

2024 RAEI Workshop & 17th AGM
10 & 11 October 2024
Protea Hotel OR Tambo Airport, Kempton Park, Gauteng

*Remuneration and Payroll Management @ Educational Institutions
– An Interactive Best Practice Workshop*

The Remuneration Association for Educational Institutions will again be holding its annual **workshop** on best practices for payroll administration, remuneration & human resources management for Educational Institutions on Thursday, 10 and Friday, 11 October 2024. The event includes the 17th AGM of RAEI. It is held at the Protea Hotel OR Tambo Airport, Kempton Park, Gauteng.

As for the last 2 years, the annual RAEI Workshop will again be organised, and sponsored by Peet du Plessis – Sole Proprietorship, t/a Best Practice Forums and Events.

RAEI presents this annual opportunity to its members and potential members to participate in in-depth discussions and workshops on all Payroll, Remuneration and HCM related matters and **best practice** processes, with a specific focus on the higher education sector, both nationally and internationally.

The RAEI

RAEI defines its goal in its constitution as:

“To collectively address common issues and find common solutions within a network of colleagues from the payroll administration and human capital management functions within higher and further education institutions. To furthermore define general best practice for payroll and human resources administration that will keep up to date with current and future developments of these functions in the education sector”.

The current institutional membership of RAEI consists of:

- 22 South African public universities
- 6 International Higher Education Institutions of which 3 from Namibia, and one each from Botswana, Uganda, and Lesotho.
- 21 South African TVET Colleges

Membership of RAEI is open to all higher and further education institutions and organizations, including private HE institutions, from inside as well as outside of South Africa. **No membership fee applies**, and an institution automatically becomes a member of the Association once delegates from an institution registered for an annual conference or workshop.

Who should attend the Workshop?

All staff members from **educational institutions** who are responsible for the **payroll and remuneration functions**, as well as other related functions within higher education institutions.

Administered by:

Peet du Plessis – Sole Proprietorship
t/a Best Practice Forums & Events

180 Walnut str. Moreleta Park, Pretoria, 0181

T: +27 (0)82 651 6364 Email: stephandup1956@gmail.com Web: www.raei.co.za

Workshop Program

A **program** for the workshop is planned as follows, but members are still welcome to recommend speakers / facilitators on the topics in the program where speakers are still to be announced. Therefore, the following program is only a draft and will be subject to change.

Thursday, 10 October 2024	
08:30 – 09:30	Registration
09:30 – 09:50	Workshop announcements: Peet du Plessis
09:50 – 10:00	Welcome by the chairperson of the RAEI Management Committee, Ms Kaylin Hollenbach,
Session 1: Workshop 10:00 – 11:00	<i>Taxation & Statutory update workshop</i> Facilitator: Dumisa Sihawu, Head of Global Employer Services, BDO Tax Services Note: Registrants are invited to submit their tax and related questions to reach the administrator at least one week before the workshop to collate in order that the facilitator can prepare for specific questions to include in this workshop
11:00 – 11:20	Refreshments
Session 2: Workshop 11:20 – 12:15	<i>Taxation & Statutory update workshop - continued</i>
Session 3: Paper 12:15 - 13:00	Topic: <i>The best practice in Higher Education on study benefits offered to staff and the tax implications thereof.</i> Presenter: Mr Ajai Ramji, Deputy Director Payroll: NMU
13:00 – 14:00	Lunch
Session 4: Break-away groups 14:00 – 15:10	Topics: (Note: RAEI Members are invited to submit additional topics for this session or propose speakers that can be invited to talk on these topics) <ul style="list-style-type: none"> The two-pot retirement system and what are the implications for employees at HEI's.
15:10 – 15:30	Refreshments
Session 4 (continued): 15:30 – 16:00	Feedback from the break-away group discussions
Session 5: Team building 16:00 – 16:50	Teamwork Fun Event – “Make a video clip” – Delegates from various institutions are allocated to teams for this event to promote interaction between colleagues of other institutions, and to win the prizes.
19:00 – 23:00	Informal fun dinner & dance at the Protea Hotel OR Tambo w/ht DeeJay Mark Theme: “Wear a fun hat” Dress code: Smart informal, but the fun hat that you wear could win you a prize 😊 (Wearing a fun hat is not compulsory)
Friday, 11 October 2024	
Breakfast and hotel check-outs 07:30 – 08:45	Delegates are given the opportunity to check-out at the hotel reception after breakfast as their normal check-out time is at 10:00
08:45 – 09:00	Lucky draw
Supplier presentations 09:00 – 09:15	Participating suppliers to the Payroll and HCM functions are given the opportunity to introduce their services and products.
Session 6: Paper 09:15 – 10:05	Topic: <i>Mental Health for Employees in Higher Education Institutions.</i> Presenter: Valentina Shivute, Senior HR Officer: Namibia College for Open Learning
Session 7: Paper 10:05 – 10:55	Topic: <i>Strategies for Digital Transformation</i> Presenter: Mr Johana Chemana, HR/Payroll Support Consultant, Adapt IT – Education Division
10:55 – 11:15	Refreshments
Session 8: Paper 11:15 – 12:05	Topic: <i>Balancing the Scales: An Investigation into Vice Chancellor Pay Disparities in South African Public Universities</i> Presenter: Dr Queen Ambe, Director: Management Accounting, Budgets and Payroll, University of Mpumalanga
Session 10: AGM 12:10 – 13:00	17 th Annual General Meeting of RAEI Chairperson: Ms Kaylin Hollenbach, UWC Important Note: Members of RAEI are hereby notified to submit points for the AGM agenda to the Administrator, Mr Peet du Plessis at stephandup1956@gmail.com The agenda closes on Friday, 27 September 2024.
13:00 – 13:10	Evaluation and lucky draw – You must be present to win this lucrative prize!
13:10 – 14:15	Lunch and goodbyes

