

Ethics Reporting in Practice

Practical workshop: Centurion, Gauteng
1 March 2023, 09:00 – 16:00

Why attend this workshop?

Ethics management is maturing as a field, and more and more organisations are establishing ethics committees and oversight structures to ensure that their ethics programmes are effective. It is therefore becoming increasingly necessary to generate relevant, accurate, and informative reports on the ethics management programme to these oversight structures.

It is however impossible to compile reports without reliable and complete data. To assist with both managing data and reporting on it, The Ethics Institute (TEI) has developed a sample ethics management reporting tool as part of the Gauteng Municipal Integrity Project. The Excel-based tool has been developed to keep track of, and report on:

- Ethics training interventions
- Disclosures of interest
- Applications for external remunerative work
- Case management

In this practical workshop, we will give guidance on how to report on an organisation's ethics management programme in general. We will also explore how to utilise this Excel-based tool to extract meaningful reports that can be used to report to internal committees, as well as to external stakeholders.

Who should attend?

The training is specifically intended for those people who are responsible for managing ethics / integrity data in organisations, including training, declarations of interest, and specifically case management (i.e. investigations).

Skills requirement and workshop format

Since the tool is Excel-based, it is recommended that participants have prior experience of working with Excel.

The workshop will be both practical and interactive. Participants should attend with their own laptops.

Facilitator Kris Dobie

Kris is a Senior Manager: Organisational Ethics at The Ethics Institute (TEI). His main focus has been in corruption prevention where he has been involved in policy training and resource development. He has consulted with government on numerous occasions in the development of anti-corruption and ethics management standards and guidelines applicable to all public service entities. He has also conducted a public service-wide audit on the anti-corruption capacity of government departments.

To register, please complete the registration form below.

Workshop Fees

Supporters/Members*

R 3 200,00 (VAT inclusive)

*Applies to members of TEI, ACFE, BEN-Africa, CIGFARO, EPA, FPI, GGA, ICFP, IoDSA, IRMSA, ISACA, SABPP, SAICA, SAIPA & SIOPSA.

Non-supporters/members

R 3 750,00 (VAT inclusive)

Ethics Reporting in Practice Workshop Registration Form

Title	Full name (As per ID document)				
Organisation				Country	
Designation			Email address		
Postal address			Postal code	ID number	
Tel number			Cell number	Vat number	

The Ethics Institute recognizes its responsibility to protect the Personal Information collected under the Protection of Personal Information, Act 4 of 2013, and have taken reasonable measures to ensure that all Personal Information is protected under its care. A copy of The Ethics Institute's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above-mentioned programme, assessment and moderation of the Portfolio of Evidence, training verification statistics and evaluations, and will not be processed for any other purpose.

Please indicate if you are a member of any of the following organisations

TEI		ACFE		BEN-Africa		CIGFARO		EPA	
FPI		GGA		ICFP		IoDSA		IRMSA	
ISACA		SAICA		SABPP		SAIPA		SIOPSA	
Membership number for above									
Special requirements/disabilities									
Dietary requirements	Halaal		Halaal-friendly		Vegetarian		Diabetic		
Person responsible for payment									
Accounts tel						Accounts email			

Terms and conditions

1. Registrations close two weeks before a programme starts. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
2. Due to the 'hands-on' nature of the course, only a limited number of delegates can be accommodated.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. Cancellations two weeks prior incur a 30% penalty. No refunds will be made on cancellations incurred one week prior to the programme. Applicants who have made payment may be substituted by another person at any time prior to the event without incurring an additional fee. The Ethics Institute must be notified of any changes in writing.
5. Late registrations will have a 24-hour window period to confirm their registration and payment.
6. All registrations not conforming to these terms and conditions will be cancelled at no cost to The Ethics Institute.
7. 5% discount if three or more delegates from one organisation register. 10% discount if six or more delegates from one organisation register.

I acknowledge that I am aware of the terms and conditions.

If I have indicated that I am a member of any partner organisations, I accept that this will be verified.

Please email completed form to Kgothatso Tshabalala at

kgothatso@tei.org.za