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## MANUAL

*IN ACCORDANCE WITH*

### PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) (2/2000)

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### DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



### DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

#### *MANUAL FOR PROMOTION OF ACCESS TO INFORMATION (PAIA)*

Prepared in term of Section 14 of the Promotion of Access to Information Act (PAIA)  
(Act No. 2 of 2000)

**Revised Version - 2015**

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**A. FOREWORD**

The Department of Planning, Monitoring and Evaluation in the Presidency (DPME), in compliance with the **Promotion of Access to Information Act (PAIA) of 2000 (Act No. 2 of 2000)**, has prepared a manual to facilitate the public's access to information held by DPME. This manual outlines the procedures to be followed in accessing information held by DPME as it seeks to promote transparency, accountability and effectiveness of government.

The Act gives effect to one of the most important human rights which is found in Section 32 of the Constitution, the right to access to information. It provides that everyone has the right to access to any information held by the state and any information held by another person that is required for the protection of any rights.



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Ms Nolwazi Gasu  
Acting Director General (PAIA Information Officer)  
Department of Planning, Monitoring and Evaluation

DATE: \_\_\_\_\_

**ACRONYMS**

APP	:	Annual Performance Plan
CBM	:	Citizen Based Monitoring
CD	:	Chief Director
CIO	:	Chief Information Officer
DDG	:	Deputy Director General
DG	:	Director General
DIO	:	Deputy Information Officer
DPME	:	Department of Planning Monitoring and Evaluation
FOSAD	:	Forum of South African Directors General
FSD	:	Frontline Service Delivery
LGMIM	:	Local Government Management Improvement Model
MTEF	:	Medium Term Expenditure Framework
MPAT	:	Management of Performance Assessment Tool
NASA Act	:	National Archives and Records of South Africa Act
NDP	:	National Development Plan
NPC	:	National Planning Commission
OCIO	:	Office of the Chief Information Officer
OTP	:	Office of the Premier
PAIA	:	Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
SAHRC	:	South African Human Rights Commission
SARS	:	South African Receiver of Revenue
SP	:	Strategic Plan

## DEFINITIONS

No.	Roles and Terms	Definitions/Descriptions
1	Information Officer	<p>In the case of DPME, it is the Director General.</p> <p>The Information Officer of DPME delegates power or duties conferred upon him by this Act to a Deputy Information Officer of this department.</p> <p>Any delegation:</p> <ul style="list-style-type: none"> <li>▪ must be in writing;</li> <li>▪ does not prohibit the person who made the delegation from exercising the power concerned or performing the duty concerned from/herself; and</li> <li>▪ may at any time be withdrawn or amended in writing by that person.</li> </ul>
2	Deputy Information Officer	The Information Officer designates the Deputy Information Officer to render DPME records accessible to requesters.
3	Requester	Any person requesting information or access to a record of DPME.
4	Personal Requester	A person seeking access to a record containing personal information about him/herself.
5	Personal Information	<p>Information about an identifiable individual, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Biographical information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour age, disability, religion, conscience, belief, culture, language and birth of an individual;</li> <li>▪ Information relating to the education; medical; criminal; employment history or financial transactions in which the individual has been involved;</li> <li>▪ Contact details, fingerprints or blood type of the individual;</li> <li>▪ Personal opinions, views or preferences of the individual except where they are about another individual;</li> <li>▪ Correspondence sent by the individual that is of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence;</li> <li>▪ Views or opinions of another individual about the individual;</li> <li>▪ Views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual;</li> <li>▪ Correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature;</li> <li>▪ The name of the individual where it appears with other personal information relating to the individual; or where the disclosure of the name itself would reveal information about the individual, but excluding information about an individual who has been dead for more than 20 years.</li> </ul>
6	Public Body	A department of state/ or administration in the national or provincial sphere of government or any municipality in the local sphere of government.
7	Third Party	A person or legal entity other than a personal requester or public body that holds the record.
8	Record	<ul style="list-style-type: none"> <li>▪ Recorded information regardless of form or medium held by DPME.</li> <li>▪ Evidence of a transaction, preserved for the evidential information it contains.</li> </ul>
9	Working day	Days other than Saturdays, Sundays or public holidays as defined in section 1 of the Public Holidays Act, 1994 (Act No. 36 of 1994)
10	Guide	Document or book produced by the South African Human Rights Commission for the purposes of assisting a person who wishes to exercise any right in terms of PAIA.

## **B. GUIDE ON HOW TO USE THE ACT TO ACCESS INFORMATION**

### **1. INTRODUCTION**

The manual has been compiled in accordance with the Promotion of Access to Information Act (PAIA) of 2000 (Act No. 2 of 2000).

### **2. PURPOSE OF THE ACT**

- To give effect to the constitutional right of access to any information held by the State and any information held by another person and that is required for the exercise or protection of any rights;
- To promote transparency, accountability and effectiveness of government ;
- To prescribe procedures and regulate access to information;

Only records referred to in the Act can be requested. The request and the response thereto should comply with the provisions of the Act.

### **3. PURPOSE OF MANUAL**

The purpose of this manual is to outline the procedures to be followed to facilitate requests for accessing information held by the Department of Planning, Monitoring and Evaluation (DPME).

The manual also contains contact details of the Information Officer and the designated Deputy Information Officer who are responsible for managing all requests for records kept by DPME.

