



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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<b>INTERNAL MEMORANDUM</b>	
<b>To</b>	<b>Mr Masilo Makhura Chief Financial Officer</b>
<b>From</b>	<b>DD: APRM &amp; OGP</b>
<b>Subject</b>	<b>Request for approval:  Transport arrangements for the Western Cape Provincial Launch of the OGP Challenge on Tuesday, 05 May 2026, during the AAPAM 10<sup>th</sup> Edition Research Seminar for non-DPSA officials</b>
<b>Date</b>	<b>29 April 2026</b>

## **PURPOSE**

1. The purpose of this memorandum is to seek approval for the hiring of two (2) minibus taxis with drivers for Tuesday, 05 May 2026, to transport international and local delegates between the AAPAM Research Seminar and the Western Cape Launch of the Open Government Partnership (OGP) Challenge to be hosted in Franshoek, Stellenbosch on Tuesday, 05 May 2026.

## **BACKGROUND**

2. The Department of Public Service and Administration (DPSA) in partnership with AAPAM, and in collaboration with respective universities, has established a sustained forum for reflection and continuous improvement in Public Service. This initiative recognises state capacity and capacity building, as critical enablers to achieving the UN SDGs 2030 and AU Agenda 2063.
3. The 2026 AAPAM Annual Research, marking a decade of the DPSA leadership, will be held under the theme "**Governing for Impact: Translating Africa's Commitments into Resilient State Institutions and Communities**". The Seminar brochure is attached at **Tag A**.

4. The first day of the Seminar, Tuesday 05 May 2026, will also serve as the Western Cape Provincial Launch of the OGP Challenge on Access to Justice to Marginalised and Vulnerable Groups to be held at the Stellenbosch Local Municipality (Klein Goederust Wine Farm–Franschhoek). This follows the inaugural provincial launch held in Ulundi on 31 March 2026, led by Minister for the Public Service and Administration (MPSA), who will also lead the Western Cape launch. The draft programme is attached at **Tag B**.
5. The Seminar will be utilised as a cost-effective platform to host the Western Cape Provincial launch, thereby minimise the financial implications of convening a standalone event.
6. Given the participation of international and local delegates attending the Seminar, transport will be required to facilitate delegates between the Seminar venue and the launch site.
7. Approval is therefore requested that the Chief Financial Officer (CFO) approve the hiring of two (2) minibuses with drivers for Tuesday, 05 May 2026, to facilitate the transportation of 28 delegates to and from the launch venue through the travel agency at a cost of R30,000.

Submitted by:

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**MS NONKULULEKO MSIBI**  
**DD: APRM & OGP**  
**DATE:**

**Recommended/Not recommended/ Recommended with amendments.**

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**DR PATRICK SOKHELA**  
**CD: ICSR & ADDG: GSAI**  
**DATE:**

**Approved/Not approved / Approved with amendments.**

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**MR MASILO MAKHURA**  
**CHIEF FINANCIAL OFFICER**  
**DATE:**