

LOGISTICAL INFORMATION



2016

Capacity Building Committee and
INTOSAI-Donor Cooperation meetings
Cape Town - South Africa

Meetings of Capacity Building Committee and INTOSAI-Donor Cooperation Steering Committee

3—6 October 2016

Cape Town, South Africa

INTOSAI



Capacity Building
Committee



1. INTRODUCTION

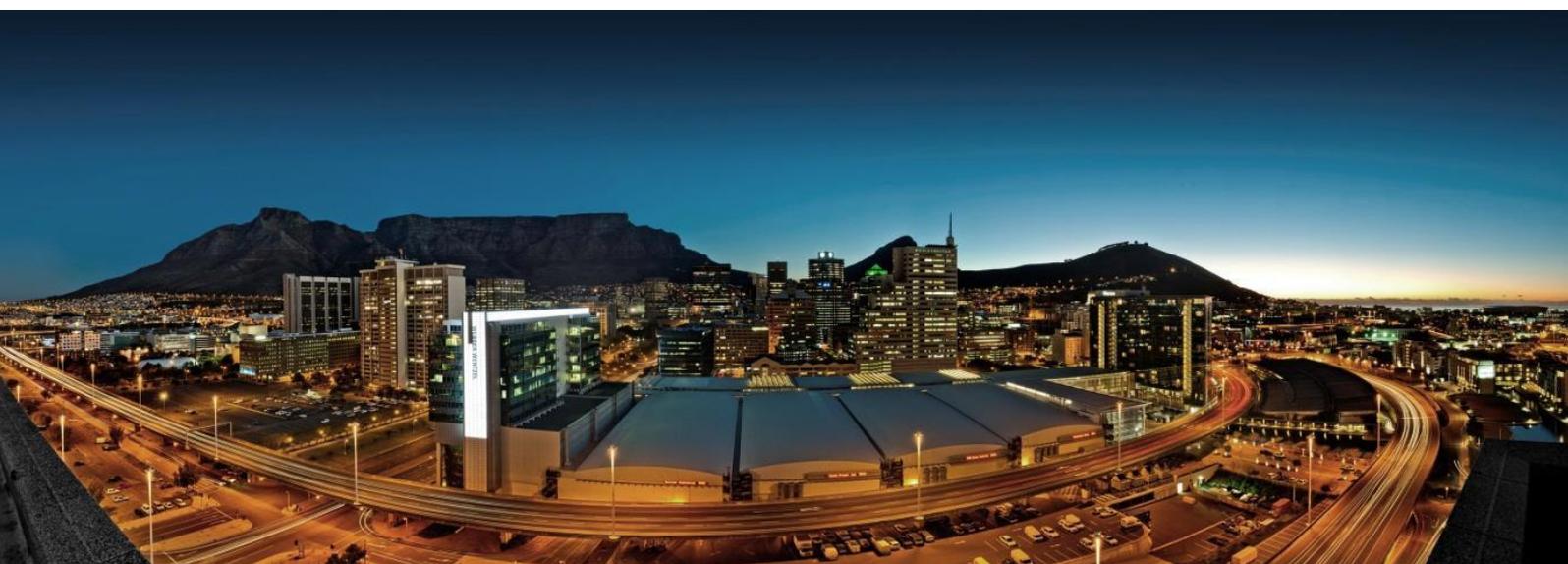
The leadership of the INTOSAI's Capacity Building Committee (CBC) and the INTOSAI-Donor Cooperation (IDC) will welcome participants to the first contiguous meetings of the CBC and IDC Steering Committee taking place in Cape Town, South Africa, from 3–6 October 2016, hosted by AGSA South Africa (an outline of the agenda of the meetings are included as an Annexure, the more detailed agendas will be shared in due course).

The purpose of this logistical information is to provide administrative, logistical and general information for all participants attending the meetings. As the CBC Chair is the host of the meetings, the CBC will coordinate the registration and other logistics for both meetings. Updates on the meeting arrangements will be made available on the CBC website from time to time at www.intosaicbc.org (see the “*annual meetings*” tab on the website).

