



Fostering multilingualism beyond the 21st century



Annual Report
Ingxelo Yonyaka
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Pegongwaga
Xiviko xa lembe

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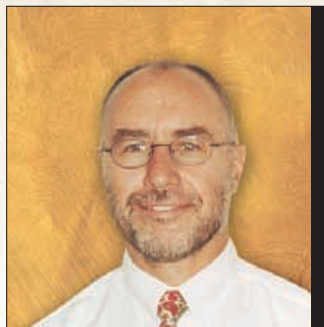




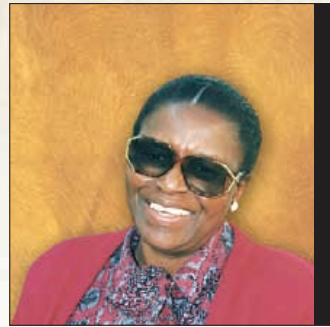
Board Members



Prof. MA Moleleki



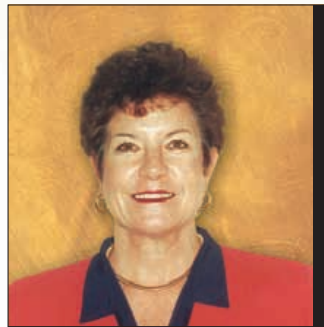
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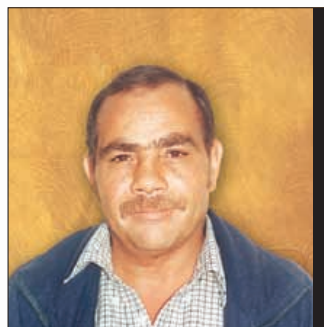
Prof. R Finlayson



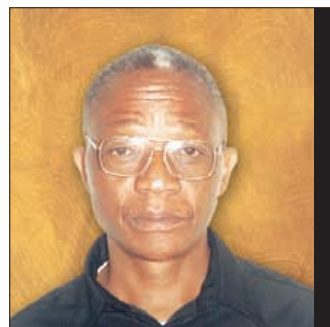
Mr. PS Nkomo



Prof. MR Malope



Mr. AC Le Fleur



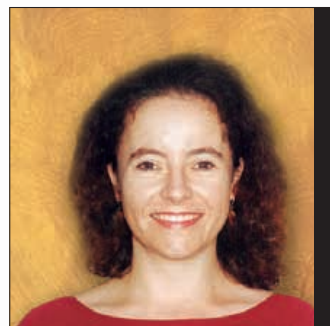
Mr. PB Skhosana



Ms. MF Sadiki



Mr. SNL Mkhathshwa



Ms. H Morgans



New Chief Executive Officer

Mrs NR Nkosi assumed duty as Chief Executive Officer on 5 March 2007



Acting Chief Executive Officer

Mr SSE Sambo held the position of Acting Chief Executive Officer from 16 July 2006 to 4 March 2007



A Word from the Chairperson

PanSALB celebrated its tenth anniversary during the year under review, and reflects with great pride on its achievements over this period in tandem with its report on the past 12 months. This year, 2006/07, holds further significance as the term of office of the current Board is coming to an end and so the Board members will contemplate their achievements as they bow out. Against this background I am filled with a sense of gratitude as I present the 2006/07 annual report of this worthy organization.

As mentioned above, this report marks ten years of PanSALB successes and challenges. PanSALB has seen unprecedented growth in its operations within the provincial offices and other provincial structures. Provincial managers and provincial language committee members have worked hard to encourage



government departments and municipalities to comply with the constitution by using the languages preferred by their residents.

A number of municipalities and government departments were visited by PanSALB officials to ensure that language policies are being implemented or to assist them to formulate and legislate their language policies. In Gauteng, for example, officials visited the Departments of Education and Health as well as seven municipalities, while in KwaZulu-Natal three departments (Education, Housing and Justice), the Office of the Premier and nine municipalities were visited.

2006/07 has also witnessed accomplishments in terms of projects approved by the Board two or three years ago that have now been finalized or will be finalized next year. This is evidence that funds have been used efficiently and effectively. The projects are the PanSALB-University of the Free State South African Sign Language Teaching Material Development Project, the Khoekhoegowab-Afrikaans Glossary Project and the PanSALB-University of Pretoria Sepedi-English Science Project.

While it is good to report on the upside, the organization also experienced its downside in the year under review. PanSALB this year had the highest staff turnover ever since its establishment; this included the resignation of the CEO, Prof. Cynthia Marivate, in July 2006.

The Board extends its appreciation to the CEO and staff for their service to PanSALB and wishes them the best in their new endeavours. As the last chairperson of the outgoing Board, I would like to record my appreciation to the colleagues who have served with me as well as to wish the new Board members every success.

I thank you

Prof. MA Moleleki



Legislative Mandate, Vision and Mission

The legislative mandate of the Pan South African Language Board (PanSALB) is found in the Constitution of the Republic of South Africa, the PanSALB Act and the Public Finance Management Act.

The powers and functions of the Board are –

- (a) to make recommendations with regard to any proposed or existing legislation, practice or policy dealing directly or indirectly with language matters at any level of government, and with regard to any proposed amendments to or the repeal or replacement of such legislation, practice or policy;
- (b) to make recommendations to organs of state at all levels of government where it considers such action advisable for the adoption of measures aimed at the promotion of multilingualism within the framework of the Constitution;
- (c) actively to promote an awareness of multilingualism as a national resource;
- (d) actively to promote the development of the previously marginalized languages;
- (e) to initiate studies and research aimed at promoting and creating conditions for the development and use of (i) all the official languages of South Africa, (ii) the Khoe and San languages and (iii) South African Sign Language;
- (f) to promote and ensure respect for all other languages commonly used by communities in South Africa;
- (g) to advise on the coordination of language planning in South Africa;
- (h) to facilitate cooperation with language planning agencies outside South Africa;
- (i) to establish provincial language committees and national language bodies to advise it on any language matter affecting a province or a specific language; and
- (j) to establish national lexicography units to operate as companies limited by guarantee under section 21 of the Companies Act, 1973 (Act 61 of 1973), and to allocate funds to the units for the fulfilment of their functions.

In terms of Section 4 of the PanSALB Act the Board is an independent organ of state, subject only to the Constitution and its founding legislation, and must perform its duties without fear, favour or prejudice. All organs of state are enjoined to cooperate with the Board and may not interfere with its functioning in the execution of its mandate. The Board is expected to table a report on its activities and the performance of its functions before Parliament annually.

Vision

To achieve the equal status and use of all the official languages of South Africa as well as the Khoe and San languages and South African Sign Language

Mission

To provide for the recognition, the promotion and the development of all South African official languages, with particular attention being given to those languages that were previously marginalized

Values

- Respect for all languages in South Africa
- Equal treatment of all languages in South Africa
- Non-discrimination on the basis of language



National Language Bodies

Administration and Operations

Subsections 8(8)(b) and (c) of the Pan South African Language Board Act (1995) mandate the Board to create conditions for the development and use of the official languages, the Khoe and San languages and South African Sign Language. The Board established 13 national language bodies (NLBs), one for each official language, one for Khoe and San languages and one for South African Sign Language. The task of these bodies is to assist the Board in realizing the language development goals stipulated in the Act. Language development is linked to promotion and for this reason some of the NLBs also engage in language promotion activities as a way of creating a climate for language use and inculcating a love for the various languages.

Strategic Goal

- To assist in empowering the official languages, the Khoe and San languages and South African Sign Language by providing guidance on how to develop these languages

Strategic Objectives

- To offer support and assistance to ensure that NLBs perform their functions as stipulated in Board Notice 94 of 2005 (Rules and Norms for National Language Bodies)
- To establish new NLBs
- To offer administrative support to all NLBs and the Board and to manage the operations of the NLB Unit
- To identify and fund projects aimed at developing and promoting formerly marginalized languages, the Khoe and San languages and South African Sign Language

Support and Assistance to Ensure that NLBs Perform Their Functions

For the 2006/07 financial year, a budget was allocated for each of the 13 NLBs to hold two meetings at six-monthly intervals. During the first six months of 2006/07, each of the 11 NLBs responsible for the official languages held one meeting dedicated to verifying and authenticating spelling and orthography rules. However, some NLBs were unable to complete the work during the first meeting and were therefore allowed to hold a second meeting to round off the process. NLBs that completed this work at the first meeting were allowed to hold a second meeting to round off existing activities and projects.

Available Board members attended NLB meetings and consultative meetings relating to the languages they represent and gave guidance regarding policy issues.

Below is a summary of the activities and/or projects undertaken by each NLB during the year under review.

Sesotho sa Leboa NLB

This NLB held two special meetings, one general meeting and a consultative meeting in the course of the year. The two special meetings culminated in a public radio debate, hosted by Thobela FM, on the issue of Sepedi vs. Sesotho sa Leboa, a meeting with the Magoši of the Capricorn District (Limpopo Province), and the adoption of plans for the literary awards ceremony and the consultative meeting.

The general NLB meeting discussed the outcome of the Sepedi vs. Sesotho sa Leboa debate, as well as hosting the literary awards ceremony (which was well conducted and attended) and the consultative meeting on spelling and orthography (which was not well coordinated and thus poorly attended).

The second NLB meeting could not be held owing to the short notice given to the office to make the necessary arrangements.



Sesotho NLB

This NLB held one meeting to decide on a draft plan for the centenary celebrations for Thomas Mofolo's *Moeti wa Botjhabela* and to plan for a consultative meeting on the draft revised Sesotho spelling and orthography rules.

The second meeting, which was to be preceded by the consultative meeting on spelling and orthography, could not be held owing to a lack of capacity within the NLB Unit.

Setswana NLB

This NLB held two meetings, both dedicated to finalizing the draft document on the revised Setswana spelling and orthography rules.

SiSwati NLB

The Terminology Technical Committee of the SiSwati NLB held two meetings to verify a word list compiled by the SiSwati Language Board (prior to the establishment of PanSALB) and is currently having the verified list prepared for presentation to the NLB for authentication.

The NLB also held one general meeting, which was preceded by a consultative meeting to discuss and review the draft revised siSwati spelling and orthography rules.

Tshivenda NLB

This NLB held one general meeting during the year. This meeting was preceded by the following two events:

1. A seminar for church ministers, aimed at raising awareness of the importance of using Tshivenda during church services, involving church ministers in the process of revising the Tshivenda spelling and orthography rules and addressing challenges faced by churches in using Tshivenda during services

2. A consultative meeting to discuss and review the draft revised Tshivenda spelling and orthography rules

Xitsonga NLB

This NLB held two meetings: one in October 2006 to approve the recommendations made by the consultative meeting on the draft revised Xitsonga spelling and orthography rules and another in February 2007 to edit and finalize the rules.

Afrikaans NLB

In August 2006 the Afrikaans NLB held a meeting via teleconferencing. The NLB chose this mode in order to save part of its budget to use for other projects, as follows:

- The SHARE Adult Education Centre Project, aimed at empowering Afrikaans-speaking black people in the Western Cape
- The Adult Literacy and Enrichment Project, in cooperation with the Foundation for Empowerment through Afrikaans
- A visit to the Onverwacht community (in the Cullinan area, east of Pretoria) on a fact-finding mission as part of the investigation into other Afrikaans-speaking communities of South Africa

In February 2007 the NLB held a one-day meeting and on the next two days attended a consultative meeting on the National Afrikaans Strategy.

English NLB

This NLB held two meetings during the year and finalized various projects. After the second meeting the NLB submitted to the Board a collection of essays titled English and Multilingualism in South Africa, with a recommendation that it should be published as a PanSALB occasional paper. In response to this recommendation, the Board established an editorial committee to study the essays and make recommendations at the first Board meeting of 2007/08.



The Literature Technical Committee of this NLB compiled a list of recommended books for school and public use and plans to submit this to PanSALB for printing in the next financial year (2007/08).

The Language in Education Technical Committee was granted funds by the National Research Foundation (NRF) to investigate the translatability of academic discourse across languages (Focus Area Grant: FA2004040700013 – Education and Challenges for Change). The project will run for another year. The research focuses on three of the South African official languages – isiZulu, Sesotho and Setswana – and covers three provinces: KwaZulu-Natal, Gauteng and North West, which is where translators were sourced and interviews conducted. One paper on the isiZulu component of the research was presented at an international conference in Canada in July 2006 and a further paper will be presented at the annual joint conference of the Linguistics Society of Southern Africa, the South African Association of Language Teaching and the Southern African Applied Linguistics Association in July 2007.

IsiNdebele NLB

This NLB focused on completing the process of revising the isiNdebele spelling and orthography rules and drawing up an implementation plan for literature based on its strategy to develop and enhance the skills of isiNdebele writers.

IsiXhosa NLB

This NLB's Terminology Technical Committee reviewed and discussed the draft isiXhosa spelling and orthography rules document. With the assistance of the office, the NLB formatted and edited the document in preparation for authentication.

The process of authenticating the document could not be completed owing to administrative problems detailed later in this report.

IsiZulu NLB

This NLB dedicated itself to finalizing the document on the isiZulu revised spelling and orthography rules

and initiated formal partnerships with other language stakeholders (to address the issue of duplication of projects and identify possible partnership strategies).

The NLB also held a special meeting at which it revisited its implementation plans in order to prioritize projects for 2007/08. The following projects were identified:

- An annual calendar (written in isiZulu)
- Izwi LoMzukazwe – a journal of the IsiZulu NLB
- BW Vilakazi celebrations and literary awards
- Reading clubs – project to continue from what was started in 2005

The NLB also engaged in literature, terminology and language standardization initiatives, which will be reported on under the relevant focus areas.

South African Sign Language NLB

The SASL NLB meeting was postponed twice owing to the deployment of office staff to assist in other sections and with other tasks. The project to record health terms on a DVD and video planned for 2006/07 will be completed during the 2007/08 financial year.

Khoe and San NLB

The Board appointed members to the new Khoe and San NLB and when the names were published for public comment in Board Notice 36 of 2006, the Barendse Griqua House from Naledi (North West Province) objected to the appointment of Dr WRJ Langeveldt to serve on this NLB. The Board is handling the objection.

The Board is still to interview further nominees in 2007/08, so that the NLB has a full complement of members (representing both Khoe and San languages). The orientation of the new members was postponed owing to the large number of tasks for which the NLB Unit's administrative section is responsible.



Establishment of New NLBs

The extended term of office of the NLBs expired on 31 March 2007. To start the process of establishing new NLBs, an advert was drafted, translated into the other ten official languages and published in three national newspapers (*City Press*, *Rapport* and *Sowetan*). The office received 243 nominations, from which 238 were short-listed for interviews. Interviews will be conducted during the first quarter of the new financial year and the process of establishing the new NLBs will be completed by 31 August 2007.

Administrative Support to NLBs and the Board and Management of the NLB Unit

In addition to administrative support provided by the office through the NLB Unit, focus area managers and the head of the NLB Unit assisted the Board by attending NLB meetings (Sesotho sa Leboa NLB, Setswana NLB, Sesotho NLB, SiSwati NLB, English NLB and IsiXhosa NLB) and monitoring projects and activities implemented by NLBs.

The office is in the process of appointing language practitioners to give support not only to the NLBs, but also to other PanSALB structures in the provinces and to head office, which includes the NLB Unit and the South African Sign Language NLB. Language practitioners have been appointed in the following provinces and will assume duty in May 2007:

Name of NLB	Office of operation
SASL NLB	PanSALB head office, Pretoria
Khoe and San NLB	Northern Cape provincial office
Setswana NLB	North West provincial office
IsiNdebele NLB	Mpumalanga provincial office
IsiXhosa NLB	Eastern Cape provincial office
IsiZulu NLB	KwaZulu-Natal provincial office

The NLB Subcommittee held four meetings during 2006/07. At these meetings reports, including recommendations from NLBs to the Board, were considered and presented to the Board for approval.

Identification and Funding of Projects Aimed at Developing and Promoting Formerly Marginalized Languages, the Khoe and San Languages and South African Sign Language

A project to develop teacher and learner support materials for South African Sign Language (SASL) is on track. Teaching and learning materials for level 1 have been completed and are with the printers.

The project is due to end in March 2008.

Development of Literature (Marginalized languages)

Strategic Objectives

- To organize literary awards
- To develop writing skills within writers' guilds
- To establish and support reading clubs
- To involve NLBs in the evaluation of books in marginalized languages
- To use the electronic media to develop and promote the literatures of previously marginalized languages
- To develop publishing strategies in association with provincial departments

Organizing Literary Awards

On 14 September 2006 the Sesotho sa Leboa National Language Body held a literary awards ceremony to honour distinguished writers and contributors to the development and promotion of Sesotho sa Leboa.



Each of the twelve recipients was presented with a certificate and a book voucher to the value of R1 000,00.

Developing Writing Skills Within Writers' Guilds

The IsiZulu NLB collaborated with the Usiba Writers' Guild, KwaZulu-Natal Language Services and South African Heritage Resource Agency (SARHA) and co-funded and co-hosted the BW Vilakazi Centenary Celebrations. The celebrations were held at the University of KwaZulu-Natal in Durban and the Chief Albert Luthuli Centre in Groutville on 6 and 7 October 2006 respectively. In Durban, papers in honour of BW Vilakazi and his contribution to the development and promotion of isiZulu were read. Schools named after BW Vilakazi in Groutville (KwaZulu-Natal) and Soweto (Gauteng) participated in the celebrations and entertained guests and delegates with performances, music and poetry recitals. A memorial service was also held at Dr Vilakazi's burial site in Mariannhill, Pinetown. Dr Vilakazi's family was present at all the festivities.

The Acting CEO, Mr SSE Sambo, the manager responsible for NLBs, Mrs SA Netshiheni, and the KwaZulu-Natal provincial office manager, Mr JD Simelane, represented PanSALB at the BW Vilakazi celebrations.

Involving NLBs in the Evaluation of Books in Marginalized Languages

Though initiatives in this regard were started in 2005/06, involving the IsiNdebele and the SiSwati NLBs in cooperation with writers' guilds and the Northern Cape PLC and the MEC for Sports, Arts and Culture, the process could not be continued in 2006/07 owing to the resignation of the literature focus area manager. However, since the thorny issue of the evaluation and prescription of books affects not only writers and publishers, but also the development and promotion of books as well as the quality of books prescribed for school use, the Board concentrated on

working out strategies to be used by NLBs in cooperation with stakeholders to ensure that the evaluation and prescription of books benefits formerly marginalized languages. As soon as the Board was satisfied that the strategies would yield positive results, it passed them on to the office for implementation from the 2007/08 financial year.

Establishing and Supporting Reading Clubs

Initiatives to establish reading clubs in the North West Province and the Northern Cape were underway but could not be continued during the year under review because the office could not deploy any of the available staff members to assist in this regard owing to the demanding nature of such a project.

Using the Electronic Media to Develop and Promote the Literatures of Previously Marginalized Languages and Developing Publishing Strategies in Association with Provincial Departments

These two objectives need to be driven from the office, and with the lack of capacity in the office during the 2006/07 financial year the planned outcomes could not be achieved.

Challenges Facing the NLB Unit

The 11 national lexicography units (NLUs) for the official languages serve as the administrative offices of the 11 NLBs responsible for those languages. However, these units do not have the capacity to carry out the administrative duties of the NLBs, mainly because of a lack of staff and the increased workload experienced over the past few years.

With the lack of capacity in the NLUs, the NLB Unit's administrative component is forced to provide more administrative support for some of the NLBs. The administrative component has only two staff members, however – the head and an administrative assistant – and is not able to cope with the amount of work



required. This impacts negatively on the quality of service to the 11 official language NLBs as well as the South African Sign Language NLB and the Khoe and San NLB.

Although in some instances the provincial offices (like the KwaZulu-Natal and the Free State offices) assisted the NLB Unit by providing some administrative support for the NLBs, this did not really address the inherent problems related to the administration of NLBs. All the administrative functions of the South African Sign Language NLB and the Khoe and San NLB were rendered by the NLB Unit's administrative component, which in essence has only one staff member assisted by the Unit's administrative clerk. The Unit is in need of at least two senior language practitioners and a senior administrative clerk.

The demands of administrative support to the NLBs resulted in a heavy load on the administrative component, which had a negative impact on the type of administrative support given to the NLBs and the general management of operations of the focus areas within the NLB Unit.

The deployment of staff from the NLB Unit to assist in other units or sections where staff members had resigned and there was a need for essential services to continue overstretched the human resources of the Unit, thus further weakening its performance.

In the course of the financial year under review, some NLBs registered their disappointment at the quality of the printed draft revised spelling and orthography booklets, saying that the content of the document submitted (to PanSALB) for printing had been altered. To address this problem and ensure that the African language NLBs receive the support they deserve, the Unit would have to employ a junior manager who would manage and coordinate activities related to language standardization for the nine African language NLBs as well as the NLBs responsible for South African Sign Language and the Khoe and San languages. Such a manager would attend meetings and give guidance and support to the NLBs' standardization technical committees to ensure that they deliver on their objectives.

