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Routing

Opbergen
Gemeente

Alphen aan den Rijn



TWINNING AGREEMENT

8 AUGUST 2011

ALPHEN AAN DEN RIJN,
THE NETHERLANDS

AND

OUTDSHOORN,
SOUTH AFRICA

**MEMORANDUM
OF UNDERSTANDING
(INTERNATIONAL RELATIONSHIP)**

Memorandum of Understanding between the Municipality Alphen aan den Rijn of The Netherlands and the Municipality of Oudtshoorn (province of the Western Cape) Republic of South Africa concerning sister city cooperation.

CONSIDERING:

- The first twinning agreement between both Municipalities, signed on April the 6th of 2002, was renewed in 2006.
- The current agreement signed on 16 November 2006 will end on 16 November 2011.
- The Municipality of Oudtshoorn and the Municipality of Alphen aan den Rijn hereinafter referred to as the "Parties" want to continue the good relation between both Municipalities.

Therefore the Parties agreed to sign a new twinning agreement.

AGREEMENT:

Parties have agreed the following:

- Oudtshoorn and Alphen aan den Rijn are both convinced that the twinning agreement is useful for both municipalities.
- The twinning agreement between both Municipalities will end on 16 November 2011. Therefore there is a need to formulate a new agreement for the next five years starting from the signing of this agreement. This agreement will therefore end on 31 December 2016
- To continue this twinning agreement by selecting projects that are both in the benefit of Oudtshoorn as well as in the interest of the Dutch VNG programmes.
- Alphen aan den Rijn will, in cooperation with Oudtshoorn, apply for funding by VNG International for projects in the old Logo South Programme 2011 and the new programme for 2012 - 2015.
- Therefore Oudtshoorn and Alphen aan den Rijn have selected the following themes for further cooperation and investigation, depending on the funding possibilities of the new VNG International programme:
 - o Spatial development and planning strictly related to Rental Housing, as meant in the Logo South Programme of the VNG (continuing,

during until 2011 depending on the VNG Country Programme, see also Annexure 1)

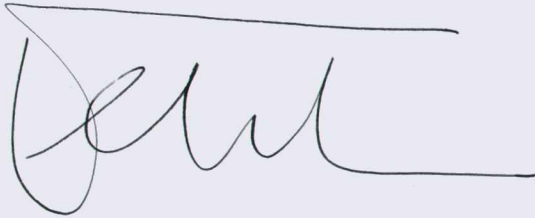
- Programmes on knowledge exchange on water management, waste management, food security and (rental) housing, also related to (but not excluding other possibilities to) increase and strengthen the Local Economic Development (LED) (Annexure 2).
- Supporting local organisations of both municipalities in their activities to build good relationships between both societies (continuing)

FURTHERMORE:

- Both municipalities will respect each other's cultural heritage and strive to extend the cooperation between them to other themes according to the interest shown by both parties.
- The different projects will consist of activities such as offering traineeships and training courses for Oudtshoorn officials and councilors (colleague to colleague) in order to increase the organisational strength in both municipalities.
- The execution of this agreement is the responsibility of the "burgemeestercomittee" of Oudtshoorn and the "college van burgemeester en wethouders" of Alphen aan den Rijn.
- They will appoint the municipal managers of both municipalities to organize the daily activities needed to realize the themes of this agreement, including the reporting to the "burgemeestercomittee" and the "college van burgemeester en wethouders" and the council of both municipalities.
- The (council) reports will also be send to the twinning partners and the platform organisations.
- Both Municipalities will support and facilitate the local platform organisations in their activities to realize the contacts between the local civil organisations, with respect for the private responsibilities.
- There will be regular communication between the municipalities and the platform organisations, depending on the different projects.

Signed at Alphen aan den Rijn, Netherlands, 8 August 2011.

On behalf of the Local Government of the Municipality of Alphen aan den Rijn,

A handwritten signature in black ink, consisting of a large initial 'H' followed by 'B. Eenhoorn' in a cursive style.

**H.B. Eenhoorn,
Burgemeester**

A handwritten signature in blue ink, featuring a large, stylized initial 'J' followed by 'Eshuis' in a cursive style.

**J. Eshuis,
Gemeentesecretaris**

On behalf of the Local Government of The Municipality of Oudtshoorn,

A handwritten signature in black ink, consisting of a large initial 'G' followed by 'April' in a cursive style.

**G. April,
Mayor**

A handwritten signature in black ink, consisting of a large initial 'L' followed by 'Coetzee' in a cursive style.

**L. Coetzee,
Municipal Manager**

ANNEXURE 1:

Rental Housing Project

Objectives:

To assist the Municipality in formulating an IDP policy on Social Housing for the middle-income category and developing a Rental Housing project based on realistic possibilities.

Results until 2011:

- Report of the housing situation in Oudtshoorn
- A council strategy and policy on (rental) Housing
- A time table for the coming year
- Location available for building a rental housing project, starting end 2011.

Activities 2011, begin 2012:

- Training programmes for officials and councilors
- A project plan and time table for the coming period including a development plan to build at least 50 rental houses, depending on the financial possibilities
- Delivering these houses to the tenants in 2012.

ANNEXURE 2:

New Projects on water management, waste management, food security and (rental) housing, also related to (but not excluding other possibilities to) increase and strengthen the Local Economic Development (LED) .

Objectives:

To assist the Municipality in formulating an IDP policy on water management, waste management food security and (rental) housing based on realistic possibilities and to enhance economic development.

Activities 2012:

For 2012 the main focus will be on waste and water management:

- Studying the water situation in Oudtshoorn (needs and trends)
- Investigate opportunities in waste management
- Investigate the possibilities for water supply
- Food security and LED will be the spin-off of water supply
- Getting advice from external (international) organisations
- Development of a water plan
- Analyzing the information to formulate a strategy
- Formulating a policy for the Oudtshoorn community and Municipality
- Searching for financial opportunities
- Training programmes

Results 2012:

- Report of the situation in Oudtshoorn
- A council strategy on waste and water management

ANNEXURE 3:

Activity Work Plan for Logo South 2011 (Rental Housing Project).

(to be approved by VNG international in August 2011)

**LOGO South 2011
Activity Work Plan for all Partners**

Country Programme	South Africa
Activity Schedule	2011
Partnership	Greater Oudtshoorn Municipality & Alphen aan den Rijn Gemeente
Confirmation date	



Activity Nr	Description of the Activity	Where does the activity take place (country)	Proposed implementation on date and number of days	Who participates	Input (materials, reviews, reports, studies)	Expected output of the activity	Tangible results available after this activity (to be shared through LOGO South intranet)	Responsible implementing partner
Result 1: Enhanced capacity of at least 2 local governments to implement integrated urban development mechanisms								
1.1								
Result 2: Enhanced capacity of at least 5 local governments and XX housing delivery and maintenance service providers to implement a housing policy								
2.1	Appointment of rental housing company to draft development plan for the building of rental housing project.	South Africa	April - May 11 (60 days)	Twinning Coordinators of Alphen & ODN	Feasibility study	Draft proposal to the council of Building plans	- Building Plans - DIGH Application report	Alphen/ Oudtshoorn
2.2	Platform Meeting and visit of Alphen delegation to Oudtshoorn SA	South Africa	23-27 May 11 (5 days)	Twinning Coordinators of Alphen & ODN		Consolidated activity plan for VNG/SALGA	Draft Activity Plan	Alphen
2.3	Application submission to possible funders National, Provincial and Private Partners	South Africa	20-24 June 11 (5 days)	Housing Manager of ODN		Funding mobilization	Confirmation letter of application and possible resolution on successful application	Oudtshoorn

