



SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT
IN HIGHER EDUCATION



ANNUAL REPORT

1st January -31 December 2020



CONTENTS

Executive Management Committee Reports

President: Dr Bunki Pitsoane	3
President-Elect: Dr Joshua Ndlela	7
Research, Training & Development Coordinator: Tobias Van Den Bergh.....	11
Administrative Coordinator: Lekgowe Thipe.....	20
Public & Regional Liaison Officer: Lamese Chetty	26
Financial Coordinator: Dr Saloschini Pillay.....	31

Regional Reports

Eastern Cape Region: Christine Lewis	41
Free State Region: Nico Venter	46
Gaunolanga Region: Ané Craven	49
KwaZulu-Natal Region: Saloschini Pillay	52
Vaal North-West Region: Mario Chauque	56
Western Cape Region: Verushka Daniels	60
CONCLUSION: Operating during the covid pandemic.....	64

EXECUTIVE MANAGEMENT COMMITTEE REPORTS

PRESIDENT:

DR BUNKI ENID PITSOANE

The President has been involved in the following activities:

THE 2020 YEAR IN REVIEW

- 1) EMC meetings in May, July and August
- 2) Communication with the Directors of Counselling of the various universities acknowledging the roles of their staff members in the association.
- 3) Regional support with regard to professional development and offered the CPD Ethics accredited workshop to the membership in the regions.
- 4) Meetings and collaboration forged with Higher Health to address issues of mental health and form task team to address such.
- 5) Drafting a Memorandum of understanding with DHET was initiated.
- 6) A survey was conducted to our members on how types of workshops and platforms they would prefer when online workshops are to be conducted.
- 7) Pilot workshops conducted to work on rolling out online CPD workshop to keep our membership abreast with what is happening in their profession.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President portfolio as stipulated in the SAACDHE Constitution:

MANAGEMENT OF ASSOCIATION	
Key Performance Area	Remarks
Provide dynamic leadership towards, and be ultimately responsible for ensuring that the ethos, principles and requirements of the constitution of SAACDHE are promoted and strictly applied	As the president, I continued to uphold the ethos, principles and requirements of the constitution by conducting and chairing meetings according to the constitutional imperatives, chaired the meetings and assisted to in developing the agendas.

Annually set specific strategic priorities for the Association as a whole and report on this progress in a formative and summative manner	During my tenure, together with the EMC we set and developed objectives that each of the EMC member should achieve e.g. online workshop -platform
Provide formative and summative feedback to all members regarding the degree to which the Association has performed against the pre-determined outcomes (those of each individual member of the EMC/GMC and the specifics annually determined by the President)	COVID 19 disrupted normal functioning of the association, however mid-year reports were read and shared during our July meeting by GMC and EMC.

Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President-Elect) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting	<p>Through liaison and involvement with Higher Health and other structures, we were able to attend 3 meetings. Our President-elect presented on Graduate success in a webinar hosted by Higher Health.</p> <p>Higher Health has extended an invite to work together to form work groups which will assist in helping students during this period of COVID 19.</p> <p>The President has been nominated by Higher Health to be part of Global research on team on Youth response to COVID 19, the following countries are part of the project (India, USA and South Africa)</p>
EXECUTIVE MANAGEMENT COMMITTEE SUPPORT	
Key Performance Area	Remarks

Provide dynamic leadership towards, and be ultimately responsible for ensuring the realisation of all the functions and responsibilities of the EMC/GMC/AGM, as stipulated in the constitution	The targeted meetings of the EMC/GMC were not achieved due to challenges of unavailability of members in trying to adjust to the new normal posed by COVID 19.
Provide assistance to other EMC members with specific tasks, as required	Whenever required, the president stepped in to provide support and to consult with the EMC where necessary
Assist the Public and Regional Liaison officer in positioning the Association as a strong and united lobbying force	The President and the Public and Regional Liaison Officer (PRLO) worked very well together in order to ensure that the association is a strong and united lobbying force. The Public and Regional Liaison Officer (PRLO) send messages of encouragement to members when COVID19 lock down began. Snippets of messages were shared by the PRLO on SAACDHE website.
EMC / GMC MEETINGS	
Key Performance Area	Remarks
Chair all EMC/GMC/AGM meetings	The president attended and presided on all the EMC/GMC meetings of 2020 as stipulated in the SAACDHE constitution, However, AGM did not occur.
MEMBERSHIP	
Key Performance Area	Remarks
Ensure continuous communication/dialogue with all members	Ensuring continuous communication/dialogue with all members was implemented through regular posting on the SAACDHE website titled "FROM THE PRESIDENT'S DESK" as well as posting of information and important notices whenever required to the members.

CONCLUSION

It has been a privilege and an honour of course a challenge for me to serve as the president of this association during the most challenging time where the world struggled with the surge of COVID 19 which led to fears and uncertainties. I am grateful for the opportunity and thanks to the team members in the EMC, the GMC and the membership as a whole for their support.

N.B We have lost members of our organisation, we have lost our loved one, we have all been affected by the pandemic in several ways. We however are thankful that we somehow survived this far and may the soul of the departed rest in eternal peace. We wish healing and peace to their family.

Dr Bunki Enid Pitsoane

PRESIDENT ELECT: DR JOSHUA NDLELA

The President-Elect has been involved in the following activities:

- 1) There was no conference in 2020 and was involved in the decision to cancel it due to COVID 19 in the past year.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President-Elect portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide general and strategic support to the President	YES	Part of the COC 2020 cancelation of our annual conference.
Attend to delegated tasks from the President	YES	Conference issues
Provide assistance to other EMC members with specific tasks as required	YES	Only formally started in position in September 2019
Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting	NO	Only formally started in position in September 2019
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks

Attend all meetings	YES	Only formally started in position in September 2019
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend to conference related matters (assisted by the Administrative Coordinator & PRLO) <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NOT DONE YET</p> <p>NOT DONE YET</p>	There was no conference in 2020
Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures	NO	COVID 19 deterred our EMC work.

