

ISBN: 978-0-621-38588-5

2008-09

2008-09

2008-09



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

## Annual Report

## Annual Report

### PanSALB Contact Details

#### Head Office

Private Bag X08, Arcadia, 0007 5<sup>th</sup> floor, Provisus Building, 523 Church Street, Arcadia, 0007  
Tel: 012 341 9651 Fax: 012 341 5938 Email: communication@pansalb.org.za

#### Provinces

##### Northern Cape

24-28 DuToitspan Rd, Flaxley House, KIMBERLY, 8301 Tel: (053) 8320037/2293 Fax: (053) 832 1280

##### 2. Mpumalanga

Hi Tech House 1st Floor, 200 Botha Street, Cnr Botha & Rhodes Str, WITBANK, 1035 Tel: (013) 656 0307 Fax: (013) 656 0361

##### 3. Limpopo

Library Gardens, Office No, 104 , Cnr Schoeman & Grobler Str, POLOKWANE, 0700 Tel: (015) 291 5888/5898 Fax: (015) 291 5898

##### 4. North West

Mega City Shopping Complex, Suite 110A, Eastern Gallery, MMABATHO, 2735 Tel: (018) 384 0120/0123 Fax: (018) 384 0122

##### 5. Western Cape

35 on Wale Building, 4th Floor, Suite 402, 35 Wale Str, Cape Town, 8000 Tel: (021) 424 4380 Fax: (021) 424 4381

##### 6. KwaZulu-Natal

Suite 402, 4th Floor, 320 West Street, DURBAN, 4000 Tel: (031) 304 5621/5631 Fax: (031) 304 5634

##### 7. Free State

Shop 102-104, 1st Floor, Sanlam Plaza, Cnr East Burger & Maitland Streets, BLOEMFONTEIN Tel: (051) 448 2308/2300 Fax: (051) 448 3189

##### 8. Gauteng

Ground Floor, Office No1, Pretoria Sanwood Park, 379 Queens Crescent, Lynnwood, PRETORIA Tel: (012) 361 7117 Fax: (012) 361 6116

##### 9. Eastern Cape

Shop 11B, New Colonnade, Devereux Avenue, Vincent, East London, 5200 Tel: (043) 726 2600 Fax: (043) 721 3379

Annual Report



“One nation many languages”





# Content

1. <i>Chairperson's Report</i> .....	01
2. <i>CEO's Report</i> .....	02
3. <i>List of Board Members</i> .....	05
4. <i>Legislative Mandate, Vision and Mission</i> .....	06
5. <i>Language Development</i> .....	09
• Administration of National Language Bodies .....	10
• Administration of Provincial Language Committees .....	14
• Development of Literature .....	16
• Development of Terminology .....	18
• Lexicography .....	21
• Language in Education .....	23
• Linguistic Human Rights and Mediation .....	26
6. <i>Corporate Affairs and Administration</i> .....	27
• Finance .....	28
• Supply Chain Management .....	30
• Human Resources Management .....	31
• Communication and Marketing .....	35
• Information Technology .....	37
7. <i>Provincial Offices</i> .....	38
• Free State .....	39
• KwaZulu-Natal .....	40
• Western Cape .....	41
• Eastern Cape .....	42
• Gauteng .....	43
• Limpopo .....	44
• Northern Cape .....	45
• North West .....	49
• Mpumalanga .....	50
8. <i>Report on Performance Against Objectives</i> .....	51
9. <i>Addendum: Language Rights Violation Complaints Received</i> .....	92
10. <i>Report of the Audit Committee</i> .....	102
11. <i>Report of the Auditor-General</i> .....	105
12. <i>Consolidated Financial Statements</i> .....	112
13. <i>Notes to the Annual Financial Statements</i> .....	125
14. <i>Abbreviations</i> .....	147



## CHAIRPERSON'S REPORT

*Prof Sihawu Ngubane - Chairperson*

This annual report by the Pan South African Language Board (PanSALB) provides a comprehensive overview for the 2009-10 financial year of a constitutional institution that continuously strives to meet its constitutional mandate and obligation.

### **The board**

In the six meetings held during the year under review, the board considered reports from the various sections and units of PanSALB and took decisions on matters relating to policy.

