



OFFICIAL NOTICE (CONTACT FORM) OUTGOING INTERNATIONAL VISITS BY PROVINCES

IMPORTANT CHECKLIST

- All outgoing international visits by Provincial Departments must be coordinated through the Office of the Premier except for the Mayor's office, SALGA and Municipalities (who communicate directly with DIRCO)
- **Please complete the form below and return to the Department of International Relations and Cooperation (Directorate: Intergovernmental and Provincial Protocol) by e-mail at least 6-8 weeks in advance of the visit concerned. This is compulsory for all the Official International Visits.**
- **Please familiarise yourself with Measures and Guidelines for the enhanced co-ordination of South Africa's International Engagements**
- Please note that South African Official / Diplomatic Passport Holders need to obtain relevant visas where applicable.
In order to check if you require a visa for a country you intend to visit, please visit www.dirco.gov.za
 - *click State Protocol,*
 - *click visa requirements for Official and Diplomatic passports*
- If the country you intend to visit requires visas for Diplomatic and Official passports, the following shall apply:
 - *Submit an official request to DIRCO Intergovernmental and Provincial Protocol Directorate for issuance of a Note Verbale that you will submit to the Embassy/High Commission of the country you will be visiting*
 - *The official request must indicate the, full names of the traveller, passport number, purpose and duration of the visit*
 - *Attach the passport copies of the delegation to your request*
 - *Upon issuance of the Note Verbale, It is your responsibility to finalise the visa application process with the respective embassy/High Commission*
 - *Where a Visa is not required, DIRCO will issue a Visa Waiver letter*
- The Department of International Relations and Cooperation does not issue Visa Notes Verbale for Private passports
- Kindly inform the South African Embassy/ High Commission of the entire delegation's flight itinerary as soon as this has been finalised.



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- Please provide DIRCO with the programme to be followed by the delegation during the visit
- Please inform the South African Embassy/ High Commission of special dietary requirements of any of the members of the delegation especially for cases where the delegation will attend official functions so that they can be communicated to the hosts.
- Please provide the South African Embassy/ High Commission with the CVs of the members of the delegation if applicable and they are required by the hosts. ***(This is usually required electronically by the hosts).***
- Where the South African Embassy/High Commission is expected to pay for services on behalf of the visiting delegation, funds must be transferred to DIRCO well in advance and proof of transfer be provided.
- Please provide the Department of International Relations and Cooperation with the necessary CFO to CFO letter clearly stating which services must be paid for so that the Mission can be authorised to finalise logistical arrangements where applicable.
- In cases where the visiting delegation has made their own arrangements, information must still be shared with DIRCO for noting purposes, so that should the urgent need arise to contact the delegation, the Mission is able to do so
- No private travel must be reflected in the official contact form.
- **All correspondence must be sent to VHQ-DIPP@dirco.gov.za**



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ATTENTION: DIRECTORATE: INTERGOVERNMENTAL AND PROVINCIAL PROTOCOL (DIPP)

Date of the request	24 March 2023
Name of the Province	Western Cape
Name of Visiting Department / Institution or Delegation	Office of the Premier Department of the Premier Department of Economic Opportunities, Finance & Tourism
Country to be visited	United States of America
Proposed Dates of the Visit	9-18 June 2023
Objective/purpose of the Visit: (Please be as detailed as possible as this would form the basis of the Missions' rationale for the request for meetings from its Foreign interlocutors.)	<ul style="list-style-type: none"> • Promote the Western Cape as a Trade, Tourism and Investment destination; • Explore closer business-to-business linkages with key institutions in the USA, including but not limited to business associations, trade promotion

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	<p>agencies as far as the key economic sectors in the Western Cape has as a competitive advantage;</p> <ul style="list-style-type: none"> • American agencies the Western Cape have relations, including but not limited to USAID, USTDA, etc. to mention but a few; and • Explore possible collaboration with philanthropic organizations / foundations as far as key, catalytic projects of the province are concerned.
<p>Proposed institutions / organisations or counterparts the delegation would like to have meetings with (Please indicate if you would like the Mission to set up meetings for the delegation)</p>	<p>Kind request for the Mission to assist with the set-up of the following meetings for the delegation:</p> <ul style="list-style-type: none"> • Courtesy calls with Ambassador and Consul-General Tawana • Influential key decision makers pertaining AGOA, i.e. USA businesses, associations, buyers, lobbyists / lobby group relating to AGOA. • World Bank • NASA • US-SA business council / US Chamber of Commerce • Bill and Melinda Gates Foundation • SA Tourism in New York

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	<ul style="list-style-type: none"> • Empire State Development / and or New York City Economic Development Corporation
Programme of the visit (Please attach the programme to be followed by the delegation when in the Foreign Country)	
Interpretation Services Required (Yes/No)	N/A
Delegation's designated contact person / Visit coordinator	Mr Claude van Wyk, claude.vanwyk@westerncape.gov.za +27 21 483 3322 or +27 78 104 9001
Contact Person's contact details. (Telephone no. / Fax No / E-mail address / Mobile phone)	Mr Claude van Wyk, claude.vanwyk@westerncape.gov.za +27 21 483 3322 or +27 78 104 9001

DETAILS OF THE DELEGATION:



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& cooperation**

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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Full Names	Title/Position	Date of arrival in the Foreign Country	Flight Number	Date of departure the Foreign Country	Flight Number	Facilitation through the VIP Lounge (Yes/No)
Mr Alan Winde	Premier of the Western Cape	10-Jun-23	EK 773	17-Jun-23	EK 202	No
Ms Mireille Wenger	MEC: Finance and Economic Opportunities	10-Jun-23	EK 773	17-Jun-23	EK 202	No
Dr Harry Malila	Director-General	10-Jun-23	EK 773	17-Jun-23	EK 202	No
Mr Velile Dube	HOD: Economic Development and Tourism	10-Jun-23	EK 773	17-Jun-23	EK 202	No
Mr Bertram Ariefdien	Protocol officer	10-Jun-23	EK 773	17-Jun-23	EK 202	No

ACCOMMODATION REQUIREMENTS

Delegate Name	Type of room	Check in date	Check out date
Not applicable			



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Would you like the Mission to source accommodation quotations?	Yes	No
Would you like the Mission to finalise the accommodation procurement process for the delegation?	Yes	No

GROUND TRANSPORT REQUIREMENTS

Delegate Name	Type of vehicle	Rental start date	Rental end date
Not applicable			

Would you like the Mission to source ground transport quotations?	Yes	No
Would you like the Mission to finalise the ground transport procurement process for the delegation?	Yes	No



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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)		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)	X	
3	I have familiarised myself with the <i>Measures and Guidelines for the Enhanced Coordination of South Africa's International Engagements</i> (Please indicate with an X)	X	



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UNDERTAKING / CONFIRMATION			
		YES	NO
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.	X	
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.		

Signature:

Official stamp

Name:
Designation: Deputy Director: International Relations
Date: