

MEASURES and
GUIDELINES
for the **ENHANCED**
COORDINATION of
SOUTH AFRICA'S
INTERNATIONAL
ENGAGEMENTS

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President Jacob Zuma at the United Nations

1. INTRODUCTION

The Cabinet Lekgotla of January 2007 requested the International Relations, Peace and Security (IRPS) Cluster to submit guidelines to Cabinet on establishing more effective measures and mechanisms to coordinate the conduct of international relations and the implementation of South Africa's foreign policy.

In the course of 2007, the cluster conducted broad consultations and held two workshops involving all three spheres of government with the aim to develop a product that will improve the coordination of South Africa's foreign policy interactions and enhance the benefit which South Africa's international engagement brings to all parties involved.

The Department of International Relations and Cooperation (DIRCO) was tasked with developing a set of measures and guidelines, applicable to international relations practitioners in all three spheres of government, which would realise this objective. DIRCO's proposals in this regard were submitted for consideration during two workshops which were held in February and June 2008, involving international relations practitioners from all spheres of government.

After these extensive consultations with all role players involved in South Africa's international relations, the following recommendations were submitted to the International Cooperation, Trade and Security (ICTS) Cluster on 4 March 2008.

2. CONSULTATIVE FORUM ON INTERNATIONAL RELATIONS (CFIR)

The CFIR is an intergovernmental structure comprising senior officials from all three spheres of government. The senior officials will meet at least twice annually to ensure proper information-sharing and coordination. The purpose of this forum will be:

- sharing information regarding all stakeholders' international involvements i.e. policy statements, visits abroad, conferences, summits, incoming visits, etc.
- foreign policy guidance on international issues
- planning and coordinating incoming and outgoing international visits
- discussing pressing issues, which will enable government to convey information in a consistent and principled manner, on key foreign policy issues to various levels of government
- possible private-sector/civil-society engagement and national outreach programmes.



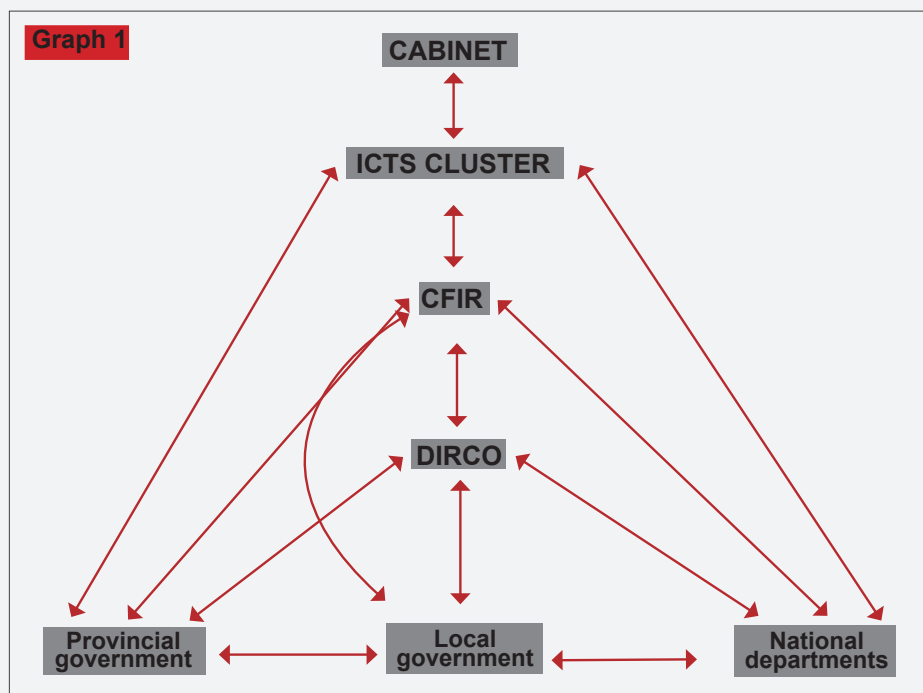
President Jacob Zuma with the President of the European Council, President Herman van Rompuy, and the President of the European Union (EU) Commission, President José Manuel Barroso, at the EU-South Africa Summit

It must be emphasised that this forum will not be a policy-making mechanism – as policy remains the mandate of the ICTS Cluster and finally the sole prerogative of Cabinet. In fact, the CFIR will derive from and feed back into the ICTS Cluster.

After each meeting of the CFIR, a report will be compiled for the information of and consideration by the ICTS Cluster and other clusters of government, where necessary. A further option is that the ICTS Cluster may want to submit this report to Cabinet.

The information-sharing element and logistics support planning of this body is critical. The meetings will be organised and chaired by DIRCO, and secretariat services will also be provided by DIRCO.

The proposed new coordination structure is graphically illustrated in graph 1:



The arrows indicate the channels of communication in the new coordination structure.



Minister Maite Nkoana-Mashabane with US Secretary of State Hillary Clinton

3. CALENDAR OF EVENTS AND REPORTING DATABASE

- A 12-monthly forecast calendar on international interaction, corresponding to every financial year to coincide with the governmental planning cycle, will be developed from the above-mentioned interdepartmental meetings and additional feedback from stakeholders. To avoid confusion, the calendar will be divided in two, covering incoming and outgoing events.
- The custodian of the calendar will be DIRCO, and the calendar of events will be coordinated and maintained by DIRCO.
- Departments, provinces, local governments and other stakeholders will provide continuous updates, while DIRCO updates the calendar and circulates it to all stakeholders twice a year, namely in April and October.

- The second CFIR meeting of any given year would be to assess progress and follow-up actions, share information and plan the activities for the rest of the year.
- Stakeholders will be required to present reports within one month of an international visit/engagement with foreign actors. Reports will be placed on an information database as to allow for effective follow-up by DIRCO where necessary, and to ensure the efficient use of limited resources.

4. GUIDELINES AND MANUALS

This document should be read in conjunction with the following documents which serve as additional guidance with respect to the conduct of South Africa's international engagements:

- Practical Guide and Procedures for the Conclusion on Agreements (published by the Office of the Chief State Law Adviser – International Law, DIRCO)
- Practical Guide and Procedures for the Binding of Agreements (published by the Office of the Chief State Law Adviser – International Law, DIRCO)
- The Strengthening of Economic Diplomacy and the Challenges of Coordinated Marketing South Africa Abroad (presented to and approved by the July 2007 Extended Cabinet Meeting).

In addition, the following detailed guidelines have been developed through an extensive consultation process across all spheres of government:

4.1 Guidelines on South Africa's participation in international conferences, summits and meetings

4.1.1 Overview of South Africa's international relations

A. The nature of conducting bilateral relations between states has changed dramatically within the last decade. Bilateral diplomatic relations now encompass a myriad of different fields linked to globalisation. Many states have now developed bilateral cooperation partnerships with each other, which take different forms e.g. binational commissions (BNCs), bilateral technical cooperation agreements, bilateral consultative mechanisms, etc.

States now meet and forge closer ties on a bilateral level more than ever before. Regional ties are also on the increase as a strategy to positively deal with the challenges of globalisation. The regional economic communities (RECs) in Africa such as the Southern African Development Community (SADC), Economic Community of West African States (ECOWAS), Common Market for Eastern and Southern Africa (COMESA) etc. are classic examples of this.

B The contemporary international, political and economic system has evolved in a multiplicity of fora, conferences, summits and meetings, both multilateral and bilateral. For South Africa's effectiveness and strategic positioning vis-à-vis this environment, it is imperative that a structured policy approach be adopted which would:

- govern a coordinated approach and participation in this new international environment
- ensure the implementation of a structured approach to international meetings, predicated on a thorough preparatory process (e.g. predictable meeting cycle preparation) with clear objectives, directives and strategies to positively influence the outcome of these international conferences, summits and meetings, consistent with South Africa's foreign policy priorities
- ensure that only officials with clearly defined roles, based on substantive understanding and with the ability to lead and manage the dynamics within the delegation, should be authorised to participate in these meetings.

C South Africa's greatest challenge regarding international conferences, summits and meetings thus far has been in the following areas:

- the size of delegations
- the absence of preparations at national level, resulting in delegations meeting for the first time at the conference itself
- delegations departing for meetings without ministerial approval on what policy positions should be pursued
- possible tensions within the delegation about who should take leadership
- the tendency to reduce the role of DIRCO to that of a mere logistical coordinator.