The board also held special meetings on:

- 31 October 2008 to conduct strategic planning
- 26 March 2009 to discuss the suspension of the Chief Executive Officer (CEO) and approve the new Budget allocation for 2009-10.

### **The establishment of the board executive committee (board exco)**

In July 2008, the board elected five of its members (Chairperson, Prof SE Ngubane, Deputy Chairperson Prof ZT Motsa) and three additional members (Dr M Yoyo, Ms MF. Sadiki and Dr MR Maletse) to serve on the executive committee. The task of the executive committee is to facilitate PanSALB functioning between board meetings.

The board exco held one meeting to attend to the issues indicated:

- 26 March 2009: Among other things, to hand over officially to the acting CEO
- look into the process of the CEO's suspension
- additional funding from the Minister of Arts and Culture.

### **Service delivery**

One of the greatest challenges facing PanSALB is the production of relevant terminologies in the African languages in particular. It gives me great pleasure to report that the spelling and orthography rules for the various African languages have been updated and printed and are now available in booklet form.

Whilst we are receiving more linguistic human rights complaints I am however perturbed that these are predominantly from one language group. This clearly demonstrates a lack of awareness about linguistic human rights among speakers of our indigenous languages. We are trying our best, with limited resources, to give special attention this lack of awareness.

### **Administration**

Although we face teething problems regarding non-compliance within the administration, we are working very hard to eradicate them. As a result, on 20 February 2009 the board suspended its CEO, Mrs Ntombenhle Nkosi pending a forensic investigation. The investigation will also look into the allegations of mismanagement that were levelled against her.

The board has since appointed the deputy CEO, Mr Chris Swepu to act as the CEO of the organisation

### **Conclusion**

I wish to thank my fellow board members for providing the necessary political and strategic guidance. I would also like to extend my gratitude to the head of the secretariat and his staff for their commitment to ensuring that PanSALB delivers on its constitutional mandate.

PROFESSOR SIHAWU NGUBANE  
Chairperson



## CHIEF EXECUTIVE OFFICER'S REPORT

Mr Chris Swepu - Acting CEO

It gives me great pleasure to present this 2009-10 Annual Report to the board, and all our people. It is a privilege indeed to give an account to the nation of how far we have come in discharging our constitutional responsibility. During this financial year we experienced growth, but also many challenges.

### Service delivery in dire financial circumstances

From the outset it needs to be said that this annual report reflects that we have been able to discharge of our responsibility whilst faced with dire financial impediments. For the record, PanSALB operates out of 9 Provincial Offices, 13 National Language Bodies, 9 Provincial Language Committees, 11 National Lexicography Units and Focus Areas at Head Office. Our financial resources are spread between these structures for the effective execution of our mandate. In the financial year, we were allocated R 47,451,000; this fell seriously short of what we require to carry out our mandate. Despite this, we maintained our discipline and ensured that we did not go into deficit by using only 97% of the overall allocation. As the organisation's accounting officer I am pleased with the positive spirit and understanding demonstrated by our structures in these financially trying times.

### Unqualified audit opinion

Whereas we were given a disclaimer of opinion in 2007/08, we received an unqualified audit opinion for 2008/09. This is attributable to plenty of hard work. We value this and commit to achieving further improvements.

### Improving working conditions within PanSALB

On previous occasions we reported on our efforts to create a positive working climate in the organisation. In this financial year, we continued implementing the job grading process. The supply chain management unit was restructured completely to meet applicable regulations. We will continue filling vacancies in the

unit in order to comply completely with all relevant legislation. All in all, we are happy to report that our efforts are yielding positive results, as demonstrated by the fact that we lost only five staff members in the financial year under review.

### Improved internal and external communication

Over the past year we improved the manner in which we communicate by introducing a quarterly newsletter that informs all our external stakeholders about our progress. We also have a monthly internal newsletter to ensure that internal stakeholders are kept abreast of developments within their organisation.

### Partnerships with our stakeholders

We continue making progress in interacting with a variety of stakeholders. We were invited to numerous conferences and meetings where we presented issues pertaining to languages. We have maintained our relations with progressive structures such as the:

- **South African Traditional Music Awards (SATMA).**

PanSALB contributed by funding the translation service provided at the awards. Through this, we hope to have achieved lasting recognition of the value of translation services at such major events – this way, participants are encouraged to speak in their mother tongue.