<p>Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by:</p> <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	<p>NO</p> <p>NO</p> <p>NO</p>	
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
<p>Operationalise the Association's Quality Assurance System by:</p> <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	<p>NO</p>	<p>Lockdown in 2020.</p>
<p>Facilitate and plan regional training activities with regards to quality assurance</p>	<p>NO</p>	<p>Lockdown in 2020</p>

CONCLUSION

The portfolio was to support the President and the COC in conference organising for the year 2020 and we all reached a decision to not hold our annual conference due to COVID 19.

Joshua Bongani Ndlela

RESEARCH, TRAINING & DEVELOPMENT COORDINATOR: TOBIAS VAN DEN BERGH

The Research, Training & Development Coordinator has been involved in the following activities:

- 1) We received a JCDHE submission. Two independent reviewers were found and subsequently reviewed the article. The article was accepted with major changes but was not re-submitted.
- 2) We developed and disseminated a SAACDHE Online Education and Training (SOET) survey. The survey was conducted from June - July. The aim was to determine the training and development needs and preferences of members. The results and recommendations are contained in the SOET Survey Report 2020.
- 3) The SOET survey results informed the design, development, and implementation of an online, webinar-based professional development, member connect, and training programme named MindCare.
- 4) MindCare was implemented weekly from 18 November to 2 December. Feedback results are being analysed and will inform the design and implementation of an extended and improved programme during 2021.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Research, Training & Development Coordinator portfolio as stipulated in the SAACDHE Constitution:

TRAINING & DEVELOPMENT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure EMC/GMC training and inductions	Na	
Address special training needs of members on a regional level (e.g. writer's forum; research and publication training)	Yes	The SOET Survey determined the needs and preferences of members. The online training programme MindCare was implemented.
EMC / GMC MEETINGS		

Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	Yes	
RESEARCH		
Key Performance Area	Addressed: Yes/No/Na	Remarks

<ol style="list-style-type: none"> 1. Be responsible for the SAACDHE publication, entitled the Journal for Counselling and Development in Higher Education Southern Africa: 2. Find referees to review conference papers / articles for this publication 3. Get EMC to approve of selected referees 4. Notify referees of their appointment by the EMC 5. Forward papers to be refereed to referees with guidelines and the Referee Feedback Form 6. Contact presenters of winning papers at the last SAACDHE Conference to submit their papers to be refereed 7. Get referees to return the refereed papers and comments 8. Get EMC to discuss the returned papers and comments and to approve the papers to go into the Journal for Counselling and Development in Higher Education Southern Africa 	<p>Yes</p>	
---	------------	--

<p>9. Ensure ISBN number for the Journal for Counselling and Development in Higher Education Southern Africa</p> <p>10. Mail papers with referees' comments to authors with request to upgrade before publication</p> <p>11. Oversee the finalisation of the Journal for Counselling and Development in Higher Education Southern Africa (compiling and printing)</p> <p>12. Oversee the distribution of the Journal for Counselling and Development in Higher Education Southern Africa (preferably at the annual SAACDHE Conference)</p> <p>13. Ensure that important stakeholders get a copy (e.g. HESA, PsySSA, SAASSAP)</p>		
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure that all conference attendees get a CD/ electronic copy of all papers/workshops presented at the conference	Na	Conference postponed to 2021.

<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>Na</p>	<p>Conference postponed to 2021.</p>
<p>Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures</p>		

<p>Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by:</p> <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	NA	
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
<p>Operationalise the Association's Quality Assurance System by:</p> <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	Na	Unlikely under current travel and other restrictions.
Facilitate and plan regional training activities with regards to quality assurance	Na	

CONCLUSION

Necessity is the mother of invention. The COVID-19 pandemic created extraordinary conditions for all societies and unprecedented challenges and consequences. The necessary cancellation of the annual SAACDHE conference was one of many losses during this period. The yearly conference gifted mental health professionals and higher education practitioners with the opportunity to connect meaningfully, to exchange knowledge, ideas, and experiences, to relax, and to engage (and to create memories).

Within this loss, we sought life. The first step was to empathise with SAACDHE members, colleagues, and peers. We sought to understand better practitioners' online and professional needs and preferences. This resulted in the development and circulation of the SAACDHE Online Education and Training (SOET) survey. The SOET Survey Results Report indicates the survey findings and recommendations for developing online training, development, education, and connect programme.

Consequently, the online webinar-based programme called MindCare was designed, developed, and implemented. MindCare consisted of a five-member project team of registered SAACDHE members, from three different campuses at the University of the Free State (UFS).

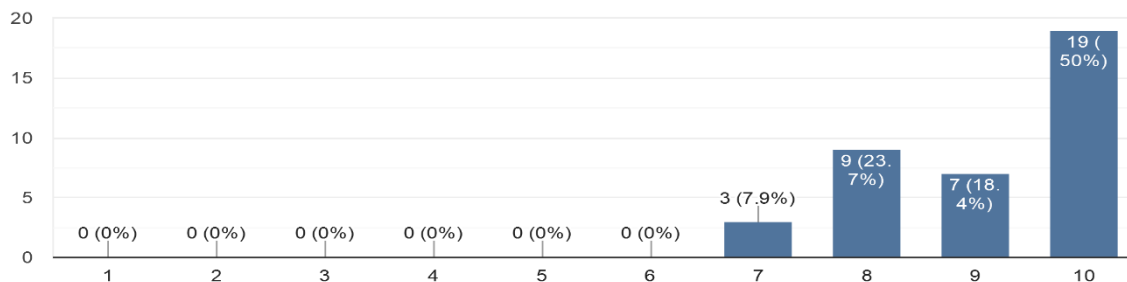
The MindCare pilot-project was implemented weekly from 18 November – 2 December 2020. The table below indicates the three sessions, the total number of Zoom registrations, the maximum attendance level for the particular session, the attendance rate (as a percentage of the number of registrations), the capacity rate (number of attendees as a percentage of the maximum Zoom capacity of 100), the number of completed feedback questionnaires, and the questionnaire response rate (as a percentage of the number of completed questionnaires in relation to total attendance).