- D The increased participation in bilateral and multilateral negotiations of South African delegations, be it through the joint BNC process or at other multilateral fora, needs careful management to ensure a coherent and coordinated approach as more and more agreements are concluded flowing from these negotiations. DIRCO has the responsibility of convening BNCs where bilateral negotiations take place. Proper planning, preparation and participation in these meetings, as well as effective follow-up action after such meetings, have become essential.
- E Multilateral negotiations of new international agreements/ regimes under the auspices of international organisations are constantly taking place and South Africa's participation in these negotiations has increased.
- F In accordance with international practice and traditional diplomacy (the Vienna Conventions on the Law of Treaties, the Vienna Conventions on Diplomatic and Consular Immunities), DIRCO is the constitutionally mandated authority responsible for taking leadership and managing South Africa's foreign policy. Consistent with this mandate, DIRCO is expected to be the lead department in all matters relating to participation in international conferences, summits and meetings.



The African Union headquarters in Addis Ababa, Ethiopia

- G In view of the above, DIRCO has produced the following policy directives:

4.1.2. Guidelines for participation

- A General
- A.1 South Africa's foreign policy is generally interpreted as the externalisation of its domestic policy i.e. a better South Africa, a better Africa and a better world. The values that underpin the country's foreign policy include democracy, human rights, human dignity, non-racialism, non-sexism and prosperity for all. The custodian of South Africa's domestic policy, particularly in line with the values espoused above, are the national line-function of departments.
- A.2 All multilateral meetings and negotiations take place within a political context: multilateral negotiations involve a complexity of issues with strong political overtones, while bilateral meetings closely involve the political relations between the countries concerned. Some of the conferences/negotiations can be highly technical in nature.
- A.3 Due to the technical nature of some of the conferences/negotiations, the decision as to which department should assume the role of lead department in each case will be determined by the:
- level of expertise in relevant departments in relation to technical issues involved
 - extent to which there is foreign policy or foreign relations involvement
 - provisions of the constitutions of some of the organisations that might indicate who is expected to act as head of delegation. Thus, decisions in this respect need to be made on a case-by-case basis by DIRCO in consultation with the concerned line-function departments.
- A.4 The lead department will guide the preparation of South Africa's participation in international conferences and negotiations with the support of all other stakeholders who have been identified as contributing players.

- A.5 As DIRCO is responsible for South Africa's overall foreign relations, it should be consulted in all instances of South African participation in international conferences and negotiations, irrespective of whether such conferences and negotiations are held inside South Africa or abroad.
- B Preparatory activities prior to conferences/summits and meetings
- B.1 DIRCO and the ICTS Cluster assume the responsibility for ensuring that thorough preparations are undertaken prior to participation by South African delegations in international conferences.
- B.2 The measure of such preparation will manifest in the quality of the directives, the clarity of the objectives and a clear strategy on how to influence outcomes of conferences, summits and meetings. All DIRCO desk officials have a responsibility to submit to all the departmental structures (BMCs, DGF, EMC, ICTS Cluster and Ministry) a detailed strategy, inclusive of all the national preparatory processes, aimed at ensuring South Africa's positive influence in all outcomes of international conferences, summits and meetings.
- B.3 In the event that it is determined that South Africa has marginal interest in a specific conference, a decision shall rest with the senior management whether South Africa should participate or not. All desk officials must provide a coherent networking system which brings all the relevant national actors together. This networking is at a functional level and should form part and parcel of the responsibility of all desk officials within DIRCO. Officials must maintain an up-to-date contact list for every thematic issue within their portfolio which reflects the details of all national partners and stakeholders associated with their activities and who in most cases, shall form part of the delegations to conferences, summits and meetings. It should be understood that it is these partners and stakeholders who are instrumental in the formulation of our national positions on a variety of issues, which are subjects of discussion at international conferences, summits and meetings.
- B.4 Proper planning is essential to maximise South Africa's ability to advance its interests at conferences and negotiations. The pre-identification of all conferences arising in the following year is necessary so that proper planning can take place. Such planning should take place in the context of the ICTS Cluster, whose various committees should include this activity in their work plans.
- C Regardless of who the technical lead department is, it is recommended that the specific department should be in consultation with DIRCO to:
- C.1 Identify all relevant sectors of interest in the conference or negotiations, including sectors such as the economy, industry, agriculture, mining, forestry, tourism, environment, health, etc.
- C.2 Identify stakeholders and expertise within the public and private sector, including the provinces, academia, scientists, industry, non-governmental organisations (NGOs), community-based organisations (CBOs) and other experts with relevant expertise or interests.
- C.3 Establish an interdepartmental substance committee in cases where the interests of several departments and other stakeholders are involved. The purpose of such an interdepartmental substance committee is to facilitate interdepartmental consultation and policy discussion.
- C.4 Arrange for interpretation facilities, especially where the negotiations are of a technical nature and interpreters are not provided, as it may be the case at multilateral negotiations.
- D The Interdepartmental Substance Committee will take note of the views expressed by all stakeholders on issues of concern and on policy positions that South Africa should consider adopting. This is particularly the case when the international conventions/agreements will have implications for them.

- E The regional views, such as those of the SADC, the African Group, and G77+China must be established and taken into consideration. Regional positions are usually formulated at regional level before the negotiations on the same issues take place at international level. The lead department, when it is not DIRCO, should consult DIRCO in this regard.
- F It is important that consistency prevails with regard to policy positions adopted at regional and international level. South Africa cannot advance different positions on the same issues at different fora.
- G The Interdepartmental Substance Committee should, among other things:
- Obtain and study the relevant conference documents and arrange preparatory meetings of delegates.
 - Identify and prioritise the major issues of concern to South Africa.
 - Take notice of government policy on the issues that will form the focus of the conference and negotiations.
 - Ensure that planning is within the parameters of existing government policy. In this regard, the balance of national interests represented by different government departments, as well as views expressed by the provinces, and private and non-government sectors should be taken into account.
 - Refer any questions regarding government policy or any policy recommendations on significant issues to the relevant Minister(s) for clarification or endorsement.
 - Take regional positions into account.
 - Consult with principals on whether South Africa should draft or co-sponsor any resolutions or support candidatures.
 - If differences occur in respect of decisions to be taken, the views of DIRCO must be reflected and disputes need to be referred to higher levels within DIRCO and the line-function department (Director-General [DG] or higher).
 - Prepare briefing documents or directives based on the policy decisions.
- G.1 In general terms, these directives should:
- Outline the major objectives and priorities for the conference or negotiations.
 - Provide specific and detailed instructions in relation to key priority issues.
 - Provide more general instructions in relation to lower priority issues.
 - Provide relevant background information, which the delegation may need during the conference or negotiations.
 - Prioritise issues to assist the delegation to allocate resources appropriately.
 - Determine the size of the delegation on the basis of the criteria outlined by the Interdepartmental Substance Committee.
 - Clearly allocate specific tasks to specific members of the delegation.
 - Decide on lobby actions. Where advance lobby actions are required in support of South African policy positions or candidatures, DIRCO will instruct its missions to initiate this by means of bilateral or multilateral actions. DIRCO will keep other interested parties informed of progress in this regard.
 - Study the Rules of Procedure, since a thorough knowledge of this document is required to optimise the impact of a country's participation in a conference. All delegates should familiarise themselves with the Rules of Procedure of the conference in question. While the Rules of Procedure for the United Nations (UN) and its functional committees, albeit very elaborate, are fairly standardised, most other organisations have their own Rules of Procedure. The Office of the Chief State Law Adviser (IL) can assist with the interpretation of the Rules of Procedures.
- G.2 Decide on the composition of the delegation. In this regard, the following should be noted:
- The size of delegations should be limited to representatives from government departments who can make a meaningful contribution and have a specific duty to perform.
 - A legal adviser from the Office of the Chief State Law Adviser should be included where necessary.
 - Members of Parliament, provincial legislatures and provincial

government officials may from time to time be included in delegations. Any expenses (travel, accommodation, etc.) related to their participation should be covered by the relevant parliamentary or provincial budgets.

- Delegates who have completed the tasks assigned to them can return home and need not stay until the end of the meeting.

G.3 Delegates should familiarise themselves with these directives:

- Special experts and/or specialist-interested representatives from NGOs can be considered to become members of delegations if their inclusion can help further the interests of South Africa. The following considerations should apply in this assessment:
 - the degree to which a non-governmental representative could bring technical expertise to the delegation
 - whether such participation would increase the NGO's understanding of relevant international issues
 - whether NGO participation might assist in the implementation of the final international agreements and instruments.

