

Dear RAEI Workshop Delegate

It is our pleasure to welcome you to the annual Workshop of RAEI and the 17th AGM here at the Protea Hotel OR Tambo in Kempton Park, Gauteng. When we have this event at an inland venue, we always ensure that delegates that arrive at OR Tambo International Airport do not have to travel for more than an hour to reach the venue. In this case we have the convenience of a free shuttle from the airport and back.

Once again, the support for this event just reiterates the need for this best practice forum, albeit that we have pre-registered slightly fewer delegates than in 2023 in East London.

This workshop is again about gaining knowledge, networking, and application of best practices at your institution. We hope that you will find that this year's workshop program addresses topics that provide a balance of areas applicable to both the payroll function as well as the remuneration and HR management functions. A sincere thank you to all our presenters and facilitators as indicated in the program. Please note that all conferencing documents are uploaded on the RAEI website at <https://www.raei.co.za/2023-workshop-agm/workshop/>. This is done in the interests of hygiene and to be eco-friendly.

The interactive format will again focus on active participation by the delegates. The tax update workshop this year will again be conducted by Mr Dumisa Sihawu, Head of Global Employer Services, BDO Tax Services. We again want to thank BDO for their continued support for RAEI. To find out more about the services that BDO can render to HEI's, you are welcome to visit their website at <https://www.bdo.co.za/en-za/home>

This year we had various of our members that volunteered to present a paper and to share their knowledge and best practices from their respective institutions. We would like to thank each of them for their inputs and to show the courage to present to the other RAEI members.

As was the case for the post-Covid events, we do not publish a name list of all delegates with email addresses of the delegates due to the stipulations of the POPI Act. Should you wish to contact another delegate for work related purposes only, you are welcome to contact the RAEI office to obtain the email address of another delegate.

Every delegate is encouraged to participate during the two-day program, and wherever it is possible, and time allows, the facilitator will give opportunities for questions and comments. However, please also remember that we have a pre-determined schedule that should be kept to, as most delegates have planned their attendance according to this schedule, and the venue staff also needs to be considered in terms of their services.

If you have a problem with your accommodation, please take it up directly with your hotel's staff or your other place of stay. We are unfortunately not responsible for that part of the workshop.

We have been assured by the venue staff that their catering is of a very high standard, but if you have a problem with the food, please discuss it with the catering staff – the workshop facilitator is not responsible for the catering and what is presented on the buffet menus.

We trust that you will find the workshop and the networking opportunities very fruitful and the social part of the conference most enjoyable.

Administered by:

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Once again, a warm welcome!!

RAEI Management Committee

Chair:	Ms Kaylin Hollenbach, UWC
Vice chair:	Mr Ajai Ramji, NMU
Additional member:	Dr Queen Ambe, UWC (formerly from UMP)
TVET College representative:	Ms Valentina Shivute, Namcol