- **Letsema La Tsela Community Research Project (LLT Project):**

PanSALB funded the LLT Project to advance the public exposure of the arts sector, support arts practitioners and increase their commercial viability. PanSALB funded research into appropriate language forming part of the dialogue of scripts.

- **African Languages Association of Southern Africa (Alasa)**

PanSALB contributed to funding the Alasa conference that was held in Swaziland, thus maintaining cordial relations with organisations that also contribute to the advancement of our languages.

- **University of the North West Sub-titling Project**

During the year under review PanSALB entered into a Memorandum of Understanding (MoU) with the University of the North West, which ran short courses in subtitling.

### Challenges

- **Funding**

Funding remains our biggest challenge. With a responsibility that covers 11 official languages and the structures that have been created through the PanSALB Act for delivery, it is difficult to survive on the meagre resources allocated to us. Language work is suffering the most, because structures are unable to put in place meaningful programmes.

- **Lack of a language act**

One of the most challenging impediments to the execution of our mandate is the fact that, as a country, we have not yet adopted a language act. PanSALB hopes that such legislation would place us in a position to enforce compliance. There have been many instances where public institutions did not respond to our queries about linguistic human rights violations. Apart from publishing them in the *Government Gazette*, there isn't much recourse. It is in this context that we will be engaging with government about the enactment of a language act.

### Future plans

- **Fundraising**

Having indicated our financial difficulties and our continued engagement with the Portfolio Committee on Arts and Culture in this regard, we are in the process of devising strategies to raise funds from other like-minded institutions. This may see us appointing an official fundraiser for some of the capital projects that are envisaged.

- **Revamping our strategy**

We have identified the need to revamp our organisational strategy to conform to public sector standards and to the organisation's Medium Term Expenditure Framework (MTEF) allocation. The current strategy was over-costed and not integrated. We are looking at a strategy that will facilitate integrated programming. This will also necessitate a review of how we might interpret and implement our mandate more effectively. During this process, our organisational strategy will come under review. Some hold the view that our structure is too flat for the effective retention of staff.

- **Develop more policies for improved governance**

In an attempt to improve our governance we have embarked on an intensive policy development drive. This has seen us developing and adopting many policies. This drive will continue in the new financial year.

- **Appointment of National Languages Bodies (NLBs) and Board of Directors members (BoD) for National Lexicography Units (NLUs).**

PanSALB relies pretty much on its structure for service delivery. In the coming financial year we will be appointing NLBs. Since the expiry of the previous NLBs' terms in 2007, we have been unable to appoint NLBs due to financial constraints. We will squeeze ourselves in the 2009-10 financial year and appoint these for effective service delivery.

The term of the Board of Directors of NLUs has expired and preparations to appoint the next BoD for NLUs are at an advanced stage.

- **Authentication of FIFA 2010 World Cup football terminology**

We have entered into partnership with the National Language Service of the Department of Arts and Culture to verify and authenticate football terms. We will do this through our NLBs. This project, which the Department initiated, is important for placing our indigenous languages on the world map and improving commentary during the FIFA 2010 World Cup. We have also observed a lack of signage in indigenous languages at our airports; we will continue to interact with the responsible authorities concerning this matter.

- **Better monitoring and case handling**

We are planning to improve our case management systems and further enhance our organisational ability to deal with the volume of cases of linguistic human rights violations that are reported to us daily. We have adopted a more proactive strategy concerning issues of language rights violations. We no longer just wait for complaints, but actively engage stakeholders where we notice such violations.

We are also reviewing our systems for monitoring government departments. We need to produce research reports on the performance of government departments with regards to language matters.

### **Conclusion**

In conclusion, I would like to thank the board members for providing the necessary political and strategic guidance and for a good working relationship with the administration. I also wish to express my gratitude to management for doing their best to ensure that we achieve what we sought to do in the financial year under review. The efforts and resilience of our staff in working towards the attainment of our goals is also greatly appreciated. Many thanks are due to our stakeholders who supported us in difficult times. Without your support we would not be able to discharge our mammoth responsibility to help preserve our languages and ensure that they are used equitably.



