

MINISTERIAL COMMITTEE ON LITERACY

DRAFT PROGRAMME AND ITINERARY

Proposed Committee Meetings

DATE	STATUS	PURPOSE
17 February 2006	Meeting with Minister : Pretoria	<ul style="list-style-type: none"> • Briefing of Committee by Minister • Outlining Terms of Reference • Planning for Travel abroad
24 February 2006	Committee Meeting : Pretoria	Final Travel details
25 February 2006	Departure – Cuba	
24 March 2006	Committee Meeting	Debriefing Meeting 1st Draft report presentation
14 April 2006	Committee Meeting	2 nd Draft report presentation
21 April 2006	Senior Management	Present Draft Report to DoE Draft report forwarded to Minister
20 May 2006	Committee Meeting	Presentation and approval of Final Report
30 June 2006	Meeting with Minister	Final Report Presented to Minister

Engagement with Cuban Literacy Official : Mrs Mercedes Zamora

DATE	STATUS	PURPOSE
12 February 2006	Arrival in South Africa	
13 February 2006	Meeting with ABET Directorate Meeting with A/DDG and DG	Introduction to South African Colleagues
	Meeting with Committee Secretariat and International Relations	Briefing meeting : Planning for visits to Cuba/Venezuela/New Zealand
	Meeting with Gauteng based Committee members	Introduction to fellow committee members
14 February 2006	Meetings with Cuban Embassy	
15 February 2006	Meeting with Committee Chairperson (Kzn)	Briefing and planning for committee meeting

17 February 2006	Committee Meeting	Meeting with Minister
18 February 2006	Departure Cuba	
20 – 24 February 2006	e-mail and telephonic correspondence with Mrs Zamora	Planning for committee arrival in Cuba and visits to Venezuela and New Zealand
25 February 2006 – 03 March 2006	Study tour to Cuba	Study of Cuban Programme in Cuba
04 – 10 March 2006	Study tour to Venezuela	Study Implementation of Cuban Programme in Venezuela (Common language implementation in outside country)
11 – 17 March 2006	Study tour to New Zealand	Study implementation of Cuban Programme in New Zealand (New language environment in outside country)
18 March 2006	Departure : Home	
26 - 30 June 2006	Meeting with Minister	Presentation of Final Report
<p>Between the return from New Zealand and the presentation of the final report to the Minister, correspondence with Mrs Zamora would continue, through e-mails and telephonic contact. However, it could also be considered that Mrs Zamora visit South Africa during April 2006, to participate in the report writing and amendment to draft reporting processes.</p>		

Key considerations

Position Paper for meeting
 Statistics and situation analysis
 Information on Cuban Programme
 Information on other programmes

Passports and Visas

Official : DoE and government substructures
 Non-Official : all members
 (Assistance from International Relations)

Accommodation and Travel

Committee meetings (Doe Supersonic)

Travel abroad (Connex) (To include Zamora)

International Relations

Logistical support and Bilateral Agreement imperatives

Treasury Regulations

Section 20 (Part 8 : Miscellaneous)

Allowances

Subsistence and Travel

Currency and Conversions

Euro (transit and conversion in Cuba)

No US Dollar (Higher Commission rates)

Cuban Compatible Peso

Power plugs