### **4. REQUEST PROCEDURE: Section 14(1)(d) of the Act**

A requester must be given access to a record of a public body if the requester complies with all the procedural requirements in the Act relating to the request for access to that record.

#### **4.1 Nature of the Request**

##### **(i) Telephonic Requests**

Informal telephone requests are permitted by DPME. Requests made to the Information Officer or to the Deputy Information Officer at the telephone number given in this manual will be attended to, unless the Information Officer or the Deputy Information Officer indicates that the provisions of the Act must be carried out.

##### **(ii) Automatically available records**

Automatically available information that is accessed without completing the prescribed form (see section below) and paying the requester's fee will be made available either at the offices of DPME or in the manner requested. The manner of access will include:

- Perusal with copying of material if needed and at the prescribed fee for copies;
- Access to visual, audio-visual material with transcription, dubbing or copying, or both.

##### **(iii) Form of request**

The request for access must be made on the prescribed form to the information officer of the public body only after the prescribed fees have been paid.



A requester must complete the form similar to the one printed in the Government Gazette (Government Notice R187 of February 15, 2012). This form is attached to this manual as Form A (Appendix 1).

The requester must also indicate if he/she wants a copy of the record or if the requester wants to come in and peruse the record at the offices of DPME.

DPME will endeavour to give access to the form in the manner that has been asked for. This is unless doing so would interfere with the running of DPME or damage the record, or infringe a copyright not owned by the state. The request will be processed subject to the grounds of exclusion found in Chapter 4 of the PAIA.

If the requester requests information on behalf of someone else, the capacity in which the request is made should be indicated. To prevent the abuse of the Act, DPME reserves the right to ask for proof of authority to make the request on behalf of another.

If the requester is unable to read or write, or needs assistance in completing a request form, then he/she can make an oral request for the record. The Deputy Information Officer will assist with completing the prescribed form on their behalf. They will then be given a copy of the request.

#### 4.2 Submission of Requests

Requests for records should be submitted to the Information Officer or Deputy Information Officer. Contact details of the Officers can be found in Section D of this manual. For security reasons, requesters who want to deliver the requests to the DPME offices at the Union Buildings will be required to produce positive proof of identity.

### 5. PRESCRIBED FEES

The Information Officer must by notice request the requester, other than a personal requester, to pay the prescribed fee (if any) before further processing the request.

The Act provides for two types of fees:

- *Request fee*, which is a standard fee; and
- *Access fee*, which covers, search and preparation, time, reproduction costs and postal costs.

The list of these fees can be found in **Appendix 2**

If a search for a record of a public body has been made, and the preparation of a record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer will notify the requester, other than a personal requester to pay, as a deposit the prescribed portion (not more than one third) of the access fee, which would be payable if the request is granted.

A requester who seeks access to a record containing personal information on that requester is not required to pay the request fee. Every other requester who is not a personal requester must pay the required fee of R35 (standard fee) or as stipulated.

Within two weeks of receiving the request, the Information Officer or Deputy Information Officer will, by notice, require the requester, other than a personal requester, to pay the prescribed fee (if any) before further processing of the request.

After the Information Officer or Deputy Information Officer has made a decision on the request, the requester must be notified of such a decision in the manner/method the requester has nominated. If the request is granted then a further access fee must be paid for the search, preparation, reproduction, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested format. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.

The prescribed fees must be paid in cash in the Union Buildings, by postal order, cheque or by direct deposit as per the banking details provided below. Where a request is made by post, no cash amounts should accompany the request. Where applicable, the request must be accompanied by either a cheque or postal order. A period of seven days must be allowed for clearance of a cheque before a request can be processed.

**Banking Details for application:**

*ACCOUNT NAME:* Department of Planning, Monitoring and Evaluation (DPME)

*BANK:* First National Bank; Corporate Core Banking

*BRANCH CODE:* 253-145

*BRANCH NAME:* Pretoria

*ACCOUNT No.* 6228 7783 429

*REFERENCE:* PAIA and the requester's name.

Please fax/e-mail DPME proof of payment to: Fax No: 086 644 0319;

e-mail: [paia@presidency-dpme.gov.za](mailto:paia@presidency-dpme.gov.za)

Access to a record will be withheld until all the applicable fees have been paid.

## **6. GRANTING/REFUSAL OF REQUESTS**

All requests for access will be considered, and the granting and refusal thereof will be in line with the provisions contained in Chapter 4 of the Act.

### **6.1 Appeal**

A requester may lodge an internal appeal against a decision by the Information Officer with the relevant appeal authority, to refuse a request for access, or against the request and access fees, or an extended period to deal with the request.

➤ **Manner of appeal and appeal fees**

An internal appeal must be lodged on the prescribed appeal form – Form B issued in terms of PAIA. A copy of this form is attached to this document in Appendix 3. Copies of this form are also available from the DPME offices or the DPME website: [www.thepresidency-dpme.gov.za](http://www.thepresidency-dpme.gov.za)

➤ The Appeal Forms

The form should be completed and submitted to DPME within the prescribed period described below:

- The appeal must be lodged *within 60 days*;
- If notice to a third party is required by section 49(1)(b), the appeal must be lodged within *30 days* after notice has been given to the appellant of the decision appealed against, was taken.

The internal appeal must be delivered or sent to the Information Officer at the address provided on page 12 of this Manual.

