
1. International trips	a. Trips to be aligned as far as possible to criteria determined in this policy and criteria must be included in trip reports b. All trips recorded on website c. Compulsory report backs to be submitted to Portfolio Committee/ Mayco d. Feedback to be uploaded on website e. External Relations be notified of each trip to ensure that International Protocol is observed and the necessary authorities informed of such visits and to obtain fact sheets on places to be visited.	• Executive Directors • City Manager • Executive Mayor

2. Targeted Study Tours	a. Targeted study tours to be identified in terms of approved criteria at the beginning of the year and funding allocated accordingly
	b. Co-ordination with Department of International Relations and Co-orporation on targeted study tours co-ordinated nationally by Diplomatic & Executive Networking Centre
		• External Relations Task Team in conjunction with :
		  o City Manager
		  o Executive Mayor

3. Partnership Applications	a. To be channeled via Embassies, Consulates or Dept of International Relations & Co-operation (DIRCO)
	b. To be assessed by External Relations Task Team
	    i. in terms of approved criteria
	    ii. research
	    iii. duration to be determined depending on the nature of co-operation
	    iv. type of agreement to be considered
	c. Communication with prospective partner
	d. Drafting of agreement & compliance process
	e. Signing ceremonies to be arranged
		• External Relations Task Team
		• External Relations Unit
		• Mayoral Committee
		• Council (if financial implications)

4. Visiting delegations	a. Purpose of visit	• External Relations Unit

	b. Roleplayers to be identified c. Programme to be coordinated d. Briefing documents and presentations to be prepared/ co-ordinated e. Profile of visiting delegation to be determined f. Protocol issues to be determined	
5. Website/Access to Information	a. Establish a Community of Interest for External Relations b. Sharepoint site will contain information on all agreements and international trips c. Sharepoint site to be maintained by line departments w r t progress/ projects/ achievements d. Website will contain access to the aforementioned information and ability to download feedback reports in international trips e. Communication enhanced by tele- / video conferencing ability f. Centre for research established centrally – Knowledge Management Unit	• Director : Information Technology • Director : Strategic Development Information • Line Departments • External Relations Unit
6. Consultation with Department of International Relations & Co-operation	a. Any proposed international cooperation frameworks need to be consulted on through the Office of the Chief State Law Advisor – International Law before being concluded with foreign entities b. Any new contact or project to be established with another country or city needs to be conducted through the relevant bilateral political desk in DIRCO. c. Communication between DIRCO and Local and Provincial governments must be conducted through the Directorate: Intergovernmental and Provincial Protocol at DIRCO.	• External Relations Unit
INTERGOVERNMENTAL RELATIONS		
Actions	Process	Responsible
7. SALGA	a. Establish Communication Protocol b. Attendance at Working Group Meetings c. Preparation for meetings/ agendas/ briefing d. Reports to Portfolio Committee e. Arrange presentations at Portfolio Committees	• External Relations Unit • SALGA Working Group Members • Line Departments
8. Interaction with other local authorities, Provincial Government, National Government and other stakeholders	a. Formal requests/ enquiries received b. Communication with relevant line departments c. Scheduling and attendance at meetings d. Sharing of information and knowledge e. Maintaining a database of activities	• External Relations Unit • Line Departments • Office of Executive Mayor
9. Intergovernmental	a. Communication with relevant line departments	• External Relations Task

Agreements	b. Attendance at meetings c. Drafting of Agreements d. Signing Ceremonies	Team • Office of Executive Mayor • External Relations Unit
10. State-owned Enterprises & Contract and Shareholder Management	a. Programmes planned with partners from SOE's b. Communication with relevant stakeholders	• Director : Contract & Shareholder Management • External Relations Unit
11. Website/ Access to Information	a. Sharepoint Site will contain information on all SALGA matters b. Sharepoint Site will contain information on all intergovernmental agreements, initiatives, projects (including grant/donor funded projects), contract and shareholder management	• External Relations Unit