Future Plans

Administration of NLBs and operations of the NLB Unit

- To orientate and train new NLB members regarding the roles and functions of NLBs in relation to the development and promotion of the languages for which they are responsible
- To encourage NLBs to establish strategic partnerships with relevant stakeholders and collaborate on language projects and activities
- To appoint support staff for those NLBs that do not yet have language practitioners as well as for the NLB Unit
- To support a mini-conference on multilingualism for all PanSALB structures and stakeholders
- To provide NLBs with effective technical support to ensure that they deliver on their mandate

Development of literature (marginalized languages)

- To monitor and give support to the NLBs and their technical committees to ensure that they adhere to their implementation plans to enhance their performance and deliver on set objectives
- To establish and support reading clubs under at least three NLBs
- To support a language journal for one NLB (a pilot project)
- To support NLBs in holding literary awards for their respective languages
- To hold a national mother-tongue reading competition
- To hold a workshop on the evaluation and selection of books



Standardization and Terminology Development (S&TD)

Introduction

The Standardization and Terminology Development (S&TD) focus area concentrates on issues related to the standardization and modernization of all the official South African languages, the Khoe and San languages and South African Sign Language. It also focuses on the development of the terminology of these languages to enable them to develop into functional languages in all spheres of life.

Strategic Objectives

The objectives of the focus area during the year under review were as follows:

- To facilitate the revision of the spelling and orthography rules of the African languages by requesting the national language bodies (NLBs) to revisit the existing spelling, orthography and terminology lists compiled and disseminated by the old Language Boards and the Department of Education
- To assist the NLBs' technical committees in relation to issues affecting various areas of language modernization and standardization; guidance by the office staff was to be provided for these committees to ensure the production of relevant and appropriate reports
- To supply the NLBs' technical committees with guidelines and training in relation to issues affecting various areas of language development, terminology development and the verification and authentication of terminology; guidance by the office staff was to be provided for these committees to ensure the production of relevant and appropriate reports

Outputs

Facilitating the revision of the spelling and orthography rules of the African languages

Revision of the spelling and orthography rules of the African languages

The National Language Bodies' 2004/05 Strategic Plan determined that the spelling and orthography rules needed special attention. In July 2004 it was decided to revise the spelling and orthography rules of the official African languages.

The technical committees on standardization of the African-language NLBs met between 2004 and 2006 to study relevant literature and data, bringing the technological standard and the contents of the spelling and orthography up to date where necessary.

Each technical committee had to address the following:

- Revision and modernizing of spelling and orthography rules
- Revision of orthography rules regarding geographical names
- Consultation with academics and the speech community
- Submission of the revised rules to the relevant NLB for the verification and ratification of the revised rules by all NLB members

The PanSALB office received first drafts of the revised spelling and orthography rules from all the national language bodies by the end of the 2004/05 financial year. Draft booklets were printed during 2006 and sent to the NLBs for dissemination to stakeholders. The NLB technical committees discussed the revised spelling and orthography rules with stakeholders at special consultative meetings that were held during the 2006/07 financial year.

The PanSALB office requested the NLBs to submit a final copy of the rules that had been authenticated by the relevant NLB. The final copy will be printed and disseminated to stakeholders and users of the various official African languages.

The office has to date received final revised documents from all but the Sesotho and Setswana NLBs, which need to have consultative meetings before finalizing the documents.



In the meantime the office has requested quotations for the final printing of the revised rules. The rules for the languages that have been finalized and submitted will be printed immediately. An approved budget allocation of R299 939,16 (roll-over from 2006/07 financial year) is available for the finalization of the process.

PanSALB realizes that the revision of the spelling and orthography rules is an ongoing process. The published booklets will serve as guideline documents to assist users in general, language workers, publishers, the media, etc. while the NLBs continue with ongoing modernization and standardization of the spelling and orthography rules. It is foreseen that revised spelling and orthography booklets for the nine African languages will be published every five years.

Revision of the spelling and orthography rules of Afrikaans

The Technical Committee (TC) on Standardization of the Afrikaans NLB is busy revising the spelling and orthography rules of Afrikaans. The target date for completion is 2009. In the case of the last revised edition of the *Afrikaanse Woordelys en Spelreëls (AWS)*, published in 2002, the committee rewrote the spelling and orthography rules in simplified language after consulting widely with language practitioners and stakeholders. In August 2006 the ATKV made an award to the TC for the compilation of the AWS.

The TC started with the revision of the AWS immediately after publication of the 2002 edition. They convene twice a year for a week at a time. Recently they have been giving special attention to the wordlist of typical or difficult Afrikaans words that are usually or easily misspelled. They include terms from various subject areas to give recognition to these terms. New coinages in Afrikaans are also included in the wordlist.

Challenges in relation to spelling and orthography

- The process of revising and modernizing spelling and orthography rules is ongoing. The various technical committees on standardization for the official languages should be able to convene more often to give attention to this process. The

finalization of the revision took longer than anticipated because of a lack of funding and time.

- The technical committees on standardization for the African languages and Afrikaans should continue with the process of revising and modernizing the spelling and orthography rules of their respective languages.
- The technical committees on standardization under the NLB for the Khoen and San languages and that for South African Sign Language are keen to develop rules, but have not yet started. Attention should be given to the possibilities for developing spelling and orthography rules for the Khoen and San languages. The South African Sign Language NLB should devote time to researching possibilities for standardizing principles and conventions for the creation of signs.

Assistance regarding geographical names

The South African Geographical Names Council (SAGNC) from time to time requested members of the national languages bodies to give assistance regarding the correct spelling of geographical names. This was attended to during scheduled NLB meetings.

The members of the various technical committees on standardization had already addressed the issue of geographical names in their revised spelling and orthography rules. In some cases they had indicated that they intend to attend to this in more detail in follow-up revisions.

The NLBs do need to give attention to guidelines on the spelling and orthography of geographical names. Since the PanSALB office has not budgeted for NLB meetings to discuss geographical names, it is recommended that members of the technical committees on standardization should be invited to attend a general workshop to consider a guideline document on the spelling and orthography of geographical names.



Assisting the NLBs' technical committees in relation to issues affecting language modernization and standardization

StanSA TC 37 organized a TermTrain workshop in collaboration with TermNet, PanSALB and the NLS at the SABS in March 2006. Dr Alberts presented two papers at this event.

Challenges

Although some members of the national lexicography units are already participating in StanSA TC 37 activities by attending the annual StanSA TC 37 meeting, all other PanSALB structures should be able to attend. Unfortunately, too little funding is available to enable members of the NLBs and PLCs to attend. In future, all provincial managers should be invited to the StanSA TC 37 meetings and should budget to attend.

Alpha-2 and alpha-3 codes

One of the matters that StanSA TC 37 decided to readdress is the alpha language coding issued by the ISO. StanSA TC 37 intends to request ISO/TC 37 to revise the English version of the alpha-2 (ISO 639-1) and alpha-3 (ISO 639-2) language codes for the indigenous African languages in particular. NLBs attended to this issue during their scheduled NLB meetings.

Infoterm

Dr Mariëtta Alberts, Manager: Standardization and Terminology Development at PanSALB, was elected to serve as vice-president on the Infoterm Executive Board. Infoterm is the international organization for terminology development. There are no obligations involved in being a member of the Infoterm Executive Board. The board meets once a year, generally at the time of the ISO/TC 37 meetings. In 2006 Dr Alberts submitted reports to Infoterm regarding terminology development and standardization issues in South Africa. These reports were printed in the Infoterm newsletter.

UNESCO report: Guidelines for National Terminology Policies

A strategic UNESCO document, *Guidelines for Terminology Policies: Formulating and implementing terminology policy in language communities* (United Nations Educational, Scientific and Cultural Organization, Paris, 2005) was compiled by an international group of terminology experts, which included Dr Mariëtta Alberts. The document was launched at the ISO/TC 37 plenary in Warsaw, Poland, on 26 August 2005. One of the ISO/TC 37 subcommittees will use the document as a basis to develop ISO standards on terminology policies. It also served as the basis for a discussion at the pre-conference workshop on Terminology Planning and Policies held in Antwerp, Belgium, on 15 November 2006. Dr Alberts read a paper entitled 'National language and terminology policies – a South African perspective' at the workshop. Travel and accommodation expenses were taken from the Technical Support budget allocation of R30 000.

The guideline document was disseminated to the NLBs.

Supplying the NLBs' technical committees with guidelines and training in relation to issues affecting various areas of language development, terminology development and the verification and authentication of terminology

Verification and authentication of terminology lists

Monolingual or multilingual terminology lists compiled by the Terminology Coordination Section (TCS) of the National Language Service (NLS) in the Department of Arts and Culture (DAC) or by any other body are submitted to the Technical Committees on Terminology Development of the national language bodies (NLBs) for verification and authentication. Since the NLBs are regarded as the highest authorities in their respective languages, any institution or private individual may submit terminology directly to the NLB(s) concerned for verification and authentication. The NLBs' Technical Committees on Terminology Development attended to terminology verification and authentication during scheduled NLB meetings.



A guideline document on the verification and authentication of terminology was compiled by Dr Mariëtta Alberts and submitted to the NLBs.

Terminology training

Terminology training: PanSALB structures

PanSALB wanted to ensure that all members of the technical committees on terminology development of the various NLBs were equipped with the necessary background knowledge on the principles and practice of terminology work before the NLBs started with the verification and authentication of terminology. The Board therefore requested Dr Mariëtta Alberts to train members of these committees in a variety of aspects of the theory of terminology, principles and practice of terminology work and word forming principles. This is on-going training for NLB members.

Dr Alberts also gave training as part of the Tipfuxeni workshops for unemployed language workers. She gave PowerPoint presentations on South African terminology practice to indicate to both employed and unemployed language workers that there is an urgent need in South Africa for trained terminologists. There is also an urgent need for skilled language workers in general, since the envisaged human language technologies (HLT) virtual network will need skilled language workers in all the official languages and other languages (e.g. Xhosa and San languages, SASL) to assist with annotating data, encoding and decoding linguistic material, reading text for speech recognition, etc. Keen interest was shown in the workshops and the presentations.

Training in the principles and practice of terminology was presented by Dr Alberts to language practitioners at the following institutions during the year under review:

- *City of Tshwane Metropolitan Municipality*: 24–25 April 2006, Pretoria (reference: Ms Marina Badenhorst)
 - *Prolingua*: 9 May 2006, Centurion (reference: Mr Fritz Wolff)
 - *Nedbank*: 7 June 2006, Rivonia (reference: Mr Johan Geldenhuys)
 - Students, *Language Dynamics, Tshwane University of Technology*: 9 June 2006, Pretoria (reference: Prof. Johan van Niekerk)
 - *National Parliament* (80 language practitioners (translators and interpreters)): 11–14 July 2006, Cape Town (reference: Mr Calvin Neluvhola)
 - *Mpumalanga Provincial Language Service*: 27 February 2007, Nelspruit (reference: Mr Johan Blaauw)
 - *City of Tshwane Metropolitan Municipality, Department of Education and South African Police Service*: 6–7 March 2007 and 3 April 2007, Pretoria (references: Mr Godfrey Kobo, Dr Karen Calteaux)
- The feedback on the training has been very positive and PanSALB has received requests for follow-up training sessions.
- The Technical Support budget of R30 000 covered the trainer's travel and accommodation expenses. Trainees bore their own expenses.
- TermTrain – training the trainer**
- TermTrain is a project within the framework of the Unesco Information for All programme. In September 2005 a TermTrain workshop was held in Benoni. A follow-up TermTrain workshop, namely 'TermTrain – Training the Trainer', was held at the SABS in Pretoria from 27 to 31 March 2006.
- The 'TermTrain – Training the Trainer' workshop, which was attended by delegates from all over South Africa, was organized by TermNet (Austria) in collaboration with Standards South Africa, PanSALB,



the National Language Service, the Department of Arts and Culture and Afrilex. The trainers were terminology and IT experts from Germany, Belgium, Austria and South Africa, and included Dr M Alberts of PanSALB. There was no financial implication for PanSALB.

This was a very specialized training session and the delegates indicated that they had gained a great deal from attending.

Liaison with terminology-creating bodies

CEPTSA

There was correspondence between the office and the chairperson of the Centre for Political Terminology in Southern Africa (CEPTSA) regarding a proposal for a multilingual terminology project. CEPTSA published an English-Afrikaans/Afrikaans-English dictionary on political sciences and they would like to use the data as the basis for a multilingual dictionary. PanSALB has requested the NLBs to assist with the verification and authentication of the terms. To date 300 core terms and definitions have been translated into isiZulu, isiXhosa, Sesotho sa Leboa and Setswana. CEPTSA is currently busy with the translation of the core terms into Sesotho, siSwati, isiNdebele, Xitsonga and Tshivenda. The initial set of terms to be verified by an NLB was submitted to the IsiXhosa NLB's Technical Committee on Terminology on 22 September 2006 and the finalized terms went to the NLB for authentication in March 2007.

CLTAL

The Centre for Legal Terminology in African Languages (CLTAL) is busy with a trilingual explanatory dictionary project on legal terminology, i.e. English-Afrikaans-Sesotho sa Leboa. The project will later include all the official languages in order to assist government in elevating the status and advancing the development of these languages. The terminology comprises terms relating to criminal law, criminal procedural law and law of evidence, since these domains are relevant in court.

CLTAL decided in 2006 to publish a trilingual translation dictionary as soon as possible and postpone the

explanatory dictionary until a later stage. The NLBs will verify and authenticate the terms.

Arts and crafts dictionary

The office endorses the work done by the research team working on the Arts Dictionary project of the Suid-Afrikaanse Akademie vir Wetenskap en Kuns (SAAWK). The S&TD focus area manager regularly attends these meetings to assist the team with terminographical principles and procedures. This project involves a multilingual dictionary on arts and crafts. The NLBs will verify and authenticate the terminology upon completion of the first draft.

E-terminology

Human language technologies

The Board is taking a keen interest in the South African endeavours regarding human language technologies (HLT). Dr Alberts attended various HLT workshops on behalf of the Board during the year under review.

Microsoft SA

Windows XP LIP

Microsoft SA requested PanSALB and its structures to assist with the localization of the software interface. Microsoft SA decided to start with three languages, namely isiZulu, Afrikaans and Setswana. The PanSALB office assisted wherever possible with the glossaries compiled for the language interface packs (LIPs) for Microsoft Office and Windows XP for these languages.

Standardizing technical terminology is an important first step to developing a local IT industry and Microsoft South Africa has worked with academia to translate the glossary of core terms for each of the languages in development. With a view to maintaining linguistic excellence, the completed glossaries were sent to PanSALB for verification and sign-off of the final versions. The final products were sent to the various NLBs for verification and authentication. Members of the IsiZulu, Setswana and Afrikaans NLBs' Technical Committees on Terminology assisted Microsoft SA with the verification of the terminology for the Microsoft language interface pack. The members worked hard



to ensure that the terminology is of an acceptably high quality and standard. The glossary that the committee worked on was not correct and various changes were made in the languages in question.

The launch of the isiZulu LIP took place on 20 April 2006 in Durban, and Dr Alberts attended. On 27 June 2006 Microsoft launched a Setswana language interface pack for Windows XP at the Maropeng Cultural Village. Dr Alberts and Dr Tlale attended the launch. Microsoft SA launched the Afrikaans language interface pack for Windows XP in Cape Town on 26 July 2006. Dr M Alberts and Mr JD McLachlan attended the launch on behalf of PanSALB and the Afrikaans NLB respectively.

The LIPs are available as free downloads, and users can install the LIP as a layer on top of an existing original version of Windows XP. The Setswana, IsiZulu and Afrikaans LIPs can be downloaded from <http://www.microsoft.com/downloads/details.aspx?FamilyID=0db2e8f9-79c4-4625-a07a-0cc1b341be7c&displaylang>

Microsoft Vista LIP

In August 2006 PanSALB signed a contract with Microsoft SA regarding assistance with the development of language interface packs (LIPs) in isiZulu, Setswana, Afrikaans, Sesotho sa Leboa and isiXhosa for the new Vista platform launched in February 2007

The contract involved developing style guides, Polichack documents and glossaries, which were to be finalized in the relevant languages before the end of February 2007. Microsoft allocated a budget of \$10 000 (R73 930) per language for the completion of the first part of the project (i.e. the above five South African official languages).

The process entailed the following:

- Development of a style guide for translation purposes
- Development of a Polichack table for each of the five languages to determine offensive words that should be avoided in the LIP

- Translation and editing of a glossary for the Vista LIP (extension of previous terminology list)
- Verification of terminology (glossary) by the technical committees for terminology development of the relevant NLBs and authentication by the NLBs

Microsoft SA supplied examples and templates of style guides, examples of Polichack tables, previous terminology lists in various languages, etc. The work was scheduled to start in October 2006 for finalization by the end of February 2007.

The PanSALB office requested the conveners of the technical committees for terminology development of the languages concerned to supply the names and e-mail addresses of collaborators who could assist during the various phases of the process.

The project is in the final stages of completion. Only a few participants managed to finalize their contributions on time (i.e. by February 2007). Other participants either submitted late or failed to complete their part of the project. In the latter case the work had to be given to a new participant.

After each assignment was submitted to Microsoft SA, its staff scrutinized the assignments for quality. Only after Microsoft SA had indicated that the work was satisfactorily done could PanSALB invoice the international Microsoft organization.

The LIP process will be finalized after authentication by the national language bodies concerned. The NLBs have indicated their willingness to verify and authenticate the multilingual terminology generated through these localization projects. This process will start after the necessary documentation has been completed for each of the languages.

Microsoft SA indicated that they will start on the language interface packs (LIPs) for the remaining official languages once these five languages are complete. PanSALB regards this as another important step towards actualizing multilingualism.



Open source

Dr Alberts made contact with Mr Dwayne Bailey, who is working on open source programs similar to Microsoft's. He visited her to discuss the possibility of the NLBs also verifying the terminology created for and by these programs.

CTexT

The Centre for Text Technology (CTexT) at North-West University has developed spellcheckers for isiZulu, isiXhosa, Setswana, Afrikaans and Sesotho sa Leboa. CTexT wanted to have these spellcheckers evaluated externally and therefore requested two members of each of the relevant national language bodies to assist with this task.

The spellcheckers were launched during 2005 and 2006.

Challenges

- Human language technologies (HLT) and computer applications in languages should receive attention.
- There is a large amount of verification and authentication to be done by the NLBs, e.g. for the current Microsoft SA LIP projects (XP and Vista platforms), development of Vista LIPs for the remaining official South African languages and development of spellcheckers by CTexT.
- Owing to financial constraints and a lack of human resources, specialized attention cannot be given to aspects of e-terminology that need attention. Office staff have to devote their time and energy to a variety of related and unrelated matters. More staff is needed. There is also an urgent need for succession training.
- PanSALB needs to do more research into terminology development and to harvest terminology that is available in the various languages by doing field work, i.e. in rural areas and at tertiary institutions. Harvested terminology could be used for human language technology endeavours.

Liaison with external bodies

Visit by Dutch Member of Parliament

Dr Theo Brinkel, a member of the Dutch Parliament, visited South Africa in 2006. He was referred to PanSALB to discuss his research on 'Nation-building and pluralism: Experiences and perspectives in South Africa'.

Afrilex conference

The 11th annual Afrilex conference was held at the University of Venda in Thohoyandou between 3 and 7 July 2006. The Tshivenda National Lexicography Unit was the local organizer of the conference. Dr Alberts is currently the president of Afrilex. She read a paper at the conference with the title 'Standardization, modernization and harmonization: User perspectives'.

Terminology conference in Belgium

Dr Alberts attended an international conference on 'Terminology and Society: The impact of terminology on everyday life' and a pre-conference workshop on 'Terminology Planning and Policies' held in Antwerp, Belgium, between 15 and 17 November 2006. On 15 November 2006 Dr Alberts read a paper titled 'National language and terminology policies – a South African perspective'.

Challenges

More attention should be given to national and international liaison.



Research and Development

Strategic Objectives

The objectives of the Research and Development focus area during the year under review were as follows:

- To assist in initiating studies and projects
- To coordinate applications for financial support
- To manage all current PanSALB projects
- To develop and maintain a database of funded projects
- To provide support for national language bodies, staff and Board members
- To cooperate with both national and international research and funding bodies

Outputs

Six applications for financial support were dealt with during the year under review. Only two of these were approved and funded:

- The translation of *Asikho Ndawo Bakithi* (an isiZulu novel) into French
- Sponsorship of one page in Soshanguve's monthly community newspaper *Sosh Times* to publish articles in African languages (funding was provided by Communication and Marketing)

Four current projects were completed during the year under review and are listed in the table in Addendum 2. A database of all funded projects was also developed in the course of the year.

Staff in the Research and Development focus area attended meetings of the English, Sesotho and Setswana National Language Bodies in order to give technical support related to research matters.

Problems Experienced

The unexpected departure of the PanSALB CEO created a situation that was characterized by elements of instability. The focus area manager had to assist the Communications and Marketing section, which was left without a manager, and also to help in compiling policy documents for Human Resources. These functions were performed at the expense of the core responsibilities of the Research and Development focus area.

Way Forward

The aim of this focus area is for the various national language bodies to initiate and manage their own projects, with the support of the Research focus area at head office. For this to be achieved, the section needs to be strengthened by additional staff members and an increased budget.



National Lexicography Units

Introduction

Section 8(8) of the Pan South African Language Board Act (1995, as amended) states that PanSALB must establish national lexicography units (NLUs) to operate as section 21 companies under the Companies Act (Act 61 of 1973). An NLU for each official language in South Africa has been established and registered as a section 21 company. Each NLU has a board of directors (BoD) with ten members. The editor-in-chief of an NLU is also a board member, but without voting powers. The term of office of BoD members is three years; the current BoD members were inaugurated on 7 February 2005 and their term will end on 7 February 2008.

PanSALB under its Lexicography Development focus area manages the activities of the NLUs in terms of monitoring progress regarding dictionary production and rendering technical support to these units.

