



OMAHEKE REGIONAL COUNCIL

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INTERNAL MEMORANDUM

**TO: All Honourable Councillors
All Management Cadres
All Staff Members**

Date: 25 September 2019

RE: MEETINGS SCHEDULE FOR OCTOBER 2019

Dear Honourable Councillors/Colleagues

1. Kindly see the attached meeting schedule for October 2019.
2. Please note that this is a tentative meeting schedule for notification, subject to change while the official invitation per item shall follow in due course.

Yours sincerely

MRS MM VAENDWANAWA 2019 -09- 26
CHIEF REGIONAL OFFICER



Cc. Honourable Festus Ueitele, Governor of Omaheke Region

MEETINGS SCHEDULE FOR OCTOBER 2019

DATE	MEETING	TIME	WHO IS TO ATTEND	VENUE
01/10/2019	7 th HOD Meeting	09H00	All Heads of Divisions All Supervisors	ORC Boardroom
02/10/2019	Procurement Management Unit Meeting	09H00	All Procurement Management Unit Members	ORC Boardroom
03/10/2019	Regional AIDS Coordinating Committee	09H00	All Regional Councillors All Stakeholders	TBC
07/10/2019	Directorate Meeting: Planning and Development Services	09H00	All Staff Members of the Directorate of Planning and Development Services	ORC Boardroom
08/10/2019	Budget Meeting	09H00	All Heads of Divisions	ORC Boardroom
09/10/2019	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom
10 – 11/10/2019	Annual Plan Quarterly Review Meeting	09H00	All Management Cadres All Control Administrative Officers – Settlement/Constituency Offices	Ben Hur Rural Development Centre
15/10/2019	7 th Ordinary Management Committee Meeting	09H00	All Management Committee Members	ORC Boardroom
16/10/2019	Procurement Management Unit Meeting	09H00	All Procurement Management Unit Members	ORC Boardroom
23/10/2019	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom
29/10/2019	5 th Regional Council Meeting	09H00	All Regional Councillors	ORC Chamber