G.4 Where it is decided to include non-governmental representatives on official delegations, such representatives:

- must agree to adhere to the directives of the delegation and accept the authority of the leader of the delegation
- must respect the confidentiality of any confidential documentation made available to them, and of all related discussions, whether within the delegation or between delegations
- should provide the delegation with a copy of any report they may prepare on their participation in the meeting
- must sign an undertaking agreeing to the above conditions prior to approval being given for their participation in the delegation (Please see Annexure A).

G.5 At some international conferences, provision is made for separate NGO participation. In such cases, the NGOs are responsible for their own costs and other arrangements. DIRCO may advise them on practical matters.

DIRCO will, among other things:

- advise on the political background relevant to the meeting
- provide up-to-date analyses from an international perspective on key issues and objectives
- undertake any lobby actions that might be necessary
- supply official documentation if necessary
- assist in providing information on organisational issues, transport and accommodation arrangements where necessary
- provide any additional information required for the purposes of the conference/negotiations, including organisational matters.

If private-sector or other non-governmental experts are to take part in international conferences, facilitate their accreditation in an appropriate manner.

G.6 It is also the responsibility of DIRCO to prepare the credentials of the delegation to multilateral negotiations/conferences where they are required, in order for the Minister of International Relations and Cooperation to sign and deposit the credentials at the correct depository at the start of the proceedings.

- The full names of all participants need to be reflected on the credentials. No name will be included in the credentials if the role of that member of the delegation has not been clarified and motivated.
- In all cases, the composition and leadership of delegations should be determined in advance of the meeting.

G.7 It is accepted international practice that the leader of the delegation will be the South African Permanent Representative accredited to an organisation (UN, African Union [AU]); unless some other arrangement has been agreed upon in consultation with DIRCO.

G.8 The Head of Mission in the country where the meeting is taking place can also act as head of the delegation.

G.9 Where a Minister or Deputy Minister attends negotiations or conferences, he or she may assume the role of leader of the delegation, regardless of his or her portfolio responsibilities.



Leaders of G20 at the Seoul Summit 2010

G.10 A deputy leader of the delegation should in all cases be identified to assume responsibility in the absence of the leader of the delegation.

G.11 The size of the delegation will be determined by the following issues:

- number of seats at the summit/conference
- the number of breakaway sessions influencing the outcome of the summit/conference
- expertise within the delegation; it is not necessary to have many experts travelling to a summit/conference if thorough preparations have been made and included in the briefing document.

4.1.3 Conduct during the conferences/summits/meetings

A The leader of the delegation or, in his/her absence, the deputy leader of the delegation will be responsible for:

- Paying a courtesy call on the Head of the South African Mission in the country.
- Making all policy decisions required during the meeting, including the co-sponsoring of resolutions, in consultation with DIRCO as required and coordinating all reporting to headquarters.
- Deciding on requests for support of policy positions or candidatures. When such requests are received, the matter should be considered in very close cooperation with DIRCO, since wider foreign policy issues or issues related to international relations or quid pro quos may be involved.

- Conducting regular delegation meetings.
 - Supervising the lobbying of other delegations.
 - Allocating responsibilities and resources within the delegation.
 - Media liaison and interviews. No new policy statements with foreign relations implications may be made at international conferences unless they are cleared with DIRCO.
- B Foreign policy issues or issues related to international relations that may arise during the course of a conference must in all cases be managed in cooperation with DIRCO.
- C DIRCO will have the following responsibilities during the conference or negotiations:
- C.1 all issues involving foreign policy or international relations, including lobbying of capitals and relevant organisations and institutions as well as international organisations
- C.2 all international legal issues in relation to treaties, conventions, etc.
- C.3 representation in and liaising with intergovernmental groupings of which South Africa is a member (SADC, African Group, G77)
- C.4 providing advice on support for policy positions and candidatures
- C.5 liaising with the UN, AU or other relevant secretariats
- C.6 organisational issues such as speakers' lists, documentation and conference procedure
- C.7 liaising with relevant South African diplomatic missions
- C.8 protocol matters.
- D The local South African Diplomatic Mission will, if required, be responsible for:
- D.1 Advising on and facilitating communication between the delegation and South Africa, including the dispatching of reports.
- D.2 Assisting with documentation and certain administrative arrangements.
- D.3 Additional assistance with secretarial support, local transport,



Flags of countries comprising the BRICS formation

- accommodation and travel services, as well as the provision of a liaison officer or expert adviser who may be provided at the discretion of the mission in special circumstances, dependent on the resources available to the mission. Delegates should endeavour to make their own arrangements wherever possible.
- D.4 In cases where the local Diplomatic Mission is a multilateral post, also providing advice on UN procedures and the political context of developments during the conference or negotiations.
- E All members included on a delegation will be required to ensure that:
- E.1 Arrangements are made with their respective headquarters in South Africa, for prompt response with regard to requests from the delegation for advice or instructions. (This will usually mean that an immediate response is required, pertaining to the nature of international meetings).
- E.2 Participating in the conference/negotiations, and reporting and acting in accordance with the direction of the leader of the delegation.

F Responsibilities after the conferences/summits and meetings

F.1 At the conclusion of the conference or negotiations, a meeting of the delegation should be held to evaluate the success of participation and, if applicable, draw up recommendations on follow-up and future participation.

F.2 The leader of the delegation will coordinate the preparation of a report on the conference or negotiations. This report should be cleared before finalisation by all government department representatives who participated in the delegation.

F.3 It may also be necessary to:

- brief government, parliamentary committees and officials on the outcome of the meeting, and propose steps for follow-up
- brief the private sector and NGOs in a situation where this is considered to be appropriate
- comply with the requirement for further inputs by submitting it to the secretariat of the relevant organisation or convention, through the relevant South African Mission
- ensure the implementation of the obligations contained in the agreements.

F.4 All departments involved in negotiations are obliged to keep DIRCO informed of all follow-up actions/events coming from the negotiations or conference.

4.1.4 Budgetary arrangements

A Full participation in the work of international organisations implies various aspects of representational as well as financial responsibility by responsible technical departments.

B Departments should therefore take note of the consequences of their participation and make timely budgetary provision. The most important aspects of budgetary provision are the following:

- membership fees or contributions to the budget of an organisation

- pledges
- voluntary contributions to technical development or research funds
- cost of attendance of delegates at conferences and other international meetings, including costs of possible delegation receptions or lobbying lunches
- attendance of meetings of technical committees, or intercessional meetings
- provision for hosting conferences or meetings in South Africa
- provision for publishing a national report if required.

4.2 Guidelines on official visits abroad

4.2.1. Communication with the Department of International Relations and Cooperation

A DIRCO should be the entry point for all matters relating to international relations of national, provincial and local government as well as of other institutions of state.

B National departments should continue to engage the relevant bilateral or multilateral desks at DIRCO's head office.

C With respect to international engagements of members of the Executive, it is advised that members should adhere to the procedures as contained in the *Handbook for Members of the Executive & Presiding Officers*, which states that ministers and deputy ministers should:

C.1 approach the President in writing in advance of a planned official visit abroad, to request approval for the intended visit and the appointment of an acting Minister

C.2 inform the Minister and the DIRCO timeously of intended international visits in order for DIRCO to:

- advise on any related matter that may be taken into consideration
- enable heads of mission abroad to render the best possible assistance where required.

- F The Directorate: Intergovernmental and Provincial Protocol (DIPP) of the Branch: State Protocol in DIRCO will be the point of entry for the following stakeholders:
- F.1 **Provinces:** premiers, provincial speakers, provincial legislatures, MECs, provincial DGs, senior officials, provincial portfolio committees, international relations and intergovernmental structures and protocol officers
- F.2 **Local governments:** metropolitan mayors, mayors, councillors, chief executive officers (CEOs), municipal managers, protocol officers, intergovernmental structures and the South African Local Government Association
- F.3 **National House of Traditional Leaders:** traditional monarchs recognised by government, CEOs of national and provincial houses of traditional leaders, protocol officers and intergovernmental structures.
- G DIRCO may from time to time investigate, negotiate and formalise special arrangements of cooperation with other institutions of state, to enhance and better facilitate the conduct of South Africa's international relations.

4.2.2 Pre-visit preparation

In preparation for international visits, the following are essential:

- A Availability of funds.
- B With respect to bilateral visits, DIRCO's bilateral desks or the DIPP should be informed of the planned visit well in advance, at least six weeks prior to departure. With respect to multilateral engagements, DIRCO (relevant multilateral desk) should be informed at least two months prior to the event or meeting.
- C The overall purpose and objective of the visit, including detailed information on the status and specific fields of interest, which will enable South African missions to organise and prepare a detailed programme.
- D The level at which officials wish to have appointments i.e. government opinion-makers or specialised technical personnel.

- E A programme that sets out the various activities that have been agreed on with the host (Memorandum of Understanding [MOU]/ twinning agreements/invitation).

4.2.3 Passports and visas

A Passports

- A.1 All political principals and officials travelling abroad should ensure that they are in possession of valid diplomatic/official passports and visas. It is always advisable to have a passport that will still be valid for at least three months after the end of an international visit as many countries require this before issuing a visa.
- A.2 Diplomatic passports issued by DIRCO remain the property of DIRCO and must be returned to the Directorate: Diplomatic Immunities and Privileges after each visit if practically possible, or they should be stored in a secure place in the offices of the relevant DG/responsibility manager/premier/mayor, etc. If the holder of a diplomatic passport loses the right to hold one, it has to be returned to DIRCO without delay.
- A.3 Diplomatic and official passports are not to be used for private holidays or other private purposes. The Division: SA Diplomatic Passports/Visas of DIRCO's Branch: Protocol will not issue a note verbale for private purposes.
- A.4 Official passports are issued by the Department of Home Affairs, which has regional offices in the respective provinces and arrangements in this regard should be made directly with that department.
- ##### B Visas
- B.1 The Division: SA Diplomatic Passports/Visas at DIRCO is responsible for the issuing of notes verbale requesting visas for diplomatic and official passports. It is, however, the responsibility of officials to contact the relevant section in time to ensure that

the necessary arrangements are made. Most countries will not issue visas or any other relevant documents at port of entry.

- B.2 Officials travelling abroad must ensure that their passports, visas and all other related travel documents, funds, travellers' cheques, air tickets, medical and travel insurance are in order before departure.
- B.3 Establish how many entries are required on an overseas visit and apply for the appropriate visa at the relevant mission in South Africa directly or through the Division: SA Diplomatic Passports/Visas at DIRCO (if travelling on a diplomatic/official passport).
- B.4 Leaving the airport during a stopover, while waiting for a connecting flight, counts as one entry into that country. If in possession of a single entry visa, that one "transit entry" will render the visa invalid for another entry, even for returning to the airport for a connecting flight to the ultimate destination.
- B.5 Where applicable, delegations/visitors must ensure that they are in possession of transit visas.
- B.6 The bearer of a diplomatic passport is not exempt from obtaining or holding visas for foreign countries where required, neither is the bearer exempt from immigration and customs control in any foreign country and South Africa.

4.2.4. VIP facilities at international airports

- A VIP facilities at international airports are not guaranteed. Each and every country has its own policies and procedures.
- B VIP facilities at some international airports may be available on payment, or officials can use VIP facilities of the airlines, which are normally for first- and business-class passengers. VIP facilities are not automatically made available at the disposal of premiers/speakers/chairpersons etc. Prior arrangements should be made before departure from South Africa through the

relevant South African Mission, and where payment is required; this should be arranged with DIRCO.

- C National ministers and premiers qualify for State Protocol Lounge facilities at OR Tambo International Airport. Other stakeholders can use Airports Company South Africa facilities or airline business lounges.

4.2.5 Health

Delegates are requested to consult their medical practitioners or travel clinics for medical advice and the necessary vaccination before departure.

4.2.6 Assistance rendered by DIRCO

- A DIRCO's bilateral desks/multilateral desks/DIPP can provide assistance in preparation for foreign visits as follows:
- receive requests for assistance from stakeholders
 - inform the relevant stakeholders within DIRCO and at missions abroad and request for assistance and guidance as necessary
 - source inputs from the relevant stakeholders within DIRCO and missions abroad and communicate to the client
 - source legal opinions on multilateral/bilateral or twinning agreements from the Office of the Chief State Law Adviser – International Law
 - facilitate briefing sessions with political desks before visits, where possible
 - facilitate diplomatic passport applications and notes verbale from the Division: South African Diplomatic Passports/Visas
 - facilitate transfer of funds from stakeholders through DIRCO's Chief Directorate: Financial Management to missions abroad for payments of all expenses to be incurred during visits abroad.

4.2.7 Assistance by missions abroad

- A South African diplomatic missions abroad (high commissions/embassies/consulates-general) may:
- establish contacts for stakeholders, and draw up itineraries and where possible, accompany delegates to meetings in the host country
 - meet delegations at international airports on arrivals and departures, where possible
 - brief delegates on arrival prior to business engagements to avoid contradictions with stakeholders, where possible.
- B South African diplomatic missions may, on a cost-recovery basis, also provide support in obtaining quotations for and make arrangements for the following services:
- hotel and conference bookings
 - transport arrangements
 - VIP facilities at airports where required and where allowed by the host country
 - services of interpreters, etc.
- C Where the required quotations are obtained by the relevant South African Mission, the visiting delegations must:
- select the services required from the quotations obtained
 - ensure the transfer of necessary funds to the relevant Mission through DIRCO's Chief Directorate: Financial Management.
- D The requesting department or institution must, through its Chief Financial Officer (CFO), forward a letter requesting assistance at least 10 working days prior to the trip to DIRCO's CFO, specifying the type of services required, names and numbers of officials for whom the service is required, and proof of advance payment into DIRCO's account.

4.2.8 Payments on behalf of delegations abroad

- A South African missions abroad may, against proof of payment

(as verified by the Chief Directorate: Financial Management) beforehand by the visiting entity to DIRCO, undertake the payment of those services specified by the CFO of the visiting entity in the letter of request to DIRCO, and for which provision for payment had been made.

- B The visiting entity, through its own internal processes, will attend to expenses of a private nature that may be incurred by its officials during a visit. DIRCO will not be responsible for collection/recovery of amounts from individual officials of the requesting entities.

4.2.9 Subsistence and Transport Allowance (S&T)

- A S&T should be used for any incidental expenses such as (taxi, telephone, fax and e-mail) and also beverages and meals taken by members of the delegation. (Where hosts offer a lunch or dinner, this is just a courtesy to the delegation). Missions are not allowed to pay for meals taken by South African delegates.

4.2.10 Reports by stakeholders

- A Stakeholders are requested to provide DIRCO with detailed reports within one month after returning from visits abroad. This would enable South Africa's embassies/high commissions to make follow-ups on behalf of stakeholders, should the need arise. Reports will also be submitted to other stakeholders who wish to undertake similar study tours or projects so as to enhance better utilisation of South Africa's limited resources. DIRCO will manage and act as custodian of the reporting database.

4.2.11 General hints

Some important hints which should be taken into consideration:

- Always pay a courtesy call to South African missions abroad.
- It is customary that thank-you letters are written to hosts/interlocutors and DIRCO is more than willing to forward these letters from the stakeholders to the relevant hosts abroad.

- It is customary to take small gifts (cuff links, pens, scarves, books, etc.) for hosts/interlocutors to be handed over after the meeting, but please liaise with the relevant South African Mission regarding any specific protocol pertaining to exchange of gifts in the host country.
- It is customary to tip waiters, drivers, taxis and hotel attendants, etc. when travelling abroad.
- Ensure that all members of a delegation have a sufficient supply of business cards.
- If required, activate your cellphone for international roaming. Do this with your service-provider. Telephone calls abroad are expensive. Otherwise, missions can be requested to rent local phones (at the visiting official's expense), which has proven to be a cheaper option.
- Be punctual at all social events and appointments.
- Attend functions, dinners and cocktails to which you are invited and have accepted. By not turning up, the hosts might feel insulted and it may reflect negatively on South Africa.
- Adhere to the dress code indicated on the invitation.
- Prepare yourself or the delegation properly before attending meetings.
- Ensure that proper travel insurance against any mishap abroad (severe illness, death and loss of baggage and personal belongings) is acquired from your travel agent before departure. Medical services in foreign countries are expensive.
- Ensure that you are *au fait* with the customs and traditions of countries to be visited. DIRCO or the South African missions abroad will be able to advise on the customs pertaining to their countries of accreditation.
- It is recommended that the size of official delegations be kept to the minimum of four to six officials, as this will simplify logistical arrangements.
- If DIRCO is informed in time, it could arrange for profiles of the countries to be visited to be forwarded to the delegations before their departure. In cases where an in-depth knowledge is required, a briefing by the relevant political desk could be arranged.

- Ensure that your passport is valid for the duration of your trip and at least three months after the end of the visit as this is required by many countries before issuing a visa. Apply for appropriate visas timeously.
- Foreign passport-holders who live in South Africa should ensure that their re-entry permit is valid.
- Purchase your foreign currency and travellers' cheques through any *bureau de change* or your bank before departure from South Africa.