Chris Swepu  
Acting CEO

### **PanSALB Executive Management**



**Mr Lovell Sing - Chief Financial Officer**



**Adv Zixolisile Feni - Senior Legal Advisor**

# Board Members



*Prof Sihawukele Ngubane*  
**Chairperson**



*Prof Zodwa Motsa*  
**Deputy Chairperson**



*Adv Mandla Mdludlu*



*Dr Elias Maletle*



*Prof Annelie Lotriet*



*Ms Masindi Sadiki*



*Ms Grace Gumede*



*Ms Pinkie Sobahle*



*Dr Mvula Yoyo*



*Prof Mawatle Mojalefa*



*Mr Bruno Druchen*



# *LEGISLATIVE MANDATE VISION AND MISSION*





## Legislative Mandate

In terms of the Pan South African Language Board (PanSALB) Act, the mandate of PanSALB is derived from the Constitution of the Republic of South Africa (Section 6(5) (a) and (b) of the Constitution of South Africa), the PanSALB Act and the Public Finance Management Act (no.29 of 1999).

### **PanSALB is mandated:**

- (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;
- (d) 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;
- (e) to promote and ensure respect for all other languages commonly used by communities in South Africa;
- (f) to advise on the coordination of language planning in South Africa;

- (g) to facilitate cooperation with language planning agencies outside South Africa;
- (h) to establish provincial language committees and national language bodies to advise it on any language matter affecting a province or a specific language; and
- (i) 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.

PanSALB was established in 1995 in terms of the PanSALB Act 1995, as amended in 1999. The Board was first constituted in 1997.

### **The purpose of PanSALB is to promote multilingualism in south africa by:**

- Creating the conditions for the development of and the equal use of all official languages;
- Fostering respect for and encouraging the use of other languages in the country; and
- Encouraging the best use of the country's linguistic resources, in order to enable South Africans to free themselves from all forms of linguistic discrimination, domination and division and to enable them to exercise appropriate linguistic choices for their own well being as well as for national development.



## Vision, Mission and Values of PanSALB

### PanSALB Vision

**“To promote and create conditions for the development and use of all official languages, the Khoi, Nama and San languages as well as South African Sign Language.”** (Section 6(5) (a) of the Constitution of South Africa)

### PanSALB Mission Statement

**“Promote and ensure respect for all languages commonly used by communities in South Africa.”** (Section 6(5) (b) of the Constitution of South Africa)

### PanSALB Core Values

PanSALB is committed and adhere to the following values: QRHATI

- Quality Driven
- Respect
- Honesty
- Accountability
- Transparency
- Integrity



# *LANGUAGE DEVELOPMENT*



# ADMINISTRATION OF NATIONAL LANGUAGE BODIES (NLBs)

Ms Angelina Netshiheni



## Strategic goal

Actively promote, develop and empower official languages, with more emphasis on previously marginalised languages, the camma Khoe and San languages, and South African Sign Language (SASL), to raise their status to that of lasting and visible symbols at national, provincial and local levels.

## Strategic initiatives

- Facilitate the establishment of new NLBs with full membership compliment as per Board Notice 94 of 2005
- Facilitate funding of NLB meetings and Technical Committee meetings
- Assist in establishing and maintaining strategic partnerships with relevant stakeholders
- Help NLBs identify and implement projects aimed at promoting languages
- Provide administrative support and strategic leadership to NLBs, focus area managers, the CEO's office and the board.

## Highlight of activities

- **Facilitating the establishment of new NLBs with full membership compliment as per Board Notice 94 of 2005.**

Two NLBs (one for Siswati and the other for Tshivenda) that were established in 2007 were inducted between 13 and 15 May 2008, with office bearers being appointed and Technical Committees (Development and Promotion of Literature, Language Standardisation, Terminology Development, Lexicography Development, Language in Education) formed. The two NLBs also identified projects for implementation during the 2008-09 financial year.

During the 2008-09 financial year, funds were allocated to cover one aspect of the establishment of new NLBs (for Sesotho sa Leboa, Sesotho, Setswana, Xitsonga, Afrikaans, English, isiNdebele, isiXhosa, isiZulu and SASL), i.e. the interviewing process. However, the funds were later used to cover expenses incurred during the Standardisation of Terminology Conference of 25 and 26 September 2008; therefore the project could not be implemented.

