

## **ANNEXURE 3: PROFORMA LETTER FOR THE APPOINTMENT OF AN AWG CONVENOR**

XXXX Date

To: xxxxxx

Dear xxxxx

### **APPOINTMENT AS AN ACTION WORK GROUP CONVENOR FOR ACTION WORK GROUP XXX**

1. This letter serves to confirm your appointment as Convenor for Action Work Group xx, with effect from xxxx
2. Action Work Group xx, for which the xxxxxxxx (name of department) is the lead department, contributes to the following Medium-Term Strategic Framework (MTSF) National Priorities and KwaZulu-Natal (KZN) Provincial Priorities:
  - 2.1 National Priority xxxxx; and Provincial Priority xxxx:
  - 2.2 National Priority xxxxx: and Provincial Priority xxxxx: Education and Skills Development.
3. The Convenor for Action Work Group xx is required to lead and coordinate the Action Work Group to drive the implementation of the KZN MTSF Implementation Plan 2019 – 2024. The Provincial Programmes of Action (2020/21) allocated to Action Work Group xx, are indicated in the KZN MTSF Implementation Plan 2020/21 as endorsed by the February 2020 Executive Council Lekgotla.
4. The role and responsibilities as a Convenor for Action Work Group 7 are to be incorporated in your Performance Agreement.

Yours sincerely

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**HEAD OF DEPARTMENT**  
**NAME OF DEPARTMENT**  
**DATE:**