Strategic Goal

The broad strategic goal of this focus area is to compile comprehensive monolingual and/or bilingual dictionaries.

Strategic Objectives

The objectives of the focus area during the year under review were as follows:

- To strengthen the NLUs' IT systems and foster cooperative lexicography
- To facilitate communication across all languages
- To assist NLU staff to accelerate the production of dictionaries and other products that could generate income for the units in the near future
- To offer the NLBs support and encourage these bodies to verify, approve and promote the work done by the NLUs
- To assist the NLUs to access material from various sources

- To assist with capacity-building in terms of staff training in strategic planning, financial management and producing financial reports that comply with Generally Accepted Accounting Principles
- To promote cooperation among the NLUs and with other PanSALB structures

Outputs

Strengthening the NLUs' IT systems and fostering cooperative lexicography

PanSALB purchased computer software of choice for dictionary compilation called TshwaneLex and the following NLUs were trained in its use: Sesotho sa Leboa, Sesotho, Setswana, Tshivenda, Xitsonga, IsiNdebele, Afrikaans and IsiXhosa.

Microsoft data was imported into the TshwaneLex program and the interface was localized. A database was created.

The program will be rolled out to the rest of the NLUs.

Facilitating communication across all languages

Quarterly newsletters are used for liaison with and among the NLUs. In addition, the LexiEditors Forum serves as a platform where the NLUs are able to liaise effectively and to share information.

Assisting NLU staff to accelerate the production of dictionaries and other products that could generate income for the units in the near future

Outside experts as well as members of the more advanced NLUs were consulted in efforts to assist the NLUs to compile suitable style guides for their different products. The PanSALB staff also monitored the primary processes of dictionary compilation within the NLUs, e.g. ensuring that the planned schedules were maintained in completing work on the various letters of the alphabet.

The national lexicography units (NLUs) themselves continued with their work to produce dictionaries and related products:



- The SiSwati NLU published a bilingual dictionary for learners, *Sichazamagama SeSwati*, in March 2007
- The Tshivenda NLU published a bilingual dictionary for learners, *Thalusamaipsi*, in November 2006
- The Xitsonga NLU published the *Xitsonga/English Bilingual Dictionary* for learners in September 2006
- The Afrikaans NLU published two works, the *Etimologiewoordeboek and Sinonieme en verwante woorde*, in July 2006 and March 2007 respectively
- The IsiNdebele NLU published a bilingual dictionary for learners, *IsiHlathululi-magama Bilingual Dictionary*, in March 2007
- The IsiXhosa NLU published the third volume of a trilingual dictionary (isiXhosa/English/Afrikaans) in August 2006
- The IsiZulu NLU published a bilingual dictionary for learners, *Isichamazwi SesiZulu*, in November 2006

Offering the NLBs support and encouraging these bodies to verify, approve and promote the work done by the NLUs

The NLUs provide secretarial support for the NLBs before and during their meetings. The NLU staff member in question makes all travel and accommodation arrangements for the NLB members and also takes minutes during the NLB meetings.

Assisting the NLUs to access material from various sources

Support is offered to the NLUs in accessing material from various sources as necessary for their work, e.g. data from the NLBs' terminology technical committees, which is then incorporated into the dictionaries by the lexicographers.

Assisting with capacity-building in terms of staff training in strategic planning, financial management and producing financial reports that comply with Generally Accepted Accounting Policies

The PanSALB office facilitated the training of staff from all the NLUs in practical meta-lexicography and the use of computer software and hardware as part of the TshwaneLex training course. Each NLU received a full five-day training course.

As far as planning and management of the NLUs was concerned, the editors-in-chief were assisted with their dictionary compilation plans for each financial year over a period of three years.

Promoting cooperation among the NLUs and with other PanSALB structures

Discussion Forum

In 2004 the Board approved the establishment of the LexiEditors Forum, which became functional in January 2005. This is a discussion forum of all the editors-in-chief of the NLUs, where they have the opportunity to share their experiences and information about lexicography and the operation and progress of each NLU and to seek solutions to the challenges they face in their work. The 2006/07 LexiEditors Forum meeting was held at Rhodes University in Grahamstown from 2 to 3 November 2006.

Conferences

National lexicography unit staff members attended the annual international Afrilex conference, which took place at the University of Venda in Limpopo between 24 and 28 July 2006.

Cooperation with other structures

Apart from the NLUs cooperating with the national language bodies and the provincial language committees, they are also encouraged to form partnerships with the managers of PanSALB's provincial offices. The relationship between the NLUs and the provincial managers is healthy and the products of the NLUs are easily marketed through the provincial offices.



Provincial Language Committees Support Services

Strategic Objectives

The strategic objectives of this focus area for the year under review were as follows:

- To supervise and monitor the performance of the provincial managers
- To train members of newly reconstituted PLCs to develop and implement projects that support multilingualism and to assist the MECs responsible for languages in formulating and implementing policy
- To provide support services for collaboration between all PLCs and focus area managers
- To support PLC meetings aimed at providing advice for both the Board and MECs
- To provide administrative support for the PLC Cluster Subcommittee

Outputs

Supervising and monitoring the performance of the provincial managers

The appointment of managers in PanSALB provincial offices is a strategy aimed at strengthening and supporting the functioning of provincial language committees (PLCs). The focus area manager at head office ensured the following occurred during the year under review:

- The provincial managers submitted both monthly and quarterly reports to the office of the CEO in respect of tasks performed – both administrative and language-related – and the implementation of strategic plans and projects. Special reports on the progress made by provincial offices in establishing partnerships and raising awareness of the work done by PanSALB were also presented.

- There was regular consultation and liaison regarding administrative support provided for PLC meetings.
- Monitoring occurred to ensure effective and efficient running of the provincial offices.

Training members of newly reconstituted PLCs to develop and implement projects that support multilingualism

The Board regards the training of the members of PLCs as a priority. The following activities in this regard took place during the year under review:

- Members of the nine provincial language committees established in the nine provinces received orientation on language policy formulation and implementation processes.
- A total of eight departments of arts and culture were consulted by the PLCs regarding language policy formulation and other language needs affecting entire provinces or parts of them.
- Eight PLCs received finance and support from the Department of Arts and Culture and conducted projects aimed at promoting multilingualism and the value of indigenous languages.
- A high-powered PanSALB delegation under the leadership of Prof. H Thipa held a meeting with the head of the Department of Arts and Culture in the Eastern Cape and discussed mechanisms for reconstituting the Eastern Cape PLC and the value of promoting multilingualism in the Eastern Cape.

Providing support services for collaboration between all PLCs and focus area managers

The PLC cluster focus area managers attended meetings with the Free State, Mpumalanga, Northern Cape, North West and Gauteng PLCs and identified and discussed the language needs of these provinces.



In addition, the following technical support was provided:

Status Language Planning

- The focus area manager guided and assisted the members of PLCs in the formulation of provincial language frameworks.
- The members also received guidance on how to embark on awareness campaigns in order to promote the value of multilingualism. For example, a successful consultative meeting with various government departments and the Gauteng PLC was held at the PanSALB offices in 2006.

Language in Education

- Technical advice on how to monitor the language in education policy in the nine provinces was given.
- The focus area manager gave members of the Limpopo, Mpumalanga, North West, Northern Cape, Western Cape, Gauteng and Free State PLCs guidance on how to establish partnerships with various bodies and organizations that support multilingualism and mother tongue education, such as the national and provincial departments of education.

Translation and Interpreting

In the North West Province, the provincial legislature, provincial departments, local government and Gender Commission were encouraged to use translation and interpreting facilities to support multilingualism in the province.

Linguistic Human Rights and Advocacy

- The Free State PLC conducted school multilingualism outreach campaigns and advocacy throughout the Free State.
- The Free State PLC allocated R50 000 towards a Khoe and San language promotion project aimed at raising awareness about Khoe and San languages still spoken in the Free State, developing profiles and a database of existing Khoe and San language speakers in the Free

State, and revitalizing and promoting these languages. The MEC for Education and the MEC for Arts and Culture in the Free State, Khoe-San leaders, the University of the Free State and members of the Arts and Culture Portfolio Committee all attended the launch of the Khoe and San Language Project. The event was captured on video and copies of the recording are available from PanSALB's FS Provincial Office.

Supporting PLC meetings aimed at providing advice for both the Board and MECs

Mpumalanga PLC

The Mpumalanga PLC (MPLC) advised the MEC for Culture, Sports and Recreation on the implementation of multilingualism and the need to fund projects that create awareness of the value of indigenous languages. The committee also offered advice regarding the promotion of multilingualism and the development of language policies to the Nkangala District Municipality, Ehlangeni District Municipality and Gert Sibande District Municipality.

In addition, members of the MPLC attended a Department of Education Policy Committee meeting, where inputs were made regarding the Department's language policy.

North West PLC

The North West PLC (NWPLC) provided the MEC responsible for language with advice and interacted with the authorities in the following forums:

- In March 2006 the NWPLC held a meeting with the Deputy Director-General of Arts and Culture and discussed issues of concurrent jurisdictions and how to ensure that the NWPLC as a PanSALB structure cooperates with the provincial authorities without compromising its independence or its monitoring and evaluation powers in order to assist the province implement workable policies.
- In September 2006 the NWPLC gave the MEC advice regarding the facilitation of language services in the North West Provincial Legislature.



- The NWPLC also advised the MEC for Education regarding the need for SA Sign Language interpreters in the province and the establishment of a Language Unit within the Department of Education in North West.
- The NWPLC completed the framing of a language policy framework and handed it over to the MEC responsible for language in the North West province.
- In December 2006 the NWPLC advised the new MEC on its role and mandate and also the functional areas of concurrent national and provincial legislative competence, which are language policy and the regulation of official languages.
- In March 2007 the NWPLC liaised with the Department of Arts and Culture in the North West province and advised on the procedure to be followed in reconstituting the NWPLC in accordance with Board Notice 92 of 2005.
- The NWPLC reached a milestone by cooperating with the Department of Correctional Services and launching a reading club for Losperfontein Prison inmates. Books to the value of R5 000 were donated to the prison.

Free State PLC

The following were the achievements of the Free State PLC (FSPLC) during the year under review:

- During the period August to September 2006 the FSPLC advised and worked together with the Department of Education in the Free State on the multilingualism awareness campaign initiated throughout the province. Other stakeholders in the campaign were the Sesotho NLU, the UFS, the CUT, Hansard and the SABC, which supported the workshop held for this purpose. More than 772 members of the public, learners and educators attended the workshop.
- The FSPLC, represented by the provincial manager, addressed municipal mayors, managers

and senior officials on the importance of multilingualism.

- The FSPLC cooperated with the Department of Sport, Arts and Culture and contributed to the finalization of the draft Free State Provincial Language Policy.
- The FSPLC advised the MEC responsible for languages on the reconstitution of the FSPLC. As a result, a new FSPLC has been appointed for a period of five years.
- The FSPLC advised the MEC regarding the status of the Khoe and San languages in the Free State. Subsequently PanSALB funded the Khoe and San Language Project, which was officially launched by the MEC in March 2007.

Gauteng PLC

The Gauteng PLC (GPLC) advised the Department of Sport, Recreation, Arts and Culture in the following instances:

- Regarding the availability of expertise within the GPLC to make inputs in relation to the Provincial Language Policy Framework and the Municipal Language Policy
- Regarding the implementation of multilingualism in the Department by having its vision and mission available in at least in two languages
- Regarding the funding and joint implementation of projects aimed at promoting multilingualism, the importance and value of the indigenous languages and the challenges facing the GPLC in carrying out its mandate

The projects identified for possible implementation in the province were a literature exhibition, a language indaba, basic language skills training, language awards, a language audit, celebration of International Mother Tongue Day and International Translation Day, and inter-provincial workshops.



Members of the GPLC marketed the PLC at various stakeholder meetings in the province, through presentations and radio talks.

Northern Cape PLC

The Northern Cape PLC (NCPLC) gave advice in the following instances:

- Regarding its own role and mandate and funding of language-related projects
- To the National Forum for Afrikaans in Pretoria regarding the role of the NCPLC in the promotion of multilingualism

KwaZulu-Natal PLC

The KwaZulu-Natal PLC (KZNPLC) advised the MEC responsible for language on the following matters:

- The expiry of the term of office at the end of March 2006 of the KZNPLC and the need to call for new nominations of persons to serve on the PLC
- Alleged language rights violations in the KwaZulu-Natal Department of Education

Advice was also given to the Office of the Premier in relation to promoting multilingualism by making certain of the Premier's speeches available in the other official languages of the province. Various municipalities were advised regarding language policies and the promotion of multilingualism. The KZNPLC also established working relations with the SABC on the subject of the value and importance of indigenous languages.

Limpopo PLC

The Limpopo PLC (LPLC) advised the MEC responsible for language on language-related matters in the province and established working relationships with various government departments and municipalities in Limpopo.

Eastern Cape PLC

The Eastern Cape PLC (ECPLC) gave advice and established relationships with stakeholders as follows:

- The MEC responsible for language was advised on the value of implementing and promoting multilingualism in the Eastern Cape through the reconstitution of the ECPLC.
- The ECPLC established working relationships with the Suid-Afrikaanse Onderwysunie in Port Elizabeth in relation to the role and mandate of PanSALB and its structures in the Eastern Cape.
- The Department of Education was given advice about the role, implementation and promotion of multilingualism as well as the value of the indigenous languages of the Eastern Cape.
- The ECPLC offered advice to the community and a variety of stakeholders and role-players about their linguistic human rights through regular radio talks.
- The PLC created awareness and a better understanding of the value of multilingualism and language diversity through a conference at the Good News Church Hall in King William's Town. The conference was attended by the MEC for Education, the MEC for Arts and Culture, representatives of the Office of the Premier, district education offices and the Buffalo and Amahlathi municipalities, and learners and educators from district schools in Alice, King William's Town, East London, Mt Fletcher and Matatiele.

Western Cape PLC

The Western Cape PLC (WCPLC) undertook the following initiatives during the year under review:

- It gave the MEC responsible for language advice regarding the amended Strategic Plan.
- It gave the MEC responsible for language advice regarding the filling of a vacancy on the WCPLC.
- It gave advice regarding projects celebrating language diversity and the participation of the Premier.



- It gave the MEC responsible for language advice regarding the planned big multilingualism campaign in 2008.
- It offered advice on the Conference on Afrikaans, the Nama choral project, International Translation Day celebrations and an isiXhosa festival.

Providing administrative support for the PLC Cluster Subcommittee

The PLC Support Services officials provided administrative support for four PLC Cluster Subcommittee meetings during the year under review, at which the following discussions were held and decisions made on submissions to the Board:

24 April 2006

- *Reports from the nine provincial offices:* Quarterly reports on the performance of the provincial offices were discussed and recommendations were made to the Board.
- *Reports on provincial language committees meetings:* The Subcommittee considered the submissions from the PLCs regarding meetings held and advice given to the Board. The Subcommittee recommended that the Board note the progress made.
- *Rationalization of PanSALB provincial offices and head office:* The Board approved the workshop on rationalization of PanSALB's organogram.
- *Recognition of PLCs:* Upon the recommendation of the Subcommittee, the Board recognized the Western Cape Language Committee as an advisory structure. The Board also approved and recognized certain candidates for PLC membership as recommended by the Subcommittee.

23 October 2006

- *Nominations for members of the Provincial Language Committees:* The Subcommittee requested the Board to approve the filling of

vacancies on various PLCs. The meeting noted that: three nominations had been put forward for the Free State, ten for the Western Cape and 11 for the Northern Cape.

- *Removal of persons as members of the Provincial Language Committees:* The Subcommittee recommended that the following persons be removed as members of the relevant PLCs: Mr SP Maseko and Prof. FR Muller (Free State), Mr G Roux (Western Cape) and Ms XE Xabedlini (Northern Cape).
- *Calls for nominations:* The Subcommittee advised the Board regarding calls for nominations for persons to serve on the provincial language committees in Limpopo, Gauteng and the Free State.
- *Strategic plans from the provinces:* The Subcommittee requested the Board to approve the submissions on condition that money was available.

29 January 2007

- *Call for nominations:* The Subcommittee advised the Board that the MEC responsible for languages in KwaZulu-Natal had called for the nomination of persons to serve on the KZNPLC.
- *Strategic Plan for the PLC Support Services focus area (2007–2009):* The Subcommittee considered the draft strategic plan and made the necessary inputs for its subsequent submission to the Board for approval.

2 February 2007

- *Recognition of the Free State PLC (FSPLC):* The Subcommittee considered the submission and request made by the MEC responsible for language about recognition of the FSPLC by the Board.
- *PanSALB delegation to the Eastern Cape Provincial Department of Arts and Culture:* The Subcommittee recommended to the Board that a high-powered delegation headed by PLC Cluster



Subcommittee convener Prof. H Thipa visit the EC Department of Arts and Culture in an effort to expedite the reconstitution of the ECPLC.

- *Appointment of acting Mpumalanga provincial manager:* The Subcommittee advised the Board regarding the appointment of an acting provincial manager subsequent to the post having become vacant owing to the resignation of the previous manager.

Strategic Leadership

The PLC Support Services focus area manager together with the Board members provided strategic leadership during PLC meetings as regards interpretation of the PanSALB Act and related legislation. The chairpersons of underperforming PLCs were also given guidance on procedures and their expected performance as advisory structures to the Board.

Challenges

The provincial language committees have made good strides in their efforts to support PanSALB's mandate. However, the PLCs did have to face certain challenges, for example:

- Insufficient budget to allow the PLCs to hold meetings as set out in the Norms and Rules
- The political milieu in which PLCs operate
- Politically induced delays in reconstituting PLCs, e.g. provincial Cabinet reshuffling
- A lack of skills in certain PLC members in monitoring language policy implementation
- Low level of commitment
- Role conflict between the certain chairpersons and provincial managers

Highlights of the 2006/07 Financial Year

The following milestones were achieved during the year under review:

Establishment of PanSALB offices in the provinces

All the PanSALB provincial offices are fully operational and have been provided with furniture, office assistants and cleaners. E-mail systems have also been set up for the offices.

Implementation of turn-around strategy (restructuring and PanSALB)

The Pan South African Language Board took a decision to consolidate its activities to ensure effective development and promotion of the official languages, the Khoe, Nama and San languages and South African Sign Language. This decision called for a restructuring of PanSALB's operations. In order to ensure that these languages are developed, used and promoted in the various communities, PanSALB's strategic plan was to be driven by its structures, which has occurred in the following manner:

- The PanSALB focus area managers are operationalizing the turn-around strategy by attending and offering technical support at PLC meetings.
- PLC activities are being aligned with those of PanSALB by establishing focus areas within the PLCs, each with a convener.
- Projects are identified and discussed jointly by the members of the various PLCs.
- Provincial managers and the focus area managers monitor the implementation of projects and report to the PLC Cluster Subcommittee and the Board.



- Reports from the PLCs and projects funded under each PLC are discussed at the Subcommittee meetings and at its meetings the Board is then informed about the progress made per province.

Future Plans

In the next financial year, the PLC Support Services focus area will concentrate on the following, amongst other things:

- Intensifying the marketing of PLCs through collaboration with the head of Communication and Marketing
- Establishing a chairpersons' forum as a think-tank
- Identifying methods for monitoring the work done by PLCs so as to ensure that the Board receives adequate advice from the PLCs to enable it to provide strategic leadership in the promotion of the identified languages and the improvement of conditions for the use of these languages
- Establishing links with the Communication section in relation to the provincial newsletters
- Fund-raising to augment the funds allocated by the Board for PLC activities
- Training PLC members in the development and implementation of plans to support multilingualism and in language policy formulation and implementation to enable them to assist the MECs responsible for language
- Clarifying the roles of PLC chairpersons and PanSALB provincial managers for purposes of efficient and effective service delivery



Status Language Planning

Strategic Goal

The broad strategic goal of this focus area is to offer advice on language policy and practice and to encourage multilingualism in all organs of society.

Policy and Strategic Context

PanSALB's mandate includes making recommendations on language policy development, implementation and practice to government at all levels. Two important policy documents were announced in 2002: the National Language Policy and Plan and the Language Policy for Higher Education. PanSALB has worked closely with the Ministers of both Education and Arts and Culture on implementing these policies.

The challenge is to raise awareness in the provinces of the existence of the National Language Policy and Plan and to develop policy implementation strategies with the Department of Arts and Culture (DAC).

PanSALB's contribution to the Minister of Education's task team on language policy for higher education is crucial. The Board offers the Minister and institutions advice on how to develop a language policy and plan as well as giving guidance on the costs and implementation of language policies at tertiary institutions.

Strategic Objectives

The objectives of this focus area during the year under review were as follows:

- To advise the Minister of Arts and Culture on implementing the National Language Policy and Plan
- To formulate a strategy to monitor and evaluate the implementation of the National Language Policy and Plan
- To assist the DAC in raising awareness of the existence of the National Language Policy and Plan
- To advise government departments and institutions (including provincial legislatures and local governments) on formulating language policies that comply with national language policy requirements
- To advise the Department of Education and all tertiary education institutions on language policy formulation, implementation and evaluation strategies
- To monitor the language policy development activities of all tertiary education institutions on a regular basis
- To provide incentives for institutions and government bodies that practise multilingualism in line with the National Language Policy and Plan

Outputs

Advising the Minister of Arts and Culture

Regular comments were forwarded to the DAC on the observations of the Board regarding the implementation of the National Language Policy and Plan. At the end of a three-year evaluation period, a report will be submitted reviewing the implementation. In the meantime, cooperation has been established with the Department of Arts and Culture in this regard.