The appellant must provide sufficient details on the appeal form in terms of the reasons for the internal appeal. He/she must indicate how he/she wishes to be informed of the decisions about the appeal, and pay the prescribed fees (if any). The processing of the form takes *30 days* [in accordance with PAIA].

#### 6.2 Appeal fee

An appellant has to pay the prescribed appeal fee (if any). A decision on the internal appeal may be deferred until the appeal fee is paid.

After receiving an appeal, the Deputy Information Officer must *within 10 working days* submit to the Information Officer the internal appeal, his reasons for his decision, and the details of a third party involved, if any.

#### 6.3 Third party

If DPME is considering an internal appeal against refusal of a request for access to a record of a third party that relates to his/her privacy; commercial interests and other confidential information; and records of the South African Receiver of Revenue (SARS), the relevant authority must inform the third party about the appeal *within 30 days* after receipt of the appeal. DPME will provide the third party with a description of the contents of the appeal, details of the appellant and state whether or not DPME is of the opinion that the information should be revealed in the interest of the public. The third party then has *21 days* to make a written representation why the request for access should not be granted, or give written consent for the disclosure of the record to the requester.

DPME may also consider lodging an internal appeal against granting access to information. The department will then have to notify the requester of such an appeal *within 30 days* after receipt of the internal appeal. The third party has *21 days* to make a written representation why the access to the record should be granted.

#### 6.4 Notice of decision

DPME may confirm the original decision appealed against, or substitute a new decision for it. This should be done *within 30 days* after receipt of the internal appeal, or *within 5 working days* after receiving written representation regarding the appeal.

#### 6.5 Application to Court

A requester or third party who lodges an internal appeal against the decision of the information officer to refuse a request of access, may only apply to court for appropriate relief in terms of section 82 (granting any order that is just and equitable) after that request has exhausted the internal appeal

procedure. The appellant, third party or requester will also be informed that he/she may lodge an application to court against the decision on an internal appeal *within 30 days* (if notice has to be given to a third party).

#### **7. UPDATING THE MANUAL**

The manual shall be updated within a year of the first publication or when there is a substantial change in the policy environment that warrants that the manual be updated.

DPME plans to publish the manual in all 11 Official Languages.

#### **8. AVAILABILITY OF THE MANUAL**

The manual shall be available in places prescribed by the Legal Deposit Act, and at the offices of the South African Human Rights Commission, and in the premises of DPME. The manual will also be made available on the departmental website: [www.thepresidency-dpme.gov.za](http://www.thepresidency-dpme.gov.za)

## C. STRATEGIC OVERVIEW OF DPME

### 1. VISION

DPME vision is to strive for improved government outcomes and impact.

### 2. MISSION

Our mission is to facilitate, influence and support effective planning, monitoring and evaluation of government programmes aimed at improving service delivery, outcomes and impact on society. We will do this through priority setting; robust monitoring and evaluation related to the achievement of priority outcomes, monitoring the quality of management practices, and monitoring of frontline service delivery.

### 3. VALUES

#### 3.1 A learning organization

Our values are inspired by our desire to be a learning organization. We value innovation, partnerships and feedback. We do not do the same things over and over when they are clearly not working.

#### 3.2 Our staff

We value our employees and therefore we strive to create an environment that allows them to grow and to be innovative. We will create an environment that enables our staff to: Act with integrity; practice Ubuntu; and respect self and others.

#### 3.3 Our Customers

We shall at all times be exemplary in all respects. This includes being client-focused (the President, **Deputy President, Government and the public**) and **listening to our clients and treating them with dignity**, courtesy, responsiveness, and respect.

#### 3.4 Our Performance Culture

Our performance culture is influenced by our commitment to be outcome oriented; pursue progressive and quality practices in order to achieve value for money, efficiency and effectiveness; producing quality outputs; be compliant with prescripts; pay attention to basics such as paying attention to the basics, such as not being late for meetings, running meetings efficiently and responding to e-mails, phone messages and all other requests timeously. We will be accountable and transparent.

## 4. LEGISLATIVE AND OTHER MANDATES

The mandate of the Department of Planning, Monitoring and Evaluation is derived from Section 85(2)(c) of the Constitution of the Republic of South Africa. The overall core business of DPME is to coordinate the functions of State Departments and Administrations. This mandate has been further elaborated by the President in his 2010, 2011, 2012 and 2013 State of the Nation Address as well as various Cabinet decisions; and by the Minister for Performance Monitoring and Evaluation through the "*Policy Framework on Performance Monitoring and Evaluation – Our Approach*" document.

