

**DISTRICT CO-ORDINATING FORUM
(Mayors Forum)
SCHEDULE OF MEETINGS
FOR THE YEAR
2008**

| DATES and TIME | Venue | Pre meeting activities | RESPONSIBLE PERSON/S | Timeframe For pre meeting activities |
|-------------------------------------|---|---|---|---|
| 29 February 2008 @ 11:00 am; | Umzinyathi District Municipality unless members propose other venues as according to the IGR protocol | 1. Preparation of the agenda and logistics; 2. Submission of agenda items to UDM as according to the TOR; 3. Send invitations | 1. UDM Municipal Managers 2. All Municipal Managers 3. District Municipal Manager | BY : 4 th February 2008 By : 22 January 2008 By: 8 th February 2008 |
| 30 May 2008 @ 11:00 | Umzinyathi District Municipality unless members propose other venues as according to the IGR protocol | 1. Preparation of the agenda and logistics; 2. Submission of agenda items to UDM as according to the TOR; | 1. UDM Municipal Managers & DCF Chairperson 2. All Municipal Managers | By: 2 nd May 2008 By: 25 th April 2008 |

| | | | | |
|---------------------------------|---|--|---|--|
| | | 3.. Send invitations | 3. District Municipal Manager | By : 9 th May 2008 |
| 29 August 2008 @ 11:00 | Umzinyathi District Municipality unless members propose other venues as according to the IGR protocol | 1. Preparation of the agenda and logistics; 2. Submission of agenda items to UDM as according to the TOR; 3.Sending of invitations | 1. UDM Municipal Managers & DCF Chairperson 2. All Municipal Managers 3. District Municipal Manager | By: 1 st August 2008 By: 25 th July 2008 By: 8 th August 2008 |
| 28 November 2008 @ 11:00 | Umzinyathi District Municipality unless members propose other venues as according to the IGR protocol | 1. Preparation of the agenda and logistics; 2. Submission of agenda items to UDM as according to the TOR; 3.Sending of invitations | 1. UDM Municipal Managers & DCF Chairperson 2. All Municipal Managers 3. District Municipal Manager | By 31 October 2008 By:24 th October 2008 By: 7 th November 2008 |

Abbreviation: DCF; District Co-ordinating Forum
UDM uMzinyathi District Municipality
TOR; Terms of reference
IGR; Intergovernmental Relations

Please NOTE: IT is imperative that Municipal Managers Forum (technical support structure of the DCF)as according to the ACT, meets soon after the DCF met to fast track the recommendation and resolutions of the forum.