Enquiries regarding the registration process and logistics can be addressed to the CBC Secretariat at Secretariat@intosaicbc.org. (Enquiries regarding thematic issues must be addressed to either the CBC or IDC secretariat, intosai.donor.secretariat@idi.no, as the case may be.)

2. MEETING VENUE

The CBC-IDC meetings will take place at the Cape Town International Convention Centre (CTICC) in Convention Square, 1 Lower Long Street, Cape Town. The CTICC is a multi-purpose conference and exhibition centre in the hub of Cape Town's business district. The venue has hosted prominent global conferences, trade shows, concerts and celebrated stage productions (see www.cticc.co.za). The CTICC is fully committed to sustainability and became the first convention centre in the world to report its sustainable practices in line with the relevant Global Reporting Initiative standards.



3. REGISTRATION AND ACCESS TO MEETING

Registration for both meetings should be done electronically on the CBC website from 10 July–1 September 2016 on the CBC website www.intosaicbc.org or at or at the following link: <http://www.intosaicbc.org/annual-meeting-registration-form-2016/> . Any problems experienced with registration can be reported to the CBC Secretariat at Secretariat@intosaicbc.org .

As from Monday, 3 October, at 08:00 participants in both committees can pick up their identity badges and other relevant information from the Accreditation Desks located in front of Rooms 1.61 and 2.6 on the 1st and 2nd floors of the CTICC (take the escalator from the CTICC lobby and follow the signage from the top of the escalator). The Accreditation Desks will be available until Wednesday, 5 October, at 15:00. Identity badges should be worn at all times and will be required for entry to all venues and meeting areas.

4. ACCOMMODATION

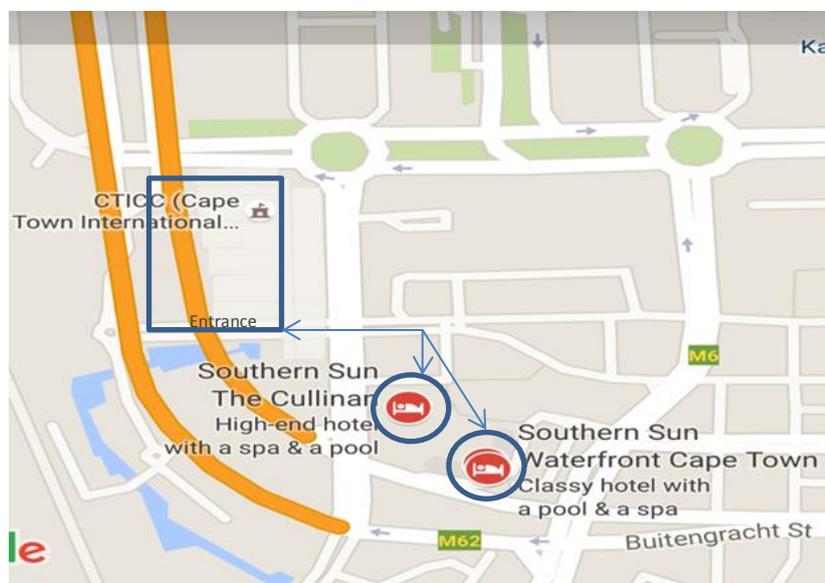
Accommodation should please be arranged directly by participants themselves. The following two hotels adjacent to CTICC are recommended. Availability and special bed and breakfast rates have been arranged for bookings done before 1 September 2016. After this date availability or the special rate will not be guaranteed. The booking form for both the hotels is available from the CBC website at the following link <http://www.intosaicbc.org/wp-content/uploads/2016/06/20160708-Hotel-Booking-Form-TSOGO.pdf>

(i) Southern Sun: The Cullinan (a 2 minute walk from CTICC)

Standard Rooms: R 2195.00 (Single bed & breakfast) • R 2495.00 (Double bed & breakfast) +1% Tourism Levy. For information about the hotel see: www.tsogosun.com/the-cullinan