- **Facilitating NLB meetings and Technical Committee meetings**

For the financial year under review, funding was allocated for each of the NLBs to hold one meeting and/or implement a project. Highlights of projects undertaken by NLBs with the allocated funds are mentioned below:

- **Revision of spelling and orthography rules**

The project was started in 2004. It presented different challenges to the various NLBs, among other things, a lack of research expertise in the field of language standardisation and, in some instances, NLBs being too subjective and defensive of their work (this was evidenced during the consultative processes).

All African Languages NLBs finalised their spelling and orthography rules; 1 000 booklets were printed in each of the nine African languages. The booklets were launched in September 2008 and distributed to stakeholders.

- **Development of terminology**

The 10 NLBs for the languages Sesotho sa Leboa, Sesotho, Setswana, Siswati, Tshivenda, Xitsonga, Afrikaans, isiNdebele, isiXhosa and isiZulu verified and authenticated terminology from Statistics South Africa (Stats SA).

This was the first major project in terminology undertaken by NLBs and presented a learning curve for PanSALB in terms of funding and co-ordination. There were a number of hurdles, but, eventually, the project was successfully completed.

The Sesotho, Setswana, Siswati and isiNdebele NLBs verified and authenticated the *Toponymic Guidelines for Map and Other Editors* (a document from the South African Geographical Names Council):

Below are more projects undertaken by some of the NLBs in addition to the ones already mentioned:

### *Sesotho sa Leboa NLB*

#### **Development of Terminology: Research and Language Development Project**

The Sesotho NLB initiated a project aimed at collecting terminology (through research) on names of *mawa a ditaola*, *dihlare tša go alafa* (different types of medicines), *malwetši* (illnesses, sicknesses, diseases) and months of the year in Sesotho sa Leboa. Mr NS Nkadimeng, a member of the NLB, conducted research on behalf of the NLB and submitted a terminology list with a report. Further research is recommended so that more terms in areas identified by the NLB can be collected. The terms will be submitted to the board in the next financial year for it to consider for publication.

### *Sesotho NLB*

#### **Development and Promotion of Literature**

The NLB established two reading clubs in the Free State: one in Maluti-a-Phofung and another in Senekal (at Tumisang Primary School). They are called Matwabeng Reading Clubs and were launched on 9 March 2009. The founding document of the Reading Clubs will be finalised and submitted to PanSALB early in the new financial year.

### *Setswana NLB*

The NLB participated in a joint meeting of PanSALB structures (the North West Provincial Language Committee, Setswana National Lexicography Unit and the Setswana National Language Body) in the North West Province during which business plans for fundraising were compiled.

### *Siswati NLB*

The NLB compiled a draft research funding proposal titled *An exposition of Siswati culture and language through the voice of Emaswati Legends*, which was considered by the Research and Development Projects Unit and returned to the NLB for finalisation. The purpose of the project is to gather, record, preserve and disseminate information on language and cultural practices of Emaswati. It is envisaged that the findings of this project will contribute immensely to the development of Siswati.

### *Tshivenda NLB*

On 24 July 2008, the NLB conducted a seminar for language practitioners with the purpose of raising awareness of the revised Tshivenda spelling and orthography rules, and research in the areas that still need attention.

The NLB hosted a literary awards ceremony in honour of women who have made an outstanding contribution to the development and promotion of Tshivenda in categories such as writing in the different genres, culture, media, education and the community in general.

On 27 September 2008, the NLB hosted the Tshivenda Pioneer Writers Awards in honour of Dr TM Maumela and Mr ES Madima.

### *Afrikaans NLB*

The Afrikaans NLB continued with the revision of spelling and orthography with a special focus on words that are normally misspelled. The project was completed in January 2009.

### *English NLB*

The NLB edited terminology from the Department of Education's Revised National Curriculum Statement in preparation for a project to be undertaken by PanSALB in co-operation with the Department of Education.

### *isiXhosa NLB*

On 29 August 2008, the NLB hosted an event to celebrate Women in isiXhosa Literature from 1914 to 2008. The aim of the event was to acknowledge the role played by women writers in isiXhosa since 1914.

