



Omaheke Regional Council

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Our Ref: 10/2/2

INTERNAL MEMORANDUM

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

Date: 28 January 2020

RE: MEETINGS SCHEDULE FOR FEBRUARY 2020

Dear Honourable Councillors/Colleagues

1. Kindly see the attached meeting schedule for February 2020.
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

**KARUKIRUE TJIENDA
ACTING CHIEF REGIONAL OFFICER**



Cc. Honourable Festus Ueitele, Governor of Omaheke Region

MEETINGS SCHEDULE FOR FEBRUARY 2020

DATE	MEETING	TIME	WHO IS TO ATTEND	VENUE
04/02/2020	Heads of Division Meeting	09H00	Heads of Division and Supervisors	ORC Boardroom
05/02/2020	Procurement Management Unit Meeting	09H00	All Procurement Management Unit Members	ORC Boardroom
06/02/2020	Regional Disaster Risk Management Committee Meeting	TBC	All Regional Councillors and Stakeholders	TBC
10/02/2020	Directorate Meeting: Planning and Development Services	09H00	All Staff of Planning and Development Services	ORC Boardroom
11/02/2020	Budget Meeting	09H00	All Management Committee Members	ORC Boardroom
12/02/2020	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom
13-14/02/2020	Performance Management System Quarterly Review Meeting	TBC	All Heads of Divisions All Control Administrative Officers for Settlement/Constituency Offices	TBC
18/02/2020	1 st Ordinary Management Committee Meeting	09H00	All Management Committee Members	ORC Boardroom
25-26/02/2020	Regional Development Coordinating Committee	TBC	All Regional Councillors, Stakeholders	TBC
26/02/2020	Procurement Committee Meeting	09H00	All Procurement Committee Members	ORC Boardroom
27/02/2020	1 st Ordinary Regional Council Meeting	09H00	All Regional Councillors	ORC Chamber