SESSION	TOTAL REGISTRATIONS	MAX TOTAL ATTENDANCE	ATTENDANCE RATE	CAPACITY RATE	NUMBER OF FEEDBACK Q RESPONSES	RESPONSE RATE
MindCare 1	82	67	82%	67%	38	57%
MindCare 2	61	47	77%	47%	20	43%
MindCare 3	73	56	77%	56%	30	54%
	216	170	79%	57%	88	52%

Initial results indicate an overall satisfaction and excitement among members and participants with the MindCare pilot sessions. Feedback suggests that members or participants felt more connected due to the online interactions and engagements, and represented professionals from across South Africa (see examples below, MindCare 1).

2. What is your overall impression of the MindCare session?

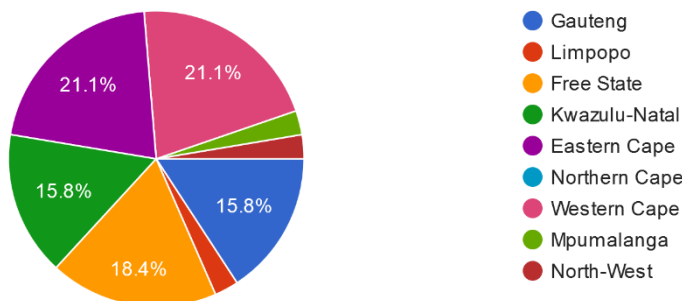
38 responses



1 = Poor to 10 = Excellent

9. In which province do you work?

38 responses



During 2021 the goals are to:

- Extend MindCare from three weeks and three sessions, to 56 weeks and eight sessions.
- Re-design and re-develop MindCare based on all available quantitative and qualitative feedback and data, including reflections and analyses by the MindCare project team.
- Accredit most if not all sessions for CPD points.
- Establish a professional database of individuals indicating their specialisations and willingness to conduct professional training and development sessions.
- Obtain specialist external presenters for specific sessions.
- Expand communications externally and include a payment option for non-registered members wishing to attend.

The ultimate goal is to develop an engaging, branded, and sustainable programme that adds value to members and participants. That way, it will continue to enrich higher education and SAACDHE professionals, endure organisational change, and regularly connect people to create a space of common humanity.

Kind regards,

Tobias van den Bergh

ADMINISTRATIVE COORDINATOR: LEKGOWE NONO THIPE

The administrative coordinator has been involved in the following activities:

- 8) Meeting coordination
- 9) Meeting attendance
- 10) Minute taking and distribution

Below is a breakdown of activities the administrative coordinator engaged in, as guided by the portfolio's Key Performance Areas (KPA's)

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide administrative and general support to the EMC	YES	Support was provided through meeting coordination, minute taking and distribution.
Attend to delegated tasks from the President and President-Elect	YES	<ul style="list-style-type: none"> • DHET Face to Face meeting attendance 28/02/2020 • Higher Health zoom meeting attendance 27/05/2020 • Letter drafting
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Obtain quotations for meeting venues and accommodation	N/A	There was no need to obtain quotations since meetings were held online due to following Covid-19 regulations.

Book meeting venue and attend to logistical arrangements	N/A	There was no need to obtain quotations since meetings were held online due to following Covid-19 regulations.
Attend all meetings	YES -except in cases where I was sick.	<ul style="list-style-type: none"> • SAACDHE EMC Face to Face meeting 04/12/2019 • SAACDHE EMC/GMC/COC Face to Face and zoom meeting 05/12/2019 • SAACDHE EMC/GMC Face to Face meeting 05/12/2019 • DHET Face to Face meeting 28/02/2020 • SAACDHE EMC WhatsApp meeting 19/03/2020 • SAACDHE EMC zoom meeting 05/05/2020 • Higher Health zoom meeting 27/05/2020 • SAACDHE EMC/GMC zoom meeting 16/07/2020
Assist in making arrangements for the regional chairpersons to attend the joint meetings with the EMC	YES	SAACDHE EMC/GMC zoom meeting 16/07/2020

Set the agenda of the EMC and GMC meetings (in conjunction with the President)	YES	<ul style="list-style-type: none"> • SAACDHE EMC/GMC Face to Face meeting 05/12/2019 • DHET Face to Face meeting 28/02/2020 • SAACDHE EMC WhatsApp meeting 19/03/2020 • SAACDHE EMC zoom meeting 05/05/2020 • EMC/Higher Health zoom meeting 27/05/2020 • SAACDHE EMC/GMC zoom meeting 16/07/2020
Send out notices of meetings to all concerned	YES	
Accurately record minutes of all meetings	YES	
Distribute relevant minutes, action plans and timelines to all EMC and GMC members	YES	
Extract decisions taken and updates from the EMC meetings and distribute to HOD's and GMC	N/A	
Follow up on requests or decisions arising from the EMC and GMC meetings	NO	Was done by the SAACDHE President
Correspond with individual members or organizations, based on decisions taken at these meetings.	NO	Was done by the SAACDHE President

TRAVEL AND ACCOMMODATION: EMC / GMC MEETINGS

Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend to accommodation requirements of the EMC and GMC	N/A	No accommodation required due to following Covid-19 regulations.
Coordinate travel arrangements and requirements of the EMC and GMC	N/A	No accommodation required due to following Covid-19 regulations.

