



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

Outlined below is division and allocation of responsibilities between Minister Stella Tembisa Ndabeni-Abrahams and Deputy Minister S'dumo Mbongeni Dlamini

Minister	Deputy Minister
Oversight on the following Departmental Activities	
<ol style="list-style-type: none"> 1. SMME Finance 2. Enterprise and supplier development 3. SMME products and markets 4. Business support infrastructure 5. Legislation, regulations, policies, strategies and systems 6. Plan for SMME participation 7. Establishment of SMME ombuds office 8. Establishment of the new Small Business Development Entity 9. SMME Advisory Council 	<ol style="list-style-type: none"> 1. Implementation of the Integrated Cooperatives Development Strategy 2. Redtape (SMME) Reduction programme 3. Support Programme for entrepreneurs with disability 4. Corporative Banks Development Agency (CBDA) 5. Legislation, regulations and policies 6. Program to address non-payment of SMMEs
International Engagements	
Executive oversight on the following agencies and their related activities	
1. SEDA	1. CBDA
2. SEFA	
Parliament	
<ol style="list-style-type: none"> 1. Participate in Study Groups 2. Respond to written Parliamentary Questions emanating from both the National Assembly and National Council of Provinces. 3. Respond to oral Parliamentary Questions emanating from both the National Assembly and National Council of Provinces. 4. Participate in Budget Vote Debates. 5. Attend the Portfolio and Select Committee Meetings and other Parliamentary structures on ad-hoc basis. 6. Attend Party Caucus meetings 	<ol style="list-style-type: none"> 1. Participate in Study Groups 2. Respond to oral Parliamentary Questions emanating from both the National Assembly and National Council of Provinces 3. Participate in Budget Vote Debates 4. Attend the Portfolio and Select Committee Meetings and other Parliamentary structures on ad-hoc basis 5. Attend Party Caucus meetings

Minister	Deputy Minister
Cabinet	
1. Cabinet meetings 2. Cabinet Committees 3. Extended Cabinet Meetings	1. Cabinet Committees 2. Extended Cabinet Meetings
Other	
1. Inter-Ministerial Committee meetings	Inter-Ministerial Committee meetings

DELEGATIONS AND ALLOCATION OF RESPONSIBILITIES FROM MINISTER TO DEPUTY MINISTER OF SMALL BUSINESS DEVELOPMENT

1. GENERAL

- 1.1. The Executive Oversight will include engagement with relevant stakeholders and the media regarding matters that fall within the scope of the programmes the Deputy Minister is duly delegated.
- 1.2. The Minister may, in circumstances when she is not able to attend to matters of Parliament and other structures of government or government stakeholders, request the Deputy Minister to attend on her behalf.
- 1.3. These delegations are reviewable at any given time subsequent to discussions between the Minister and Deputy Minister and, as and when the work and other needs of the Department makes it necessary, subject to necessary concurrence with the Honourable President.
- 1.4. The overall executive oversight of the Department and the agencies over which the Department has Shareholder oversight will remain with the Minister.

2. OUTLINE OF DELEGATIONS AND ALLOCATION OF RESPONSIBILITIES

2.1. OVERSIGHT WITH RESPECT TO THE IMPLEMENTATION OF THE INTEGRATED COOPERATIVES DEVELOPMENT STRATEGY

- a) The Deputy Minister will lead and coordinate an integrated approach to the promotion and development of cooperatives, and ensure an enabling legislative and policy environment to support their growth and sustainability in full alignment to the mandate of the department.
- b) The Deputy Minister will oversee the implementation of the Integrated Cooperatives Development Strategy and its review.