DPME does this by:

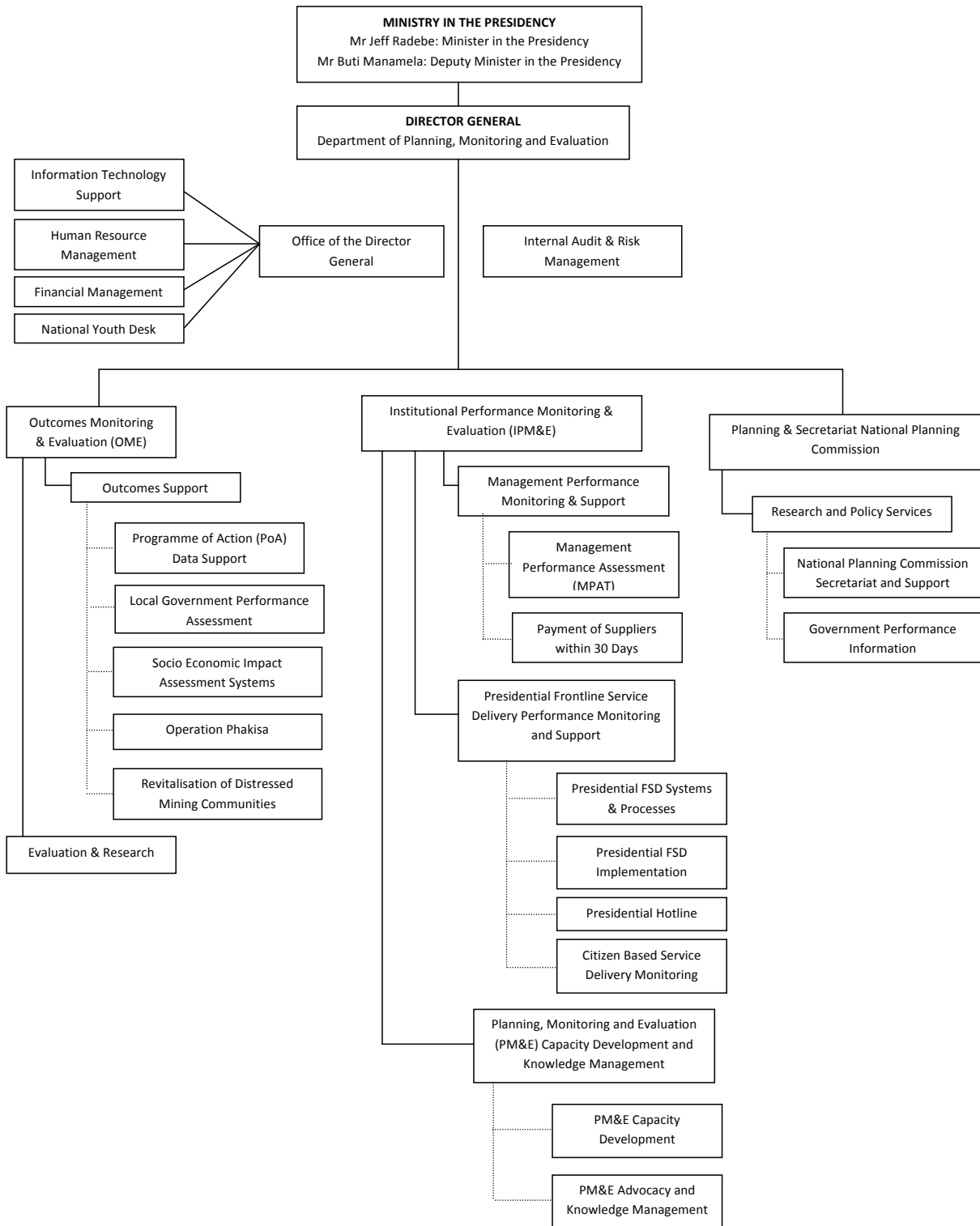
- Facilitating the development of Departmental plans or Delivery Agreements for the strategic cross cutting priorities or outcomes of government and monitor and evaluate the implementation of these plans;

- Assess departmental strategic plans and Annual Performance Plans to ensure alignment with long term and short term plans;
- Monitor the performance of individual National and Provincial Government Departments and Municipalities;
- Monitor frontline service delivery;
- Carry out evaluations; and
- Promote good planning and M&E practices in government.

**D. CONTACT DETAILS**

TITLE	CONTACT DETAILS
INFORMATION OFFICER	<p>Ms Nolwazi Gasa Acting Director General Private Bag X100 Pretoria 0001</p> <p><b>OR</b></p> <p>Union Buildings Government Avenue Pretoria</p> <p>Tel #: +27 12 312 0010</p> <p>330 Grosvenor Street Hatfield 0028</p>
DEPUTY INFORMATION OFFICER	<p>Mr. Stanley Ntakumba Acting Deputy Director General M&amp;E Policy and Capacity Building Private Bag X100 Pretoria 0001</p> <p>Tel #: +27 12 312 0202 Fax #: 086 633 5877 e-mail: <a href="mailto:stanley@presidency-dpme.gov.za">stanley@presidency-dpme.gov.za</a></p>
PAIA COORDINATOR	<p>Futhi Umlaw Deputy Director: M&amp;E Policy Co-ordination Private Bag X100 Pretoria 0001</p> <p>Tel #: +27 12 312 0207 Fax #: 086 644 0319 e-mail: <a href="mailto:futhi@presidency-dpme.gov.za">futhi@presidency-dpme.gov.za</a> or <a href="mailto:paia@presidency-dpme.gov.za">paia@presidency-dpme.gov.za</a></p>
PAIA OFFICERS within DPME Branches	Each branch will identify a PAIA Officer to serve as the contact person for all branch specific PAIA-related requests for information.