4.3 Guidelines on the role and functions of South African missions abroad

- 4.3.1 The Heads of South African Missions act as the representative of the Head of State or the Government and on behalf of the Minister of International Relations and Cooperation. He/she represents South Africa in the full scope of its international relations and serves as a mouthpiece of the Head of State or the Government, depending on the nature of his/her representation. It is expected of him/her to coordinate and execute the Republic's policy on behalf of the Minister of International Relations and Cooperation and to manage the leadership and chief executive role in the sphere of government policy and interstate (government-to-government) relations.
- 4.3.2 Where it is deemed desirable, officials from other departments are attached to missions for specific tasks. The attachment of such officials is effected under the umbrella of the Head of Mission's accreditation/appointment at the receiving State; they constitute a part of his/her retinue and are subject to his/her authority, as he/she is also accountable vis-à-vis at the receiving State for their actions.
- 4.3.3 Where it is the purpose of a mission abroad to manage South Africa's interests within a certain country, it must be accepted that this objective can only be achieved by means of the joint pursuit of all the various departments represented there. Such a joint objective cannot be successfully pursued by independent or unilateral actions by each department's component at a mission.

- 4.3.4 It is expected of all attached persons at a mission, and especially the divisional heads, to accept the Head of Mission as CEO who “on the management terrain” will identify with each of the departments’ aims and pursuits. Divisional heads must give loyal support and cooperation to the Head of Mission, in being conversant with the functional work field and aims of other divisions in the Mission and consciously promote cooperation within connected spheres. The tendency towards isolation must be opposed and they must not interfere in the foreign sphere without having firstly consulted the Head of Mission or the political division of the Mission.
- 4.3.5 In the case of a difference of opinion with the Head of Mission over the best manner of action in any important matter, especially if it is a matter of policy, a representative of a department may, although he/she must for the interim still obey the Head of Mission, request that his/her decision be submitted to the Minister of International Relations and Cooperation for reconsideration together with the Minister of the department which he/she represents.
- 4.3.6 For disciplinary purposes, all attached and visiting officers on official duty abroad are under the supervision of the Head of Mission concerned who, in turn, is accountable for his/her actions and conduct to the Minister of International Relations and Cooperation of the country concerned.
- 4.3.7 Obviously, representatives of other departments at a mission will also have to keep direct contact with their head offices in South Africa over aspects of their activities which do not concern South Africa’s interstate relations.
- 4.3.8 These guidelines should be read in conjunction with the sections on the role of South African missions abroad in the documents *Guidelines to South African Participation in International Conferences, Summits, Meetings and Guidelines on Official Visits Abroad*.



Leaders of SADC at the Summit in Angola, 2011

4.4 Guidelines on interaction with foreign missions and international organisations accredited to South Africa

- 4.4.1 In accordance with international practice and traditional diplomacy (the Vienna Conventions on the Law of Treaties and the Vienna Conventions on Diplomatic and Consular Immunities), DIRCO is the constitutionally-mandated authority responsible for taking leadership and managing South Africa’s foreign policy and relations. As such, DIRCO is and should be the first point of contact between any South African government entity and any foreign mission or international organisation accredited to South Africa.
- 4.4.2 This is not merely an internationally accepted practice in international diplomacy, but serves the very important function of facilitating the effective coordination of all aspects of the country’s international relations and interaction on whatever level it takes place. In addition, DIRCO’s experience and know-how in international diplomatic practice provides a very important safeguard to ensure that South Africa’s international relations are conducted in a correct and internationally accepted way, thus avoiding practices which might lead to embarrassment or even more tangible negative consequences.

- 4.4.3 National departments, provinces and local government entities should therefore channel their approaches to foreign missions or international organisations accredited to South Africa through the relevant functional business unit or desk at DIRCO.
- 4.4.4 DIRCO is divided into business units/desks, which are either geographical (in the case of bilateral relations) or thematic (in the case of international relations). This makes it very easy for government entities to identify the correct point of contact for their specific enquiry.
- 4.4.5 Foreign missions and international organisations accredited to South Africa are already, by the very nature of their day-to-day activities, aware of their corresponding business unit/desk at DIRCO. They should similarly be encouraged, by any South African government entity with which they make contact, to channel their interaction with the South African Government through the relevant business units/desks at DIRCO. This would not be a strange or uncommon request to them as they are very well aware of the fact that such an approach is in accordance with international diplomatic practice.



Minister Maite Nkoana-Mashabane addressing delegates at DIRCO's conference centre

4.5 Policy on the nomination and election of candidates to international organisations

4.5.1 Background

The need has been identified to elaborate on guidelines and establish an agreed set of criteria for a consistent and coordinated South African approach in respect of the nomination, support for and election of candidates in elections to international organisations.

The elaboration of these guidelines and criteria entails the following:

- identifying strategic vacancies where South Africa has the skills and capacity to play a constructive role, and proposing these opportunities to departmental principals
- evaluating other countries' candidatures
- synchronising these national processes with those at regional level, e.g. through the SADC and the AU Ministerial Committee on Candidatures.

4.5.2 Policy statement

A coordinated approach to candidatures for election to positions in international organisations is an important strategic element in achieving South Africa's foreign policy goals and objectives.

4.5.3 Scope of application

This policy shall be applicable to multilateral and bilateral business units and missions within DIRCO, as well as all line departments and parastatals participating in the activities of such entities through membership of international organisations.

4.5.4 Policy objectives

The objectives of this policy shall be to ensure that, through a strategic and coordinated approach:

- An agreed set of criteria, as set out in this policy, is consistently applied to determine support for other candidates.
- South Africa's support for candidates from other countries in elections to international organisations is coordinated with the

objective to gain the maximum advantage from such support.

- Maximum advantage is obtained from supporting other countries by declaring support for their candidates in advance of elections to negotiate reciprocal agreements.
- Sound recommendations and motivations, including accepting or initiating offers of reciprocal support, are provided to departmental principals for support/non-support of candidates for positions in international organisations.
- The most suitable candidate/s from the region is/are identified and the candidature/s of that/those member state/s promoted to advance South Africa's interests, the interests of the subregion and of Africa as a whole.
- A database is created and maintained, reflecting all requests for support, declared support and reciprocal agreements in respect of candidatures in international organisations.
- Opportunities where South Africa should be elected to international organisations are identified in a timely manner. Recommendations to departmental principals are made in respect of vacancies in international organisations in which South Africa can play a strategic role.
- A Committee on Candidatures, which will consider all requests for support and make strategic recommendations to departmental principals in respect of support/non-support, reciprocal agreements and any other considerations in respect of elections to international organisations is institutionalised at senior management level, with the Chair and members appointed in writing.
- A mandated policy framework provides for the coordination and management of all issues relating to elections and candidatures.

4.5.5 Policy mandate

The mandate for this policy stems from the DIRCO's principal role as the coordinator of foreign policy, as reaffirmed at the Cabinet Lekgotla of January 2007.

4.5.6 Definition of terms

Africa Group	An electoral group, which also functions as a caucus group. It is composed of all states in Africa, including the island states of the Eastern Atlantic Ocean and Western Indian Ocean. Encompasses geographical distribution of the five regions.
African Union (AU) Ministerial Committee on Candidatures (within the international system)	A "Standing Nominating Committee" of the Executive Council of the AU. It meets twice a year concurrently with the AU Executive Council. Comprises 15 members in conformity with the geographical distribution of the Bureau of the Assembly of the AU.
Bilateral criteria	Criteria set out in this policy are relevant to bilateral relations and must be applied by the Committee on Candidatures when considering whether to support a candidate.
Candidature	Country or individual that has declared their candidacy for (a) position(s) in (an) international organisation/s. Submitted according to the rules and procedures of the particular organisation.
Clean slate	When the number of vacancies are more than or equal to the number of candidates and the candidatures have been endorsed by the relevant electoral groups.
Committee on Candidatures	A committee established within DIRCO, consisting of representatives from the two multilateral branches within the department.
Electoral groups	The groups into which delegations are divided for electoral purposes and for other purposes where geographical equity or representation is sought (i.e. the distribution of bureau positions in a large conference).
Endorsed candidate	A candidate supported by a regional or an electoral group.
United Nations (UN) System	Generic term used in this policy, referring to all intergovernmental organisations of which two or more states are members and includes organs established in accordance with the UN Charter, related UN organs and programmes, specialised agencies and autonomous bodies brought into relationship within the UN and various ad hoc organs and programmes.