The NLB participated in round-table discussions that led to the signing of a MoU on how to operationalise matters related to the Language in Education Policy and its review, quality control of isiXhosa, the Mother-tongue-based Bilingual Education pilot, as well as monitoring and evaluation.

### *IsiZulu NLB*

#### **Development of terminology: verification and Authentication of Batho Pele terminology lists**

The NLB verified and authenticated the lists of terms numbered (a) to (g) and verified the lists of terms numbered (h) to (j):

- (a) Education
- (b) Labour
- (c) Health
- (d) Housing
- (e) Independent Electoral Commission
- (f) South African Police Service
- (g) Environmental Affairs and Tourism
- (h) Communication
- (i) Home Affairs
- (j) South African Revenue Service.

For a number of reasons the NLB was not satisfied with the verified lists and therefore referred these back to the compilers for them to be revised. Six of the Batho Pele lists that are still outstanding will be attended to in the new financial year.

#### **Language standardisation**

Apart from the national launch of spelling and orthography rules (hosted by the Board in September 2008), the NLB launched the revised isiZulu spelling and orthography rules in Durban.

#### **Development and promotion of literature**

In addition to the above projects, the NLB had two major achievements during this financial year:

- **Izwi LoMzukazwe (isiZulu Journal)**

The NLB finalised and published *Izwi LoMzukazwe* (isiZulu Journal) that was funded as a pilot project. The Journal was launched in May 2008. The NLB continued gathering ideas on how to improve the Journal so that the next volume might be of better quality in terms of contributions. The NLB would like to develop the Journal into an accredited one.

Shuter and Shooter Publishers were approached with a view to establishing co-operation regarding the publication of the Journal.

- **Launch of literature books**

In 2005, the isiZulu NLB's Literature Committee initiated a project that involved providing creative writing workshops for prison inmates in KwaZulu-Natal. In collaboration with the Usiba Writers' Guild and the Languages Services of the Department of Arts, Culture and Tourism, a series of workshop sessions were held with prospective writers (within established reading clubs formed at the time) at Westville and Waterval Correctional Services. As a result of this exercise, two volumes of work were compiled:

*Umntu Akahlwa* (Short Stories) edited by Ncamisile Makhambeni, Gugulethu Mazibuko and Thokozani Shabalala. *Ziyosulwa Izinyembezi* (poetry) edited by Ntombenhle Majola, Hlengiwe Ngcongco and Danisile Ntuli.

The Department of Correctional Services provided funds for publishing and the books were launched at a function held at Westville Prison on 19 November 2008. The NLB was one of the co-hosts of this event.

### *South African Sign Language (SASL) NLB*

#### **Development of terminology**

The SASL NLB finalised the draft health terminology list (first phase) and produced 50 copies of a master DVD. The terms will be taken through a consultative process (during 2009-10) and, based on the inputs and comments gathered, a final DVD will be made and distributed to stakeholders and the Deaf.

The NLB was represented at the Zwakala Gala Dinner where learners from different schools for the Deaf received awards for best performances in story telling.

#### **Language standardisation**

The NLB verified SASL teaching and learning materials developed by the University of the Free State. The process was challenging for the NLB, because the products were the first of their kind in South Africa and therefore this was the NLB's first experience of undertaking such a task. Recommendations were made which, if implemented by the University in the next editions,

would provide products of better quality for South Africa's Deaf community.

## *Khoe and San NLB*

### **Development of dictionaries (Lexicography)**

The NLB verified the Khoekhoegowab-Afrikaans Dictionary – a PanSALB-funded initiative to translate the Khoekhoegowab-English Dictionary into an Afrikaans-Khoekhoegowab version. The NLB will complete the process in the new financial year (2009-10).

#### **• In Workshops**

In partnership with the Linguistics Human Rights and Mediation section, the NLB hosted a workshop in the Richtersveldt, Northern Cape. The purpose of the workshop was to assist with the interpretation of a land claims court order and settlement granted to the Richtersveldt community. Stakeholders who attended the workshop included communities (covering areas such as Kuboes, Eksteenfontein, Lekkersing, Sandrift and Alexander Bay), Lawyers for Human Rights, the Commission for the Protection of Cultural, Religious and Linguistic Rights (CRL Commission), and local councillors. About 60 delegates attended.

