



international relations
& cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

GUIDELINES FOR THE HOSTING AND PREPARING FOR INTERNATIONAL EVENTS IN SOUTH AFRICA

January 2015

Approved by Cabinet 10 December 2014



TABLE OF CONTENTS

1.	INTRODUCTION	7
2.	SCOPE OF GUIDELINES	9
3.	PROTOCOL AND PROCEDURES TO BE FOLLOWED PRIOR TO AGREEING TO THE HOSTING OF AN INTERNATIONAL EVENT	11
4.	STRATEGIC FACTORS TO ADDRESS IN THE CABINET MEMORANDUM FOR CONSIDERATION BY CABINET	12
5.	ASSESSMENT AFTER CONCLUSION OF THE EVENT	20
6.	LOGISTICAL PREPARATIONS FOR HOSTING AN INTERNATIONAL EVENT	20
7.	GUIDELINES AND MANUALS	21
8.	KEY DEPARTMENTS TO BE CONSULTED IN THE PREPARATION OF HOSTING INTERNATIONAL EVENTS	21



PREAMBLE

The Guidelines for the Hosting and Preparing for International Events in South Africa are embedded in the Constitution of the Republic of South Africa, 1996 as amended, with particular reference to the supremacy of the Constitution and the principles of cooperative government and international relations.

1 INTRODUCTION

The Cabinet meeting of 15 May 2013 approved that a Committee of Ministers be established with a view to developing guidelines on the hosting and preparation for international events, to include:

- a. strategic factors to be taken into consideration when considering to host international events
- b. the protocol and procedures to be followed by members and their respective departments prior to agreeing to the hosting of international events.

The Cabinet meeting of 26 July 2013 reiterated its decision for the Committee of Ministers to fast-track the development of *Guidelines on Hosting and Preparation for International Events*; and approved that future Cabinet memoranda requesting approval to bid for and/or intention to host international events be accompanied by a detailed breakdown of the financial implications.

The Committee comprises the Ministers of International Relations and Cooperation (Convener), Home Affairs, Tourism, Finance and Police. In order to take the process forward, a senior officials' level Task Team was established to develop a working document on the hosting of international events that was presented to the Committee of Ministers as the basis for discussions.

The purpose of this document is to guide all national departments and entities in the three spheres of government in the strategic evaluation for the hosting and preparing for international events, either in their own capacity or in partnership with international organisations, entities and/or any other formation.





FIFTH BRICS SUMMIT

26 - 27 MARCH 2013 DURBAN, SOUTH AFRICA



Other organs of state and state institutions hosting international meetings or events are expected to apply these guidelines when approaching government for support in the form of funding, human resources, logistical arrangements or security.

3 PROTOCOL AND PROCEDURES TO BE FOLLOWED PRIOR TO AGREEING TO THE HOSTING OF AN INTERNATIONAL EVENT

- Cabinet approval **must** be obtained prior to any government entity agreeing to the hosting of an international event or committing the Government in any way.
- The department/entity intending to host an international event must consult with the Department of International Relations and Cooperation (DIRCO), which is responsible for South Africa's overall foreign relations, before offering, bidding or accepting an invitation/request to host an event.
- The department/entity intending to host an international event has to request a threat assessment from the NATJOINTS before offering, bidding or accepting an invitation or request to host an event.
- All other relevant departments, government entities and stakeholders must also be consulted beforehand.

The following procedures must be followed to obtain Cabinet approval:

- Submission to the International Cooperation, Trade and Security (ICTS) Directors-General Cluster for a recommendation to Cabinet.
- Submission to Cabinet for approval or disapproval to proceed with the offer or bid, or to accept or turn down a request or invitation for the hosting of an international event.

Time frames:

- The Cabinet Memorandum must serve before Cabinet for consideration at least three months prior to the commencement of the international event.

Exceptions:

- In cases of emergency situations where it would be necessary to “save” an event from causing reputational damage to the country or government, the responsible department/entity should obtain Presidential approval in consultation with the Ministers of International Relations and Cooperation, Finance, Communications and other key departments (depending on the nature of the event).

Consequences:

- If the hosting of an international event is not an “emergency”, failure to follow the laid-down procedures and protocol will result in Cabinet disapproving the submission.