(ii) Southern Sun: Waterfront (a 3 min walk from CTICC)

Standard Rooms: R 2095.00 (Single bed & breakfast) • R 2395.00 (Double bed & breakfast) +1% Tourism Levy. (See <https://www.tsogosun.com/southern-sun-waterfront-cape-town>)



- Accommodation is also available at the *Westin Hotel*, a top class hotel immediately across from the entrance of the CTICC (approximately 1 minute walk). Unfortunately no discounted rate has been arranged with this hotel. For more information on the hotel please see www.westincapetown.com

5. ARRIVAL AND ENTRY FORMALITIES

Participants who require visas to enter South Africa must indicate that they require an invitation letter when they complete the registration process on the CBC website - the SAI of South Africa will immediately send invitation letters so that the participant can apply for his/her visa.

The link below can be used to check which countries citizens are not required to hold a visa entering South Africa (please study the terms and conditions carefully, and note that information may change from time to time): <http://www.dha.gov.za/index.php/immigration-services/exempt-countries>

6. TRANSPORTATION

Participants are responsible for their own transport to and from the airport. The Cape Town International Airport is situated 16 kilometers from the CTICC and following public transport options are available:

Airport bus

The MyCity bus service has a convenient bus service between the airport and the Civic Centre in the centre of the city departing every 30 minutes at R90 for a single trip. From the Civic Centre a bus departs to the CTICC and the hotels every 20 minutes, but for those who enjoy walking, the CTICC and the hotels are only a 12 minute walk from the Civic Centre. (For more information see also www.myciti.org.za).

Airport shuttle

There are numerous reliable companies that provide a shuttle service from the airport that can be pre-arranged by emailing the company in advance. The following shuttle company is recommended as safe, reliable and very professional:

- BVS transport at an approximate rate R590 per single trip.
Email: brandonvs@mweb.co.za (see website www.bvstransportconsultants.co.za)

Metered taxi's

There will always be metered taxis available at the airport, at an average cost of ±R500 per single trip.

Hotel shuttle

The Southern Sun Cullinan and Waterfront hotels can arrange shuttles for you through the hotels' concierge desks.

7. LANGUAGE OF THE MEETING, AND DOCUMENTS

English will be the official language for both meetings.

- All documents required for the CBC meeting will be published on the CBC website before the meeting.
- Documents for the IDC meeting will be distributed per email ahead of the meeting.

No printed documents will be available at the meeting – therefore please bring along your laptop computer or tablet; or if you prefer hard copies, kindly print these before your departure.

8. ACCOMPANYING PERSONS

Please note that there will be no programme arranged for delegate partners.

9. GENERAL INFORMATION

South Africa

Geography

Situated at the southern tip of Africa, South Africa is 1 233 404km² in size and is edged on three sides by nearly 3 000km of coastline, with the Indian Ocean to the east and the Atlantic Ocean to the west. The country is bordered in the north by Namibia, Botswana, Zimbabwe and Mozambique, and also encloses two independent countries, the kingdoms of Lesotho and Swaziland.

Capitals

South Africa has three capitals: Cape Town (legislative), Pretoria (administrative) and Bloemfontein (judicial).

Cape Town

Cape Town is the second most populous urban area in South Africa. The city is famous for its harbour, for its natural setting in the Cape Floral Region, as well as for such well-known landmarks as Table Mountain and Cape Point. In 2014, Cape Town was named the best place in the world to visit by both the New York Times and the British Daily Telegraph.

Located in a biodiversity hotspot the city of Cape Town has one of the highest levels of biodiversity of any equivalent area in the world. Table Mountain in the centre of the Cape Peninsula is a World Heritage Site, and an estimated 2,200 species of plants are confined

to Table Mountain - more than exist in the whole of the United Kingdom which has 1200 plant species and 67 endemic plant species. Many of these species are endemic to the mountain and can be found nowhere else.

