



cooperative
governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)



REGISTRATION AUTHORISATION

Welcome to SAICE-PDP!

The Municipal Infrastructure Support Agent (MISA) has appointed SAICE Professional Development & Projects (SAICE-PDP) to present a selection of technical skills training courses to municipal officials.

This is a Registration Authorisation document which will be required to register on any MISA funded courses held throughout the year.

We will be holding several events in the coming months for which you need to register online.

To successfully register, you will need to:

1. Complete your details and the course name on the form
2. Have attendance approved by your supervisor
3. Upload this completed and signed document to the 'Authorisation' section on the registration page.

If you are unable to sign electronically or scan a signed document to upload, a clear photograph of the document will suffice. If you are unable to manage any of these options, contact Zan Mlambo on the details given below for assistance.

Zan Mlambo
Training Coordinator



zan@saicepdp.org

011 476 4100 / 081 013 7120



MISA's mandate is to provide technical support and advice to municipalities, whilst strengthening their capacity, for effective infrastructure planning, delivery, operations and maintenance.



REGISTRATION AUTHORISATION FORM

You have been sent this document ahead of the registration process so that it can be completed by:

- you (the delegate taking part in the course), and
- the person you report to for permission to attend the training,

NB - Please note that this is *not* the registration form. It is however a required component of registration and without completing and submitting this form, your online registration will be incomplete, and you will not be able to take part in the course.

Course			
Course date(s)		Venue	
Name of LM/DM/Metro			
Job title/ Department			
Participant Name		Surname	
Email address			
ID no.			
Cell no.			

DECLARATION

The courses are facilitated by MISA in collaboration with SAICE-PDP and selected Professional Service Providers. Participation in the MISA Technical Training Programme is subject to accepting and committing to the specified terms and conditions.

I hereby state that I have read and understood and accepted admission into the MISA Technical Training Programme which is subject to the following terms and conditions:

1. I will give full attendance and commitment to completing the course for which I am enrolled.
2. I will ensure successful completion of all assessments, activities and tasks.
3. I will inform MISA and SAICE-PDP in writing, of any difficulties or situation that prevents me from attending a course.
4. I further understand that should I not attend a course on the designated dates or cancel attendance for a course within five (5) working days prior to the start of the course, my Department/Municipality is expected to reimburse MISA the full training costs and any expenses that may have been incurred, such as courier fees, venue, catering, etc. in preparation for training.
5. I understand travel and/or accommodation costs associated with face-to-face training are not covered by MISA.

Signature		Date	
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DETAILS OF PERSON APPROVING THE TRAINING (SUPERVISOR)

Name		Surname	
Department/ Division			
Designation			
Signature		Date	