2.4	Visit Alphen to discuss funding possibility with DIGH	Netherlands	17-22 July 11 (6 days)	Delegation of 4 from ODN Municipality	Funding Application	Funding Mobilization	Letter confirming funding of project	Alphen
2.5	Final design and business plans (Engineer plans) after funding mobilization	South Africa	October 11 (60 days)	Housing Manager of ODN	Draft Plans	Planning document	Final Plans adopted by council	Oudtshoorn
2.6	Workshop on the tender process with all municipalities	South Africa	October 11 (2 days)	Housing Manager of ODN	Business Plan	Draft Tender Document	Tender Document	Oudtshoorn
2.7	Tender for the appointment of Housing Institute to manage rental stock	South Africa	November 11 (20 days)	Housing Manager of ODN & Alphen	Tender document & Advert newspaper	Appointment of SHI	Appointment letter of SHI	Oudtshoorn
2.8	Tender for the construction of the project	South Africa	November 11 (17 days)	Project Manager of ODN	Tender document & Advert newspaper	Appointment of construction company	Appointment letter of construction company	Oudtshoorn
2.9	Visit by Alphen to discuss project implementation. (Sod Turning)	South Africa	November 11 (6 days)	Twinning Coordinator Alphen	Budget Cost	Launch of the construction phase	Construction	Alphen

Result 3: Local Economic Development policies assessed in at least 5 local governments in relation to housing

3.1	Benchmarking local economic development	South Africa	1-30 July 11 (30 days)	LED Manager of ODN	LED Status quo report	Economic Overview report	Benchmarking report	VNG
3.2	Housing Benchmarking project	South Africa	June-July 11 (60 days)	Housing Manager of ODN	Benchmarking report	Analysis report	Benchmarking report for 2011	Oudtshoorn

Result 4: Enhanced capacity in 5 local governments to incorporate public participation mechanisms in housing policy implementation

4.1	Workshop with possible tenants on the draft building plans.	South Africa	13- 15 July 11 (3 days)	Housing Manager of ODN		Final Draft proposal of building plans	Resolution from meeting endorsing the project	Oudtshoorn
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Result 5: Enhanced awareness of councillors in at least 5 local governments in relation to housing & urban development policy implementation