- c) The Deputy Minister will ensure that the Department meets the target to support target number of cooperatives as outlined in the Departmental Annual Performance Plan.
- d) The Deputy Minister will ensure that CBDA is integrated to the newly formed Small Business Development Agency
- e) The Deputy Minister will recommend to the Minister areas requiring review in legislation and policies that are within his delegations

2.2. OVERSIGHT WITH RESPECT TO THE REDTAPE REDUCTION PROGRAMME SMMEs:

- a) The Deputy Minister will oversee the effective implementation of the redtape reduction programme and plan to minimize regulatory burden to SMMEs and cooperatives.
- b) The Deputy Minister will initiate a redtape elimination campaign to simplify regulated procedures and to eliminate biases against small businesses, for instance in zoning requirements, and report to the Minister on a quarterly basis.
- c) The Deputy Minister will ensure that the Department puts systems in place for processing, implementation, monitoring and evaluation of the redtape reduction programme.

2.3. OVERSIGHT WITH RESPECT TO THE PROGRAMME TO SUPPORT ENTREPRENEURS WITH DISABILITY:

- a) The Deputy Minister will ensure the Department develops and implements a dedicated programme to support entrepreneurs with disability

2.4. INCOPOORATION OF CBDA TO Seda

- a) The Deputy Minister will ensure that all CBDA complies with all the system that will ensure its incorporation to Seda towards the formation of the new Small Business Development Agency

2.5. LEGISLATION, REGULATIONS AND POLICIES

- a) The Deputy Minister will ensure that legislation, regulations and policies in his areas of delegations are complied with
- b) The Deputy Minister will recommend to the Minister review of legislation, regulations and policies where applicable.

3. REPORTING

- 3.1. In order to allow the Minister and the Deputy Minister to discharge their obligations in terms of their performance agreements, the Deputy Minister and the Minister shall meet at least once monthly and the Deputy Minister shall report on her areas of responsibility.
- 3.2. The reports shall be in writing and shall, *inter alia*, include defined targets and challenges relating to the delegated programmes
- 3.3. Notwithstanding the Deputy Minister's obligations to report, the reporting envisaged shall take the form of interaction from both parties taking note that the Minister remains the overall executive authority accountable for all activities of the Department.
- 3.4. In the event that the Deputy Minister encounters any urgent or serious challenges in the areas of responsibility assigned to her, this shall immediately be brought to the attention of the Minister.
- 3.5. Should the Deputy Minister be unable to attend to any of the obligations set out herein, she shall forthwith inform the Minister.

4. ORGANISATION AND MANAGEMENT COORDINATION

- 4.1. It is important that an enabling environment is fostered for the Deputy Minister to deliver on her responsibilities and commitments. In this regard the following should be adhered to:
 - 4.1.1. There is a need for a closer collaboration between the Department, Office of the Deputy Minister and Office of the Minister in planning to avoid clashes and to ensure fair allocation of resources. This will ensure that each of the political principals receive optimal support for their programs and activities.
 - 4.1.2. There should be monthly meetings between the Minister, Deputy Minister and Director-General to jointly plan for their respective activities and also to deal with any constraints or other impediments that are impacting either party's ability to deliver on their commitments in order to seek agreement on how to resolve those constraints.
 - 4.1.3. Although reporting is expected to be in writing, however, it is encouraged that this must be characterised by direct engagements with or among the principals.
 - 4.1.4. Interactions on reporting should not impede other interactions that might need to take place occasionally to deal with urgent issues that cannot wait for the scheduled meetings.

- 4.1.5. The routing of the documents, memoranda or other submission for processing and decision making shall be channelled from the Director-General, to Deputy Minister for recommendation and ultimately to Minister for approval. The documents shall not exceed two (2) days from date of receipt without being processed for efficient administration.

DELEGATING MINISTER

Ms Stella Tembisa Ndabeni-Abrahams, MP
MINISTER FOR SMALL BUSINESS DEVELOPMENT

SIGNATURE:



And

DELEGATED DEPUTY MINISTER

Mr S'dumo Mbongeni Dlamini, MP
DEPUTY MINISTER FOR SMALL BUSINESS DEVELOPMENT

SIGNATURE:



DATE: 03 February 2022