Formulating a strategy to monitor and evaluate the implementation of the National Language Policy and Plan

A strategy was conceptualized and discussed with various provincial language committees and the services of an institution to monitor and evaluate the policy implementation were secured and funded.



Raising awareness of the existence of the National Language Policy and Plan

Technical support was made available to the Free State, Mpumalanga, Northern Cape and North West PLCs in relation to the joint funding of projects with the DAC at provincial level to raise awareness about the National Language Policy and Plan.

Advising government departments and institutions on formulating language policies

A project is being funded that will assist government departments and institutions, including legislatures and local governments, with the formulation of language policies, implementation plans and cost estimates. The project will prioritize local and provincial governments and those departments and institutions that have been reported to the Board for language rights violations. A consultative workshop on language policy formulation was conducted with various national departments.

Advising the Department of Education and tertiary institutions on language policy and monitoring tertiary institutions' language policy development activities

A project is to be funded that will assist tertiary institutions to formulate language policies. This will include monitoring the implementation of the policies by the institutions. To this end, cooperation has been established with the Department of Education regarding PanSALB's role and mandate.

Providing incentives for institutions that practise multilingualism

PanSALB annually awards certificates and other incentives to institutions that practise multilingualism. During the year under review there was collaboration between head office and the North West and Limpopo PLCs in nominating persons involved in the promotion and implementation of multilingualism for these awards.





Language In Education

Purpose and objectives

In the period under review the Language in Education focus area's main focus was to identify mechanisms that would actively develop and promote the previously marginalized languages at all levels of education.

The objectives of this focus area were as follows:

- To establish and maintain strategic partnerships and networks with the national and provincial departments of education
- To create a climate conducive to the Language in Education and the Higher Education Policies in the provinces
- To identify strategic projects towards the development of marginalized languages
- To create a climate conducive to the advancement of the Language in Education Policy and multilingualism
- To identify mechanisms to promote all languages

Outputs

Establishing and maintaining strategic partnerships and networks with the national and provincial departments of education

The establishment of cooperation with the national and provincial departments of education was a major breakthrough for PanSALB. PanSALB supports mother-tongue education to the highest level of education and regards the Language in Education Policy as an important tool towards the achievement of this objective. The creation of a climate conducive to the implementation of the Language in Education Policy is crucial in this regard.

The focus area achieved this objective through implementation of certain multilingual projects geared towards the development and promotion of languages, especially the previously marginalized languages.

Creating a climate conducive to the Language in Education and the Higher Education Policies in the provinces

In spite of the current climate created by the political will in government regarding the use of home languages as the languages of teaching and learning, the battle against parental antipathy towards the use of home languages as languages of teaching and learning is far from over. There is a need to sensitize parents to recognize the value of home languages as languages of learning and teaching.

The Language in Education focus area regards the Parent Involvement Project as an important intervention that could promote an understanding of the important role played by parents (as well as educators and school governing bodies) in the education of learners.

The objective of the project is to empower parents as the main decision-makers and role-players in the implementation of the policies regarding the use of home languages (mother tongues) as languages of learning and teaching. The evaluation and monitoring of this intervention will be valuable for further development.

Identifying strategic projects towards the development of languages

During the year under review, the Board funded various research projects managed by the Language in Education focus area.

Research findings are valuable to policy-makers, implementers and other parties with an interest in language in education. The scope of research covered is wide and includes recent debates on the value of home language teaching in education. Policy-makers in South Africa and the sub-Saharan region could benefit from such research.

The research outcomes are valuable to the development of multilingual approaches in education since they enhance the value of the marginalized languages at all levels of education.



The report on the effects of the availability of a Sepedi/English Science book on high school learners' attitudes to Physical Science by Philip Pare will be available soon.

Creating a climate conducive to the advancement of the Language in Education Policy and multilingualism

The PanSALB multilingualism projects – the Creative Writing, Parent Involvement and Career Exhibition Projects – were initiated by the focus area to ensure the professional development and empowerment of educators, parents and learners.

The Career Exhibition Project

The annual multilingual Language Career Exhibition targets learners in Grades 9 to 12 with a view to promoting the previously marginalized languages.

The focus area has developed multilingual language career brochures and posters for advocacy and to create awareness of the importance of the African languages, especially in institutions of higher learning. The exhibitions emphasize the value of mother-tongue education and offer learners the privilege of sourcing information from experts involved in the various fields.

The Creative Writing Project

- Creative Writing Workshop: Follow-up workshop in the Free State Department of Education, 23 April 2007

The Language in Education focus area organized a follow-up workshop for the trained educators in the Free State Department of Education. Thirty-eight educators were trained as mentors and supplied with resource material (CDs on creative writing) to encourage them to share the skills they had acquired with both the learners and the educators who did not participate in the workshop.

The purpose of the follow-up workshop was to evaluate and monitor the intervention and to create a climate conducive to empowerment. The workshop identified the need to train more mentors. This was evident in

the trained mentors' display of creative flair. The intervention will benefit the community immensely through skills transfer and an improvement of literacy skills within the community and schools. It will be possible to measure its impact through increased creativity evident in published material developed by educators and learners.

Writing clubs were launched on 23 April 2007 as a source of inspiration to the enthusiastic trainees.

Identifying mechanisms for the promotion of all languages

UNESCO International Mother Tongue Day celebrations

UNESCO's International Mother Tongue Day is an annual event celebrated on 21 February. The aim of the celebrations is to promote the recognition and use of the world's mother tongues, particularly minority languages. It further promotes the use of home languages at all levels of education.

The event gives South Africa an opportunity to celebrate its cultural diversity in terms of language and culture.

The 2007 provincial celebrations took place as scheduled, with the exception of those in the Northern Cape and Mpumalanga. Each province had its own highlights and challenges. The celebrations included cultural dances, music, story-telling, exhibitions, debates and presentations involving both the hearing and the Deaf communities.

In some provinces PanSALB organized joint events with various departments, including the Department of Education, the Department of Arts and Culture and the Department of Correctional Services, and municipalities.

- Gauteng Province held a joint event with the National Library at Sammy Marks Square in Pretoria.



- The Free State Province had a joint event with the Department of Arts and Culture, the Thabo Mofutsanyana District Municipality and five local municipalities.
- KwaZulu-Natal Province celebrated with the Department of Arts and Culture and the University of Zululand. Celebrations were held jointly with the launch of the Department of Arts and Culture's KZN Language Research and Development Centre (LRDC).
- The Western Cape Province celebrations were held jointly with the Department of Education at the Worcester Boland College.
- The North West Province celebrated with the Losperfontein Correctional Services staff and inmates in Brits, where they established reading clubs. Fifty officials and 480 inmates attended the celebrations.
- Limpopo Province collaborated with the Limpopo Language Forum and the provincial Department of Sports, Arts and Culture in an awards ceremony in honour of members of the legislature who use their mother tongue during proceedings in the legislature.

Problems Experienced in Achieving Outputs

Research project

The project involving publication of a bilingual collection of 12 Physical Science past matric question papers and their solutions translated into Sesotho sa Leboa is at its trialing phase and the final narrative report will be submitted soon.

Creative Writing and Parent Involvement Projects

The Creative Writing and Parent Involvement workshops that were planned to take place in association with the Mpumalanga Provincial Department of Education were postponed to 2007.

Proposal to remedy problems experienced

All workshops postponed in 2006 will be conducted in 2007. In future budget allocations should be made in good time to enable effective planning and implementation of projects.

Future Plans

Monitoring and evaluation are important aspects of project management. The focus area's future plans entail the following:

- Monitoring and evaluating interventions in order to assist in identifying highlights and challenges as well as areas for improvement
- Working closely with the national language bodies' language in education technical committees in terms of language development
- Working closely with the provincial language committees and the provincial offices in promoting, monitoring and evaluating the use of the previously marginalized languages
- Working closely with the national language bodies' language in education technical committees in terms of material development

Conclusion

The Language in Education focus area managed to achieve most of its objectives during the year under review despite a lack of financial and human resources.

The cooperation that has been established created a climate conducive to the development and promotion of the previously marginalized languages. The process would be rendered more effective through the decentralization of resources. This would fast-track the achievement of the focus area's ultimate goal of developing and promoting home languages through multilingualism in line with the PanSALB and the Language in Education policy objectives.



Translation and Interpreting

Strategic Goal

The broad strategic goal of this focus area is to ensure the implementation of multilingualism through the promotion and provision of translation and interpreting facilities.

Strategic Objectives

The objectives of the focus area during the year under review were as follows:

- To cooperate with other bodies to promote translation and interpreting services
- To develop translation and interpreting skills
- To celebrate International Translation Day
- To coordinate translation and interpreting activities for PanSALB and external clients
- To provide technical support for the nine provincial language committees (PLCs) and provincial managers, as well as the PLC Cluster Subcommittee
- To monitor the use of translation and interpreting services

Outputs

Cooperation with other bodies – Khoekhoegowab/Afrikaans Glossary Project

The project entails the conversion of the existing Khoekhoegowab/English glossary into a Khoekhoegowab/Afrikaans glossary. This is a joint venture between PanSALB, Prof. W Haacke of the Department of African Languages at the University of Namibia and Gamsberg Macmillan Publishers. Prof. Haacke has indicated that he will finalize the manuscript by the end of July 2007, after which it will be submitted to the publisher for printing and distribution.

Skills development

In accordance with the National Language Policy Framework, capacity-building remains an important issue. The Translation and Interpreting focus area in collaboration with the nine PLCs is consequently involved in the training of translators and interpreters on an ongoing basis.

The Gauteng PLC (GPLC) trained 10 unemployed language professionals at a translation and interpreting skills development workshop in Pretoria from 18 to 22 September 2006. The GPLC also trained 20 frontline workers at the Pretoria Academic Hospital in SA Sign Language between 4 and 8 September 2006. The GPLC furthermore hosted a workshop for Sign Language interpreters in Johannesburg on 30 November 2006, which was attended by Sign Language students from Wits University and deaf people from various organizations.

In November and December 2006, the Limpopo PLC (LPLC) trained 60 unemployed language practitioners in translation and interpreting in the three languages spoken in the province, i.e. Sesotho sa Leboa, Xitsonga and Tshivenda. The LPLC also organized a Basic Communication Skills course in SA Sign Language at the Polokwane and Knobel Hospitals in the province.

In order to address the shortage of isiNdebele translators, the Mpumalanga PLC trained 20 translators in December 2006.

The PanSALB Western Cape Provincial Office in collaboration with the Western Cape Language Committee hosted five Nama choral workshops in places such as Plettenberg Bay, Oudtshoorn, Hawston and Vredendal aimed at using the Nama languages for spiritual purposes and eventually for everyday use.

International Translation Day

International Translation Day has developed into an important event for the translation profession. On this day – 30 September of each year – translators



all over the world take the opportunity to think with pride of their work and achievements. The day originated as a tribute to St Jerome, a Bible translator. Although the day has been celebrated since 1953, FIT (the International Federation of Translators) officially launched International Translation Day in 1991.

The Translation and Interpreting focus area together with the Free State, Gauteng, Limpopo and Mpumalanga PLCs celebrated International Translation Day on 29 September 2006. The Western Cape PLC celebrated the event with a two-day workshop held on 5 and 6 October 2006.

Coordination of translation and interpreting activities

The focus area manager coordinated the translation of in-house documents (annual report, leaflets, Board notices, etc.) and also assisted various external institutions with translation work.

Technical support

Where necessary, the focus area manager attended PLC meetings to give technical advice and support in the fields of translation and interpreting, and also rendered administrative support (compilation of agendas and minutes) to the PLC Cluster Subcommittee. The cluster held four meetings in the course of the year.

Future Plans

In the next financial year, the Translation and Interpreting focus area will focus on the following, amongst other things:

- Compiling a translation and interpreting manual for use by translators and interpreters in the public and private sectors
- Compiling a database of professional translators and interpreters for distribution to establishments in the private and public sectors
- Compiling a booklet of tertiary and other institutions/agencies that provide training for language practitioners (translators and interpreters)
- Conducting a survey regarding progress made with the establishment of language infrastructure in national and provincial government departments and municipalities
- Celebrating International Translation Day



Linguistic Human Rights and Mediation

Broad Strategic Goal

The broad strategic goal for this focus area is to influence and promote multilingualism in all organs of society through effective protection and promotion of linguistic human rights.

Strategic Objectives

For the past financial year, the strategic objectives of the Linguistic Human Rights and Mediation focus area were as follows:

- To facilitate investigations of linguistic human rights violations and to publish findings by the Hearing Committee
- To raise public awareness in order to influence and promote multilingualism in all organs of society through effective protection and promotion of linguistic human rights
- To establish and maintain strategic partnerships with other constitutional bodies dealing with linguistic human rights
- To provide legal services for the Board, the Chief Executive Officer, office staff and PanSALB structures
- To act as an agent of change, by –
 - making language rights findings publicly known; and
 - approaching institutions that commit language rights violations with a view to assisting them in relation to their practices and policies
- To commission –
 - a comparative study on language rights complaints systems;
 - **a language rights study concerning the prevention of the use of any language for the purpose of exploitation, domination or division;**
 - a multidisciplinary study on language and the law, alternative dispute resolution and related disciplines

Outputs

Investigating linguistic human rights violations and publishing Hearing Committee findings

The Pan South African Language Board received **15** new complaints during the 2006/07 financial year as opposed to the **18** complaints received during the same period the previous financial year.

Nine of the **15** new complaints (representing some 60%) have been satisfactorily settled and the remaining **six** were still being investigated at the time of writing this report. **Three** of these complaints have to be settled by the PanSALB Hearing Committee, whilst one is scheduled for a mediation session during May 2007.

In a Hearing Committee sitting involving the Thabazimbi Municipality, it was found that the municipality had violated the language rights of speakers of languages other than Afrikaans by erecting several road signs/boards in Afrikaans only.

The finding of the Hearing Committee in a complaint involving SABC TopSport and MNet Supersport was that it appeared from the information provided that both parties complained about are in fact taking notable steps to accommodate language diversity in their sports broadcasts.

The worrisome decrease in the number of complaints lodged with PanSALB has been noted and the Board has commissioned a study to determine the underlying causes of the decline. The findings are expected around October 2007.

Establishing and maintaining strategic partnerships with other constitutional bodies dealing with linguistic human rights

As a vanguard for the protection of linguistic human rights, PanSALB continues to maintain its relationships with a number of constitutional and other institutions with a view to exchanging views and sharing experiences on matters of mutual interest, particularly on language and language rights.



During the year under review, PanSALB's relationships with the South African Human Rights Commission and the Commission for the Protection and Promotion of the Rights of Cultural, Religious and Linguistic Communities (CRL Commission) were strengthened through participation in workshops organized by the former to review its effectiveness in fostering a human rights culture within South Africa since the coming into being of the new dispensation.

A memorandum of understanding between PanSALB and the CRL Commission on how the two institutions will co-operate on key issues was drafted and is in the process of being finalized.

Providing legal services for the Board, the Chief Executive Officer, office staff and PanSALB structures

The following are some of the services provided for the Board, the Chief Executive Officer, office staff and PanSALB structures by the Legal Section during the 2006/07 financial year:

- Initiation of litigation against the North West Department of Roads and Transport for the latter's violation of language rights. This matter involves a complaint that dates back to 1999. After protracted engagements with the Department without any meaningful results, the legal route was the only remaining recourse. The matter is scheduled to be heard at the Mmabatho High Court in May 2007.
- Defending a claim by a former PanSALB employee for an allegedly outstanding acting allowance. The matter has been scheduled for trial at the Pretoria Magistrate's Court in April 2007.
- Furnishing legal opinion on the interpretation of the PanSALB norms and rules regulating the national language bodies, particularly to determine whether certain provisions might be waived to accommodate some members who might otherwise not be eligible for appointment.

Acting as an agent of change, by making language rights findings publicly known and approaching institutions that commit language rights violations with a view to assisting them with their practices and policies

In partial fulfilment of the above objective, the focus area was engaged in the following activities, amongst others:

- Consultative meetings were held with representatives from the Department of Home Affairs to assist them to comply with a PanSALB Hearing Committee ruling against them in the previous financial year and, in particular, to develop a language policy and establish a language unit.
- Another consultative meeting was held with representatives from the Department of Public Works to assist them in the development of a language policy.
- Following receipt of a language rights complaint against the KwaZulu-Natal Department of Education, a consultative meeting was held with the superintendent-general of the Department to explore ways in which PanSALB could assist the Department in developing a compliant language policy. The process is still unfolding.
- Pursuant to the hearings conducted in the course of the financial year, the outcomes were published in the *Government Gazette* in at least six official languages, in some cases even in languages that were not involved in the hearings, so that a wider audience could be informed.
- Legal advice was offered to a number of institutions that sought to make sure that they complied with the law as far as language rights are concerned, for example Standard Bank and Old Mutual were advised on how to comply with the provisions of the National Credit Act relating to language.



Commissioning linguistic human rights projects

Raising awareness of linguistic human rights can help in cultivating a proactive linguistic human rights culture in South Africa. It is vital that all linguistic groups be made aware of their linguistic human rights in order to effectively combat linguistic discrimination.

Against this background, PanSALB in 2003 commissioned a three-year pilot project by the Unit for Language Facilitation and Empowerment of the University of the Free State to establish a comprehensive annual report on linguistic human rights issues in South Africa. Among other things, the specific objective of the project was to provide information on and a critical analysis of language litigation in South Africa. The final reports of the pilot project were published in January 2007, in an extended *South African Language Rights Bulletin*.

The *South African Language Rights Bulletin* is geared to achieve the following:

- To provide information on and a critical analysis of *language litigation* in South Africa
- To provide information on and a critical analysis of *language rights complaints* and findings in South Africa
- To provide information on and a critical analysis of language activism in South Africa (i.e. language lobbying, community mobilization, language conflict and language violence, etc.)
- To provide information on and a critical analysis of *research on language rights* in South Africa
- To provide information on and a critical analysis of *media coverage on language issues*

The first few issues of the Bulletin have provided crucial information that has helped in promoting awareness of language rights and has also opened avenues for PanSALB to improve its language rights investigation processes.

Challenges

Shortage of staff in the Linguistic Human Rights and Mediation focus area

The shortage of staff in the focus area is a serious challenge, as there are other tasks that cannot be adequately dealt with by the current staff complement.

As things currently stand, the unit has not been able to undertake the full range of activities in its approved strategic plan. For example, a comparative study on language rights complaints systems would go a long way to assisting PanSALB to be more relevant in its approach to dealing with complaints. This exercise does not necessarily need to be contracted to an outside person, but could ideally be done internally, as the process will inform urgent adjustments that may need to be made on an on-going basis.

Inadequate budgetary allocation

In the past two years PanSALB reported on the total lack of commitment to multilingualism in a number of organs of state, as demonstrated by the indifference with which the Compensation Commissioner and the Department of Labour have defied the Pretoria High Court's ruling that they should comply with the principles of multilingualism.

It is evident that the only other way that these organs of state can be compelled to comply with the court order is again to approach the High Court for a contempt of court order. Unfortunately, owing to financial constraints the Board could not proceed with the contempt of court application. PanSALB is still being inundated with complaints that the Compensation Commissioner has failed to honour the court decision. If PanSALB is to live up to the challenge of being a meaningful language watchdog, there must be meaningful financial commitment towards that cause without delay.



Corporate Services

Strategic Goal

The broad strategic goal for the Corporate Services section is to render effective management and administrative support for all PanSALB activities.

Strategic Objectives

The strategic objectives for Corporate Services for the 2006/07 financial year were as follows:

- To provide strategic leadership for PanSALB activities and to act as the accounting authority in all PanSALB financial matters
- To oversee all PanSALB financial management and procurement functions
- To establish systems, procedures, policies and processes that will ensure PanSALB's compliance with the Public Finance Management Act (1999) and Treasury Regulations
- To ensure that all PanSALB's assets, at head office, the provincial offices and the NLUs, are properly managed and monitored
- To establish systems, procedures, policies and processes that will ensure PanSALB's compliance with the Labour Relations Act (1995 as amended)
- To appoint appropriate staff and employ sound human resource practices
- To train staff on a continual basis, as well as motivate and coach them to render effective services to PanSALB
- To manage PanSALB's information systems
- To provide communication and marketing support for the Board, PanSALB staff and PanSALB structures
- To market PanSALB and its activities

- To establish and maintain strategic partnerships with stakeholders and the media

Outputs: Finance Section

Providing strategic leadership for PanSALB activities and acting as the accounting authority in all PanSALB financial matters

The Board

The Board held four meetings during the 2006/07 financial year, at which it considered reports from the various sections and units of PanSALB and took decisions on matters relating to policy and operations. The Board also held three special meetings on the following dates:

- 19 April 2006: The purpose of this meeting was to approve the 2006/07 budget, to discuss the resignation of the CEO, Prof. CN Marivate, and to discuss administrative and operational issues with Prof. Marivate.
- 14 July 2006: The purpose of this meeting was to consolidate feedback from the Board Exco on the appointment of the new CEO and to discuss the way forward regarding the recruitment of the new CEO.
- 23 October 2006: The purpose of this meeting was to consider the report on the interviews for the post of CEO.

The Board Executive Committee (Board Exco)

In April 2006 the Board elected four of its members (chairperson Prof. MA Moleleki, deputy chairperson Mr SNL Mkhathshwa and two additional members, Prof. HM Thipa and Prof. MR Malope) to serve on the executive committee. The task of the executive committee is to facilitate PanSALB functioning between Board meetings.



The Board Exco held five meetings to attend to the issues indicated:

- 13 July 2006: Among others, to hand over officially to the acting CEO and to look into the recruitment of the new CEO
- 30 October 2006: To consolidate feedback on the appointment of the new CEO and to obtain an update on the forensic audit after it was approved by the Board in August 2006
- 18 December 2006: To discuss the appointment of the new CEO and the chief finance officer (CFO), the term of office of the Board, the report on the forensic investigation and the review of Chapter 9 institutions
- 1 February 2007: To finalize matters relating to the appointment of the CEO
- 12 March 2007: To recommend the appointment of the deputy CEO, approve the appointment of the new CFO and prepare for the briefing of the Portfolio Committee on Arts and Culture (at the special request of the ad hoc committee reviewing Chapter 9 institutions)

In addition to its normal business, the Board Exco was involved in the shortlisting and interviewing of shortlisted candidates for the post of chief executive officer and appointed a suitable candidate, Mrs NR Nkosi, to this position. In relation to the appointment of the CFO, the Board Exco was involved in the shortlisting process and approved the appointment of the most suitable candidate.

The Audit Committee

The main task of the Audit Committee, which is established in terms of sections 76 and 77 of the Public Finance Management Act of 1999, is to improve management by overseeing audit functions, internal controls and financial reporting processes. PanSALB outsourced the functions of the internal auditors to an external auditing firm, Lloyd Viljoen, though it would like to appoint its own internal audit unit in the future. An audit committee charter was developed and approved by the Audit Committee and the Auditor-General. The charter will be updated annually by the committee.

The Audit Committee held meetings on 24 June 2006, 29 July 2006, 8 November 2006, 7 December 2006 and 11 April 2007. The following persons served as members of the Audit Committee for the 2006/07 financial year and attended the number of meetings indicated:

Audit Committee members	Number of meetings attended
Mr M Rennie	5
Mr RM Somanje	2
Mr A Mooke	4
Mr K Ngakane	1



The Chief Executive Officer

The Chief Executive Officer (CEO), Prof. CN Marivate, who was also the accounting officer, resigned on 15 July 2006 and the Board appointed Mr SSE Sambo Acting CEO. On 5 March 2007 Mrs NR Nkosi was appointed CEO.

Prof. CN Marivate was the PanSALB Chief Executive Officer from 1 September 1997 to 15 July 2006.

Mr SSE Sambo held the position of Acting Chief Executive Officer from 16 July 2006 to 4 March 2007.

Mrs NR Nkosi assumed duty as Chief Executive Officer on 5 March 2007.

Overseeing all PanSALB financial management and procurement functions

Banker

PanSALB’s banker is ABSA in Brooklyn, Pretoria. Finance managed to negotiate a better interest rate with ABSA, and the extra interest earned was used to pay for 48 computers on financial lease.

PanSALB appointed a chief financial officer (CFO), an accounts clerk and an accountant during the last quarter of the year under review. The newly appointed CFO resigned with effect from 31 March 2007 and the second choice among the candidates interviewed for the post was identified as the next most suitable candidate, to assume duty on 1 April 2007.

Fulfilment of statutory requirements

The following policies were developed during the year under review:

Policy document	Status
Debtors Policy	Approved in principle
Travel Policy	Approved and in use
Entertainment Policy	Approved in principle by internal auditors
Subsistence and Travel Policy	Approved and in use
Delegation of Authority (signing powers)	Approved and in use

Overseeing PanSALB’s procurement functions

In relation to the depreciation of assets, physical asset counts were done twice (in September/October 2006 and in March 2007) during this financial year. During the course of the year, assets were monitored against the ledger and were reviewed during the physical count.

Establishing systems, procedures, policies and processes that will ensure PanSALB’s compliance with the PFMA

Addressing issues raised by the Auditor-General during the 2005/06 financial year

The Medium-Term Expenditure Framework was prepared and submitted to the National Treasury on 31 July 2006. The Estimate of National Expenditure (ENE) was submitted to the National Treasury on 4 November 2006.



The internal audit and audit committee structures are intended to check controls in terms of sections 76 and 77 of the Public Finance Management Act (PFMA) of 1999. PanSALB outsourced the functions of the internal auditors to an external firm of auditors operating as the Internal Audit Unit.

In order to create an enabling environment for the Audit Committee, an audit committee charter was developed and approved by both the Audit Committee and the Auditor-General in March 2007 and is used as a working document.

Risk assessment and management

A risk management and fraud prevention plan was developed and approved in principle, but could not be implemented owing to the high staff turnover. The plan will be used by managers to control and monitor risk within PanSALB operations.

Finance negotiated with the Department of Arts and Culture to receive grants on a quarterly basis instead of monthly, so that PanSALB can earn more interest on the funds.

Internal audits were conducted in September 2006 and in March 2007 and queries from the internal and external auditors were addressed.

Payments (medical aid, South African Revenue Services, Unemployment Insurance Fund, provident fund, garnishee orders) were made on time and debtors controlled. SARS reconciliations were submitted on the due date. Cash-flow was also managed. Finance and operating lease agreements were controlled in terms of Treasury regulations. Investments were managed against interest rate risk. Interest from the finance lease was saved and interest from investments amounting to R687 000,00 was used to settle the finance lease.

Electronic fund transfers were monitored and finance penalties avoided by making payments on time. Financial statements from the national lexicography units (section 21 companies) were collected for consolidation.

The remuneration of Board members was updated in accordance with National Treasury stipulations.

Strategic reviews and adherence to strategic objectives

The PanSALB budget was prepared in accordance with the strategic plan and presented to the CEO and the Board for approval. Though the budget and expenditure were monitored, Finance could not conduct a review of programmes on a regular basis (monthly and quarterly) owing to the high staff turnover, which saw a number of staff members deployed to other sections and units in the office that needed urgent assistance.

Outputs: Human Resource Management

Establishing systems, procedures, policies and processes that will ensure PanSALB's compliance with the Labour Relations Act

Employee records and payroll

Employee records were improved and job descriptions were updated. Files were created for new appointees and all necessary documents (copies of ID, CVs, letters of appointment, qualifications) were verified and filed.

Board members' remuneration was included on the payroll.

Leave utilization

The leave register was updated on a regular basis, as the need arose. Owing to the additional workload caused by high staff turnover, available staff generally found it difficult to take leave, except in dire situations (death in the family, illness and exhaustion). As a result, at the end of the period under review PanSALB owed employees an amount of R401 903,69 for leave due to them.

One staff member was on maternity leave for two months and another on paternity leave for three days during the period under review.



Performance evaluation

Unresolved performance appraisals from 2004/05 were resolved in November 2006.

No performance evaluation tool was available for the 2005/06 financial year. PanSALB requested assistance from the Department of Public Service and Administration and was given an interim assessment questionnaire (IPAQ). Evaluations were based on the IPAQ and staff received awards on this basis. No bonuses were paid.

Development of policies

The following policies were developed during the year under review:

Policy developed	Status
Contract Workers Policy	Draft
Flexitime Policy	Draft
Performance Management Policy and Systems	Draft
Bereavement Policy	Draft to be revised

HIV/Aids and health promotion programmes

PanSALB normally celebrates International Aids Day, but no celebrations were held in 2006/07.

Labour relations

A staff member lodged a complaint with the Board following his dismissal by the previous CEO and was reinstated after due consideration of the case by the Board.

Job evaluations

Human Resources identified a need for job evaluations to be based on the workload carried by staff members. Bosele Tsogang Consulting was identified as a suitable service-provider to conduct job evaluations and review job descriptions in the 2007/08 financial year.

Appointing appropriate staff and employing sound human resource practices

Human resource strategy

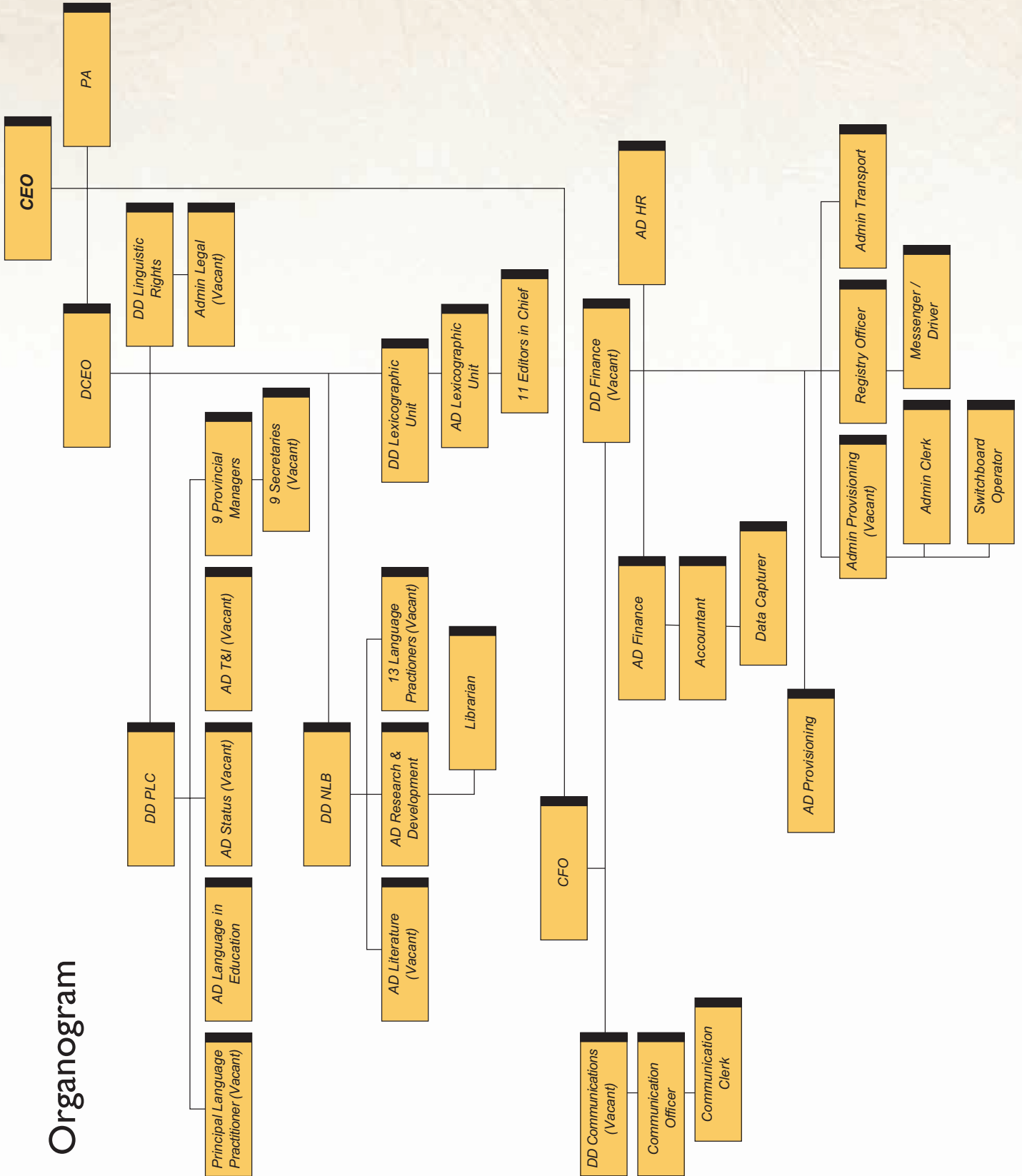
Human Resources is in the process of drafting a human resource strategy that is in line with the Labour Relations Act, Employment Equity Act and Basic Conditions of Employment Act. Training and development needs will be identified on the basis of this strategy and staff will be trained in-house or by consultants where applicable.

Staffing

Members of staff are appointed by the CEO in consultation with the Minister of Arts and Culture. The staff complement for 2006/07 is as indicated in the organogram.



Organogram





Resignations and refilling of posts

PanSALB experienced the increased pressure created by the shortage of skills, which is a worldwide phenomenon and resulted in a staff turnover of 57% during the year under review.

Recruitment agencies

PanSALB made use of the services of consultants to assist with the recruitment process. PanSALB

advertised the posts and the consultants handled the applications and informed the candidates of the outcome of their applications and/or interviews. Shortlisting was done in consultation with PanSALB. Interviews were conducted by PanSALB, with the consultants sitting in as observers. The following consultants were utilised:

Consultant	Services sought
Ayanda Mbanga Communications	Recruitment and appointment of chief executive officer
Titan Trade Technologies	Recruitment and appointment of: <ul style="list-style-type: none"> • Chief financial officer • Accounts clerk • Assistant Director: Human Resources • Accountant
Maphologelo Projects	Recruitment and appointment of: <ul style="list-style-type: none"> • Assistant Director: Translation and Interpreting • Assistant Director: Development of Literature (Marginalized Languages) • Three senior language practitioners (for head office) • SASL senior language practitioner • Research assistant/librarian
Landelahni Workforce Management	Recruitment and appointment of: <ul style="list-style-type: none"> • Nine senior language practitioners (for provincial offices, to service the three PanSALB structures – NLBs, NLU and PLCs) • Deputy Director: Communication and Marketing • Senior communications officer • Administrative officer (provisioning)
BL Recruitment	Appointment of: <ul style="list-style-type: none"> • Three senior administrative clerks (head office) • Messenger/driver • Nine administrative clerks (provincial offices)



Training staff on a continual basis, as well as motivating and coaching them to render effective services to PanSALB

Staff retention plan

Human Resources identified a need to develop a staff retention plan and an employee wellness programme.

In 2007/08 Human Resources will focus on this in order to improve the quality of service rendered by staff members and motivate staff to remain in the employ of PanSALB.

Training and skills development

Staff received the following training during 2006/07:

Number of staff members	Section/unit	Type of training	Dates
Two	Legal Section	Transforming public sector legal teams	20–21 September 2006
Two	Corporate Services	Supply chain management	16–17 November 2006
One	CEO’s Office	Meetings, meeting procedure, effective minute-taking and speedwriting	13–15 September 2006
One	NLB Unit	Research	19 December 2006

Orientation of staff appointed in February 2007 was conducted in-house in January/February 2007. This was the first time PanSALB had provided such training for new staff members.

Outputs: Procurement Section

Ensuring that all PanSALB’s assets, at head office, the provincial offices and the NLUs, are properly managed and monitored

Buildings and facilities

Assets and equipment were bought for head office and the provincial offices:

- Forty-eight computers (18 for the provincial offices – two per province – and the rest for head office); the computers were acquired under a lease, but have since been paid for
- Two servers for head office
- One electric kettle for head office
- Nine 5 m extension cords for the provincial offices

On 1 November 2006 PanSALB entered into a contract with Prime Office in Pretoria to lease 11 switchboard machines for a period of three years, at a rental of R12 000,00 per month, escalating at zero per cent. Nine of the switchboards are being used at provincial offices and two are at head office.



All nine provincial offices were extended to accommodate senior language practitioners and voluntary workers who assist with administrative work, and furniture was bought for the Free State provincial office. New assets were tagged, all assets were counted and the asset register was updated.

Building rentals for provincial offices were under an operating lease payable over a five-year contract period. PanSALB has entered into contracts with Brolls, Hi-Tech, CBS, and Hermans & Romance Properties for building rentals in the nine provinces, at a fixed rate of R50 322,00 per month, escalating at zero per cent.

Stocktaking at head office and the provincial offices was conducted in September 2006 and March 2007. Laptops were reported stolen from the Gauteng, KwaZulu-Natal, Eastern Cape and Free State provincial offices. PanSALB bought security locks for all provincial managers' laptops and boosted security at the offices by installing alarm systems.

Various items of maintenance were undertaken during the year under review, to keep PanSALB's assets and equipment in good working order.

Information and technology systems

PanSALB outsourced maintenance of its IT and technology systems to Nexgen Technology, owing to the unavailability of an internal IT person. PanSALB is in the process of recruiting a skilled person to fill the post. Such an appointment would facilitate the drafting of IT policies.

Supply chain management

The Procurement section is under-staffed owing to budget constraints, which makes it difficult to comply with supply chain management as required by the PFMA.

Outputs: Communication and Marketing

Providing communication and marketing support for the Board, PanSALB staff and PanSALB structures

The Communication and Marketing unit at head office was involved in organizing a multilingualism awards ceremony in Pretoria in November 2006. Some 150 stakeholders attended this ceremony, which was slightly below the targeted attendance of 200.

Communication and Marketing also assisted with the organization of International Mother Tongue Day celebrations around the country, in which 1 000 people were made aware of the importance of one's mother tongue.

Marketing PanSALB and its activities

Communication and Marketing oversaw the publishing and distribution of PanSALB's 2005/06 annual report. This was accomplished successfully and 1 500 copies of the report were distributed.

A quarterly PanSALB newsletter was planned, with 3 000 copies to be distributed to a range of stakeholders, but owing to staff constraints this objective could not be achieved and no newsletters were published during the year under review.

Establishing and maintaining strategic partnerships with stakeholders and the media

Owing to the high turnover in staff in the Communication and Marketing section, it was not possible to work on building up partnerships during the year under review.

Challenges Facing Corporate Services

PanSALB has a flat structure, which makes it difficult for the organization to retain core competencies, resulting in high staff turnover. Another challenge is a limited budget for recruiting and retaining good and skilled personnel. These two challenges have a negative impact on service delivery.

The Communication and Marketing unit operated for more than a year without a manager and this, coupled with the high staff turnover, affected delivery of services. The fact that PanSALB does not allocate



5% of its budget to communication activities, as recommended the Government Communication and Information System, and that there are no clear lines of communication since no media, stakeholder relations or communication policies and procedures have been put in place, further complicates work in this unit. A lack of public awareness, information and education programmes and ineffective IT systems, which had a negative effect on the performance of the Website, also hamper action. All these challenges should be given attention in the new financial year.

Future Plans

In the next financial year, Corporate Services will focus on the following, amongst other things:

- Recruiting more staff to meet PanSALB's needs and obligations as indicated below:
 - Procurement Section: To establish a supply chain management unit with five staff members (a deputy director, a clerk for orders and purchasing, a clerk for receiving and two registry clerks)
 - Human Resources Section: To employ a deputy director to manage the operations of the Human Resources section, a senior administrative officer to manage the employee assistance programme and one administrative clerk
 - Finance Section: To employ a deputy director, one filing clerk, one accounts clerk and one manager for asset and risk management
- Training internal staff in asset management, so that the function can be performed internally
- Reviewing of programmes on a monthly and quarterly basis to ensure adherence to the strategic plan
- Embarking on a staff attraction and retention strategy, by identifying the committed personnel required to support PanSALB's strategic objectives and creating an organizational structure within which suitably qualified and talented people are attracted, retained and utilized
- Concluding the job evaluation and job description processes
- Establishing an internal audit unit
- Reviving the Budget Committee to approve the budget and shifting of funds
- Developing proper procedures and policies to enable the unit to offer an integrated communication, media relations, events management and marketing support service to the Board, PanSALB staff and PanSALB structures
- Marketing PanSALB by re-engineering its brand through the development of a new corporate identity manual
- Developing procedures and systems aimed at establishing and maintaining strategic partnerships with stakeholders
- Incorporating Information Technology within the Communication and Marketing unit and developing a master systems plan
- Developing public awareness, information and education campaigns aimed at promoting and enforcing multilingualism in South Africa, as well as specific campaigns and messages aimed at promoting language human rights

Addendum I

Details of Language Rights Violation Complaints Received by PanSALB During the Period 1 April 2006 to 31 March 2007

Free State

1. Die Afrikanerklub Van Bloemfontein vs. Mangaung Municipality M401 (Afrikaans)

PanSALB received a complaint that the Mangaung Municipality had undertaken to provide municipal accounts in more than one language, one of which was to be Afrikaans, but to date they have refused and/or failed to honour that undertaking. Given that Afrikaans is one of the official languages of South Africa and the municipality, it is the complainants' contention that their language rights have been violated.

PanSALB wrote to the Municipality regarding the complaint and expected their response before the end of April 2007.

2. AC Edwards vs. SABC TV Licences M404 (Afrikaans)

A written complaint was received by PanSALB to the effect that, despite repeated requests for them to do so since 2003, SABC TV Licences has failed to provide TV licence renewal documentation in languages other than English, particularly Afrikaans. Given that Afrikaans is one of the official languages of South Africa, it is the complainant's contention that his language rights have been violated.

PanSALB wrote to the SABC TV licences division regarding the complaint and expected their response before the end of April 2007.

Gauteng

3. NG Rust vs. Eskom M394 (Afrikaans)

Dr Rust lodged a complaint against ESKOM to the effect that the latter refuses to give him an Afrikaans copy of a contract that he has to enter into with them.

PanSALB had previously dealt with complaints against ESKOM. The company had submitted their language policy to PanSALB and further invited any complainants to contact them directly. PanSALB duly informed the complainant to contact the ESKOM head office and come back to PanSALB if further problems are encountered.

The file has been closed.

4. Lourens Attorneys Obo 14 Complainants vs. South African Revenue Service M395 (Afrikaans)

PanSALB received a written complaint from Lourens Attorneys acting on behalf of 14 complainants employed by the South African Revenue Service (SARS) to the effect that the complainants had been ordered to file statements/affidavits in English only, irrespective of their preferred language, and further that all official communication within SARS was to be in English only.

It was contended on the complainants' behalf that their language rights have been drastically affected by the said directive from SARS.

Having dealt with SARS before on another complaint, PanSALB took the liberty when approaching SARS on this matter to attach copies of previous correspondence, in which it was indicated, amongst other things, that SARS would take steps gradually to ensure multilingual capacity at its offices.

After PanSALB's intervention the complaint was amicably resolved between the parties.

The file has been closed.

5. B Moreki vs. Rainbow Experiential Marketing M402 (SA Indigenous Languages)

PanSALB received a written complaint to the effect that Rainbow Experiential Marketing's language policy prohibits its employees from communicating with each other in languages other than English.

Upon writing to the party complained against, PanSALB was informed that the language policy is accommodative. After considering the facts as presented, it was felt that the complaint would be difficult to resolve through a mere exchange of correspondence. An investigative consultation has therefore been arranged for May 2007, at which PanSALB will endeavour to mediate between the parties towards an amicable resolution of this matter.

6. Dr PF Erasmus vs. Supersport & SABC TopSport M405(A) (Afrikaans)

Dr Erasmus lodged a complaint against SABC TopSport and Supersport for the diminishing use of Afrikaans during rugby matches, particularly in commentary.

A complaint of a similar nature was considered by the PanSALB Hearing Committee on 14 March 2007 (after referral by Mr J Kotze) and on the basis of the information furnished to it the Hearing Committee found that SuperSport is in fact making some effort to accommodate different language groups.

As far as SABC TopSport is concerned, on the basis of information presented to it in the form of video footage, the Committee ruled that the SABC has not deliberately adopted a policy of diminishing the status of Afrikaans during the types of broadcasts in question. The Committee directed the SABC to ensure that in the formulation of formal language policies and, especially, in their implementation, the SABC constantly review the needs of the different audiences they serve, and that they take that into account when they give instruction with regard to the accommodation of languages.

The file has been closed.

7. Dr PF Erasmus vs. Health Professions Council of SA M405(B) (Afrikaans)

PanSALB received a number of written complaints relating to alleged violation of language rights by the Health Professions Council of South Africa (HPCSA), centring on the language used in correspondence

and on registration certificates, particularly in relation to non-English-mother-tongue speakers.

PanSALB is in the process of organising a round-table meeting with the senior management of the HPCSA to obtain information on legislative, executive or administrative measures adopted by the Council relating to language policy and language practice. It is envisaged that the round-table meeting will adequately address the complaints in hand and also prepare for any future situations that may arise.

8. SJW Venter vs. Standard Bank of SA M407 (Afrikaans)

A written complaint was received by PanSALB to the effect that Standard Bank discriminates against its clients, particularly non-English-speakers, on the basis of language in that all correspondence is sent in English, irrespective of the person's choice. It is the complainant's contention that his language rights are being violated by the said language practice by Standard Bank.

PanSALB has written to Standard Bank regarding the complaint and expects their response before the end of April 2007.

Western Cape

9. J Kotze vs. SABC TopSport & Supersport M393 (Afrikaans)

Mr Kotze lodged a complaint against SABC TopSport and Supersport for the diminishing use of Afrikaans during rugby matches, particularly in commentary.

This complaint was considered by the PanSALB Hearing Committee on 14 March 2007 and on the basis of the information furnished to it the Hearing Committee found that SuperSport is in fact making some effort to accommodate different language groups.

As far as SABC TopSport is concerned, on the basis of information presented to it in the form of video footage, the Committee ruled that the SABC has not deliberately adopted a policy of diminishing the status

of Afrikaans during the types of broadcasts in question. The Committee directed the SABC to ensure that in the formulation of formal language policies and, especially, in their implementation, the SABC constantly review the needs of the different audiences they serve, and that they take that into account when they give instruction with regard to the accommodation of languages.

The file has been closed.

10. *Vriende Van Afrikaans vs. Government of The Republic of South Africa M396 (Afrikaans)*

Towards the end of July 2006 PanSALB received a complaint from the Vriende van Afrikaans in which they complained about a number of national and provincial government departments that advertise vacancies in several Afrikaans newspapers in English only.

The complaint was referred to the National Language Forum for a holistic approach to complaints of this nature, as most national and provincial government departments are represented in the National Language Forum.

11. *Freedom Front Plus vs. The Independent Regulatory Board for Auditors M399 (Afrikaans)*

The Freedom Front Plus had written to the Independent Regulatory Board for Auditors regarding certain registration forms that have to be completed but are available in English only.

The letter was only copied to PanSALB for information. The complainant was therefore advised to inform PanSALB of any further developments, so that the Board may determine whether it needs to intervene.

12. *P Oosthuizen vs. Medicines Control Council M400 (Afrikaans)*

PanSALB received a written complaint to the effect that the Medicines Control Council has refused and/or

failed to address an issue that was referred to them by the complainant because the Council wanted an English translation of the complainant's correspondence, which was in Afrikaans. Given that Afrikaans is one of the official languages of South Africa, it is the complainant's contention that his language rights have been violated.

PanSALB has twice written to the Council urging them to treat this matter with the seriousness it deserves, failing which PanSALB will have no option but to summon them to appear before the PanSALB Hearing Committee to answer to the alleged violation of language rights. A response is expected before the end of April 2007.

13. *P Mashiyi vs. Western Cape Rehabilitation Centre M403 (IsiXhosa)*

A written complaint was received by PanSALB regarding alleged discrimination by the Western Cape Rehabilitation Centre against users of languages other than English, particularly isiXhosa, which is one of the official languages of South Africa. It is the complainant's contention that the conduct of the Rehabilitation Centre violates her language rights.

PanSALB is waiting for further details from the complainant in order to pursue the matter with the Rehabilitation Centre.

Limpopo

14. *M Majola vs. Government of The Republic of South Africa M397 (General)*

Mr Majola complained about the lack of passion and pride in our indigenous languages displayed by a host of the general community, especially politicians. He went on to blame the black middle class for abandoning their languages in favour of English, to such an extent that some children cannot even communicate in their mother tongues.

As this complaint was of a general nature, PanSALB commended Mr Majola for the issues raised and indicated the steps taken by the Pan South African

Language Board in an effort to draw the attention of the relevant parties to the factors raised, including a workshop on these issues that was held in Parliament.

Mpumalanga

15. Concerned Commuters Forum vs. PUTCO Ltd M398 (IsiNdebele And Other Indigenous Languages)

PanSALB received a written complaint to the effect that PUTCO has denigrated the indigenous South African languages through a lack of consultation with

relevant stakeholders with regard to the spelling of various place names at the Moloto Bus Rank (at a new shopping centre).

PanSALB acknowledged receipt of the complaint and wrote to PUTCO, pointing out that the most sensible way of resolving this issue would be to consult the relevant stakeholders such as the complainants to ensure that the names in question are correctly spelt. PUTCO responded promptly and the complaint has since been amicably resolved.

The file has been closed.

Addendum 2: Research Projects

During the year under review the following research and development activities were initiated and managed, or continued to be administered as existing projects:

Project	Description	Duration	Status
DEVELOPMENT OF LITERATURE (Marginalised languages)			
Translation of <i>Long walk to Freedom</i> by Nelson Mandela into IsiNdebele, siSwati, Tshivenda and Xitsonga – By Vivlia Publishers & Booksellers	The aim of the project is to make the book available in the languages mentioned so as to expand its readership to more South Africans	06-01-2003 to 30-10-2006	Translation, which was the responsibility of PanSALB, has been completed. Vivlia will publish the books.
LEXICOGRAPHY AND TERMINOLOGY DEVELOPMENT			
The development of African languages as a medium of instruction at tertiary institutions – By R Gauton of the University of Pretoria Team members: MR Masubelele and CD Ntuli of Unisa, M Alberts of the HSRC, RM Mkgathi of the University of Johannesburg and E Taljard of the University of Pretoria	The aim of the project is to standardize the linguistic and literary terms used in African languages at South African institutions of higher learning	30-11-2001 to 31-03-2007	Completed



Project	Description	Duration	Status
The empowerment of African languages (isiZulu) in South Africa through information technology – By SE Ngubane of the University of KZN Team members: M Mbatha of the University of Zululand and A Koopman of the University of Natal	The aim of the project is to standardize the linguistic and literary terms used in African languages at South African institutions of higher learning The aim of the project is to establish a corpus for linguistic research	30-11-2001 to 31-12-2006	Completed
Compilation of a standardized terminology of basic Chemistry terms in isiZulu and Sepedi – By E Taljard of the University of Pretoria Team members: SM Manyane and NR Madiba of the Department of Education	The aim of the project is to compile a standardized terminology of basic Chemistry terms in isiZulu and Sepedi in order to grant speakers of these languages greater access to basic Chemistry concepts	30-11-2001 to 31-03-2007	Completed – report awaited
Sponsorship of one page in the <i>Sosh Times</i> , a monthly community newspaper – By Thabo Mooke	The aim of the project is to have one page in this community newspaper published in Sesotho sa Leboa, IsiZulu, Setswana, IsiNdebele, Xitsonga and Tshivenda	26-10-2006 to 31-10-2007	Running
TRANSLATION AND INTERPRETING			
San Dictionary project – by Gamsberg Macmillan	The aim of the project is to compile a bilingual glossary in Afrikaans and Khoekhoegowab, with the ultimate aim of compiling a dictionary	01-01-2001 to 31-12-2005	Running
Translation of the isiZulu novel <i>Asikho ndawo bakithi</i> by MJ Mngadi into French – By Michel Lafon of Llacan Cnrs, Paris	The aim of the project is to translate the said isiZulu novel into French	29-09-2006 to 30-12-2007	Running



Project	Description	Duration	Status
LANGUAGE IN EDUCATION			
The effect of Sepedi Science books on high school learners – By the University of Pretoria	The aim of the project is to test the effectiveness of Sepedi Science question papers in improving learners' performance	06-08-2002 to 31-03-2004	Running
LINGUISTIC HUMAN RIGHTS AND MEDIATION			
South African Language Rights Monitor – By the University of the Free State	The aim of the project is to provide a comprehensive and authoritative overview of language rights issues in South Africa, in one prestigious publication	19-05-2003 to 30-05-2006	Completed
DEVELOPMENT OF SOUTH AFRICAN SIGN LANGUAGE			
Production of teacher/student supported videos, manuals and workbooks for the teaching and learning of South African Sign Language (SASL) – By Mr P Akach of the University of the Free State	The aim of the project is to produce South African Sign Language teaching and learning materials (manuals and workbooks supported by videos) for teachers and learners at levels 1 and 2	01-03-2006 to 31-03-2008	Running



Addendum 3: Performance Against Objectives

National Language Bodies: Administration and Operations

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To identify and fund projects aimed at developing and promoting the Khoe and San languages and South African Sign Language (SASL)			
Project aimed at developing SASL identified and funded to the value of R260 000 for the period 2005/06–2007/08	Level 1 and level 2 SASL videos (for learners and educators), handbooks (for educators) and workbooks (for learners) produced	Level 1 videos produced and books (manuals and workbooks) printed by 30 April 2007	Target for 2006/07 achieved – Project is ahead of schedule
OBJECTIVE: To fund at least two meetings per NLB (This includes technical committee meetings that take place before the actual NLB meeting)			
One meeting per NLB held and a project(s) identified and implemented	<u>African language NLBs</u>	31 March 2007	Achieved by: Tshivenda NLB IsiZulu NLB Xitsonga NLB IsiNdebele NLB SiSwati NLB Partly achieved by: IsiXhosa NLB Sesotho NLB Sesotho sa Leboa NLB Setswana NLB
	<u>English NLB</u>	31 March 2007	Achieved by January 2007 – Document <i>English and Multilingualism in South Africa</i> submitted to PanSALB and currently being considered by PanSALB's editorial committee
	<u>Afrikaans NLB</u>	Encourage development and promotion of other Afrikaans-speaking communities	Partly achieved – Projects are in progress to be concluded during the 2007/08 financial year
	<ul style="list-style-type: none"> • Spelling and orthography rules verified and authenticated • Final reports on the spelling and orthography rules submitted 		
	<ul style="list-style-type: none"> • Statements on multilingualism in South Africa compiled 		
	<ul style="list-style-type: none"> • Verified and authenticated draft of revised spelling and orthography rules produced • Contributed to the following projects: <ul style="list-style-type: none"> o The SHARE Adult Education Centre Project (empowerment of Afrikaans-speaking black people in the Western Cape) o The Adult Literacy and Enrichment Project (a project in cooperation with the Foundation for Empowerment through Afrikaans) 		



	<ul style="list-style-type: none"> o Visit to the Onverwacht community (investigation into other Afrikaans-speaking communities) on a fact-finding mission • Support shown for the initiatives of the National Strategy for Afrikaans 	NLB participation in meetings and conferences	Achieved – Participated in the February 2007 conference
OBJECTIVE: To establish new NLBs			
<ul style="list-style-type: none"> • Advert translated and published • Shortlisting completed • Shortlisted candidates interviewed • New NLB members trained 	<ul style="list-style-type: none"> • Received about 450 nominations – maximum of 35 candidates per NLB • Published the names of successful candidates in the <i>Government Gazette</i> for public comment and appointment • NLBs and technical committees are performing their roles and functions according to Board Notice 94 of 2005 	31 March 2007	<ul style="list-style-type: none"> • Achieved – Received 243 nominations (54% of the expected 450) • Achieved • Partly achieved – Khoe and San NLB established, although more interviews are still to be conducted to identify candidates to bring the NLB up to full strength. One objection is in the process of being handled. Other NLBs not yet established owing to deployment of staff (already depleted by lack of capacity) to help in other sections and with tasks in other areas.
OBJECTIVE: To offer administrative support to all NLBs and the NLB Subcommittee			
<ul style="list-style-type: none"> • NLB meetings held as per Board decision • Support and assistance rendered and progress monitored • Monitoring and strategic interventions on language development and promotion initiatives 	<ul style="list-style-type: none"> • Minutes and reports submitted to PanSALB • Reports compiled and submitted to the Subcommittee and Board 	Once every six months	Partly achieved – 100% of NLBs were able to hold one meeting during the first six months of 2006/07 (by 30 September 2006) and 56% managed to hold meetings during the last six months of 2006/07. Non-performance resulted from a lack of capacity within the NLB Unit and available staff members having to help in other sections within the organization.



National Language Bodies: Development of Literature

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To organize literary awards			
Organized and supported literary awards ceremonies	NLBs have identified about ten veteran writers and other community leaders instrumental in the development and promotion of literature and language and made awards to them	Literary awards ceremonies held by at least three NLBs by 31 March 2007	Partly achieved – The Sesotho sa Leboa NLB held a literary awards ceremony on 14 September 2007, at which 15 people received awards
OBJECTIVE: To develop writing skills within writers' guilds			
Each NLB has adopted a writers' guild, established its needs, recommended financial support and monitored the business of the guild	One workshop/activity per writers' guild held, with technical committee members providing training	Such workshops/activities held by at least three NLBs by 31 March 2007	Partly achieved – The IsiZulu NLB established cooperation with the Usiba Writers Guild and other stakeholders (South African Heritage Resources Agency and KZN Language Services) and held the BW Vilakazi centenary celebrations in Durban and Groutville on 6 and 7 October 2006
OBJECTIVE: To involve NLBs in the evaluation of books in marginalized languages			
Memorandums of agreement signed by key role-players in the nine provinces, joint committees formed and prescription done jointly	A joint workshop held by the IsiXhosa, English & Afrikaans NLBs and MoAs signed by the Western Cape and Eastern Cape provincial governments A workshop held by the Sesotho & Setswana NLBs and a MoA signed by the Free State provincial government	Two MoAs signed by three provinces (Western Cape, Eastern Cape and Free State) by 31 March 2007	Partly achieved – Although no MoAs were signed owing to a lack of capacity, the Board worked out strategies to be used by NLBs in cooperation with stakeholders to ensure that the evaluation and prescription of books benefit formerly marginalized languages
OBJECTIVE: To establish and support reading clubs			
Each NLB has established at least one reading club	Reading clubs hold regular sessions and discuss books purchased by PanSALB	Meetings held on a regular basis, with the chairperson of each reading club chairing the sessions and submitting reports to PanSALB via the NLB	Not achieved owing to a lack of capacity
OBJECTIVE: To use the print and electronic media to develop and promote the literatures of previously marginalized languages			
Reading clubs and technical committee members broadcast literature reviews	Agreements signed with at least four reading clubs and community radio stations	On a continuous basis – Literature reviewed and broadcast on radio and published in newspapers	Not achieved owing to a lack of capacity



OBJECTIVE: To develop publishing strategies with provincial departments			
Publishing strategies developed with provincial departments	Provincial departments and NLBs have involved stakeholders and have had rare literature in African languages published by cheaper means	Compiled inputs submitted to provincial managers Reconciled documents submitted to the departments of arts and culture through the PLC, discussed and implemented jointly	Not achieved owing to a lack of capacity

Standardization and Terminology Development

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To facilitate the revision of spelling and orthography rules			
Revision process facilitated for the nine African languages and Afrikaans and initiated for the Khoe and San languages and SASL	Revised spelling and orthography rules produced for the nine African languages and Afrikaans	Revision of spelling and orthography rules completed for the nine African languages and for Afrikaans	Partly achieved: <ul style="list-style-type: none"> Two NLBs still need to have consultative meetings with stakeholders Seven NLBs held consultative meetings, discussed the draft revised rules and submitted final documents for publication The Afrikaans revision process is on-going and scheduled for completion in 2009
	Assistance with geographical names	NLBs provide assistance regarding geographical names	Achieved – Assistance regarding geographical names was provided where needed
OBJECTIVE: To assist NLBs regarding language modernization and standardization			
NLBs assisted with the modernization and standardization of their languages	Standardization workshops attended	Follow-up workshop held in 2007	Achieved
	Proceedings of workshops published	Proceedings of the 2005 standardization workshop published in 2006 as PanSALB occasional papers	Achieved
	NLBs kept informed of and participated in developments related to national and international standards through StanSA TC 37 and ISO/TC 37	NLB members attended StanSA TC 37 meetings and contributed to ISO/TC 37 proceedings NLBs revised ISO 639-1 and ISO 639-2 NLBs contributed to Infoterm and Unesco re (inter)national terminology guidelines	Achieved



National Lexicography Units

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To assist staff to accelerate the production of dictionaries and other products that could generate income for the units in the near future			
Language development project undertaken by the Sesotho sa Leboa NLU	Bilingual dictionary for learners produced	Publication of <i>Pukuntsu</i>	Achieved in October 2006
Language development project undertaken by the SiSwati NLU	Bilingual dictionary for learners produced	Publication of <i>Sichazamagama SeSwati</i>	Achieved in March 2007
Language development project undertaken by the Tshivenda NLU	Bilingual dictionary for learners produced	Publication of <i>Thalusamaipsi</i>	Achieved in November 2006
Language development project undertaken by the Xitsonga NLU	Bilingual dictionary for learners produced	Publication of <i>Xitsonga/English Bilingual Dictionary</i>	Achieved in September 2006
Project aimed at promoting Afrikaans and its origins undertaken by the Afrikaans NLU	Products for Afrikaans-speakers made available	Publication of <i>Etimologiewoordeboek</i> and <i>Sinonieme en verwante woorde</i>	Achieved in July 2006 and March 2007 respectively
Language development project undertaken by the IsiNdebele NLU	Bilingual dictionary for learners produced	Publication of <i>IsiHlathululi-magama Bilingual Dictionary</i>	Achieved in March 2007
Language development project undertaken by the IsiXhosa NLU	Trilingual dictionary for isiXhosa-speakers produced	Publication of Volume 3 of the <i>Greater Dictionary of IsiXhosa</i>	Achieved in August 2006
Language development project undertaken by the IsiZulu NLU	Bilingual dictionary for learners produced	Publication of <i>Isichazamazwi SesiZulu</i>	Achieved in November 2006



PLC Support Services

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To supervise and monitor the performance of the provincial managers			
Satisfactory performance by provincial managers	Monthly and quarterly reports submitted	Ongoing supervision and monitoring of the performance of provincial managers	<ul style="list-style-type: none"> Provincial managers submitted monthly and quarterly reports Staff performed both administrative and language-related tasks Projects were monitored and strategic plans implemented Partnerships were established and awareness raised, and reports on these submitted PLC meetings were supported The effectiveness and efficiency of the office was monitored
OBJECTIVE: To train members of newly reconstituted PLCs to develop and implement projects that support multilingualism and to assist the MECs responsible for languages in formulating and implementing policy			
New PLC members trained to develop and implement projects that support multilingualism	PLC members have carried out their advisory role effectively	Ongoing training on a quarterly basis and ongoing consultation	<ul style="list-style-type: none"> Members of newly established PLCs were trained PLCs held consultations with eight departments of arts and culture regarding language policy formulation and other language issues affecting the provinces Eight PLCs received financial support from the Department of Arts and Culture for projects to promote multilingualism and raise appreciation of the value of indigenous languages
OBJECTIVE: To provide support services for collaboration between all PLCs and focus area managers			
Support provided for meetings between PLCs and focus area managers	<p>Cooperation between the PLCs and focus area managers</p> <p>Technical support provided for provincial projects under the various focus areas</p>	<p>On-going cooperation</p> <p>Support for one project per province per focus area each financial year</p>	<p>PLC cluster focus area managers attended meetings with the following PLCs: Free State, Mpumalanga, Northern Cape, North West and Gauteng</p> <p>The following support was offered under the various focus areas:</p> <p><i>Status Language Planning</i></p> <ul style="list-style-type: none"> Guidance on provincial language frameworks Guidance on embarking on awareness-raising campaigns to promote the value of multilingualism, e.g. a successful consultative meeting between government departments and the