**E. DPME ORGANOGRAM**



**F. PROGRAMME PROFILE**

The department is currently organized into three branches, aligned to the department's budget profile:

<b>PROGRAMME 1: ADMINISTRATION</b>		
<b>PURPOSE</b>	The programme is responsible for providing strategic leadership and management as well as administrative support, human resource management, financial management and information technology services to support departmental and strategic goals.	
<b>PROGRAMME OBJECTIVE</b>	To ensure that the department has effective strategic leadership, administration and management and to ensure that it complies with all relevant legislative prescripts. The program is currently made up of the following sub-programmes: <ul style="list-style-type: none"> <li>▪ Departmental Management;</li> <li>▪ Internal Audit;</li> <li>▪ Corporate and Financial Services; and</li> <li>▪ Information Technology Support.</li> </ul>	
	Office of the Director General	<p><u>Purpose:</u> To provide executive support and strategic leadership and management of the Department</p> <ul style="list-style-type: none"> <li>▪ Provide administrative and executive support to the Minister and Deputy Minister</li> <li>▪ Facilitate strategic and operational planning and reporting activities</li> <li>▪ Render communication and stakeholder liaison services</li> <li>▪ Monitor institutional performance</li> <li>▪ Provide internal audit services and risk management services to the Department</li> <li>▪ Provide PFMA oversight over the NYDA</li> <li>▪ Render a National Youth Desk service</li> </ul>
	Chief Financial Officer	<p><u>Purpose:</u> To provide financial, supply chain management and auxiliary services</p> <ul style="list-style-type: none"> <li>▪ Provide internal control services</li> <li>▪ Provide financial management services to the department</li> <li>▪ Provide supply chain management services to the Department</li> <li>▪ Provide security services to the department</li> <li>▪ Provide security services to the department.</li> </ul>
	Human Resources Office	<p><u>Purpose:</u> To provide human resources management and development services to the Department</p> <ul style="list-style-type: none"> <li>▪ To ensure coordinate of HR utilization and development programmes</li> <li>▪ Provide organizational design and recruitment services and to ensure effective and efficient human resources administration</li> <li>▪ To manage and facilitate the provision of labour relations services, Employee Health and Wellness and specialised HR services</li> </ul>
	Office of the Chief Information Officer	<p><u>Purpose:</u> provide business systems, ICT related services and spatial information management services</p> <ul style="list-style-type: none"> <li>▪ To implement data warehousing, knowledge, records and document management systems</li> <li>▪ To build and maintain ICT infrastructure, Business Systems and Applications</li> <li>▪ To coordinate ICT services and projects management</li> <li>▪ To develop and implement spatial information management services</li> </ul>



<b>PROGRAMME 2: OUTCOMES MONITORING AND EVALUATION (OME)</b>		
<b>PURPOSE</b>	<p>The purpose of the branch is to advance the strategic agenda of government through the development and implementation of the outcomes approach, monitoring and reporting on progress and evaluation impact. The functions include:</p> <ul style="list-style-type: none"> <li>➤ The development of performance agreements between the President and Ministers;</li> <li>➤ Facilitation of the development of plans or delivery agreements for priority outcomes; and</li> <li>➤ monitoring the implementation thereof</li> <li>➤ Coordinate and manage the outcomes approach and to support departments, other spheres of government, clusters and Cabinet committees to identify and address blockages in achieving the outcomes</li> <li>➤ Administer and maintain the Programme of Action and produce performance reports on service delivery programmes</li> <li>➤ Conduct evaluation and policy research in support of the Government Wide Monitoring and Evaluation System.</li> </ul>	
<b>PROGRAMME OVERVIEW</b>	Programme Management for Outcomes Monitoring and Evaluation	Provides programme management and support.
	Outcomes Support	<p>The branch facilitates planning related to the 14 outcomes which have been prioritized by supporting the outcome coordinating departments to produce results-based plans or delivery agreements for each outcome.</p> <ul style="list-style-type: none"> <li>▪ Assists the President to monitor the performance of individual Ministers against their performance agreements.</li> <li>▪ Supports the President and Deputy President and the Ministers in the Presidency with policy advice including notes on cabinet submissions; and provides them with technical support for their executive monitoring and evaluation initiatives.</li> <li>▪ Facilitates the implementation of the outcomes system across Government and also provides secretariat services to the Inter-Ministerial Committee (IMC) on Revitalising Distressed Mining Communities.</li> </ul>
	Programme of Action (PoA)	Administer and maintain the Programme of Action and produce performance reports on service delivery programmes
	Local Government Performance Assessment	Facilitates the development, implementation, implementation and maintenance of a Performance Assessment Tool for measuring the performance at strategic and operational level of all municipality departments.
	Evaluation and Research	Conducts evaluation and policy research in support of the Government Wide Monitoring and Evaluation System
	Socio Economic Impact Assessment Systems	To ensure socio-economic impact assessments of both new and existing legislation and regulation are conducted to ensure alignment with the NDP and reduce the risk of unintended consequences.
	Operation Phakisa	Transforming plans into concrete results through successful delivery by convening labs that bring key stakeholders together for intensive planning
	Revitalisation of distressed mining communities	Provide executive secretariat to the Inter-Ministerial Committee and Technical Task Team on the revitalisation of distressed mining communities