4 STRATEGIC FACTORS TO ADDRESS IN THE CABINET MEMORANDUM FOR CONSIDERATION BY CABINET

- **Dates of the event**
 - In principle, the hosting of any international event has to be included in the planning cycle of the Medium Term Expenditure Framework (MTEF) – this should be stated and any variance should be explained in the Cabinet Memorandum



- Identify other events to be hosted in South Africa during or around the dates of the event and indicate whether the event will clash or interfere with other commitments.
- **Level of participation and size of the event**
 - Attendance at Heads of State or Government Ministerial or Officials/ Expert level
 - Attendance by heads of international organisations
 - Expected number of participants
 - Expected number of observers
 - Expected stakeholders.
- **Procedure to select the host country**
 - Whether South Africa will offer or bid, or whether South Africa has been invited or requested to host the event
 - Rules or practices determining the decision which country should host the event, including whether a rotational system applies
 - Whether AU/SADC endorsement should be sought.
- **Political dynamics**
 - Competing candidatures
 - The impact of South Africa's hosting on bilateral or multilateral relations
 - Whether lobbying will be required
 - Details and cost implications of the lobby campaign.
- **Roles and responsibilities – host country obligations**
 - Determination of the lead department/entity
- Obligations on the host country with regard to substance preparations, logistics, resources and financial responsibilities
- Whether a Host Country Agreement will need to be entered into, with which organisation, and time frames for the negotiation and conclusion of the Host Country Agreement as per consultations with the Office of the Chief State Law Adviser, DIRCO.
- **Cost-benefit analysis (short- to long-term)**
 - Strategic priority of the event for South Africa, the region and continent
 - Whether the event would advance South Africa's national interest and government objectives and priorities, including the National Development Plan; benefits to the local community, local procurement and job creation, skills transfer and capacity-building
 - Quantifiable financial, business and economic benefits (Formula: Number of delegates x number of event/conference days x R ... = Estimated economic impact)
 - Non-quantifiable or intangible benefits (e.g. legacy projects; social cohesion).
- **Budget projections**
 - In order to ensure the availability of adequate funding, the hosting of any international event has to be included in the budgetary processes of the MTEF
 - In the event that government is approached to host events which have not been planned (not budgeted for in the Medium Term Strategic Framework [MTSF]), such ad hoc applications will also be subject to these guidelines



BRICS

BRICS
FIFTH BRICS SUMMIT
26 - 27 MARCH 2013 DURBAN, SOUTH AFRICA

BRICS



- If the department/entity will be co-hosting, provide a cost breakdown of government's contribution
 - Provide detailed cost breakdowns not only for the lead department/entity, but also for other participating departments/entities, including NATJOINTS
 - Stipulate whether funding for the event can be covered from the approved regular budget (within baseline)
 - Specify any budgetary shortfall and alternative funding options to make up the shortfall
 - Provide a breakdown of alternative funding secured and specify sponsors
 - Specify additional funding required from National Treasury, in order to discourage ad hoc funding demands
 - Hosting of an event shall under no circumstances be agreed to unless adequate funding has been secured in advance, either through the MTSF process and/or additional funding approved by National Treasury
 - In order to avoid cost escalation, under no circumstances shall any overspending on the budget for any event occur without prior approval from National Treasury.
- **Responsibility for organisation of the event and quality assurance**
 - What systems will be put in place to ensure the event is professionally organised and whether a professional event organiser will be appointed.
 - **Event requirements and availability**
 - The requirements and availability of event facilities and hotels for the proposed dates (including meeting rooms, exhibition space, social events, accommodation, sports fields/arenas/stadia).

- **Infrastructure and access**
 - Seasonal/monthly pressures on the host city, such as high/low seasonal periods, public or religious holidays, or any other occurrences impacting on infrastructure and accessibility to the destination.
- **Human resource requirements**
 - An assessment of the human resources and skills requirements, time allocation and availability of personnel to assist with the hosting of the event.
- **Side events**
 - Extent of proposed or expected side events for or by participants
 - Extent of proposed or expected side events by outside stakeholders.

5 ASSESSMENT AFTER CONCLUSION OF THE EVENT

After the conclusion of the event, the department/entity that obtained Cabinet approval shall submit an assessment of the hosting of the event in the form of a Cabinet Memorandum.

6 LOGISTICAL PREPARATIONS FOR HOSTING INTERNATIONAL EVENTS

It is proposed that the draft Protocol Operational Guidelines on the hosting of international events be incorporated as an annexure to the Draft Working Document. Departments are welcome to request assistance from State Protocol, DIRCO.

7 GUIDELINES AND MANUALS

This document should be read in conjunction with:

- *The Measures and Guidelines for the Enhanced Coordination of South Africa's International Engagements*. These Measures and Guidelines can be accessed through www.dirco.gov.za.
- The Safety at Sports and Recreational Events Act (2010).
- The Bidding and Hosting of International Sport and Recreation Events Regulations (2010).
- The 12-monthly forecast calendar covering incoming and outgoing international events.
- The guidelines and manuals accompanying this document are not a closed list and can from time to time be reviewed or added to.

8 KEY GOVERNMENT DEPARTMENTS TO BE CONSULTED IN THE PREPARATION OF HOSTING INTERNATIONAL EVENTS:

- DIRCO
- Department of Home Affairs
- NATJOINTS
- Department of Tourism (National Convention Bureau)
- Government Communication and Information System (GCIS).