5.1	Training of new councillors & officials on rental housing including site visit to best practice municipality	South Africa	11-12 July 11 (2 days)	All councillors of ODN	Training material Fund Application	Create awareness for 25 councillors	Issue certificates for training councillors	Oudtshoorn
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LOGO South 2011																		
Budget for the Activity Work Plan per Local Government Partnership																		
Country Programme										South Africa								
Activity Schedule										2011								
Partnership										Municipality of Alphen aan den Rijn and Oudtshoorn								
Date of Submission to VNG International										27-5-2011								
Reimbursement rules of budget items below can be found in the Financial Supplement, Item Nr										Costs to be covered from LOGO South Programme					Own Contribution of Partnership			
Activities to be Implemented by this Partnership	Details	Unit	Quantity	Unit price	Currency	Exchange rate to €	Total	Quantity	Unit Price	Currency	Exchange rate to €	Total						
L.2011.ZA15.## Activity 2.1 Appointment Rental Housing Company Feasibility Study																		
<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>																		
	Local experts (Own Haven)	invoice	1	56.500	ZAR	0,098	5.537,00					-						
Subtotal activity 2.1 Appointment Rental Housing Company Feasibility Study							5.537,00											
L.2011.ZA15.## Activity 2.2 Platform meeting Johannesburg 23-24 May 2011 and visit to Oudtshoorn 25-28 May 2011																		
<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>																		
	Compensation for accommodation costs in beneficiary country (DSA per night)	Hans van Arkel	Oudtshoorn	3	207	USD	1,37	850,77		USD		-						
	Compensation for accommodation costs in beneficiary country (DSA per night)	Jan Eshuis	Oudtshoorn	3	207	USD	1,37	850,77		USD		-						
	Salary compensation NL civil servants (Partner Activities in beneficiary country)		days	10	200	EUR	1,00	2.000,00	10	500	EUR	1,00	5.000,00					
	Salary compensation NL civil servants (Preparation and Reporting Time)		days						10	700	EUR	0,50	3.500,00					
Subtotal activity 2.2 Platform meeting Johannesburg 23-24 May 2011 and visit to Oudtshoorn 25-28 May 2011							3.701,54						8.500,00					
L.2011.ZA15.## Activity 2.3 Application submission to possible funders, National, Provincial and Private partners																		
<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>																		
	Return flight tickets (incl. airport tax and CO2 compensation)	Liuwelyn Coetzee	invoice	1	1.200	ZAR	0,098	117,60				-						
	Return flight tickets (incl. airport tax and CO2 compensation)	Walter Hendriks	invoice	1	1.200	ZAR	0,098	117,60				-						
	Hotel costs (assume it will be arranged by Salga/VNG)		hotel nights x person	2	750	ZAR	0,098	147,00				-						
Subtotal activity 2.3 Application submission to possible funders, National, Provincial and Private partners							392,20											
L.2011.ZA15.## Activity 2.4 Visit to Alphen aan den Rijn to discuss funding possibility with DIGH																		
<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>																		
	Travel costs in NL to and from airport by car and in Alphen aan den Rijn (bus hire)		rental car x days	5	100,00	EUR	1,00	500,00		0,19	EUR	1,00	-					
	Return flight tickets (incl. airport tax and CO2 compensation)	Liuwelyn Coetzee	invoice	1	19.800	ZAR	0,098	1.923,00				-						
	Return flight tickets (incl. airport tax and CO2 compensation)	(financial) official	invoice	1	19.800	ZAR	0,098	1.923,00				-						
	Return flight tickets (incl. airport tax and CO2 compensation)	Mayor	invoice	1	13.500	ZAR	0,098	1.323,00				-						
	Return flight tickets (incl. airport tax and CO2 compensation)	Municipal Manager	invoice	1	13.500	ZAR	0,098	1.323,00				-						
	Return flight tickets (incl. airport tax and CO2 compensation)	Councillor	invoice	1	13.500	ZAR	0,098	1.323,00				-						
	Costs for visa		visa x person	5	1.000	ZAR	0,098	490,00				-						
	Accommodation costs in NL (DSA per night)	Liuwelyn Coetzee	hotel nights x person	6	265	EUR	1,00	1.590,00		USD		-						
	Accommodation costs in NL (DSA per night)	(financial) official	hotel nights x person	6	265	EUR	1,00	1.590,00		USD		-						
	Accommodation costs in NL (DSA per night)	Mayor	hotel nights x person	6	265	EUR	1,00	1.590,00		USD		-						
	Accommodation costs in NL (DSA per night)	Municipal Manager	hotel nights x person	6	265	EUR	1,00	1.590,00		USD		-						
	Accommodation costs in NL (DSA per night)	Councillor	hotel nights x person	6	265	EUR	1,00	1.590,00		USD		-						
	Salary compensation NL civil servants (Partner Activities in NL)		days						6	700	EUR	1,00	3.500,00					
	Salary compensation NL civil servants (Preparation and Reporting Time)		days						6	700	EUR	0,50	1.750,00					
Subtotal activity 2.4 Visit to Alphen aan den Rijn to discuss funding possibility with DIGH							16.665,00						5.250,00					
L.2011.ZA15.## Activity 2.6 Workshop on tender process (Oudtshoorn - Camdeboo - Langenberg (assuming costs will be payed by Salga/VNG))																		
<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>																		
	Return flight tickets (incl. airport tax and CO2 compensation)	Liuwelyn Coetzee	invoice	pm	pm	pm	pm					-						
	Return flight tickets (incl. airport tax and CO2 compensation)	Walter Hendriks	invoice	pm	pm	pm	pm					-						
	Hotel costs (assume it will be arranged by Salga/VNG)		hotel nights x person	pm	pm	pm	pm					-						
Subtotal activity 2.6 Workshop on tender process							-											

