



**KWAZULU-NATAL LEGISLATURE
SCHEDULE OF LEGISLATURE ACTIVITIES
SCHEDULE NO.15 OF 2020**

Monday, 18 May – Friday, 22 May 2020

ALL MEETING ARE VIRTUAL MEETING

These rules take into account that all the meetings will be streamed live for the stakeholders and public to see

A. Preparation Stage

- i) *Find a quiet spot with least amount of distractions. Mute all other electronic devices in the room*
- ii) *The room selected must have good connectivity*
- iii) *Be fully dressed in attire appropriate for a meeting*
- iv) *The light source (window etc) must be behind the laptop / device used*
- v) *Behind you please ensure there are no political emblems or portraits / pictures that would ordinarily not have been allowed to be displayed in a meeting*
- vi) *Ensure there is no reflective surface behind you*
- vii) *Sit on a chair where you will be upright and not slouched*

B. To Link to the meeting (recommended, 15 minutes prior the start of the meeting)

- i) *Connect to the e-mail (ensure you are connected to the network)*
- ii) *Open the notice sent to you*
- iii) *In the body of the notice click the link in blue written: **Join Microsoft Teams Meeting***
- iv) *At the next window, click: **Join Now***
- v) *Ensure that your bust appears fully on your small screen (face, neck and shoulders). There should be a head-room of approximately a centimeter.*

C. Once connected,

- a. *Keep your camera active at all times during the meeting*
- b. *please use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the member is allowed to speak. This is to ensure there is no audio feedback which makes it difficult for meeting participants to hear the member who is speaking.*
- c. *To get the attention of the presiding officer (Chairperson) you may unmute your mic and shout your name and once you finish speaking, mute your mic*
- d. *Once given an opportunity to speak, both you mic and camera must be on*
- e. *During the time that you are speaking avoid hand gestures and other mannerisms that may affect the concentration of those that are viewing;*
- f. *Keep your eyes on the screen during the period that your camera is on;*
- g. *At the end of the meeting please note that it might take a minute to switch off the livestreaming and whatever you say might still be heard by the viewers*

MONDAY, 18 May 2020

CAUCUS DAY

TUESDAY, 19 May 2020

COMMUNITY SAFETY AND LIAISON PORTFOLIO COMMITTEE MEETING

TIME : 09:00

<https://www.youtube.com/channel/UCyNhGJ-N65j7zzHcnbzRDEw/live>

FINANCE PORTFOLIO COMMITTEE MEETING (Public Hearings on DORB 2020 and KZN Appropriation Bill 2020)

TIME : 09:00

<https://www.youtube.com/channel/UCKhokLvASRotuu8Y8wLhEAQ/live>

HUMAN SETTLEMENTS PORTFOLIO COMMITTEE

TIME : 09:00

PUBLIC WORKS PORTFOLIO COMMITTEE

TIME : 11:30 – 13:30

WEDNESDAY, 20 May 2020

FINANCE PORTFOLIO COMMITTEE MEETING (Negotiating Mandate on DORB 2020)

TIME : 08:30

<https://www.youtube.com/channel/UCyNhGJ-N65j7zzHcnbzRDEw/live>

QUALITY OF LIFE STANDING COMMITTEE MEETING

TIME : 09:30

<https://www.youtube.com/channel/UCKhokLvASRotuu8Y8wLhEAQ/live>

WOMEN'S CAUCUS

TIME : 14:00

THURSDAY, 21 May 2020

NO CONFIRMED ACTIVITY

FRIDAY, 22 May 2020

EDUCATION PORTFOLIO COMMITTEE MEETING

TIME : 09:30 – Committee Briefing

: 10:30 – Meeting with the Department

<https://www.youtube.com/channel/UCyNhGJ-N65j7zzHcnbzRDEw/live>

PREMIER PORTFOLIO COMMITTEE
TIME : 09:00