For the attractions in and around Cape Town see www.capetown.travel/attractions or www.lonelyplanet.com/south-africa/cape-town/sights

Political system

Since the first post-apartheid elections in 1994, South Africa has had a democratic government. The Constitution is regarded as an example to the world, and enshrines a wide range of human rights protected by an independent judiciary - www.gov.za/documents/constitution-republic-south-africa-1996

Currency

South Africa's currency is the Rand, which offers visitors great value for money. The rand comes in a range of coins (R1 = 100 cents) and note denominations of R10, R20, R50, R100 and R200. (As at the end of June 2016 the exchange rates with main currencies were €1=R16.8 or USD1=R15.4)

Climate

South Africa is known for its long sunny days, hence the title, 'Sunny South Africa'. Most of the nine provinces have summer rainfall, except for the Western Cape, which experiences winter rainfall.

In Cape Town the month of October is characterized by gradually rising daily high temperatures, with daily highs ranging from 20°C to 22°C. Daily low temperatures range from 10°C to 12°C.

Electricity

The South African electricity supply is 220/230 volts AC 50 HZ.

Water

In Cape Town the tap water of high quality and safe to drink. It's is also safe to have ice in drinks and to eat salads.

Time zone

South African Standard Time (SAST) is the time zone used by all of South Africa, as well as Swaziland and Lesotho. The zone is two hours ahead of Coordinated Universal Time (UTC) (UTC+2) and is the same as Central Africa Time.

Capacity Building Committee

Time	Agenda item	Speaker(s) / content
<i>Monday, 3 October 2016</i>		
09:00-10:30 11:00-12:30	<p>CBC work streams: Parallel sessions of —</p> <ul style="list-style-type: none"> ▪ Peer Reviews ▪ Cooperative Audits <p>Parallel sessions of —</p> <ul style="list-style-type: none"> ▪ IntoSAINT ▪ INTOSAI Auditor Certification 	Inter alia taking stock of work over the last three years and deliberate on the next three years in the context of INTOSAI's strategic direction for 2017-22.
13:00-14:00	Lunch	
14:00-16:30	<p>CBC opening session CBC Chair will provide an overview of CBC highlights of the last three years; future challenges and opportunities for capacity development. A guest speaker will bring a message of strategic importance. During an open discussion session participants will have the opportunity to comment and give their views on the key capacity development issues.</p>	<p>CBC Chair</p> <p>Guest Speaker (TBC)</p> <p>Open discussion</p>
19:00	<p>Welcoming cocktails</p> 	The cocktail function will take place at "On 19" at the Westin Hotel – a restaurant on the 19th floor overlooking the Cape Town Waterfront, Robben Island and Table Mountain
<i>Tuesday, 4 October 2016</i>		
08:30-12:00	<p>CBC plenary session – Theme 1: "Maximising SAI cooperation in support of capacity development". Case studies will be presented, with a focus on lessons learned and what can effectively be replicated:</p> <ul style="list-style-type: none"> ▪ Peer evaluations as method for learning ▪ Cooperative audits ▪ Joint training 	Three presenters will focus, for the purpose of knowledge sharing, on opportunities for capacity development based on methods of peer-to-peer support which are useful regardless of the SAI's level of development, which can be scaled up or down, and which can be done with or without external funding.
12:00-13:00	Lunch	

Time	Agenda item	Speaker(s) / content / venue
13:00-16:30	Regional Forum for Capacity Development: <ul style="list-style-type: none"> ▪ Strategic perspectives from the regions on “key levers” to successful capacity development ▪ Framework on regional professionalism – adoption of a revised draft Framework based on feedback from the Regions ▪ Regional strategic planning for effective capacity development 	<p>Regional representatives</p> <p>CBC Secretariat and Regions</p> <p>IDI</p>
19:00	Joint CBC-IDC dinner	Moyo’s restaurant, Kirstenbosch National Botanical Gardens