<b>PROGRAMME 3: INSTITUTIONAL PERFORMANCE MONITORING AND EVALUATION (IPM&amp;E)</b>	
<b>PURPOSE</b>	The Programme promotes good M&E practices and processes in government through performance assessments and support, frontline service delivery monitoring and support and M&E capacity development and learning.
<b>PROGRAMME OVERVIEW</b>	The programme involves the development, implementation and maintenance of the Management Performance Assessment Tool (MPAT); Frontline Service Delivery Monitoring Programmes (FSDM); and the M&E Policy and Capacity Building Programme.
	<p>Management Performance Monitoring and Support</p> <ul style="list-style-type: none"> <li>▪ The purpose is to develop, implement and maintain a Management Performance Assessment Tool (MPAT) for measuring performance at strategic and operational levels for National and Provincial departments.</li> <li>▪ Provide effective management and coordination of FOSAD action plan;</li> <li>▪ Attend to issues of late and non-payment of correct invoices, provide Cabinet with quarterly reports as well as the report to the President Coordinating Council periodically.</li> </ul>
	<p>Presidential Frontline Service Delivery Performance Monitoring and Support</p> <ul style="list-style-type: none"> <li>▪ The purpose is to manage, coordinate and maintain frontline service delivery monitoring systems aimed at supporting improved quality of frontline services throughout the public sector system</li> <li>▪ Develop and maintain effective monitoring and reporting systems and tools for the management of the national frontline service delivery monitoring programmes</li> <li>▪ Conduct and coordinate the provincial frontline service delivering monitoring visits and support improvements</li> <li>▪ Manage the Presidential Hotline</li> <li>▪ Manage the program to strengthen citizen – government partnerships for service delivery monitoring.</li> </ul>
	<p>Planning, Monitoring and Evaluation (PM&amp;E) Capacity Development and Knowledge Management</p> <ul style="list-style-type: none"> <li>▪ Leads PM&amp;E capacity development and knowledge management initiatives, and facilitates better use of PM&amp;E knowledge across government</li> <li>▪ Develops and implements capacity development initiatives for government institutions and facilitate strategic partnerships within the PM&amp;E communities</li> <li>▪ Facilitate dialogue on PM&amp;E practice and facilitate better use of PM&amp;E knowledge in government.</li> </ul>
<b>PROGRAMME 4: PLANNING &amp; SECRETARIAT NATIONAL PLANNING COMMISSION</b>	
<b>PURPOSE</b>	The purpose of the branch is to develop the country's long term vision and national strategic plan and contribute towards better outcomes in government through better planning, better long term plans, greater policy coherence and clear articulation of long term goals and aspirations.
<b>PROGRAMME OVERVIEW</b>	The main responsibilities of the ranch are to institutionalise and strengthen planning in government by facilitating the development of sector plans; ensuring coherence between plans, policies and service delivery across government; ensuring high-level priorities are fed through into plans across all spheres of government; and engaging stakeholders on the output of the planning process to ensure buy-in and to support the work of the National Planning Commission. The branch fulfils the Department's responsibilities as custodian of the planning function in government.

	Research and Policy Services	The purpose of this sub-programme is to manage and facilitate commission research and policy processes on long term developmental issues, as well as provide technical support to the National Planning Commission.
	National Planning Commission Secretariat and Support	Provides programme management and administrative support services to the National Planning Commission and the Secretariat
	Government Performance Information	Contributes towards the achievement of both the change and sustained agenda of government through the implementation of frameworks for medium term and annual planning and reporting. The functions include: <ul style="list-style-type: none"> <li>▪ Manage and oversee the implementation of strategic and annual performance planning and non-financial performance reporting and monitoring related processes at provincial and national level</li> <li>▪ Coordinate the review of strategic plans and annual performance plans with the aim of improving the quality of the plans and their alignment with the NDP, MTSF and other plans</li> <li>▪ Coordinate performance dialogues with key national departments related to the outcomes.</li> </ul>
<b>PROGRAMME 5: NATIONAL YOUTH DEVELOPMENT PROGRAMME</b>		
<b>PURPOSE</b>	The purpose of the programme is to develop and implement youth policy and to provide oversight over funds transferred to the National Youth Development Agency	
<b>PROGRAMME OVERVIEW</b>	The main responsibility of the programme is to facilitate the review of the youth policy and its alignment with government programmes with the aim of repositioning its focus and ability to influence youth empowerment in government programmes	
	Youth Development	The purpose is to develop and monitor the implementation of youth policy
	National Youth Development Agency	The purpose is to transfer funds to the National Youth Development Agency

#### G. RECORDS HELD AT DPME

This part of the policy deals with the provisions of section 14(1)(d) of the PAIA Act, which states that DPME must provide detail of records in its possession in order to give effect to requests for access to information generated and contained by DPME. Some of these records are automatically available and others require that a request be made before they can be made available.

- (i) Automatically available records – section 14(1) (e)
- National Development Plan (NDP)
  - Medium Term Strategic Framework (MTSF)
  - Strategic Plans
  - Annual Reports
  - Policy Positions Legislation
  - Policy Frameworks

- Reports
- Publications
- Case Studies
- Manuals
- Templates
- Guidelines
- Delivery Agreements
- Performance Information contained in the Program of Action System
- Information about advertised posts
- Any other literature intended for public viewing.