MEMBERSHIP AND DOCUMENTATION

Key Performance Area	Addressed: Yes/No/Na	Remarks
Update and maintain the membership list	NO	Done by the PRLO with Leza Deyzel's assistance from the University of South Africa (UNISA)
Request from each institution updated information regarding all SAACDHE members	NO	Done by the PRLO with Leza Deyzel's assistance from UNISA
Assist SAACDHE members and attend to their queries	N/A	
Ensure that all constitutional amendments are recorded and updated, including appendices	N/A	
Distribute updated documents to paid-up SAACDHE members	N/A	
Arrange for archiving of SAACDHE information and documents	N/A	
Liaise with webmaster and ensure that relevant information is placed on the SAACDHE website	N/A	liaised with Leza Deyzel from Unisa
Distribute EMC's and GMC's "Broad tasks and Action Plans" for each year to GMC and place on the SAACDHE website	N/A	

CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Participate in the selection of abstracts for the conferences	N/A	No conference held due to the covid-19 pandemic.
Participate in the approval of conference venue including venues used for the evening functions of the conference	N/A	No conference held due to the covid-19 pandemic.
Participate in the approval of conference accommodation for delegates	N/A	No conference held due to the covid-19 pandemic.
Participate in the approval of the conference programme	N/A	No conference held due to the covid-19 pandemic.
Assist the President-Elect with any other conference matters including distribution of "Application forms to host a SAACDHE conference" to interested institutions	N/A	No conference held due to the covid-19 pandemic.
ANNUAL GENERAL MEETING (AGM)		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Release the 'Notice of AGM' three months prior to the meeting	N/A	There was no AGM held during the year 2020
Compile agenda for the AGM (in consultation with the EMC & GMC)	N/A	There was no AGM held during the year 2020
Collect, collate, compile and bind all relevant documents for the AGM	N/A	There was no AGM held during the year 2020
Distribute these prior to the AGM meeting	N/A	There was no AGM held during the year 2020
Documentation of the AGM minutes	N/A	There was no AGM held during the year 2020

Distribution of the AGM minutes	N/A	There was no AGM held during the year 2020
Have available and circulate nomination forms for new positions within the EMC	N/A	There was no AGM held during the year 2020
HONORARY MEMBERSHIP		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Receive and manage submitted written nominations for honorary membership	N/A	No honorary membership received for the year 2020
Present the submitted nominations at the mid-year GMC meeting	N/A	No honorary membership received for the year 2020
Develop and maintain a register of Honorary Members, Honorary Presidents and Distinguished Service Award recipients	N/A	No honorary membership received for the year 2020

CONCLUSION

The year 2020 was tough and tricky. It required much adjusting, unlearning, learning, and re-learning. It also pushed one out of a comfort zone. However, being as it may, I have and continue to enjoy serving on SAACDHE.

Lekgowe 'Nono' Thipe

PUBLIC & REGIONAL LIAISON OFFICER: LAMESE CHETTY

The Public & Regional Liaison Officer has been involved in the following activities during the COVID-19 National Lockdown:

- 2) Liaising with Regional Chairs, EMC & webmaster
- 3) Compilation of Regional Newsletter
- 4) Compilation of Annual Report
- 5) Updating of members list and details
- 6) Assisting with planning of regional activities due to many regions not being able to host face-to-face meetings

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Public & Regional Liaison Officer portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
In consultation with the Research, Training and Development Coordinator, compile a CPD register of the regional and national activities and post these on the SAACDHE website	Yes and no	A list was not collated but one region offered an online CPD activity open for all members and utilised the website to advertise. The development of the SOET survey by the RTDC was initiated to plan for members involvement as a result of the conference being cancelled and PRLO assisted.

Provide assistance to other EMC members for specific tasks, as required	Yes	Assisted the President with gaining insight from national student development and support units Directors to partner with DHET Higher Health initiative. Liaised with Financial Officer and webmaster with online registration for members.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	Yes	Online meetings occurred as a result of the National Lockdown
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Edit/Publish the SAACDHE Newsletters – Three annually	no	Newsletters could not be published as many regions could not follow their strategic plans because of the National Lockdown. One newsletter will be published for 2020.
Compile/Publish the Annual Report	No	AGM postponed as a result of the National Lockdown and EMC and GMC could not meet prior for planning.
Liaise with Regional Chairpersons and ensure the effective functioning of the Regions	Yes	Liaising via email communication.
Liaise with the webmaster to ensure that information on the website is updated on a regular basis	Yes	Liaising via email communication. Reconsidering a review for the website.

Ensure continuous communication / dialogue with all members	Yes	Communicated via chairpersons and website emails when relevant.
MARKETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Raise public and institutional awareness	Yes	Partnership occurred between DHET and Higher Health
Co-ordinate marketing of the Association to its members and to the public	Yes	With Chairpersons and Webmaster.
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Assist hosting region with CPD accreditation application process	No	No conference could be held because of the National Lockdown due to COVID-19
Organise and prepare all conference awards, special awards and certificates	No	No conference could be held because of the National Lockdown due to COVID-19

<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>No</p>	<p>No conference could be held because of the National Lockdown due to COVID-19</p>
<p>Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures</p>	<p>Yes</p>	<p>Provide KPA's and documentation and info to EMC and GMC as required (USB)</p>

Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	no	No conference could be held because of the National Lockdown due to COVID-19
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	No	
Facilitate and plan regional training activities with regards to quality assurance	No	

Lamese Chetty

FINANCIAL COORDINATOR: DR SALOSCHINI PILLAY

The Financial Coordinator has been involved in the following activities:

- 1) Providing general and strategic support to the EMC/GMC pertaining to financial matters
- 2) Attendance at EMC/GMC, Strategic Plan and site visit meetings
- 3) Managing the Associations Finances
- 4) Overseeing the electoral processes at the AGM
- 5) Advise and guidance on management of conference finances
- 6) Submitting the SAACDHE finances for financial assessment
- 7) Concluding payments to for services
- 8) Compliance with NPO requirements
- 9) Updating the BBBEE certificate
- 10) Updating office bearer signatories with the bank