Workshop arrangements

Venue: The Protea Hotel OR Tambo, Corner of York & Gladiator Streets, Rhodesfield, Kempton Park, Gauteng.
[The venue is +- 15 minutes' drive from the OR Tambo International Airport. Directions will be supplied to delegates two weeks prior to the workshop]
You can check it out on: <https://www.marriott.com/en-us/hotels/jnbor-protea-hotel-or-tambo-airport/overview/>

Registration Fee: > Workshop attendance on Thursday & Friday, 10 & 11 October 2024

R 4 550.00 per delegate

(No VAT applies as *Best Practice Forums and Events* is not a registered VAT Vendor)

The workshop fee includes refreshments, lunches, and the dinner function on Thursday evening, **but excludes the cost of travelling, overnight accommodation, dinner on Wednesday evening and breakfasts.**

Note: The workshop registration fee **includes the R150.00 membership contribution to the RAEI Fund.**

The workshop fee is payable directly to Peet du Plessis – Sole Proprietorship t/a Best Practice Forums and Events

Payment: All delegates' institutions will be invoiced on receipt of the completed registration form and the amount is **payable on or before 10 October 2024**. The registration fees can be paid electronically by EFT directly into the account of:

Account name: PS du Plessis t/a Best Practice Forums and Events
Bank: Capitec
Account: Savings account
Number: 1968022382
Branch: 470010

[Please note that we do not have a credit card payment facility at the workshop]

Overnight accommodation:

Delegates who need overnight accommodation must please do their own reservations. The account of the accommodation is **not included** in the workshop registration fee and must be settled by delegates directly with their place of accommodation.

➤ **The Protea Hotel OR Tambo ******

The hotel is situated on the corner of York and Gladiator streets, Rhodesfield, Kempton Park. The hotel has ample rooms available, but it is important that you book your accommodation in time to ensure that you get a room. To book accommodation please contact **+27(0) 11 977 2600** or e-mail at protea.ortambo@marriott.com. It is important that you indicate that you are attending the RAEI Workshop in order to qualify for the special negotiated rates as indicate below.

Special rates:

Single accommodation: R1 550.00 (Dinner* bed & breakfast)

Sharing accommodation in double room: R 2 035.00 (Dinner* bed & breakfast)

[These rates include 15% VAT, but exclude the tourism levy of 1%]

* **Important:** Please note that if you are arriving on the preceding Wednesday, 9 Oct. that you book with dinner included, but it is not required for the Thursday evening, 10 Oct. as then it is the gala dinner function, and this is included in the workshop registration fee.