#### Manner of Access for Automatically Available Records

Section 15 of the Act stipulates that DPME must publish in the Government Gazette the list of records that are automatically available in the department. It is not a requirement to complete the prescribed FORM A when accessing such records. The requester is not expected to pay fees, unless a large number of copies is reproduced. All offices of DPME must provide the means to access records that are automatically available. Records that are housed at the National Archives of South Africa for archiving will be made available in compliance with the laws applicable for perusal:

- The Promotion of Access to Information Act (Act No. 2 of 2000)
- The Protection of Information Act (Act No. 84 of 1982); and
- The National Archives and Records of South Africa Act (Act No. 42 of 1996 – NASA Act)

#### (ii) Administration Records

UNIT	SUBJECTS & CATEGORIES	AUTOMATICALLY AVAILABLE	AVAILABLE ON REQUEST	PROTECTED
Office of the Chief Financial Officer (CFO)	Financial controls		✓	
	Treasury regulations	✓		
	Finance procedure manual	✓		
	MTEF guidelines	✓		
	Tender documents		✓	
Human Resource Management	Various policies	✓		
	Strategy	✓		
	Guidelines on the recruitment and selection process in DPME	✓		
	Job evaluation guide	✓		
	Organizational structures		✓	
	Staff establishment		✓	
	Bursary files		✓	
	Selections			✓
	Persal			✓

	Personal files of employees			✓
	Performance contracts			✓
	Performance evaluation reports			✓
	Leave files			✓
	Salary files			✓
	Case files: disciplinary hearings			✓
	Appointments			✓
	Memoranda			✓
UNIT	SUBJECTS & CATEGORIES	AUTOMATICALLY AVAILABLE	AVAILABLE ON REQUEST	PROTECTED
	Letters			
Internal Audit	Policies and procedure manual	✓		
	Structures and planning documents	✓		
	Annual reports	✓		
	Correspondence with internal and external clients		✓	
	Annual audit reports		✓	
Communications	DPME Annual report	✓		
	Press releases	✓		
Risk Management	Risk management framework	✓		
	Risk Management strategy	✓		
	Risk management policy	✓		
	Fraud prevention strategy	✓		
	Antifraud and corruption investigation report		✓	

## (iii) Public Employment Services

SUBJECTS & CATEGORIES	AUTOMATICALLY AVAILABLE	AVAILABLE ON REQUEST	PROTECTED
Correspondence with external clients		✓	
Service Level Agreements		✓	
Employee information and labour relations issue		✓	
Financial records and statements		✓	
Asset management register		✓	
Structures and planning documents		✓	
Supply chain documentation and procurement documents		✓	
Staff development reports		✓	
Bursary applications and academic reports		✓	

Attendance performance management records		✓	
Audit queries and response		✓	
Parliamentary enquiries and responses		✓	
Career counselling and response		✓	

## (iii) Publication of DPME documents

SUBJECTS & CATEGORIES	AUTOMATICALLY AVAILABLE	AVAILABLE ON REQUEST	PROTECTED
Legal Framework	✓		
Policy Frameworks	✓		
National Development Plan 2030	✓		
Medium Term Strategic Framework (2014-2019)	✓		
Guides and Guidelines	✓		
Tools and Manuals	✓		
Reports	✓		
Standard Presentations	✓		
Development Indicators 2007; 2009; 2010; 2011; and 2012		✓	
Strategic Plan 2010/11 – 2014/15		✓	
Performance Management and Evaluation		✓	
Cabinet Memoranda			✓
Delivery Agreements			✓
Minister's Performance Agreements			✓
Mid-Term Review Report			✓

**H. HUMAN RIGHTS COMMISSION GUIDE**

Section 10 of Promotion of Access to Information Act (PAIA), 2000 (Act 2 of 2000) provides that the South African Human Rights Commission (SAHRC) must compile simple and easily comprehensible guidelines on how to use the PAIA. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

Enquiries regarding this guide should be addressed to:

**The South African Human Rights Commission**

PAIA Unit (The Research and Document Department)

Private Bag X2700

HOUGHTON

2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 1360

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

e-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)



## APPENDIX 1

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

## FORM A

## REQUEST FOR ACCESS TO A RECORD OF A PUBLIC BODY

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) [Regulation 2]

## FOR DEPARTMENTAL USE

Reference number: \_\_\_\_\_

Request received by: \_\_\_\_\_

State name and surname of Information Officer/Deputy Information Officer

on (date) \_\_\_\_\_ at (place) \_\_\_\_\_

Request fee (if any): R \_\_\_\_\_

Deposit (if any): R \_\_\_\_\_

Access fee: R \_\_\_\_\_

Signature of Information Officer/Deputy Information Officer: \_\_\_\_\_

## Particulars of public body

The Information Officer: Ms Nolwazi Gasa (Acting Director General)

or

Deputy Information Officer: Mr. Stanley Ntakumba (Acting Deputy Director)

The Presidency: RSA  
Private Bag X1000  
Pretoria  
0001  
South Africa  
Telephone number: +27 12 312 0202  
Fax number: +27 086 683 5677  
[www.thepresidency-dpme@gov.za](mailto:www.thepresidency-dpme@gov.za)  
[paia@presidency-dpme.gov.za](mailto:paia@presidency-dpme.gov.za)

## APPENDIX 1

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

- a) The particulars of the person who requests access to the record must be given below.*  
*b) The address and/or fax number in South Africa to which the information is to be sent, must be given.*  
*c) Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person \_\_\_\_\_

**C. PARTICULARS OF PERSON ON WHOSE BEHALF A REQUEST IS MADE**

*This section must be completed ONLY if a request for information is made on behalf of another person*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. PARTICULARS OF RECORD**

- a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*  
*b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.*  
*c) The requester must sign all the additional folios.*

1. Description of record, or relevant part of the record: \_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

**E. FEES**



- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- b) You will be notified of the required amount to be paid as the request fee.
- c) The fees payable for access to a record depends on the form in which access is required and the reasonable time required to search for, and prepare a record.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption for payment of fees: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. FORM OF ACCESS TO RECORD**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.*

Mark the appropriate box with an X.