Capacity Building Committee & INTOSAI-Donor Steering Committee

Time	Agenda item	Notes / reference documents
Wednesday, 5 October 2016		
08:00-10:00	Synergy / joint session: <i>“Maximising the benefits of the SAI PMF in support of SAI capacity development”</i> . A four-person panel will present the following topics: <ul style="list-style-type: none"> ▪ Where to locate ownership for SAI assessment and development ▪ The SAI PMF – a tool for all SAIs ▪ The significance of the SAI PMF for INTOSAI professionalization ▪ The SAI PMF and the importance for SAI assessment Questions and answers session	<ul style="list-style-type: none"> - Revised SAI Performance Measurement Framework - SAI PMF strategy - SAI PMF progress report and snapshot of SAI performance
10:00-10:30	Coffee	
Parallel sessions		
10:30- 13:00	CBC Steering Committee	Donor Coordination Meeting (last hours as working lunch)
13:00-14:00	Lunch	

INTOSAI-Donor Steering Committee (Open session)

Time	Agenda item	Speaker(s)
Wednesday, 5 October 2016		
14:00	Welcoming speech	CBC Chair
14:10	Opening remarks	INTOSAI Chair of the Steering Committee, and Donor Chair of the Steering Committee
14:20	Update from the CBC	CBC Vice Chair
14:30	<i>Agenda item 1:</i> High level summary and progress report on the 2016 work plan (INTOSAI-Donor Secretariat (30 mins) Including update on the SAI Capacity Development Database, and review/approval of the Cooperation risk register

15:00	<i>Agenda Item 2: Global Call for Proposals (Reporting) (High)</i>	<ul style="list-style-type: none"> • INTOSAI-Donor Sec. (15 mins) • Discussion on 2013 GCP (15 mins)
15:30-16:00	Coffee	
16:00	<i>Agenda Item 3: SAI Capacity Development Fund (Reporting) (High)</i>	<ul style="list-style-type: none"> • World Bank and SECO
16:20	<i>Agenda Item 4: Communicating results and successes in strengthening SAI capacity (for discussion) (High)</i>	<ul style="list-style-type: none"> • SC working group on Communications <i>Building consensus on the need to better communicate the results and successes in strengthening SAI capacity</i>
17:00	<i>Agenda Item 5: INTOSAI Global Survey 2017 (for discussion) (Medium)</i>	<ul style="list-style-type: none"> • IDI / Global Survey team (15 mins) • Discussion and inputs to Global Survey (15 mins)
17:30	Close	

INTOSAI-Donor Steering Committee (Members and Official Observers)

Time	Agenda item	Speaker(s)
Thursday, 6 October 2016		
09:00	<i>Agenda Item 6: Strategic Direction of the Cooperation (for discussion) (High)</i>	<ul style="list-style-type: none"> • Program Document working group (Consolidated strategy for the Cooperation)
09:30	<i>Agenda Item 7: Future of the Global Call for Proposals (for approval) (High)</i>	<ul style="list-style-type: none"> • SC working group on Global Call for Proposals (Proposed GCP strategy)
10:30	Coffee	
11:00	<i>Agenda Item 8: Future of the SAI Capacity Development Database (for approval) (High)</i>	<ul style="list-style-type: none"> • SC working group on Database (Proposed Database strategy)
11:45	<i>Agenda Item 9: IDC Results Framework (for approval) (High)</i>	<ul style="list-style-type: none"> • SC working group on results (Proposed results framework and performance measurement system)
12:30	Lunch	
13:30	<i>Agenda Item 10: IDC Communications Strategy (for approval) (High)</i>	<ul style="list-style-type: none"> • SC working group on Communications (Proposed Communications Strategy)
14:15	<i>Agenda Item 11: Strategic Direction of the Cooperation (for approval) (High)</i>	<ul style="list-style-type: none"> • Steering Committee leadership (Synthesis of strategies & budgets proposed by the working groups)
15:15	Coffee	
15:45	<i>Agenda Item 12: 2017 work plan (for approval)</i>	<ul style="list-style-type: none"> • INTOSAI-Donor Secretariat
16:60	Any other business	
17:00	<i>Close meeting and Departures</i>	

