



HEDSA STANDARD OPERATING PROCEDURE FOR REGIONAL COLLABORATIONS

This Standard Operating Procedure (SOP) for regional collaboration sets clear rules and steps for HEDSA regional meetings and activities across the provinces.

1. Terms of Reference for Regional Structure

- Regional meetings provide an opportunity to:
- Benchmark, network and collaborate.
- Share and discuss challenges and recommendations.
- Share good practices.
- Provides a group where members can support each other (i.e. WhatsApp group).
- Regional meeting strengthens and builds HEDSA as a platform.
- Regional meetings are cost-saving. Less accommodation and travel costs.
- Serves as a platform for orientation of new staff.
- Serves as a platform to transfer information.
- Number of meetings depend upon each region, and each region decides if it elects other members above Chairperson and Secretary.

2. Structure and roles

a. Role of Chairperson

- Provides leadership role in the region.
- Ensure that regional meetings take place.
- Compile the Agenda of the Executive meetings.
- Communicate with potential speakers for regional seminars.
- Establish partnerships with departments and organisations in the region.
- Gives feedback report of regional activities to the biennial HEDSA Symposium.
- Create Google drive for the region with resources.
- Collate a list of suppliers for different services based on institutions good experiences with suppliers.
- HEDSA NEC supports with advising and also budget needs for regional collaborations.

HEDSA National Executive Committee

Dr. Nosiphiwo Delubom (President, NMU); Dr. Leila Abdool Gafoor (Deputy President, Wits); Ms. Charity Morrison (General Secretary, UFS); Mr. Mandlenkosi Dlamini (Treasurer, UKZN); Dr. Maria Ramaahlo (Publicity & Communications Officer, UJ); Mr. Nceba Nyanda (Special Projects, Lovedale TVET College)



- Attend to regional requests HEDSA NEC receives for HEDSA representation at meetings / workshops.

b. Role of Secretary

- Records minutes of all activities.
- Drafts the Agenda as informed by the Chairperson.
- Issue the invitations of all regional activities.
- Compile article of regional activities to be submitted to HEDSA NEC after every regional activity.

c. Members

- All Universities and TVETS in the region even if HEDSA membership fees are not paid
- Roles of members and who is expected:
 - To attend activities of the region.
 - To respond to the emails sent for communication to flow.
 - Attendance of Student Support Managers, Head of DRUs, Disability Coordinators, Financial Aid Officers.

3. General Overview of activities

- Activities to be planned for the year are based on what the needs of the region are and what the goals are. Possibly a hybrid approach. Institutions are informed of what is expected from them during the meetings. For example:
 - Institutions to provide the statistics of students supported (disabilities and categories)
 - Present the work they are doing to support students with disabilities and challenges they encounter.
- Discussions can also be held over email as it keeps communication and support ongoing.
- A google forms survey form to ascertain needs.
- Each meeting has a theme linked to a goal.

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- Invite other relevant stakeholders to present in these meetings e.g. DBE, DHET, NSFAS, DEAFSA, SANCB etc.

4. Guidelines for claims to process procurement for regional activities:

- The following guidelines are established to ensure transparent, efficient, and standardized procurement processes for regional committees of HEDSA. These procedures aim to facilitate the smooth execution of regional activities while maintaining accountability and adherence to financial policies.
- Submission of Claim Form:
 - a. A fully completed HEDSA Claim Form must be submitted to the Treasurer at least 14 working days in advance for the release of any funds required by the chairperson of the regional committee to support regional activities.
 - b. Quotations: Claim Forms should be accompanied by three valid comparative quotations. The chairperson must indicate the preferred quotation for approval.
 - c. Meeting Agendas: For planned meetings of the regional committee, including meetings with relevant departments and organizations in the region, a meeting agenda must be included with the Claim Form.
 - d. Workshops and Seminars: For workshops or seminars coordinated by the regional committee, where a guest presenter or facilitation team requires remuneration, a detailed motivation must accompany the Claim Form.
 - e. Catering Services: Regional committees should use the following guideline for procuring catering services for engagements: R120.00 per person, per session.
 - f. Approval of Claims: Claim Forms require approval from the Treasurer and/or President /Deputy President of the NEC before releasing any funds requested by regional committees.

5. Annual Budget Threshold:

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- The national executive committee will determine the budget threshold for supporting regions at the beginning of each year.
- Unused funds allocated to any region will not roll over to subsequent years.
- The availability of funding for regional activities is dependent on the availability of funds collected from the payment of annual subscription fees by member institutes. Therefore, regional chairpersons are advised to encourage institutes within their respective regions to ensure that they contribute their annual subscriptions.
- Regional funding is drawn from membership fees paid. Until a region has at least 50% of its members having paid their annual membership, funding cannot be provided as there would be no capital to draw from. Once a 50% threshold is achieved, funding will be released for regions to use according to the above guidelines.

6. Annual Planning:

- Each regional committee should prepare a comprehensive plan of proposed events at the beginning of each year. This plan will serve as a guide for budgetary considerations and aid in the efficient preparation and submission of any claims for the year.
- Annual plans should be submitted to NEC for consideration and noting by no later than the 31st of March of each calendar year.
- All claims from regional committees must be submitted to the NEC for review and approval by the 31st of October of each calendar year. No further regional claims will be processed after this cut-off date to ensure timely and efficient financial management.

7. Review of the guidelines:

- The NEC will review guidelines annually.

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