Disability	Form in which record is required
------------	----------------------------------

**NOTES:**

- a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:	
Copy of record	Inspection of record
2. If a record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc)	
View the images	Copy of the images
3. If record consists of recorded words or information which can be reproduced in sound	
Listen to the soundtrack/ or audio cassette	Transcription of soundtrack* ( written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:	
Printed copy of record	Printed copy of information derived from the record
Copy of computer readable form	
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>	
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES NO
5. In which language would you prefer the record?	

**G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

You will be notified whether your request has been approved/ or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

---

---

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of requester/ or person on whose behalf the request is made.



## APPENDIX 2

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

## PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:
 

	<b>R</b>
(a) for every photocopy of an A4-size page or part thereof _____	0.60
(b) for every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form _____	0.40
(c) for a copy in a computer-readable form on _____	
(i) CD/DVD _____	40.00
(d) (i) for a transcription of visual images, for an A4-size page or part thereof _____	22.00
(ii) for a copy of visual images _____	60.00
(e) (i) for a transcription of an audio record, for an A4-size page or part thereof _____	12.00
(ii) for a copy of an audio record _____	17.00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is: \_\_\_\_\_ 35.00
- 4.1 The access fee payable by a requester referred to in regulation 7(3) is as follows:
 

	<b>R</b>
(a) for every photocopy of an A4-size page or part thereof _____	0.60
(b) for every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form _____	0.40
(c) for a copy in a computer-readable form on _____	
(i) CD/DVD _____	40.00
(d) (i) for a transcription of visual images, for an A4-size page or part thereof _____	22.00
(ii) for a copy of visual images _____	60.00
(e) for a transcript of an audio record _____	
(i) for an A4-size page or part thereof _____	12.00
(ii) for a copy of an audio record _____	17.00
(f) to search for and prepare the record for disclosure _____	15.00
for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	
- 4.2 For purposes of Section 22(2) of the Act, the following applies:
  - (a) six hours as the hours to be exceeded before a deposit is payable.
  - (b) one third of the access fee is payable as a deposit by the requester.
- 4.3 The actual postage is payable when a copy of a record must be posted to a requester
- 4.4 The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his/her request for access as contemplated in section 75(3)(a) of the act \_\_\_\_\_ 50.00



## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

## FORM B

## NOTICE OF INTERNAL APPEAL

Section 75 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)  
[Regulation 8]

## A. Particulars of public body:

The Information Officer: Ms Nolwazi Gasa (Acting Director General)

or

Deputy Information Officer: Mr. Stanley Ntakumba (Acting Deputy Director General)

The Presidency: RSA

Private Bag X1000

Pretoria

0001

South Africa

Telephone number: +27 12 312 0202

Fax number: +27 086 683 5677

[www.thepresidency.gov.za](http://www.thepresidency.gov.za)

[paia@presidency-dpme.gov.za](mailto:paia@presidency-dpme.gov.za)

## B. Particulars of requester/ or third party who lodges the internal appeal

- a) The particulars of the person who lodges the internal appeal must be given below.*  
*b) Proof of the capacity in which appeal is lodged. If applicable, must be attached.*  
*c) If the appellant is a third person, and not the person who originally requested the information, the particulars of the requester must be given in C below*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Capacity in which request is made when made on behalf of another person: \_\_\_\_\_

## C. Particulars of requester:

*This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Decision against which the internal appeal is lodged:**

Mark the decision against which the internal appeal is lodged with an X in the appropriate box	
	Refusal of request for access.
	Decision regarding fees prescribed in terms of section 22 of the Act.
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester.
	Decision to grant request for access.

**E. Grounds for appeal:**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.*

State the grounds on which the internal appeal is based \_\_\_\_\_

\_\_\_\_\_

State any other information that may be relevant in considering the appeal \_\_\_\_\_

\_\_\_\_\_

**F. Notice of decision on appeal:**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

State the manner: \_\_\_\_\_

\_\_\_\_\_

Particulars of manner: \_\_\_\_\_

\_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Appellant

**FOR DEPARTMENTAL USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on \_\_\_\_\_ (date)

by (state rank, name and surname of Information Officer/Deputy Information Officer).

Appeal accompanied by reasons for the Information Officer/Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which records relates, submitted by the Information Officer/Deputy Information Officer on \_\_\_\_\_ (date) to the relevant authority.

**OUTCOME ON APPEAL:** \_\_\_\_\_

**DECISION OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER:**

Confirmed: \_\_\_\_\_

New decision substituted: \_\_\_\_\_

New decision: \_\_\_\_\_

\_\_\_\_\_  
**RELEVANT AUTHORITY**

\_\_\_\_\_  
**DATE**

**RECEIVED BY THE INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (DATE):** \_\_\_\_\_

# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 ([Renny.Chetty@gpw.gov.za](mailto:Renny.Chetty@gpw.gov.za)),

Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

# IMPORTANT

## Information

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

#### GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).