#### **• Language convention**

The Khoe and San NLB members attended the Khoe and San Languages Convention held from 11 to 13 April 2008 by the University of the Free State. During the Convention, it was recommended that the NLB host a conference of stakeholders to discuss and decide on the name for the Khoe and San languages.

The NLB made presentations to the Siyanda District Municipality (in Upington) to raise awareness of the need to develop, promote and create conditions for the usage of the Khoe and San languages in municipalities. At the same meeting, the NLB highlighted the need for stakeholders to participate in key initiatives, which include, among other things, the establishment of a nursery school for N/u children (this is in support of the initiative to revive the language, for which an informal programme has been started).

#### **• Establishing and maintaining strategic partnerships and networks**

Thanks to the co-operation established with

Statistics South Africa (Stats SA) and the South African Geographical Names Council (SAGNC), NLBs verified and authenticated terminology from these two stakeholders. However, some of the NLBs will finalise the verification of the SAGNC document during the next financial year (2009-2010).

A working relationship was established with Deaf TV and an agreement to co-operate on future projects reached. One such project is Zwakala – a project that scouts for creative talent in story telling, poetry and other art forms.

#### **• Assisting NLBs in identifying projects aimed at language promotion and development**

The University of the Free State's project that was aimed at developing SASL materials for educators and learners was completed and it was launched on 25 September 2008.

The Siswati NLB identified the need for a research and language development project and a literature project that are to be implemented during the next financial year.

The Subtitling project initiated during the previous financial year and conducted by the North West University (Vaal campus) was concluded. Eight trainees obtained NQF Level 6 (with 20 points) certificates and 61 trainees received attendance certificates.

#### **• Administrative, strategic and technical support**

Focus area managers within the NLBs' Unit attended NLB meetings and gave technical support during the implementation of different projects as applicable to their respective areas. NLBs that were assisted include those for Tshivenda, Setswana, Siswati, isiNdebele, isiZulu, the Khoe and San languages, and South African Sign Language.



# PROVINCIAL LANGUAGE COMMITTEES (PLCs)

Mr Israel Molosankwe



## Strategic initiatives

- To facilitate improved monitoring and evaluation of language policy implementation
- To provide training for the members of the newly-reconstituted Provincial Language Committees (PLCs) in developing and implementing projects aimed at making the community aware of the benefits of multilingualism
- To advise and guide the Provincial Government and Administration and give increasing effect to the equal status and use of designated official languages
- To monitor the use of designated languages by provincial governments
- To consult, collaborate, establish and maintain strategic partnerships with all relevant stakeholders in order to remain informed of language matters in or affecting a province
- To assist and make recommendations to the Members of the Executive Councils (MECs) responsible for languages, the legislature, and local authorities regarding formulating and implementing language policy
- The annual celebration of events such as International Translation Day and Mother Language Day give increasing effect to the attainment of equal status for official languages
- Multilingual Awards provide incentives to PLC nominees. They increase awareness and promote the previously marginalised languages
- The PLCs are actively promoting the development of previously marginalised indigenous languages through strategic projects aimed at increasing awareness of these languages among the citizens of South Africa

## Highlights of activities

- The PLCs are actively promoting the principle of multilingualism by means of projects aimed at creating awareness of the benefits of multilingualism
- The PLCs are actively establishing strategic partnerships and networks with relevant stakeholders and therefore remain informed of language needs in the provinces
- Improved working relationships with the Department of Education, various municipalities and the Department of Provincial and Local Government have been achieved

## Overall challenges

- Inadequate budget allocation to allow the PLCs to function in terms of Norms and Rules (Board Notice 92 of 2005)
- Politically induced delays in reconstituting the PLCs
- The absence of a Languages Act
- The absence of a comprehensive language audit in various provinces
- The Absence of a Memorandum of Understanding between PanSALB and Provincial Departments of Arts and Culture.

## Future plans

- Fund- raising to augment the funds allocated by PanSALB for the PLCs' activities
- Intensifying the marketing of PLCs through collaboration with the Communication Section
- Establishing the PLCs' chairperson's forum as a think-tank

- Establishing and discussing co-operation agreements between MECs and the CEO of PanSALB
- Ongoing studies, research projects and programmes directed at the:
  - development of previously marginalised indigenous languages
  - promotion of respect for the official languages of the province and their equitable use
  - development of language facilitation services throughout the provinces.