Multilateral criteria	Criteria set out in this policy that are relevant to multilateral relations and must be applied by the Committee on Candidatures when considering support for a candidate.
Non-pluralism	Africa Group criterion to ensure that a country is not represented on too many bodies simultaneously.
Reciprocal agreement	A generic term used in this policy when referring to an arrangement made between South Africa and another country or between regional groups/electoral groups to support one another's candidate/s either in the same or for a separate election in organisations considered to be of equal weight. Also used in this policy to refer to mutual support and/or exchange of votes.
Regional organisations	Organisations that perform a similar function to the UN, but restricted to a particular region. They are not part of the UN System, but cooperate closely with UN agencies.
Secretariat	In this policy referring to the unit within DIRCO, responsible for coordinating and administering aspects pertaining to this policy as mandated.
Specialised agency	An autonomous international organisation, joined to the UN through a special agreement.
Weighting	Organisations/positions seen as being of equal importance/standing.

4.5.7 Framework for Implementation: Committee on Candidatures

A. Composition of the Committee on Candidatures

A Committee on Candidatures shall be established at senior official level within DIRCO to make proposals to departmental principals on support for candidates. It shall be constituted as follows:

- a chairperson with the rank of Chief Director will be appointed in writing by the DG
- at least another six chief directors from the respective line-function business units will be appointed in writing by the DG to serve on the committee
- the Director of the Business Unit with direct responsibility for candidatures

- the Subdirector from the aforementioned Business Unit will act as Secretariat
- representatives from line departments and other stakeholders who have an interest in specific elections will be invited to participate in meetings where such elections are to be discussed.

B. Responsibilities

The Committee on Candidatures will be responsible for the following:

- considering proposals from the responsible desks, other line departments or stakeholders in accordance with this policy
- identifying and recommending nomination of South Africa and South African experts to vacancies in international organisations to gain strategic advantage from serving in such international organisations
- considering offers of reciprocal support, exchange of vote, or similar undertakings and providing recommendations to departmental principals in this regard
- making recommendations of support for candidates to departmental principals.

C. Rules of Procedure

The Committee on Candidatures will draw up its own Rules of Procedure. The meetings of the Committee on Candidatures will be formal, minuted and convened well in advance.

D. Role players and responsibilities

Role players	Responsibilities
Chair of the Committee on Candidatures	<ul style="list-style-type: none"> • Presides over the Committee on Candidatures. • Signs off submission to departmental principals containing recommendations made by the Committee on Candidatures. • When required, present the Committee on Candidature's recommendations to departmental decision-making fora.

Secretariat	<ul style="list-style-type: none"> Establishes and maintains a comprehensive database of declared candidatures, requests for support and arrangements of reciprocity in consultation with relevant multilateral and bilateral desks. Compiles and maintains a schedule of election dates to synchronise meetings of the Committee on Candidatures with meetings of departmental decision-making fora. Drafts submissions, capturing the recommendations, as made by the Committee on Candidatures for approval by departmental principals. Once approval is received for a voting grid involving elections in intergovernmental organisations, bodies and programmes within the functional responsibility of another line department, submit for signature a communication from the Minister of International Relations and Cooperation to the Minister concerned conveying the recommendations of support/non-support for the respective candidates. Notifies members of the Committee on Candidatures of meetings. Coordinates with the Branch: Africa Multilateral and the Mission in Addis Ababa in respect of endorsements of African candidates by the AU Ministerial Committee on Candidatures. Incorporates recommendations relating to reciprocity, requesting departmental principals' approval to pursue and disclose. Responsible for taking minutes of the meetings of the Committee on Candidatures. Acts as central point of receipt for all notes verbale pertaining to elections. Informs departmental principals of previous commitments made. Informs DIRCO principals of proposals for reciprocal support. These not only include offers received, but also offers initiated by South Africa. Captures decisions of the AU Ministerial Committee on Candidatures in the database. Informs all stakeholders of the decisions of the AU Ministerial Committee on Candidatures. Provides the relevant missions and desks with approved voting grids for elections. Provides election results received to all members of the Committee on Candidatures.
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DIRCO business units with direct responsibility for multilateral/international organisations	<ul style="list-style-type: none"> Submit motivation to the Committee on Candidatures for support/non-support/reciprocity, bearing in mind the criteria identified in this policy. Advise the Committee on Candidatures about the Rules and Procedures of the relevant organisation holding elections. Secure attendance by line departments/stakeholders of meetings related to their area of responsibility. Inform the Secretariat of proposals relating to reciprocal support. When approved, inform foreign representatives in South Africa of South Africa's support. Inform Secretariat of reciprocal agreements which have been offered or are being offered. Keep Secretariat informed of ministerial discussions and decisions in respect of candidatures. Keep Secretariat informed regarding possible commitment made by principals.
Line departments	<ul style="list-style-type: none"> Consult with and advise DIRCO regarding support/non-support for candidates in areas within their functional responsibility. Forward all notes verbale received, relating to candidatures and/or elections, to the Secretariat, as central point of coordination. Make technical and expert inputs in evaluating candidates for election to expert bodies. Consult, at appropriate level, within their department regarding support/non-support for (a) candidate/s. Attend meetings of the Committee of Candidatures upon invitation, fully mandated by their respective principals.
Bilateral desks	<ul style="list-style-type: none"> Forward all notes verbale, relating to candidatures and/or elections, to the Secretariat, as central point of coordination. Inform the Secretariat of offers for reciprocal support proposed during high-level bilateral discussions. Provide motivation for support/non-support of (a) candidate/s based on bilateral criteria. Attend meetings of the Committee on Candidatures on invitation to make a bilateral input.

South African missions	<ul style="list-style-type: none"> • Submit all requests related to elections, candidatures and reciprocal agreements to the Secretariat for coordination. • Provide recommendations based on institutional knowledge of the organisation and candidates involved. • Inform the Secretariat of offers for reciprocal support proposed during high-level bilateral discussions. • Assist with lobby actions on behalf of South African candidates.
All missions with multilateral responsibilities (Additional)	<ul style="list-style-type: none"> • Submit to the Secretariat a schedule of upcoming election dates, including deadlines for putting forward candidatures. • Inform the Secretariat of vacancies, candidatures, requests for support, etc, received from other countries. • Inform the Secretariat of reciprocal arrangements made. • Provide the Secretariat with CVs of candidates, in the case of expert bodies. • In expert bodies, evaluate participation of candidates, as well as their contribution and motivate support for a particular expert. • Apply the multilateral and bilateral criteria identified herein in the process of advising on the most suitable candidate. • Advise on the methodology and Rules of Procedure applicable to the particular election, including composition of electoral groups, and allocation of seats to each group (where applicable). • Implement decisions relating to elections taken by departmental principals.
Mission in New York (Additional)	<ul style="list-style-type: none"> • During the first quarter of each year, submit to the Secretariat, the Africa Group schedule of all vacancies within the UN System. • Inform the Secretariat in a timely manner regarding regional endorsement of candidates.
Mission in Addis Ababa (Additional)	<ul style="list-style-type: none"> • Inform the Secretariat in a timely manner of meetings of the AU Ministerial Committee on Candidatures and timelines for the submission of South African candidates to be endorsed by the AU. • Advise the Secretariat regarding requests for endorsement from AU member states. • Report to the Secretariat outcomes of the AU Ministerial Committee on Candidatures as endorsed by the AU Executive Council.

4.5.8 African Union endorsement of candidatures

A Policy considerations

South Africa's support for (a) candidate/s shall be based upon/informed by the AU endorsement process.

South African candidates/nominations shall be submitted in a timely manner through the AU endorsement process. The submission of candidates for AU endorsement shall be processed by the responsible multilateral desk, through the Committee on Candidatures.

B African Union endorsement process

In order to obtain AU endorsement of a South African candidate, the latter must be submitted to the AU Ministerial Committee on Candidatures through the AU Commission, at least two months prior to the sessions of the AU Executive Council for consideration of the council.

This will be before the:

- end April/beginning May (for June Executive Council session)
- beginning November (for January Executive Council session).

South Africa must submit its candidatures with accompanying CVs of a maximum of three pages in at least two AU working languages (i.e. English, French, Arabic or Portuguese), and where applicable, a personal statement outlining the vision and programme of the candidate. The official communication must also indicate the actual date and venue of the elections for which the candidatures are being submitted.

For purposes of submitting candidatures for endorsement, the necessity of in advance and in a coordinated fashion identifying those bodies/agencies or positions (bureaus) for which South Africa wishes to present its candidatures is important.