Below follows, a breakdown, with brief remarks, of the detailed requirements regarding the Financial Coordinator portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide general and strategic support to the EMC especially to matters pertaining to finances	YES	Develop, implement budgets, income and expense statements and oversee the Associations Finances
Attend to delegated tasks from the EMC	YES	Arranged logistics for the EMC online meeting,
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	YES	As per attendance list

Attend to payments for travel, accommodation and subsistence of the EMC and GMC meetings	YES	Not all claims received to date but those received have been processed
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Increase the membership base	NO	95 members for the current cycle, due to lockdown
Attend to financial related enquiries from general and prospective members	YES	Application and invoicing for membership, complete vendor application forms for institutions, provided bank stamped letters and BBBEE certificates to institutions, compliance with DSD-NPO requirements, assist Webmaster to review invoices.
Ensure that reminders are sent via PRLO and follow-ups are made regarding payment of membership fees	YES	Sent out via Admin Coordinator as well.
Update the EMC about paid-up and outstanding membership fees	YES	Updated membership provided at every meeting
Update the database of members	Yes	Now provided by the Webmaster
FINANCIAL MANAGEMENT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Maintain an income and expense statement of all transactions	YES	Made available at EMC Meeting and for Audit purposes
Keep proper financial records and files	YES	All documents filed accordingly

Maintain invoices for all payments due to SAACDHE	YES	As per SAACDHE Finance procedures
Pay Seed money to regions based on an updated strategic plan and income and expense statement	YES	Paid to COC and will pay only to those who have provided a strategic plan
Identify investment opportunities	YES	Maintained the Stanbic investment.
Provide financial statements at each meeting	YES	Updated statement at each meeting and for all reports
Ensure compliance with all banking requirements	YES	FICA compliant
Update the change of signatories	YES	Not done for 2020 as no AGM was held
Prepare the financial report and investment statements /evidence for the annual external audit	YES	Not submitted as yet for 2020 due to lockdown and AGM not scheduled as yet.
Prepare budget for each financial cycle for presentation at AGM	YES	To be presented to the AGM and draft included in the Annual Report
Motivate for deviations from the budget	YES	For special projects and meetings like the Strategic Planning
Allocate funds to RTD and make payments to regions on approved application for RTD funds	YES	No region accessed for this cycle
Ensure BBBEE certificate updated annually	YES	To apply to KrugerInc for updated certificate for 2021
Update the Department of Social Development (DSD) on change in office bearers and provide updated Constitution	NO	NPO certificate has been received. Will provide the audited financial statement to DSD after AGM in 2021

Ensure that all monies received in the name of SAACDHE are banked accordingly	YES	No cash received for national account
Ensure that all claims pertaining to the business of SAACDHE are honoured	YES	Service providers and expense claims settled once received.
ANNUAL GENERAL MEETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure nominations are received timeously for the vacant office bearer posts on EMC	YES	No elections in 2020 due to lockdown
Ensure the preparation and completion of the voter's roll (based on paid-up membership fees)	YES	No elections in 2020 due to lockdown
Ensure the preparation and completion of ballot papers for election of new members into the EMC	YES	No elections for 2020 due to lockdown
Identify an electoral officer for the voting process	YES	No elections due to lockdown
Ensure all Constitutional amendments are motivated for and ratified at the AGM	YES	To finalise at EMC/GMC for next AGM
Provide fully audited financial statements at the AGM	YES	No AGM in 2020
Present the income and expense statement and provisional budget projections at the AGM	YES	No AGM in 2020
ANNUAL CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks

Advise COC on financial management processes (banking, invoicing, local and foreign payments)	YES	All finance processes are made known at the site meetings and available for email and telephonic advice
Conduct site visit and assess feasibility in terms of cost	YES	Part of the June meeting agenda, deferred due to lockdown
Ensure the availability of cheques for the conference awards	NO	Cheques no longer accepted at banks.

S.Pillay

Dr Saloschini Pillay

SAACDHE EMC [National Finance Coordinator]

REGIONAL REPORTS

EASTERN CAPE REGION

REGIONAL CHAIRPERSON: CHRISTINE LEWIS

MEMBER INSTITUTIONS

- Rhodes University
- Nelson Mandela University
- University of South Africa
- Walter Sisulu University
- University of Fort Hare

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Ongoing.
Contribute toward the SAACDHE Newsletters – regional news	N/A	No regional news
Contribute toward the Annual Report	Yes	Continuous
Organise training and developmental activities within the region	N/A	No Regional CPD activity was implemented this year due to the pandemic
Organise regional meetings to discuss SAACDHE and institutional matters – including	Yes	Ongoing

providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities		
To represent the needs and the interests of the regional members at GMC level	Yes	Highlighted at GMC meetings
Ensure continuous communication/dialogue with all members of the region	Yes	Obtain via email
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	
Provide assistance to other GMC members for specific tasks, as required	Yes	
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	Yes	Ongoing.

Change in office Bearers – University

At a regional meeting, the current office bearers were asked to remain in office due to the impact of the pandemic. Ms. Msengana (administrator), University of Fort Hare and Ms. Lewis (chair) Rhodes University accepted this motion to extend their term in office.

Congratulations:

Congratulations to Ms. Msengana who has been appointed as the acting manager of Student Counselling for the University of Fort Hare, East London Campus. We wish her all the best.

REGIONAL ACTIVITIES

GMC/EMC Annual meeting

A GMC/EMC Microsoft teams meeting was held on the 16th of July 2020. The meeting highlighted the decision to postpone/reschedule the 2020 conference due to the impact of the pandemic and feedback from regional members and the feasibility to host the conference online.

An update from various regional institutions were shared on service delivery and how each Institution operate and are currently providing support to their students during this time.

Regional annual meeting

A Zoom regional meeting was held on the 6th of August 2020. Representation of all Eastern Cape institutions were represent at the meeting.