Alternative Accommodation

Note: There are various other hotels and accommodation available close by the Protea Hotel OR Tambo. If the hotel gets fully booked, please contact the RAEI office for information on alternative accommodation.

Shuttle service from the airport: The Protea Hotel OR Tambo offers a **free shuttle service** to and from the OR Tambo International Airport. The shuttle picks up at the airport every half past and on the hour and departs from the hotel every quarter to and quarter past throughout the day. The shuttle can be collected at the airport at the Bus Terminal behind the Inter-Continental Hotel. Head towards the Car Rental offices where you shall see signage directing you to the Bus Terminal.

Workshop Registration: A registration form is attached hereto.

The closing date for registration is **Wednesday, 02 October 2024.**

Delegates should e-mail their registration forms to Peet du Plessis at stephandup1956@gmail.com or alternatively to info@raei.co.za For any further enquiries, please contact **Peet** at: Tel: +27 (0)82 651 6364

Important: Delegates must please ensure that they receive **acknowledgement of receipt by e-mail** after submission of the registration forms. If the registration forms are not received before the closing date, it might not be possible to accommodate such delegates at the workshop.

RAEI

2024 WORKSHOP REGISTRATION FORM

Workshop particulars:

Date: Thursday - Friday, 10 & 11 October 2024

Venue: The Protea Hotel OR Tambo

CLOSING DATE FOR REGISTRATIONS: **Wednesday, 02 October 2024**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)		Surname	
Position				
Institution				
Institution address				
Tel no. (w):		Cell no:	E-mail:	

Special dietary requirements (only mark if any):

☐ strictly halaal [Note: A surcharge of **R700.00** will apply as such meals need to be ordered from certified halaal suppliers]

☐ no pork or beef (not strictly halaal) ☐ vegetarian ☐ vegan

Please note that the above personal information will **only** be used for the registration for the workshop and for communications to registered delegates on all workshop matters.

Terms and conditions of registration:

1. **I, the undersigned, hereby request to be registered for the RAEI workshop as follows:** **Mark Y(es) or N(o)**

Registration for Thursday and Friday, 10 & 11 October 2024: R 4 550.00 (No VAT applies)	
Attending the Thursday evening dinner (included in the registration fees)	

2. The personal details supplied above, are the correct details of the delegate that will be attending the workshop. If another person is to attend as a substitute, Best Practice Forums & Events must be informed accordingly in writing by e-mail at least 5 working days before the workshop.
3. **Billing of fees.** Please indicate the method of payment below, as **delegates will not be allowed to attend the workshop if a PO or Proof of Payment is not received before the time.**

On receipt of a Purchase Order from my institution, please issue a VAT invoice to my institution for the applicable workshop fees	Purchase Order no:
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OR

Direct deposit / EFT to: PS du Plessis t/a Best Practice Forums and Events. Bank: Capitec; Savings Account; Account no: 1968022382. Branch code: 470010. Kindly e-mail proof of payment with invoice number as reference to stephandup1956@gmail.com	Amount: R
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4. If this registration is cancelled in writing or by e-mail, **within less than 5 working days (after 17:00 on Wed. 02 Oct.) and before 2 working days (12:00 on Mon. 07 Oct.)** of the workshop commencement date, **50% of the full registration fee** will be payable to Best Practice Forums & Events. Telephonic cancellations are not acceptable.
5. Please note that if a registered delegate does not attend the workshop **without written notice of cancellation** of this registration as specified in point 4 above, he/she will be liable for **the full registration fee**. This also applies if a cancellation is received **within less than 2 days (after 12:00 on Mon. 7 Oct.)** before the conference commencement date, and it also applies to a registered delegates that do not pitch (no show) for the workshop without written notice as specified herewith.
6. The workshop fee includes tea and coffee, lunches, and the dinner function on Thursday evening. Transport to the venue and any overnight accommodation is for the delegate's account.

Delegate signature:	Date:	
Authorized by (name): (If applicable)	Signature:	Date:

Submission details: Please e-mail this registration form to stephandup1956@gmail.com or to info@raei.co.za before the closing date of: **02 October 2024**