C Criteria for South African support for candidates other than experts.
The following criteria (listed in no particular order) will be considered in determining support for (a) candidate/s:

D General criteria

- In the case of an African candidate: endorsement by the AU, or Africa Group operative at the headquarters of the organisation where the election will take place.
- The general principle of endorsement by an electoral/regional group (clean slate).
- South African national interest.
- Strategic foreign policy priorities.

E Multilateral criteria

- Compliance with election criteria.
- Reciprocal agreements.
- The track record or past performance or substantive contribution of the member state.
- The member state's commitment to multilateralism: this is measured, for example, by the relevant state's ratification of, or adherence to, applicable UN conventions or other international legal instruments.
- Active support for South Africa's policy positions at multilateral level.
- Active support for the promotion of African/regional interests within the international system.
- Commitment to South-South cooperation.
- Balance between re-election (stability) and new candidates (rotation).
- Capacity-building (giving preference to smaller countries where bigger countries dominate elections year after year).
- Ability to generate/contribute capacity.
- Equitable geographical representation.

F Bilateral criteria

- Historical relationship.
- Strategic relationship.
- Strategic advantages to be gained: among other things, the level of foreign assistance in support of national and regional New Partnership for Africa's Development (NEPAD) development efforts.
- Existing agreements, such as JMC and JBC.
- The need to consolidate or improve bilateral relations.
- Similarity in political/socio-economic approach to the Non-Aligned Movement, Group of 77 and other organisations of the South.

4.5.9 Criteria regarding election of experts in international organisations

The following criteria applies:

- endorsements
- reciprocal agreements
- equitable geographical representation
- candidate's qualifications, competencies and experience
- candidate's international repute and recognition
- compliance with election criteria of the international organisation
- candidate's active contribution to the activities of the organisation
- commitment to development issues
- commitment to African priorities and positions
- commitment to or support for South African priorities and positions.

4.5.10 Criteria for entering into reciprocal agreements

- Shall only be considered when there is no agreed clean slate within the electoral group.
- Compliance with election criteria.
- Previous/other commitments.
- Weighting/importance of organisation.
- Need for support.

- Whether or not it serves a strategic purpose.
- Timeframes: in principle, reciprocal agreements shall not be entered into too far ahead of time.

4.5.11 Policy of disclosure

To obtain the maximum strategic benefit from the support offered to other countries, South Africa, once a decision is reached to support a candidate, shall declare such support verbally and/or in writing by note verbale, if directed so by departmental principals.

In the submission of each voting grid, the Secretariat of the Committee on Candidatures shall request the approval from departmental principals for the responsible multilateral desk and mission to communicate, not more than one week before the elections, South African support orally or by note verbale to the foreign representatives/Ministry of the relevant countries.

4.5.12 Recommendations for declaration of South African candidate/s

South Africa, as a member of the Africa Group and its subregional groupings, shall work within the parameters of the rules and criteria of the AU and the Africa Group in the respective UN centres when seeking election to vacant positions.

The customary rules, criteria and procedures, which have evolved within the Africa Group to select and endorse its candidates for election to UN bodies and the specialised agencies, shall therefore apply.

- The Committee on Candidatures, in consultation with the relevant desks and line departments, shall annually study the list of vacancies for member states and identify strategically important positions to be filled by South Africa in the UN system, the AU and other international and regional organisations.
- The Committee on Candidatures will make recommendations in this regard to departmental principals based on:
 - the capacity to serve
 - strategic importance of the organisation
 - the role South Africa can play.

- The Committee on Candidatures shall at the same time identify strategic positions in the secretariats of the UN System, the AU and other international and regional organisations that could be filled through the separate process of secondment. Responsible desks shall inform the Committee on Candidatures regarding strategic positions in the secretariats of the UN System, the AU and other international and regional organisations that could be filled through the separate process of secondment.

4.5.13 Criteria for the nomination of South African candidates

The following criteria shall be applied by stakeholder/s during the decision-making process regarding the nomination of a South African candidate:

- South Africa's foreign policy priorities
- positions where South Africa's capacity or skills could make a demonstrable impact
- the Africa Group's position on equitable geographical distribution of candidates/positions in the UN System, the AU and other international and regional organisations
- identification of the most suitable candidate from the region and promotion of such candidacy in order to serve South Africa's interests, the interests of the subregion and of Africa as a whole
- In recommendations in determining the strategic positions where South Africa can play a role, the Committee on Candidatures shall be guided by recommendations received from line departments, multilateral missions and delegations attending conferences or sessions of the UN System, the AU and other international and regional organisations
- the institutional capacity of South Africa to make a substantive contribution to the work of the UN System, the AU and other international and regional organisations shall also be taken into consideration
- identification of the most suitable technical expert when recommending nomination to an expert body
- compliance with the customary rules, criteria and procedures

which have evolved within the Africa Group to select and endorse its candidates for election to the UN System, the AU and other international and regional organisations.

4.5.14 Policy review

The Committee on Candidatures, in drawing up its Rules of Procedure, shall determine a timeframe for a first review of the policy and subsequent review periods.

Amendments to the policy shall be approved by all role players who approved this policy.

ANNEXURES

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ANNEXURE A

Annexure A: UNDERTAKING AS MEMBER OF THE SOUTH AFRICAN DELEGATION

I,, the undersigned, do hereby agree to the observance of the following conditions inherent to serving as a member of South African Government delegation to the _____

_____ (details of the negotiation/conference):

I agree to:

- **i)** Adhere to the directives of the delegation and accept the authority of the leader of the delegation;
- **ii)** Respect the confidentiality of any confidential documentation made available to me, and of all related discussions whether within the delegation or between delegations;
- **iii)** Avoid prejudice to the negotiating position of the Government; and
- **iv)** Provide the delegation with a copy of any report I intend utilising at the meeting.

SIGNATURE

REPRESENTING (ORGANISATION)

PLACE

DATE

ANNEXURE B

Annexure B: CONTACT FORM FOR OFFICIAL VISITS ABROAD REQUEST FOR ASSISTANCE TO BE RENDERED BY DIRCO

- Please complete the form attached and submit to the Department of International Relations and Cooperation as follows:

Visiting institution	DIRCO Branch/Unit
Ministerial or Deputy Ministerial Visits abroad - at least two weeks in advance.	Please contact: The Ministry of International Relations & Cooperation Tel: 012 351 0007/1000 Fax: 012 328 7384 E-mail: minister@dirco.gov.za Please also consult the Ministerial Handbook pertaining to International Visits by Members of the Executive.
National Departments or institutions participating in Multilateral or International Meetings/ Conferences or Events , at least eight weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Multilateral Tel: 012 351 1455/1000 Fax: 012 351-1243 E-mail: please enquire
National Departments or institutions participating in African Multilateral or International Meetings/ Conferences or Events , at least eight weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Africa Multilateral Tel: 012 351 0502/1000 Fax: 012 325 8021 E-mail: please enquire

Visiting institution	DIRCO Branch/Unit
National Departments undertaking visits for bilateral reasons to countries in Europe , at least six weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Europe Tel: 012 351 0728/1000 Fax: 012 351 0712 E-mail: please enquire
National Departments undertaking visits for bilateral reasons to countries in the Americas , at least six weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Americas Tel: 012 351 0728/1000 Fax: 351 0712 E-mail: please enquire
National Departments undertaking visits for bilateral reasons to countries in Africa , at least six weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Africa Bilateral Tel: 012 351 0439/1000 Fax: 012 323 0475 E-mail: please enquire
National Departments undertaking visits for bilateral reasons to countries in Asia or the Middle East , at least six weeks in advance.	Please contact: The Office of the Deputy Director-General: Branch Asia and Middle East (and Australasia) Tel: 012 351 8681/1000 Fax: 012 323 0439 E-mail: please enquire
Provincial Governments / Provincial Legislatures/ Municipalities or other institutions undertaking visits abroad, at least six weeks in advance.	Please contact: The Directorate: Intergovernmental/ Provincial Protocol Tel: 012 351 0988/0941/1000 Fax: 012 351 0947 E-mail: please enquire
Delegations of the National Parliament , at least six weeks in advance.	Please contact: The Parliamentary Officer Tel: 012 351 1000/ Fax: (021) 461-5984 E-mail: Please enquire

Visiting institution	DIRCO Branch/Unit
All visiting delegations, regarding payment procedures,	Please contact: The Sub-directorate: Bookkeeping Division: Partner Departments Tel: 012 351 1344/1000 Fax: 012 342 9324 E-mail: accounts@dirco.gov.za

IMPORTANT CHECKLIST

- Visas – Please verify with the relevant Embassy/Consulate of the country/countries of destination, whether a visa will be required for that specific country for each type of passport the delegation will be travelling with. Please note that visas need to be arranged for well in advance of the visit. Please check the type of passports delegates are using as for Official/ Diplomatic Passports, a Note Verbale from the Department of International Relations and Cooperation will be required. You do not pay for visas on these passports. For ordinary passports, you need to check their requirements with the relevant Embassy in Pretoria. If a covering letter is required, it must come from the national department/province/legislature/ municipality.
- Please provide DIRCO's Subdirectorate: Bookkeeping, Division: Partner Departments, with the letter of authorisation signed by your institution's Chief Financial Officer at least 10 working days before departure. This should confirm the type of service requested, the names and officials for whom the service should be provided, and the proof of payment of an advance amount into the bank account of DIRCO. Without this letter, the service cannot be rendered.
- Kindly inform DIRCO about the entire delegation's flight itinerary as soon as this has been finalised.
- Please inform DIRCO of special dietary/medical requirements of any of the members of the delegation.
- Provincial/parliamentary/provincial legislature/municipal delegations undertaking visits of a technical nature are advised

to also consult with the relevant national line-function departments which may provide further assistance and guidance pertaining to the respective visits.

- All provincial visits should be coordinated through the Office of the Premier.
- All municipal visits should be coordinated through the Office of the Mayor.

CONTACT FORM

- 1. Please complete the form below and return to the Department of International Relations and Cooperation (Relevant Bilateral Desk or Multilateral Desk or Directorate: Intergovernmental and Provincial Protocol) by fax or by e-mail at least 6-8 weeks in advance of the visit concerned.

1. Name of Visiting Department/ Institution/ Delegation

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2. Proposed Dates for the Visit: (Kindly indicate alternative dates, where possible, should the host country not be able to accommodate the delegation during the delegation's first choice of dates).

Country to visit	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)

3. Contact Details of the South Africa delegation (Designated contact person or visit co-ordinator)

Contact Person	Designation	Telephone + Mobile no	Fax No.	E-mail

4. Objective/Purpose of the Visit:

(Please be as detailed as possible as this information will form the basis of the rationale for the request for meetings from the relevant foreign Interlocutors. Please also indicate 1) if DIRCO Political Desk/ National Line function Department have been consulted; and 2) if there is a legal arrangement in place).

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5. Proposed institutions/ organisations or counterparts the delegation would like to have meetings with.

	Proposed Institutions to meet with	Proposed content of discussion with the proposed institution (Please indicate if contact has been established with the proposed institution already. If yes, please indicate contact details where possible)
1		
2		
3		
4		
5		

6. Names of the Members of the Delegation

	Complete Names	Title/Position	Institution
1			
2			
3			
4			

6. Names of the Members of the Delegation

	Complete Names	Title/Position	Institution
5			

7. Services Required

Please note: The South African Embassy in the host country will assist to obtain quotations for and make arrangements for the specified services only.

Quotations and services to be arranged for the following (Please mark with an X)		HOTEL ACCOMMODATION (Please specify)	
Accommodation		Number of Suites	
Breakfast to be included in the quoted price		Number of Standard Rooms	
Airport – Hotel – Airport Transfer		Maximum allowable rate per room	R
Daily Ground Transport			
Interpretation Services			
VIP Lounges (if available and if allowed by the host country)			

8. Flight Itinerary

(Please ensure to complete the flight itinerary for each member of the delegation, should this differ from each other)

	Delegate's Name	Departure Date and Time	Departure City	Flight No	Arrival Date and Time	Arrival City
1						
2						
3						
4						

9. Undertaking / Confirmation

		YES	NO
1	The proposed visit has been recorded in the Consultative Forum on International Relations' (CFIR) Calendar of Events for the current financial year. (Please indicate with an X)		
2	The visit has been planned for and budgeted for in line with the strategic objectives of my department / institution. (Please indicate with an X)		
3	I have familiarised myself with the content of the document: Measures and Guidelines for the Enhanced Coordination of South Africa's International Engagements (Please indicate with an X)		
4	The delegation will adhere to the procedures for the Processing of Payments on behalf of the delegation, as directed by the Chief Financial Officer of DIRCO.		
5	I hereby confirm that the information provided above is correct and that I will undertake to inform the Department of International Relations & Cooperation of any changes to the above-mentioned information, without delay, as soon as possible within the required timeframe.		
	_____ Name and Surname Date	_____ Signature	

ANNEXURE C

Annexure C: PROCESSING OF PAYMENTS ON BEHALF OF PARTNER-DEPARTMENTS, OTHER SPHERES OF GOVERNMENT AND OTHER STATE INSTITUTIONS FOR OFFICIAL VISITS ABROAD

As you are aware the Department of International Relations and Cooperation (DIRCO) renders assistance to partner-departments, other spheres of government and other institutions of state with regards to the payment of services (accommodation, transport, conference services, etc.) required while travelling abroad on official business. The payment procedures on behalf of official delegations have been reviewed, and all stakeholders are required to strictly adhere to these procedures, explained below.

The following process should be followed by national departments, provincial governments, local government structures and other institutions of state when travelling abroad for official purposes and where DIRCO is requested to assist with the payment of expenditure incurred by the official delegation.

DIRCO through its missions abroad will assist with the following:

- obtaining quotations for the requested services (hotel accommodation, ground transport, conference/meeting venues and interpretation services);
 - bookings for and payment of the requested services according to the quotations obtained; and
 - Arrangement of a suitable programme for the delegation as may be required by the delegation.
1. The requesting institution must forward their request for quotations of services required, to DIRCO by completing the Contact Form for Official Visits Abroad and submitting the completed form to the relevant section in the Department of International Relations and Cooperation six-to-eight weeks in advance of the proposed visit.

2. The Chief Financial Officer (CFO) of the requesting institution must then forward a request letter (template attached) for assistance ten working days prior the departure of the delegation to DIRCO's CFO, outlining the following:
 - the type of service requested;
 - the names and number of officials attached to the service; and
 - an advance amount to be paid in DIRCO's account
3. In cases of Provincial visits, the CFO of the requesting department will forward the relevant request to the CFO of dirco. The request must also be sent within 10 working days prior to departure outlining the details as indicated in point 3 above. The international desk in the Premiers Office will assist DIRCO in the follow up of claims and reconciliations of the various departments.
4. DIRCO will pay the service providers in full for the services required. The full amount will then be debited to the requesting department or institutions and cleared against the advance payment made.
5. The requesting institution are therefore required to attend to expenses of a private nature that may have been incurred by their officials, by following their own internal processes. DIRCO will not be responsible for collection/ recovery of amounts from individual officials of the requesting departments or institutions.
6. No Substance and Travel (S&T) advance will be made available by any office of DIRCO on behalf any delegation visiting missions abroad. These must be dealt with by the requesting department/ institutions before delegations travel abroad.
7. Kindly note that the payment of an advance into DIRCO's bank account before the departure of the delegation is compulsory for the purpose of finalising the request.

8. Once the request has been approved by DIRCO, the advance amount must be paid within five (5) working days prior to the trip into DIRCO's bank account and proof of payment must be

Faxed to: (012) 342- 9324 or dirco please
enquire

E-mailed to:

9. I trust that that these arrangements will assist departments, institutions as well as DIRCO in the effective discharge of their duties.

Kind Regards

Chief Financial Officer

Date

TEMPLATE LETTER

Enquiries:
Telephone:
Fax:

The Chief Financial Officer
Department of International Relations & Cooperation
Private Bag X152
Pretoria
0001

Tel: (012) 351 1344
Fax: (012) 342 9324

REQUEST FOR ASSISTANCE TO BE RENDERED TO THE VISITING
DELEGATION FROM: _____

The following delegation from (name of institution)
_____ will be visiting (name of
destination country) _____ from _____
to _____:

Delegates:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

The Department of International Relations & Cooperation is hereby
requested to arrange and pay for the following services (NB: No S&T
advance will be paid by DIRCO at Missions):

1. _____
2. _____
3. _____
4. _____

An advance payment amounting to R_____ will be paid into
Department of International Relations & Cooperation Bank account
on _____ and prove of payment will be forwarded to the
Sub-directorate: Bookkeeping at least five working days before the
departure of the delegation. The Department of International Relations
& Cooperation is authorised to offset this advance against the expenses
that will be incurred during this official visit. Any difference must be
refunded or recovered from this Department.

Your assistance in this regard will be highly appreciated.

CHIEF FINANCIAL OFFICER

DATE

(Version of 17 September 2008)

