



OMAHEKE REGIONAL COUNCIL

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INTERNAL MEMORANDUM

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

Date: 28 October 2019

RE: MEETINGS SCHEDULE FOR NOVEMBER 2019

Dear Honourable Councillors/Colleagues

1. Kindly see the attached meeting schedule for November 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

MM VAENDWANAWA
CHIEF REGIONAL OFFICER



Cc. Honourable Festus Ueitele, Governor of Omaheke Region

MEETINGS SCHEDULE FOR NOVEMBER 2019

DATE	MEETING	TIME	WHO IS TO ATTEND	VENUE
05/11/2019	8 th HOD Meeting	09H00	All Heads of Divisions All Supervisors	ORC Boardroom
06/11/2019	Procurement Management Unit Meeting	09H00	All Procurement Management Unit Members	ORC Boardroom
12/11/2019	Directorate Meeting: Planning and Development Services	09H00	All Staff Members of the Directorate of Planning and Development Services	ORC Boardroom
13/11/2019	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom
14/11/2019	Affirmative Action Committee Meeting	10H00	All Affirmative Action Committee Members	ORC Boardroom
	Wellness Committee Meeting	14H00	All Wellness Committee Members	ORC Boardroom
15/11/2019	Training Committee Meeting	09H00	All Training Committee Members	ORC Boardroom
21/11/2019	Fleet Steering Committee Meeting	09H00	All Fleet Steering Committee Members	ORC Boardroom
27/11/2019	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom