**INTERNATIONAL RELATIONS UNIT**

**ACTION LIST OF THE IR MEETING WITH THE ACTING COO: 13/09/2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **ACTION ITEM** | **RESPONSIBILITY** | **PROGRESS** |
|  | The meeting noted a conflict of interest between IR and other IR subsections within the Department in terms of delivering on MOU. The Acting COO recommended that IR should discuss the MOU with all branches and find ways to work with other branches to deliver on the MOU rather than the Unit relocating. | IR | Ongoing. |
|  | Directorate should report on the MOUs signed after travelling | IR | Noted. |
|  | To alleviate the challenge of travel logistics, IR should convene a session with various sections to educate them about fluctuations, deviations, variations and risks associated with special requests. | IR | Ongoing. |
|  | In addition to the above, IR should develop a travel policy, not just a circular, to be signed by Minister. The policy should contain travel guidelines. | IR | Forms part of the 2018/2019 plan and that the guideline document is to be concluded end of the financial year |
|  | DoT has more escort delegation when travelling and the Department should be reminded though policy to maximize number of travelers. | IR | Noted. |
|  | IR should develop an annual calendar of events, international trips and activities and submit to the Acting COO. | IR | All departments have already been asked to submit their event schedules; however, IR will develop its own. |
|  | Acting COO was of a view that the Minister and Deputy Minister should not travel simultaneously. IR should therefore check the policy and advise accordingly on this matter. | IR | Ongoing. |