			<p>Gauteng PLC held at the PanSALB offices in 2006</p> <p><i>Language in Education</i></p> <ul style="list-style-type: none"> • Technical advice in monitoring the Language in Education Policy in the nine provinces • Guidance to various provinces on establishing partnerships with bodies/organizations that support multilingualism and mother tongue education like the national and provincial departments of education <p><i>Translation and Interpreting</i></p> <ul style="list-style-type: none"> • Encouraged the use of translation and interpreting facilities to support multilingualism in the North West Province (provincial legislature, provincial departments, local government and Gender Commission) <p><i>Linguistic and Human Rights and Advocacy</i></p> <ul style="list-style-type: none"> • Assisted the Free State PLC with multilingualism outreach campaigns and advocacy at schools throughout the province • Assisted the Free State PLC with their Khoe and San Language Promotion Project
OBJECTIVE: To support PLC meetings aimed at providing advice for both the Board and MECs			
Support provided for PLC meetings	Successful PLC meetings take place as scheduled	Support provided on the dates agreed upon (per schedule)	Achieved – Regular meetings of all the PLCs were held during the year at which a wide variety of matters were dealt with and advice generated for the Board and other stakeholders
OBJECTIVE: To provide administrative support for the PLC Cluster Subcommittee			
Administrative support provided for the subcommittee	Quarterly performance reports produced on focus area activities Proper financial management of focus area activities	Arrangements made for four meetings of the Subcommittee	Achieved – Meetings were held on 24 April 2006, 23 October 2006, 29 January 2007 and 2 February 2007 at which the relevant reports were submitted and discussions relating to the operation of the PLCs were held



Language in Education

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To establish and maintain strategic partnerships and networks with the national and provincial departments of education			
Partnerships established with the national and provincial education departments, Unesco, NGOs and bodies beyond the South African borders (i.e. international and SADC countries) involved in similar language-related issues	Cooperation established with national and provincial departments of education, NGOs and other stakeholders	Ongoing collaboration, targeting SADC and international countries/bodies in addition to the local stakeholders	Achieved – Through cooperation the following national events were attended: <ul style="list-style-type: none"> • Launch of the National Reading Programme in Port Shepstone, KZN, on 8 May 2006 (at the invitation of the Minister of Education) • Language Colloquium in Cape Town on 31 July 2006 (at the invitation of the Minister of Education) • National Conference on the Strengthening of African Studies on 26 February 2006 (at the invitation of the national Department of Education)
OBJECTIVE: To create a climate conducive to the Language in Education and the Higher Education Policies in the provinces			
Parent Involvement Project initiated Awareness of the value of mother tongue education created through liaison with the national and provincial departments of education	Parent involvement workshops conducted and skills transferred to SGBs and parents Parents and SGBs sensitized to the value of mother tongue education	Workshops conducted in the Northern Cape, Mpumalanga and the Free State	Achieved: <ul style="list-style-type: none"> • Sensitized parents and SGBs about the value of mother tongue education, especially during the formative years, through the enrolment of selected Northern Cape SGB members in the Unisa Parent Involvement Certificate Course • Awareness raised in the Northern Cape <p>Not achieved:</p> <ul style="list-style-type: none"> • Owing to financial constraints, workshops were not conducted in the Mpumalanga and Free State provinces in 2006



Monitored linguistic human rights violation in schools and ensured adherence to the Language in Education Policy	Assistance given to the Linguistic Human Rights and Mediation section regarding language rights violation in schools	Awareness-raising among SGBs and parents on language rights violations in schools Support offered to LHR focus area regarding language rights violations in schools	Partly achieved – Participated in a meeting with the KZN Department of Education and the KZN PLC chairperson on 19 December 2006 regarding language rights complaints
Trained SGB members in the Northern Cape enrolled for the Unisa Parent Involvement Certificate Course	Monitoring and evaluation of the intervention	Intervention by 31/12/2006	Achieved – Awareness campaign strengthened
OBJECTIVE: To identify strategic projects towards the development of marginalized languages			
Research projects identified from submissions or applications	Project selected in line with the objectives in the strategic plan	Completion of the AstraLab project	Not achieved – The project was approved by the Board, but was not implemented owing to budgetary constraints
Creative Writing Project (Materials Development)	Creative writing workshop conducted targeting isiZulu, isiNdebele and Sesotho sa Leboa and attended by five educators per language per province and 20 learners per language per province	Workshop held in the Dennilton District in Limpopo on 15-16 April 2006 attended by 105 educators and learners in the Intermediate Phase (FET)	Achieved – Workshop attended by 45 educators (all successfully trained as mentors) and 66 learners and 191 manuscripts produced (Sesotho sa Leboa 80; isiNdebele 70; English 41)
Material edited and prepared for publishing	Creative writing follow-up workshop held to edit manuscripts (second proofs) in Sesotho, Setswana, isiXhosa and isiZulu	Workshop held in Bloemfontein in the Free State on 23 April 2007 attended by 20 educators and 15 learners from the Free State Province	Achieved: <ul style="list-style-type: none"> Workshop attended by 20 educators and 15 learners from the Free State Province Final proofs are ready for publishing in the Free State and Northern Cape (Sesotho 12; Setswana 13; isiXhosa 10) Target date for publishing: August 2007
Research project on the effects of Sepedi/English Science books on high school learners' attitudes to Physical Science conducted by the University of Pretoria	Evaluation of the effectiveness of Sepedi Science question papers in improving learners' attitude and performance	Completion of project by 31/03/2006	Partly achieved – The project is running and the final report is due to be submitted in September 2007



Improvement of creative writing skills in Limpopo Province	Writing and reading promoted through a workshop	Workshop held in Limpopo Province	Achieved – Workshops were held in the Waterberg and Vhembe Districts of Limpopo, attended by 40 disabled persons; participants were interested in a cloth book and the provincial office put them in touch with the Timbila Project for further assistance
OBJECTIVE: To create a climate conducive to the advancement of the Language in Education Policy and multilingualism			
Career exhibition held	Exhibition attended by all learners in Grades 9 to 12 over a period of three days	Exhibition at Tembisa Community Hall, Ekurhuleni Metropolitan Municipality, on 18–20 September 2006 attended by ±1 200 learners and 30 educators from the following schools: Kusasa High School, Bokamoso High, Tembisa High, Masisebenze High, Masiqakase High, Jiyane High, Boitumelo High, TKM High, Izitikeni High	Achieved: <ul style="list-style-type: none"> • Successful exhibition attended by ±1 200 learners • Learners realized that African languages can also provide interesting, successful careers, even in technology with the recent introduction of human language technology • Multilingual posters and brochures were translated into African languages • Educators teaching heritage languages such as Portuguese also attended
Multilingualism awareness campaign in schools	Previously marginalized languages promoted Learners exposed to various language careers and the value of multilingualism	<i>Lejweleputswa 2006</i> campaign held in the Free State Province in association with the Free State Department of Education as follows: Date: 04/08/2006 Venue: Bultfontein Target: 12 schools Expected attendance: ± 154	Achieved – Multilingualism and the previously marginalized languages were promoted, with participation by the Free State Department of Education, UFS, CUT and SABC and 640 people attending Number of schools attended: 10 Number of schools absent: 2
		Date: 11/08/2006 Venue: Welkom Target: 13 schools Expected attendance: ±180	Number of schools attended: 9 Number of schools absent: 4
		Date: 18/08/2006 Venue: Virginia Target: 10 schools Expected attendance: ±118	Number of schools attended: 8 Number of schools absent: 2
		Date: 25/08/2006 Venue: Odendaalsrus Target: 18 schools Expected attendance: ±190	Number of schools attended: 12 Number of schools absent: 6



		Date: 08/09/2006 Venue: Theunnissen Target: 9 Expected attendance: ± 130	Number of schools attended: 5 Number of schools absent: 4 The Acting CEO , Mr Sambo, actively participated in the event
OBJECTIVE: To identify mechanisms to promote all languages			
Promotion of mother tongue education through the celebration of International Mother Tongue Day	Parents, learners and educators sensitized to the value of mother tongue education through celebrations	Celebrations in all nine provinces on 21 February Mopani District, Limpopo Province, 21 February 2007; targeted participants: members of Limpopo Legislature Celebration at the Boland College in Worcester on 28 February 2007 attended by eight schools Celebration with officials in the Thabo-Mofutsanyane District Municipality in the Free State on 23 February 2007	Partly achieved – The importance of the mother tongue in education was promoted through celebrations in seven provinces Achieved – Mother tongue promoted through awards to members of the legislature who use their mother tongue during proceedings in the legislature Achieved – The importance of the mother tongue in education was promoted among the 160 learners (20 per school) and 140 adults who attended Achieved – The value of the indigenous languages in municipalities was conveyed to 56 participants from five municipalities
Celebration of International Mother Tongue Day through a gala dinner	Successful dinner attended by relevant stakeholders	Gala dinner at the Sammy Marks Convention Centre in Gauteng on 21 February 2007	Achieved – Dinner attended by ±100 stakeholder representatives
Language Expo	Exhibition of African literature and showcasing of African performers to create awareness among learners of the importance of African literature	Language Expo held as follows: Sammy Marks Convention Centre, Pretoria, Gauteng, 19 and 21 February 2007; targeted participants: learners, educators, publishers, the Department of Education, Deaf people, the National Library and Tshwane Library Losperfontein Correctional Services Centre, Brits, North West Province, 21 February 2007; targeted participants: centre officials, Department of Education officials, inmates	Achieved – Expo attended by 303 learners and 81 adults Achieved: <ul style="list-style-type: none"> • Promoted the importance of the mother tongue in education • Launched the Losperfontein Correctional Services Centre Reading Club to promote adult literacy education



			<ul style="list-style-type: none"> • Attended by ±480 inmates and 50 centre officials
Workshop on the importance of the mother tongue in schools	Parents, teachers and learners informed about the importance of the mother tongue in schools	Workshop in the Sedibeng District of Gauteng on 16 September 2006, targeting learners, school governing bodies and the community	Achieved – The value of the mother tongue in schools was promoted among 198 learners and 47 other members of the community

Translation and Interpreting

Outcome/s	Indicators/Measures	Actual performance against target	
		Target	Actual performance
OBJECTIVE: To cooperate with other bodies			
Collaboration with relevant institutions in all provinces and the neighbouring states	Number and types of partnerships established	Production of Khoekhoegowab/Afrikaans glossary together with Prof. Haacke of the University of Namibia	Partially achieved – Project is 80% complete and the final manuscript will be sent to the publisher in early August 2007
OBJECTIVE: To develop translation and interpreting skills			
Trained translators and interpreters	Number of professionals trained in each of the provinces	A variety of training programmes and follow-ups in different provinces	Achieved: <ul style="list-style-type: none"> • The Gauteng PLC (GPLC) trained 10 unemployed language professionals in translation and interpreting and 20 frontline workers in the use of SA Sign Language in September 2006 • The GPLC presented a workshop for SASL interpreters in November 2006 • The Limpopo PLC (LPLC) trained 60 unemployed language practitioners in translation and interpreting and organized a Basic Communication Skills course on SASL at two hospitals in November and December 2006 • The Mpumalanga PLC trained 20 translators in December 2006 • The PanSALB Provincial Office and Western Cape PLC hosted five Nama choral workshops



OBJECTIVE: To celebrate International Translation Day			
Celebration of International Translation day as a standard event and awarding of prizes to deserving language professionals in all provinces	Number of participants and recipients	Celebration of International Translation Day in all the country's provinces	Partially achieved – The head office focus area together with the Free State, Gauteng, Limpopo and Mpumalanga PLCs celebrated International Translation Day on 29 September 2006, while the Western Cape PLC celebrated the event with a two-day workshop held on 5 and 6 October 2006.
OBJECTIVE: To coordinate translation and interpreting activities for PanSALB and external clients			
In-house: All translation and interpreting services rendered upon request	Number of all projects completed in translation and interpreting	Translation and interpreting services rendered upon request, including translation of the annual report, advertisements and other documents and provision of interpreting services for Board meetings	Achieved: <ul style="list-style-type: none"> Produced the 2005/06 annual report in six languages Translated 15 language human rights complaints notices into the applicable official languages for publication in the <i>Government Gazette</i> Arranged for interpreting services at four Board meetings
External clients: Assistance given to individuals and institutions needing translation and interpreting services	Names and number of institutions assisted and quality of service as per their response	Contact details of translators and interpreters supplied to clients	Achieved – The PanSALB database of translators and interpreters was made available to individuals and institutions on a daily basis
OBJECTIVE: To provide technical support for the nine provincial language committees (PLCs) and provincial managers, as well as the PLC Cluster Subcommittee			
Attended meetings to give technical advice and assist with compilation of agendas and minutes	Number of meetings attended and agendas and minutes compiled	Attendance of PLC meetings where necessary and compilation of agendas and minutes for the PLC Cluster Subcommittee	Achieved – Where necessary, the head office focus area manager attended PLC meetings to give technical advice and support in the fields of translation and interpreting, and he also provided administrative support for the four PLC Cluster Subcommittee meetings held in the course of the year



Pan South African Language Board

Annual Financial Statements

for the year ended 31 March 2007



Annual Financial Statements

for the year ended 31 March 2007

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REPORT OF THE AUDIT COMMITTEE OF THE PAN SOUTH AFRICAN LANGUAGE BOARD for the year ended 31 March 2007

We are pleased to present our report for the financial year ended 31 March 2007.

Audit Committee Members and Attendance

A new Audit Committee was appointed for a period of 3 (Three) years from comprising of the following members; Mr M Rennie, Mr R M Somanje and Mr A Mooke. The Audit Committee met four during the year under review.

Name of member	Number of Meetings attended
Mr M Rennie	4
Mr R M Somanje	1
Mr A Mooke	4

Audit Committee Responsibility

The Audit Committee reports that reviewed the formal terms of reference as its audit committee charter, which will regulate its affairs in compliance with this charter and has discharged all it's responsibilities as contained therein.

The effectiveness of internal control.

The system of internal control was not entirely effective for the year under review as compliance with prescribed policies and procedures were lacking in certain instances. During the year under review several instances of non compliance were reported by internal and external auditors that resulted from a breakdown in the functioning of controls. Control weaknesses have been reported by the Auditor-General/external auditors under emphasis of the matters and in the management letter.



In certain instances, the weaknesses reported previously have not been fully and satisfactorily addressed. The effect of these instances has been included in the annual financial statements and the report of the Accounting Officer.

The Audit Report was once again Qualified due to the fact that not all the Audited Financial Statements of the National Language Units could be provided and therefore could not be consolidated in the Financial Statements of PANSALB. It must however be acknowledged that PANSALB did make a concerted effort to adhere to this requirement which is largely out of their control.

Evaluation of Financial Statements

The Audit Committee has

- Reviewed and discussed the audited annual financial statements to be included in the Annual report with the Auditor-General and the Accounting Officer;
- Reviewed the Auditor-General management letter and management's response thereto;
- Reviewed Changes in accounting policies and practices and
- Reviewed significant adjustments resulting from the audit.

The Audit Committee concurs and accepts the Auditor-General's conclusions on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General other external auditor.

M A RENNIE

CHAIRPERSON OF THE AUDIT COMMITTEE

DATE: 07/08/13



REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF THE PAN SOUTH AFRICAN LANGUAGE BOARD FOR THE YEAR ENDED 31 MARCH 2007

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Pan South African Language Board which comprise the statement of financial position as at 31 March 2007, statement of financial performance, statement of changes in net assets and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 75 to 93.

Responsibility of the accounting officer for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with Generally Accepted Accounting Practice and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). This responsibility includes:
 - designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
 - selecting and applying appropriate accounting policies
 - making accounting estimates that are reasonable in the circumstances.

Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996, read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004), my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with International Standards on Auditing, General Notice 647 of 2007, issued in Government Gazette No. 29912 of 25 May 2007. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.
5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
6. An audit also includes evaluating the:
 - appropriateness of accounting policies used
 - reasonableness of accounting estimates made by management
 - overall presentation of the financial statements.



7. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Basis of accounting

8. The public entity's policy is to prepare financial statements on the basis of accounting determined by the National Treasury, as set out in note 1.1 to the financial statements.

Basis for qualified opinion

9. Consolidation of financial statements

In accordance with South African Statements of Generally Accepted Accounting Practice, *IAS 27 (AC 132), Consolidated and separate financial statements*, the Pan South African Language Board (PanSALB) has not consolidated the 11 National Lexicography Units (NLU) under their control in terms of the PanSALB Act, 1995 (Act No. 59 of 1995) in the financial statements at 31 March 2007.

PanSALB obtained 10 out of the 11 NLU's audited financial statements for consolidation. 3 of these sets of financial statement contained factual findings reports instead of audit reports and therefore the consolidation process could not be initialized.

Qualified opinion

10. In my opinion, except for the effects of the matters described in the Basis for qualified opinion paragraphs, the financial statements present fairly, in all material respects, the financial position of Pan South African Language Board as at 31 March 2007 and its financial performance and cash flows for the year then ended, in accordance with the identified basis of accounting (per par. 8) and in the manner required by the PFMA.

OTHER MATTERS

I draw attention to the following matters that are ancillary to my responsibilities in the audit of the financial statements:

11. Internal control

- Control environment
 - The control environment is compromised due to a lack of segregation of duties in the finance department resulting from various staff vacancies;
 - Due to a lack of control over the 11 NLU's audited financial statements were not received for 4 NLU's resulting in the non consolidation of the financial statements. This in turn leads to non compliance with Generally Accepted Accounting Practices.

12. Material non-compliance with applicable legislation

12.1 Non-compliance with PFMA and Treasury Regulations

- Section 38(1)(a)(i) of the PFMA: Policies and procedures were not updated or approved regularly;
- In accordance with Treasury Regulation 31.1.2(j) bank reconciliations should be conducted at least on a daily basis: PanSALB did not perform bank reconciliations for the call and investment accounts.
- In accordance with Treasury Regulation 2.1.1 a chief financial officer must be appointed and reports directly to the Chief Executive Officer. A

Chief Financial Officer was only appointed in February 2007 and the position has been vacant since April 2005.

13. Matters of governance

- The recruitment policy of PanSALB states that performance contracts must be compiled for all employees and must be reviewed on an annual basis. No performance contracts were compiled for employees.

14. Value for money matters

- Section 38(1)(a)(i) of the PFMA states that policies and procedures should be updated, approved and implemented regularly. A supply chain management implementation plan has not been developed to date of this report.

OTHER REPORTING RESPONSIBILITIES

Reporting on performance information

15.1 have audited the performance information as set out on pages 54 to 66.

Responsibility of the accounting officer

16. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the constitutional institution.

Responsibility of the Auditor-General

17.1 conducted my engagement in accordance with section 13 of the Public Audit Act, 2004 (Act No. 25 of 2004) read with General Notice 646 of 2007, issued in Government Gazette No. 29919 of 25 May 2007.

18. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate audit evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

19.1 believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

Audit findings

20. A formal policy to govern the reporting against measurable objectives has not been drafted or implemented.

APPRECIATION

21. The assistance rendered by the staff of the PanSALB during the audit is sincerely appreciated.



D Sheppard for Auditor-General

Pretoria

31 July 2007





Statement of Responsibility

for the year ended 31 March 2007

The Accounting Officer is responsible for the preparation, integrity and fair presentation of the financial statements of the Pan South African Language Board. The financial statements presented on page 75 to 93 have been prepared in accordance with South African Statements of Generally Accepted Accounting Practice (GAAP) including any interpretations of such Statements issued by the Accounting Practices Board, with the prescribed Standards of Generally Recognised Accounting Practices (GRAP) issued by the Accounting Standards Board and in the manner required by the Public Finance Management Act. The financial statements include amounts based on judgements and estimates made by management. The Accounting Officer also prepared the other information included in the annual report and is responsible for both its accuracy and its consistency with the financial statements.

The going concern basis has been adopted in preparing the financial statements. The Accounting Officer has no reason to believe that the Pan South African Language Board will not be a going concern in the foreseeable future based on forecasts and available cash resources. These financial statements support the viability on the Pan South African Language Board.

The financial statements have been audited by the Office of the Auditor-General, who was given unrestricted access to all financial records and related data including minutes of meeting of the Board and management. The Accounting Officer believes that all representations made to the auditor during his audit are valid and appropriate.

The audit report of the Auditor-General is presented on page 71 The financial statements were approved and signed by the Accounting Officer on 31 May 2007.