An update from each institution were shared on service delivery and how each Institution operate and are currently providing support to students during this time.

Decisions taken at the meeting includes

- The current regional office bearers (Ms. Lewis, Chair and Ms. Msengana, administrator) will continue in their roles until such time as an election can be held for the new term of office. (Mr. Ndlela reported that, at the national level, a similar procedure/decision took place).

CPD Activities

- The COVID-19 pandemic had a significant impact on our plans. Focus was placed on sustaining the operational function of each institution. Institutions were faced with a lot of uncertainties and challenges. As such, we were not in a position to implement a regional CPD activity.

- All SAACDHE members were encourage to share CPD activities that they may be aware of. Regional office bearers share these as there were many free CPD activities provided throughout the year.
- Members were encourage to look out for the **SAACDHE CPD opportunity** that was shared and some attend these. We appreciate the setting up of SAACDHE **MindCare** and connect by our Free State Colleagues.

General

September marked the **launch of the SAACDHE** professional development and member connection programme, **MindCare**. The 1st webinar focused on a discussion on institutions plans and implementation of counselling services during COVID 19. Ms. Lewis (EC Regional Chair) was invited to be one of the panel presenters. The aim of the discussion panel was to create and initiate a collective reflection and conversation about the trials, tribulations, and triumphs of counselling centres, mental health practitioners, and higher education professionals during the COVID-19 period. The 2nd session focused on expert presenter Prof Melvyn Freeman, and discussion focused on student mental health trends during the COVID period. The 3rd and final MindCare session focused on Professional self-care: TLC in Action. The session was an activity-based webinar aimed at inducing a state of relaxation, enjoyment, and mindful reflection. Thank you SAACDHE for hosting this.



FINANCES

See attached financial update.

CONCLUSION

The impact of the pandemic has impacted on our plans to meet as a region as we have our regional CPD activity and Regional AGM at the same time. After adjusting to the pandemic and finding the way forward we convened as a region, however, the road ahead is still unclear with a lot of uncertainties.

Compiled by

Christine Lewis

FREE STATE REGION

REGIONAL CHAIRPERSON: NICO VENTER

MEMBER INSTITUTIONS

University of the Free State (8 members)

FOR THE DURATION OF 1 August 2019 to 31 July 2020 – Nico Venter

REGIONAL MEETINGS

Date	Venue	Agenda
November 2019 February 2020	UFS	<ul style="list-style-type: none">• SAACDHE Conference• Cancelling of 2020 SAACDHE conference

MEMBER INSTITUTIONS

- University of the Free State (UFS)

REGIONAL ACTIVITIES:

Themed Staff Wellness Activities:

Dates	Status
February	Cancelled due to Covid 19
March	
April	
May	
September	
October	Cancelled
November	

All planned staff wellness activities were cancelled due to Covid 19

FINANCES:

Bank statement to be attached.

Balance of bank account as of 10 December 2020 is R9238.15

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.
- To co-ordinate regional activities.
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairpersons' portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	NO	Although other institutions were approached, no new members applied.
2	Contribute toward the SAACDHE Newsletters – regional news	Yes	Cancellation of 2020 conference
3	Contribute toward the Annual Report – regional reports	YES	
4	Organise training and developmental activities within the region	No	Sharing of expertise was cancelled due to Covid
5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions and activities	YES	
6	To represent the needs and the interests of the regional members at GMC level	YES	

7	Ensure continuous communication/dialogue with all members of the region	YES	
8	Manage and account for the finances of the region	YES	
9	Provide assistance to other GMC members for specific tasks, as required	YES	
10	Prepare and submit required regional reports and financial statements (before set deadlines) for: 10.1 GMC meeting (programme for the year and progress report) 10.2 Annual General Meeting (AGM) 10.3 Annual Report 10.4 Others as required	YES	

CONCLUSION:

In conclusion, the Free State region still has only one member institution (UFS) and we still continue to work on marketing and canvassing at other institutions to join the association. We also need to arrange for more training opportunities.

Nico Venter

GAUNOLANGA REGION

REGIONAL CHAIRPERSON: ANÉ CRAVEN

MEMBER INSTITUTIONS

Tshwane University of Technology	Ane Craven and Megan Fredericks
University of Pretoria	Zuleikha Ahmed and Hanle Kirckaldy
University of Witwatersrand UNISA	Anne Lunskey, Raj Naran and Shameen Naidoo Dr. Rossano Wells
University of Limpopo (INVITED)	Ms. Mandu Selepe and Ms. Mpho Monama

REGIONAL ACTIVITIES

What	Who	When	Where	Objectives	Responsible parties
2020 CPD Webinar	Any SAACDHE and non-SAACDHE members registered for the CPD event	23 October 2020	Online	Dr Shahieda Jansen presented an online webinar for CPD points	Megan Fredericks & Ané Craven

REGIONAL FINANCES

The current balance in our bank account is R 6308.70.

CONCLUSION

The Gaunolanga region has had a quiet year due to COVID-19 related restrictions. We have, however, developed a stronger online presence, and will build on this for the 2021 year, combining face-to-face and/or online strategies, depending on developments related to restrictions and regulations.

