|  | | |
| --- | --- | --- |
| **INTERNATIONAL RELATIONS**  **STAFF MEETING** | | |
| DATE:  10 September 2018 | TIME:  10:00 – 11:30 | VENUE: 6th Floor  COO’s Boardroom |

**AGENDA**

**Chairperson: Mr Tankiso Molekane**

| **No.** | **AGENDA ITEMS** | **RESPONSIBLE PERSON** |
| --- | --- | --- |
| **1.** | Opening and welcome | Chairperson |
| **2.** | Confirmation of agenda | All |
| **3.** | Minutes of previous meetings | All |
| **4.** | Matters arising from previous minutes | All |
| **5.** | Chairperson’s remarks |  |
| **6.** | **Discussions** |  |
| 6.1 | Report of the past three month’s activities and plans for the remainder of the 2018/19 financial year: Bilateral Coordination | Ms N Maeko |
| 6.2 | Report of the past three month’s activities and plans for the remainder of the 2018/19 financial year: Multilateral Coordination | Mr T Nkontwana |
| **7.** | Calendar of International Relations | Chairperson |
| **8.** | Business plan of Unit |  |
| **9.** | HR Matters |  |
| **10.** | AOB | All |
| **11.** | Date of next meeting |  |
| **12.** | Closure | Chairperson |