NR NKOSI

CHIEF EXECUTIVE OFFICER

31 MAY 2007



Pan South African Language Board

Statement of Financial Performance

for the year ended 31 March 2007

		2007	2006
	Notes	R'000	R'000
Revenue			
Grants and transfers	1	39,095	26,976
Other income	2	211	230
		<u>39,306</u>	<u>27,206</u>
Expenses			
Administrative expenses	3	(3,690)	(1,678)
Staff costs	4	(7,745)	(8,915)
Transfers and subsidies	5	(9,545)	(8,706)
Other operating expenses	6	(10,419)	(9,050)
Depreciation and amortisation	7	(836)	(721)
Finance costs	8	(107)	(7)
Deficit from operations		<u>(32,342)</u>	<u>(29,077)</u>
Income from investments	9	882	253
Surplus/(Deficit) for the year		<u><u>7,846</u></u>	<u><u>(1,618)</u></u>



Pan South African Language Board

Statement of Financial Position

as at 31 March 2007

	Notes	2007 R'000	2006 R'000
ASSETS			
Current assets			
Cash and cash equivalents	10	11,289	2,511
Receivables	11	96	75
		<u>11,385</u>	<u>2,586</u>
Non-current assets held for sale	18	-	-
Non-current assets			
Property, plant and equipment	12	1,907	2,336
Intangible assets	13	77	162
		<u>1,984</u>	<u>2,498</u>
Total assets		<u><u>13,369</u></u>	<u><u>5,084</u></u>
LIABILITIES			
Current liabilities			
Payables	14	2,292	1,139
Current portion of finance lease obligations	15	195	462
		<u>2,487</u>	<u>1,601</u>
Non-current liabilities			
Finance lease obligations	15	257	704
		<u>257</u>	<u>704</u>
Total liabilities		<u><u>2,744</u></u>	<u><u>2,305</u></u>
Net assets		<u><u>10,625</u></u>	<u><u>2,779</u></u>
Accumulated surpluses		<u><u>10,625</u></u>	<u><u>2,779</u></u>



Pan South African Language Board

Statements of Changes in Net Assets

for the year ended 31 March 2007

	Notes	Accumulated surpluses
		R'000
Balance at 31 March 2005 previously reported		4,346
Prior year adjustments		51
Balance at 31 March 2005 restated		4,397
Deficit for the year		(1,618)
Balance at 31 March 2006		2,779
Surplus for the year		7,846
Balance at 31 March 2007		10,625



Pan South African Language Board

Cash Flow Statement

for the year ended 31 March 2007

	Notes	2007 R'000	2006 R'000
Cash flow from operating activities			
Receipts			
Grants and transfers		39,095	26,976
Interest received		882	253
Other receipts		188	222
Payments			
Employee costs		(7,721)	(8,902)
Suppliers		(22,505)	(21,373)
Interest paid		(107)	(7)
Net cash utilised in operating activities	16	9,832	(2,831)
Cash flow from investing activities			
Acquisition of property, plant and equipment		(343)	(1,294)
Acquisition of intangible assets		-	(168)
Proceeds on disposal of property, plant and equipment		3	11
Net cash utilised in investing activities		(340)	(1,451)
Cash flow from financing activities			
Repayment of finance lease obligations		(970)	(216)
Loans raised		256	811
Net cash flows from financing activities		(714)	595
Net increase/(decrease) in cash and cash equivalents		8,778	(3,687)
Cash and cash equivalents at the beginning of the year		2,511	6,198
Cash and cash equivalents at end of the year	10	11,289	2,511



Pan South African Language Board

Accounting Policies

for the year ended 31 March 2007

The following are the principal accounting policies of the entity which are, in all material respects, consistent with those applied in the previous year, except as otherwise indicated:

1 Basis of preparation

The financial statements have been prepared on the historical cost basis in accordance with the South African Statements of Generally Accepted Accounting Practices (GAAP) including any interpretations of such Statements issued by the Accounting Practices Board, with the prescribed Standards of Generally Recognised Accounting Practices (GRAP) issued by the Accounting Standards Board replacing the equivalent GAAP Statement as follows:

Standard of GRAP

GRAP 1: Presentation of financial statements
GRAP 2: Cash flow statements
GRAP 3: Accounting policies, changes in accounting estimates and errors

Replaced Statement of GAAP

AC101: Presentation of financial statements
AC118: Cash flow statements
AC103: Accounting policies, changes in accounting estimates and errors

The recognition and measurement principles in the above GRAP and GAAP Statements do not differ or result in material differences in items presented and disclosed in the financial statements. The implementation of GRAP 1, 2 & 3 has resulted in the following significant changes in the presentation of the financial statements:

1. Terminology differences:

Standard of GRAP

Statement of financial performance
Statement of financial position
Statement of changes in net assets
Net assets
Surplus/deficit for the period
Accumulated surplus/deficit
Contributions from owners
Distributions to owners
Reporting date

Replaced Statement of GAAP

Income statement
Balance sheet
Statement of changes in equity
Equity
Profit/loss for the period
Retained earnings
Share capital
Dividends
Balance sheet date

2. The cash flow statement can only be prepared in accordance with the direct method.

3. Specific information such as:

- (a) receivables from non-exchange transactions, including taxes and transfers;
 - (b) taxes and transfers payable;
 - (c) trade and other payables from non-exchange transactions;
- must be presented separately on the statement of financial position

4. The amount and nature of any restrictions on cash balances is required to be disclosed.

Paragraph 11 – 15 of GRAP 1 has not been implemented as the budget reporting standard is in the process of being developed by the international and local standard setters. Although the inclusion of budget information would enhance the usefulness of the financial statements, non-disclosure will not affect fair presentation.

2 Currency

These financial statements are presented in South African Rands since that is the currency in which the majority of the entity's transactions are denominated.



Pan South African Language Board

Accounting Policies (continued)

for the year ended 31 March 2007

3 Revenue recognition

Revenue is recognised when it is probable that future economic benefits will flow to the enterprise and these benefits can be measured reliably.

Interest is recognised, in profit or loss, using the effective interest rate method.

4 Irregular and fruitless and wasteful expenditure

Irregular expenditure means expenditure incurred in contravention of, or not in accordance with, a requirement of any applicable legislation, including:

- The Public Finance Management Act or
- Any provincial legislation providing for procurement procedures in that provincial government.

Fruitless and wasteful expenditure means expenditure that was made in vain and would have been avoided had reasonable care been exercised.

All irregular and fruitless and wasteful expenditure are charged against income in the period in which they are incurred.

5 Retirement benefit costs

The entity operates a defined contribution plan. The plan is generally funded by payments from the entity and employees. Payments to defined contribution retirement benefit plans are charged to the income statement in the year to which they relate.

6 Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation.

Depreciation is charged so as to write off the cost or valuation of assets, less residual values, over their estimated useful lives using the straight line method, on the following bases:

Plant and equipment	5 years
Vehicles	4 years
Computer Equipment	3 years
Furniture and Fittings	5 - 10 years
Leased assets	Lease period

The gain or loss arising from the disposal or retirement of an asset is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in income.

7 Impairment

At each statement of financial position date, the entity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets may be impaired. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount for an individual asset, the recoverable amount is determined for the specific asset to which the asset belongs.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. Impairment losses are immediately recognised as an expense, unless the relevant asset is carried at a revalued amount under another standard, in which case the impairment loss is treated as a revaluation decrease under the standard.



Pan South African Language Board

Accounting Policies (continued)

for the year ended 31 March 2007

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income immediately, unless the relevant asset is carried at a revalued amount under another standard, in which case the reversal of the impairment loss is treated as a revaluation increase under that other standard.

8 Leases as lessee

Leases are classified as finance leases whenever the terms of the lease transfer substantially all of the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value on the minimum lease payments.

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

The lease payments are apportioned between the finance charge and reduction of the outstanding liability.

Rentals payable under operating leases are charged to income on a straight-line basis over the term of the relevant lease.

9 Intangible assets

An intangible asset is recognised when:

- it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity; and
- the cost of the asset can be measured reliably.

Intangible assets are initially recognised at cost.

Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows. Amortisation is not provided for these intangible assets. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Computer software	2 years
-------------------	---------

10 Financial instruments

Recognition

Financial assets and financial liabilities are recognised on the entity's statement of financial position when the entity becomes a party to the contractual provisions of the instrument.

Measurement

Financial instruments are initially measured at fair value, which includes transaction costs. Subsequent to initial recognition these instruments are measured as set out below.

Financial assets

The entity's principle financial assets are receivables and cash and cash equivalents.

- Receivables are stated at their nominal value as reduced by appropriate allowances for estimated irrecoverable amounts.
- Cash and cash equivalents are stated at their nominal value.



Pan South African Language Board

Accounting Policies (continued) for the year ended 31 March 2007

Financial liabilities

The entity's principal financial liabilities are accounts payable.

- Accounts payable and other payables are stated at their nominal value.

11 Government grants

Government grants are recognised when there is reasonable assurance that:

- the entity will comply with the conditions attaching to them; and
- the grants will be received.

Government grants are recognised as income over the periods necessary to match them with the related costs that they are intended to compensate.

A government grant that becomes receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs is recognised as income of the period in which it becomes receivable.

Government grants related to assets, including non-monetary grants at fair value, are presented in the statement of financial position by setting up the grant as deferred income or by deducting the grant in arriving at the carrying amount of the asset.

Grants related to income are presented as a credit in the statement of financial performance (separately).

12 Comparative figures

Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year.



Pan South African Language Board

Notes to the Annual Financial Statements

for the year ended 31 March 2007

1 Grants and Transfers

	Notes	2007 R'000	2006 R'000
National Department – Arts and Culture		39,095	26,976
Total		39,095	26,976

2 Other Income

Refunds and reimbursements		211	230
Total		211	230

3 Administrative expenses

General and Administrative expenses		3,171	1,125
Auditor's remuneration		371	307
- External audit fees		176	178
- Internal audit fees		195	129
Staff training and development		126	245
Loss on disposal of property, plant & equipment		22	1
Total		3,690	1,678

4 Staff costs

Salaries		3,828	4,679
Basic salaries		2,777	3,700
Performance awards		284	286
Other non-pensionable allowance		621	635
Leave payments		146	49
Overtime pay		-	9
Social contributions (Employer's contributions)		1,104	1,378
Medical		317	386
UIF		37	41
Defined pension contribution plan		750	951
Board remuneration	Annex 2	306	132
Senior management remuneration	Annex 3	2,507	2,726
Total		7,745	8,915



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
for the year ended 31 March 2007

5 Transfers and subsidies

	Notes	2007 R'000	2006 R'000
Subsidies			
Private Enterprises	Annex 1	9,545	8,706
Total		9,545	8,706

6 Other operating expenses

Travel and subsistence		1,045	529
Rentals in respect of operating leases		727	618
- Buildings		644	522
- Telephone usage		83	96
Consultants, contractors and special services		1,196	801
Stores/consumables		108	42
Maintenance, repairs and running costs		38	506
- Property and buildings		24	151
- Other maintenance and repairs		14	355
Projects		7,305	6,554
- Provincial Language Committees		2,064	617
- National Language Bodies		1,864	1,258
- Status Language Planning		5	28
- Language in Education		256	215
- Translation and Interpreting		188	293
- Literature and Media		21	194
- Lexicography Development		663	141
- Linguistic Human Rights		328	1,071
- Research		108	293
- Co-operation with other bodies and Annual Report		751	471
- Communications and Marketing		1,057	1,973
Total		10,419	9,050

The operating lease rentals in respect of buildings include the entity's proportionate share of electricity, water, gas, assessment rates and other municipal taxes. These amounts have not been straight-lined due to the uncertainty of future amounts payable.



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
for the year ended 31 March 2007

7 Depreciation and amortisation

	2007 R'000	2006 R'000
Depreciation	751	712
- Plant, machinery and equipment	297	274
- Computer equipment	319	184
- Office furniture and fittings	135	254
Amortisation	85	9
- Computer software	85	9
Total	836	721

8 Finance costs

Interest expense		
- Obligations under finance lease	107	7
	107	7

9 Income from investments

Interest income		
- Bank deposits	882	253
	882	253

10 Cash and cash equivalents

Cash and cash equivalents comprise cash and short-term, highly liquid investments that are held with registered banking institutions with maturities of three months or less and that are subject to insignificant interest rate risk. The carrying amount of these assets approximates to their fair value.

Cash at bank	486	1,318
Cash on hand	1	1
Short-term investments	10,802	1,192
Total	11,289	2,511



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
for the year ended 31 March 2007

11 Receivables

	2007 R'000	2006 R'000
Other receivables	36	15
Deposits	60	60
Total	96	75

12 Property, plant and equipment

	Plant and equipment R'000	Vehicles R'000	Computer equipment R'000	Office furniture and fittings R'000	Total R'000
Year ended 31/3/2006					
Opening net carrying amount	694	-	310	762	1,766
Gross carrying amount	940	71	907	1,162	3,080
Accumulated depreciation	(246)	(71)	(597)	(400)	(1,314)
Additions	57	-	671	566	1,294
Disposals	-	-	(12)	-	(12)
Depreciation charge	(274)	-	(184)	(254)	(712)
Net carrying amount 31 March 2006	477	-	786	1,073	2,336
Year ended 31/3/2007					
Opening net carrying amount	477	-	786	1,073	2,336
Gross carrying amount	997	71	1,566	1,727	4,361
Accumulated depreciation	(520)	(71)	(780)	(654)	(2,025)
Additions	276	-	28	39	343
Assets held for sale -Cost	(29)	(71)	(935)	(24)	(1,059)
-Depreciation	29	71	935	24	1,059
Disposals	(5)	-	(14)	(2)	(21)
Depreciation charge	(297)	-	(319)	(135)	(751)
Net carrying amount 31 March 2007	451	-	481	975	1,907
Gross carrying amount	1,239	-	645	1,740	3,624
Accumulated depreciation	(788)	-	(164)	(765)	(1,717)
	451	-	481	975	1,907

Assets subject to finance lease (Net carrying amount)

	2007 R'000	2006 R'000
Computer equipment	-	647
Plant and equipment	304	332
	304	979



Pan South African Language Board

Notes to the Annual Financial Statements (continued)

for the year ended 31 March 2007

13 Intangible assets

	Computer software R'000	Total R'000
Year ended 31/3/2006		
Opening net carrying amount	3	3
Gross carrying amount	82	82
Accumulated amortisation	(79)	(79)
Additions	168	168
Amortisation charge	(9)	(9)
Net carrying amount 31 March 2006	162	162
Year ended 31/3/2007		
Opening net carrying amount	162	162
Gross carrying amount	250	250
Accumulated amortisation	(88)	(88)
Additions	-	-
Amortisation charge	(85)	(85)
Net carrying amount 31 March 2007	77	77
Gross carrying amount	250	250
Accumulated amortisation	(173)	(173)
	77	77

14 Payables

	2007 R'000	2006 R'000
Other payables	2	186
Accruals	1,743	471
Leave pay due	403	368
Bonuses due	56	65
Operating lease liability	88	49
Total	2,292	1,139

15 Finance lease obligations

Minimum lease payments due		
- within one year	229	491
- in second to fifth year inclusive	289	720
	518	1,211
Less: future finance charges	(67)	(45)
Present value of future minimum lease payments	451	1,166



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
for the year ended 31 March 2007

15 Finance lease obligations (continued)

	2007 R'000	2006 R'000
Present value of minimum lease payments due		
- within one year	195	462
- in second to fifth year inclusive	257	704
	452	1,166
Non-current liabilities	257	704
Current liabilities	195	462
	452	1,166

It is the entity's policy to lease certain plant and equipment under finance leases.

The average lease term is 3 to 5 years and the average effective borrowing rate was 10,5% (2006: 10,5%).

Interest rates are linked to prime at the contract date. All leases have fixed repayments except for four, which escalates at 15% p.a. and no arrangements have been entered into for contingent rent.

The entity's obligations under finance leases are secured by the lessor's charge over the leased assets. Refer note 12.

16 Reconciliation of deficit to cash utilised in operations

	2007 R'000	2006 R'000
Surplus/(deficit) before taxation	7,842	(1,618)
Adjusted for:		
- Depreciation and amortisation	836	721
- Loss on disposal of property, plant and equipment	22	1
Operating cash flows before working capital changes	8,700	(896)
Working capital changes	1,132	(1,935)
- Increase in accounts receivable	(20)	(7)
- Increase/(decrease) in accounts payable	1,152	(1,928)
Cash utilised in operations	9,832	(2,831)



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
 for the year ended 31 March 2007

17 Operating lease arrangements

The entity as lessee

The entity has operating leases for offices over periods between 36 and 72 months. At the statement of financial position date the entity had outstanding commitments under non-cancellable operating leases, which fall due as follows:

	2007 R'000	2006 R'000
Up to 1 year	458	420
1 to 5 years	801	1,259
Total	1,259	1,679

18 Non-current assets held for sale

The entity is planning to sell the following assets in the next financial year.

Motor Vehicles	-	-
- Cost	71	-
- Accumulated depreciation	(71)	-
Computer equipment	-	-
- Cost	486	-
- Accumulated depreciation	(486)	-
Total	-	-

19 Change in estimate

During the year the entity has reassessed the useful lives and residual values of their property, plant and equipment. The useful lives of certain office furniture and fittings have been revised to 10 years. The effect on the statement of financial performance and statement of financial position is as follows:

	2007 R'000	2006 R'000
Statement of financial position		
Accumulated depreciation: Office furniture and fittings	257	-
Statement of financial performance		
Depreciation	(257)	-



Pan South African Language Board

Notes to the Annual Financial Statements (continued) for the year ended 31 March 2007

20 Financial instruments

In the course of the entity's business operations it is exposed to interest rate, credit and liquidity risk. The risk management process relating to each of these risks is discussed under the headings below.

Interest rate risk

The entity manages its interest rate risk by depositing in short-term deposits of between 1 and 32 days and re-investing at the best rate on maturity of the deposit.

Credit risk

Financial assets, which potentially subject the entity to the risk of non-performance by counter-parties and thereby subject the entity to concentrations of credit risk, consist mainly of cash and cash equivalents and receivables. The entity limits its counter-party exposure by only dealing with well-established financial institutions with high credit ratings assigned by international credit-rating agencies. Credit risk with respect to receivables is limited due to receivables being limited to sundry amounts due from employees. The entity does not have any significant exposure to any individual customer or counter-party. Accordingly, the entity does not consider there to be any significant concentration of credit risk.

Liquidity risk

The entity manages liquidity risk through proper management of working capital, capital expenditure and actual vs. forecasted cash flows. Adequate reserves and liquid resources are also maintained.

Fair values

The entity's financial instruments consist mainly of cash and cash equivalents, receivables and accounts payables. No financial asset was carried at an amount in excess of its fair value and fair values could be reliably measured for all financial assets. The following methods and assumptions are used to determine the fair value of each class of financial instruments:

Cash and cash equivalents

The carrying amount of cash and cash equivalents approximates fair value due to the relatively short-term maturity of these financial assets and financial liabilities.

Receivables

The carrying amount of receivables, net of provision for bad debt, approximates fair value due to the relatively short-term maturity of this financial asset.

Accounts payables

The carrying amount of accounts payables approximates fair value due to the relatively short-term maturity of this financial liability.



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
 for the year ended 31 March 2007

21 Budgeted figures

	2007 R'000 Budget	2007 R'000 Actual
Income		
Grants	39,095	26,976
Total	<u>39,395</u>	<u>26,976</u>
Expenditure		
Administrative expenses	3,252	3,442
Staff costs	11,700	8,700
Transfers and subsidies	11,239	9,981
Projects	12,254	6,769
Other operating expenses	650	600
Depreciation	-	365
Finance costs	-	-
Total	<u>39,095</u>	<u>29,857</u>

22 Surplus for the year

The surplus of R7,842,000 is attributable to the roll-over funds as well as the cost savings in the staff costs and project costs during the current financial year.

23 Consolidation

The entity exercises control over the private enterprises mentioned in annexure 1. However due to the lack of available information from these enterprises, the financial results of these enterprises could not be consolidated into the financial statements of Pan South African Language Board.

24 Related parties

Pan South African Language Board receives grants from the Department of Arts and Culture as per note 1 to the annual financial statements. The Department of Arts and Culture is a related party to Pan South African Language Board because they are within the national sphere of government.



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
for the year ended 31 March 2007

ANNEXURE 1
STATEMENT OF TRANSFERS AND SUBSIDIES TO PRIVATE ENTERPRISES AS AT 31 MARCH 2007

(List Each Transfer by Public Corporation/Private Enterprise)	2007 R'000	2006 R'000
Subsidies		
Subsidies to Associations incorporated under section 21:		
- Dictionary Unit for South African English	974	848
- Buro van die Woordeboek van die Afrikaanse Taal	1,500	1,506
- IsiZulu NLU	-	141
- IsiNdebele NLU	974	848
- IsiXhosa NLU	974	848
- Setswana NLU	974	848
- Sesotho NLU	974	848
- Sesotho sa Leboa NLU	253	275
- SiSwati NLU	974	848
- Tshivenda NLU	974	848
- Xitsonga NLU	974	848
Total Subsidies	9,545	8,706
Total transfers and subsidies to private enterprises	9,545	8,706

ANNEXURE 2
BOARD REMUNERATION AS AT 31 MARCH 2007

List of Board Members	2007 R'000	2006 R'000
KR Finlayson	14	8
NCP Golele	46	12
AC Le Fleur	14	10
MR Malope	32	11
SNL Mkhathshwa	34	11
M Moleleki	36	12
HG Morgans	13	10
PS Nkomo	19	11
MF Sadiki	33	13
PB Skhosana	22	12
HA Strydom	17	11
HM Thipa	26	11
	306	132



Pan South African Language Board
Notes to the Annual Financial Statements (continued)
 for the year ended 31 March 2007

ANNEXURE 3
SENIOR MANAGEMENT REMUNERATION AS AT 31 MARCH 2007

List of Senior Management	2007 R'000	2006 R'000
Chief Executive Officer - NR Nkosi	49	-
Chief Executive Officer - CN Marivate	236	471
Chief Financial Officer – H Rademeyer	126	-
Assistant Chief Executive Officer - S Singh	413	483
Deputy Directors:		
- SSE Sambo	497	571
- M Alberts	361	295
- IS Molosankwe	373	299
- A Netshiheni	335	272
- HL Pretorius	117	336
	2,507	2,726



Contact Details of PanSALB's Provincial Offices

Provincial manager	Province	Contact details	Address
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