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.
- To co-ordinate regional activities.
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Done through regular e-mail communication and forwarding of relevant e-mails
2	Contribute toward the SAACDHE Newsletters – regional news	No	
3	Contribute toward the Annual Report – regional reports	Yes	
4	Organise training and developmental activities within the region	Yes	CPD Webinar presented on 23 October 2020
5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions and activities	No	Although this was anticipated, there were conflicting events on the 23 rd of October. A regional meeting will be planned for early 2021.
6	To represent the needs and the interests of the regional members at GMC level	Yes	
7	Ensure continuous communication/dialogue with all members of the region	Yes	

8	Manage and account for the finances of the region	Yes	
9	Provide assistance to other GMC members for specific tasks, as required	Yes	
10	<p>Prepare and submit required regional reports and financial statements (before set deadlines) for:</p> <p>10.1 GMC meeting (programme for the year and progress report)</p> <p>10.2 Annual General Meeting (AGM)</p> <p>10.3 Annual Report</p> <p>10.4 Others as required</p>	Yes	

Ané Craven

KWAZULU-NATAL REGION

REGIONAL CHAIRPERSON: SALOSCHINI PILLAY

MEMBER INSTITUTIONS

NO.	INSTITUTION	FEES PAID	TOTAL MEMBERS
1	University of KwaZulu-Natal	Paid	5
2	Durban University of Technology	Not paid	0
3	Mangosuthu University of Technology	Paid	4
4	University of South Africa - KZN	Not Paid	0
5	University of Zululand	No Application	0
TOTAL MEMBERS			9

REGIONAL ACTIVITIES

Regional Meetings

The Region hosted no contact meetings due to Covid -19 and the lockdown. It has been a challenge to bring together the KZN members as membership fees are paid very late, usually just before the annual conference and for 2020 we only had 9 members. This also impacts hosting an AGM with bona fide members for purposes of regional elections.

CPD Activities

11 online CPD activities were offered to KZN members for the period under review.

TOPIC	INSTITUTION/FACILITATOR	DATE	POINTS
Alcoholism and Working with the Alcoholic	UJ-Department of Social Work	9 June 2020	2.5 CEU
Understanding Alcoholism: Stereotypes and stigma	UJ -department of Social Work	8 September 2020	3 CEU

The role of pastoral counselling in managing mental health issues	Rev Alice Fabian Williams- Pastoral Counsellor	15 December 2020	2 CEUs
Impact of online orientation on student success	Ms Sithabile Ndlovu -Clinical Psychologist	4December 2020	2 CEU
Psychotherapy from a Systemic Perspective	Ms Marcia Peters-Fort Napier Hospital -Clinical Psychologist	23 October 2020	2 CEU
The Neurobiology of trauma	Ms Kristy Greener -UKZN- Clinical Psychologist	13 November 2020	2 CEU
SAACDHE Gaunolanga Region presents: Therapy meets Masculinity: CPD Webinar presented by Dr Shahieda Jansen	SAACDHE	23 October 2020	
Life's better when you are healthy	SAMA	3 September 2020	1 CEU
Busting Covid Myths	Dr Michael Mol	6 July 2020	1 CEU
Mental Health Symposium	Fort Napier Hospital	27 October 2020	
MindCare: SAACHDE: 3 parts	SAACDHE	18 Nov, 25 Nov, 2 Dec 2020.	

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's KPA's and profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	YES	Mangosuthu University of Technology are paid members for the 2 nd time.
Contribute toward the SAACDHE Newsletters – regional news	NO	No current news
Contribute toward the Annual Report	YES	Submitted

Organise training and developmental activities within the region	YES	11 online CPD activities offered
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	YES	Limited opportunity to meet. No contact meetings due to lockdown
To represent the needs and the interests of the regional members at GMC level	YES	Attend GMC and represent KZN interests
Ensure continuous communication/dialogue with all members of the region	YES	Regular communication to the region to update their membership, circulate information and communicate from EMC, shared updates on the 2020 conference.
Manage and account for the finances of the region (may be co-opted to a treasurer)	YES	Regional finances have grown due to income from CPD activities. The 2017 conference profit to be reimbursed to the region.
Provide assistance to other GMC members for specific tasks, as required	YES	Support with conference hosting processes
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> GMC meetings (programme for the year and progress report) 	YES	Reports and finance statements made available to the PRLO after due date. The region has not hosted an AGM as yet as membership fees are paid very late in the year

<ul style="list-style-type: none"> • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 		<p>hence not sufficient bona fide members to form a meeting.</p> <p>Annual report submitted</p>
---	--	---

FINANCES

The KZN Region 3 month bank statement is not attached. Last balance of **R21 730.46** as at 31st July 2019. Co -signatory has retired so Chair cannot access the account.

CONCLUSION

KZN is a very small region and due to the geographical distance hence it is often difficult to meet on a regular basis. The restructuring at HEI, new models and structures for counselling, career and development services as well as and constrained institutional finances have impacted the uptake of membership. Lockdown due to the pandemic allowed for online meetings.

Dr Saloschini Pillay

Acting KZN Regional Chair

VAAL NORTH-WEST REGION

REGIONAL CHAIRPERSON: MARIO CHAUQUE

MEMBER INSTITUTIONS

- North-West University Vaal campus (5 members)
- North-West University Potchefstroom campus (7 members)
- North-West University Mafikeng campus (6 members)
- Vaal University of Technology (5 members)

REGIONAL ACTIVITIES

Regional Meetings

19 March 2020

- Regional meeting was supposed to be hosted by Vaal University of Technology
- CPD accredited presentation (Ethics, Human Rights Law in Psychology and education) was organised.
- Lunch and socialising as a region
- The meeting didn't take place due to lockdown and it was postponed till further notice.

June 2020

- Regional chairperson to attend GMC meeting
- This meeting was postponed due to lockdown.

09 July 2020

- Regional meeting was supposed to be hosted by NWU Potchefstroom Campus.
- CPD accredited presentation (topic to be determined)
- Lunch and socialising as a region
- The meeting didn't take place due to lockdown.

September 2020

- Attendance of annual conference in Bloemfontein
- Conference was postponed due to lockdown.