or budget items below can be found in the Financial Supplement, Item Nr	Activities to be Implemented by this Partnership	Details	Unit	Quantity	Unit price	Currency	Exchange rate to €	Total	Quantity	Unit Price	Currency	Exchange rate to €	Total	
L.2011.ZA15.#8	Activity 2.9 Visit by Alphen aan den Rijn to discuss the project implementation and the future cooperation													
	Return flight tickets (incl. airport tax and CO2 compensation)	Hans van Arkel	invoice	1	1.350	EUR	1,00	1.350,00					-	
	Return flight tickets (incl. airport tax and CO2 compensation)	Jan Eehuis	invoice	1	1.350	EUR	1,00	1.350,00					-	
	Return flight tickets (incl. airport tax and CO2 compensation)	Bas Eenhoorn	invoice	1	1.350	EUR	1,00	1.350,00					-	
	Costs for visa		visa x person					-					-	
	Compensation for accommodation costs in beneficiary country (DSA per night)	Hans van Arkel	Oudtshoorn	6	207	USD	1,37	1.701,54			USD		-	
	Compensation for accommodation costs in beneficiary country (DSA per night)	Jan Eshuis	Oudtshoorn	6	207	USD	1,37	1.701,54			USD		-	
	Compensation for accommodation costs in beneficiary country (DSA per night)	Bas Eenhoorn	Oudtshoorn	6	207	USD	1,37	1.701,54			USD		-	
	Salary compensation NL civil servants (Partner Activities in beneficiary country)		days	10	200	EUR	1,00	2.000,00	10	500	EUR	1,00	5.000,00	
	Salary compensation NL civil servants (Preparation and Reporting Time)		days						10	700	EUR	0,50	3.500,00	
	Subtotal activity 2.9 Visit by Alphen aan den Rijn to discuss the project implementation and the future cooperation							EUR					6.403,08	8.500,00
L.2011.ZA15.#8	Activity 3.2 Workshop Housing Benchmarking (assuming costs will be paid by Salga/VNG)													
	<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>													
	Return flight tickets (incl. airport tax and CO2 compensation)	Lluwellyn Coetzee	invoice	pm	pm	pm	pm						-	
	Return flight tickets (incl. airport tax and CO2 compensation)	Walter Hendriks	invoice	pm	pm	pm	pm						-	
	Hotel costs (assume it will be arranged by Salga/VNG)		hotel nights x person	pm	pm	pm	pm						-	
	Subtotal activity <<number>>							EUR					-	-
L.2011.ZA15.#8	Activity 4.1 Workshop with possible tenants and visit to Graaff Reinet													
	<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>													
	Travel costs in beneficiary country from and to airport by car / rented bus	Graaff Reinet	km x car / invoice	700	0,19	EUR	1,00	133,00					-	
	Hotel costs		hotel nights x person	4	750	ZAR	0,098	294,00					-	
	Costs for seminars / conferences (room rent, equipment rent, printing costs of training materials etc) only for external audiences		invoice	1	10.000	ZAR	0,098	980,00					-	
	Subtotal activity 4.1 Workshop with possible tenants and visit to Graaff Reinet							EUR					1.407,00	-
L.2011.ZA15.#8	Activity 5.1 Training of new councillors and officials and visit to best practice													
	<i>Please include in the budget for this activity only costs related to this activity. Delete the budget line items for this activity that are not used.</i>													
	Travel costs in beneficiary country from and to airport by car / rented bus	Langenberg, rented bus	km x car / invoice	1	5.000	ZAR	0,098	490,00					-	
	Hotel costs		hotel nights x person	15	750	ZAR	0,098	1.102,50					-	
	Costs for seminars / conferences (room rent, equipment rent, printing costs of training materials etc) only for external audiences	Michelle Essink	invoice	pm				pm					-	
	Subtotal activity 5.1 Training of new councillors and officials and visit to best practice							EUR					1.592,50	-
	Total Own Contribution of <<municipality>> 2011													8.750,00
	Total Contribution of LOGO South Budget 2011													33.578,32
	Total Project Costs 2011													42.328,32
								33.578,32					+ 'pm' costs	