CPD Activities

13 November 2020

- Online CPD accredited presentation: (Ethics, Human Rights Law in Psychology and education).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Regular email communication and clearly communicated meeting schedule. Provide information regarding the postponement of all activities planned.
Contribute toward the SAACDHE Newsletters – regional news	Yes	One member of our region have been sending information regarding some of the activities that took place in our region.
Contribute toward the Annual Report	Yes	
Organise training and developmental activities within the region	Yes	Regular CPD Discussion opportunities. Circulating any information regarding online CPD to ensure members do get the information.
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	Yes	We had few meetings especially in the beginning of the year where we also chose a planning or organising committee with tasks that needed to be done as we were planning the 2021 conference.
To represent the needs and the interests of the regional members at GMC level	Yes	Quarterly regional meetings which unfortunately did not take place due to lockdown.

Ensure continuous communication/dialogue with all members of the region	Yes	Email as a form of communication.
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	With the assistance of the finance coordinator, Mrs Retlotlilwe Mtimkhulu (NWU Vaal)
Provide assistance to other GMC members for specific tasks, as required	Yes	Advertising events hosted by other regions amongst members
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	Yes	Few reports as there was not much to report on due to lockdown.

FINANCES

The region finance was used for the planning committee. Will provide the balance in the next report.

CONCLUSION

The year 2020 was a challenging year for most of us and most if not all activities were affected because of the unexpected that came with the lockdown. Arranging dates for regional activities was a challenge and the lockdown made it worse. Coming up with alternatives like webinars was a challenge because either people cited the issue of data as majority were working from home. I hope when we return to normal it will be easy to plan activities as people would have missed interactions and learning from the fellow

peers. The regional activities continue to be an opportunity to strengthen the bonds of friendship and support each other in spite of the many challenges faced by higher education institutions.

Mario Chauque

Regional Chairperson: Vaal North-West Region

WESTERN CAPE REGION

REGIONAL CHAIRPERSON: VERUSHKA DANIELS

MEMBER INSTITUTIONS

There were five institutions registered for the year. They are listed below:

- University of the Western Cape
- University of Stellenbosch
- Cape Peninsula University of Technology
- Northlink College
- University of South Africa

REGIONAL ACTIVITIES

Regional Meetings

The regional meetings and planned activities for the year were adapted as a result of the pandemic. We were able to continue with our activities via an online platform, and no physical meetings were held even prior to the start of the pandemic as the dates fell outside of that period.

30 June 2020:

The first meeting for the year happened on this date and it was hosted on Zoom. This was a check-in session for members and the sharing of care tips during the new online shift for work was the theme which highlighted the importance of “Online Wellness”. Colleagues all shared their institutional news which had a very different feel to it since the big change in online learning affected all campuses similarly across the institutions. Some staff changes which occurred was with Ms Lamese Chetty taking up a different position at Stellenbosch University Tygerberg campus and also Ms Leanie Pienaar who was appointed as the new Director for Cape Peninsula University of Technology Counselling Services. Everyone was excited with these colleagues and wished them well.

15 September 2020:

This meeting was hosted on the Google Meets platform. It was exciting to have a guest speaker address the group, and the topic was “A Student Success Framework for Students in Residence” presented by Dr. Johan Groenewald of Stellenbosch University. The presentation was a discussion on his findings from his Phd study and the insights which he shared was very useful to colleagues. A good engagement was held on the topic, with the reassurance of counselling / student support

staff efforts towards students as being meaningful in even the smallest ways based on his list of skills set which contributes towards student success. An exciting announcement was the pregnancy of Ms Leanie Pienaar of CPUT who was due to start her maternity leave in the next few weeks after the meeting and Ms Samantha Hanslo will be the interim Director in her absence.

18 November 2020:

This meeting was supposed to take place as the final meeting for the year, but it was postponed to allow colleagues to join the SAACDHE MindCare national activity which coincided with this date. A new meeting date is still to be decided on for the new year.

CPD Activities

There were no regional CPD activities, but the members had the opportunity to join the activities arranged or promoted by SAACDHE EMC. The one which most Western Cape colleagues attended was presented by Dr. Shahieda Jansen, hosted online in October 2020 by the Guanolanga region.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	yes	
Contribute toward the SAACDHE Newsletters – regional news	N/A 2020 challenges	
Contribute toward the Annual Report	Yes	
Organise training and developmental activities within the region	Yes	

Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	Yes	
To represent the needs and the interests of the regional members at GMC level	yes	
Ensure continuous communication/dialogue with all members of the region	Yes	
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	
Provide assistance to other GMC members for specific tasks, as required	Yes	
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	yes	

FINANCES

There were no financial activities conducted from the regional bank account, and the closing remarks from the previous annual report remains the same for 2020. The balance brought forward was R3.448.73 and the chairperson has not had any activity in the account.

CONCLUSION

This year proved to be very difficult one, but the team spirit amongst colleagues in the Western Cape was amazing. The shift to online regional gatherings was a big adjustment at first, but we are very thankful for all colleagues who were eager to have continuity of our regional connect and networking sessions which proved to be of great support as we successfully conclude the 2020 year!

Verushka Daniels

CONCLUSION: Operating during the covid pandemic

During 2020, it was evident that all the EMC and GMC members reports that adjustment was prevalent while working remotely. The global pandemic of COVID-19 brought much disruption into what our daily lives use to be. Working face-to-face was now impossible and members had to change their way of working.

Our homes became our workplaces and our family and loved ones became our colleagues. We were not ready to embody a lifestyle of virtual connections, but we had to learn to adapt and as human beings, we have. We not only had our daily duties of the expectations from our employment institutions, but we had to now learn how to operate SAACDHE so that our members did not feel like we did not exist, but rather that we were trying to make it be. It must be stressed that working in a global pandemic was not normal. We were all dealing with close family, friends and colleagues losing their battles to this disease. We were all dealing with students, our clients, who also lost close individuals as well as being infected and had to deal with self-isolation. We took on being psychologists to those who needed us, but also operating adrift to keep our duties going. We were all so strong!

In closing, the battle continues as we as EMC and GMC have made virtual connections which keep us pushing to greatness during this global pandemic. We will continue thriving so that our members gain in knowledge and still feel that they are connected to our SAACDHE family.