# DEVELOPMENT OF LITERATURE

Mr Lufuno Ndlovu



## Strategic goal

To promote and develop multilingualism through literature, the use of standard and new terminology in all official languages, equal and equitable treatment of all official languages in education and all other spheres; ensuring quality translation and interpreting in African languages; and advising PanSALB.

## Strategic initiatives

- Actualise projects which create a culture of reading and enhance the value of indigenous knowledge systems and indigenous languages
- Provide support to: reading clubs, the prescription and evaluation of books, and skills development among writers
- Initiate and actualise projects that increase enthusiasm for the use of mother-tongue/home-languages
- Create conditions conducive to the promotion of literature in all official languages, as well as the use of South Africa's language resources
- Provide technical support to NLBs' Literature Technical Committees.

## Highlight of activities

- **Launch reading campaigns and establish reading clubs to inculcate a culture of reading in communities**
  - Two reading clubs were formed in the Free State namely; Maluti-a-phofung and Matwabeng

- Certificates were issued as tokens of appreciation to some learners who attend the following former Model C schools based in Gauteng for outstanding performance in reading competitions: Park Town Boys High, Greenside High and Parkview Junior.
- Available branding messages aimed at promoting reading were disseminated to some Provincial Offices and other PanSALB-hosted events.
- **Provide resources for reading clubs, train writers and develop criteria for evaluation and prescription of books**
  - Compiled a list of currently prescribed literature materials being maintained
  - Assisted the Department of Education, through literature experts, in screening their Grade 12 literature books
  - Secured sponsorship and a donation in the form of 150 books from Kalahari and Soul of Africa publishers to support a reading club formed in the Free-State.
- **Initiating and giving support to literary projects**
  - A presentation on the role of women in writing was delivered at an event organised by the Eastern Cape Provincial Office to celebrate isiXhosa women in writing (September 2008)
  - A working document on a project aimed at addressing the poor reading response to African literature in community libraries was drafted. This followed findings and Ekurhuleni Municipality approaching PanSALB.

- **Supporting writers' guilds**

- Effected the amendments and facilitated the adoption of the National Writers' Guild of South Africa's (NAWGSA) constitution on a round-robin basis
- Facilitated two plenary sessions for NAWGSA.



- **Develop criteria for evaluation and prescription of books**

- Updated the guiding template and criteria for the evaluation of books.

- **Providing support to literature technical committees within NLBs, Provincial Language Committee (PLC) structures and other stakeholders**

- Made literary presentations to the writers' festival hosted by the Northern Cape Department of Sports, Arts and Culture
- Gave support and/or made presentations to the following literary functions:
  - isiXhosa Women in Writing Awards hosted by IsiXhosa NLB.
  - Tshivenda Women in Writing Awards hosted by Tshivenda NLB
  - Tshivenda Pioneer Writers' Awards
- Gave the required support and technical advice to a number of events, seminars and meetings organised by the NLBs, Provincial Offices and other stakeholders.



# DEVELOPMENT OF TERMINOLOGY

Dr Marietta Alberts



## Introduction

The *Terminology Development focus area* concentrates on issues regarding the standardisation and modernisation of all official South African languages, the Khoe and San languages and South African Sign Language (SASL) by focusing on the development of the terminology of these languages. The development of terminology will enable these languages to develop into functional languages in all spheres of life.

## Strategic goal

To assist in empowering the official South African languages, the Khoe and San languages, and SASL by providing guidance to PanSALB structures and external bodies on how to develop, modernise and standardise these languages through the development of terminology.

## Strategic initiatives

- Facilitate the revision of spelling and orthography rules and related standardisation issues
- Assist the NLBs' Technical Committees regarding issues affecting various areas of terminology development, modernisation and standardisation
- Liaise with, give guidance to, and train NLBs' Technical Committees and external interested bodies concerning various issues regarding terminology development.

## Highlights of activities

### A. Revision of spelling and orthography rules

#### A.1 Revision of the spelling and orthography rules of the African languages

The Technical Committees: Standardisation of the African Languages National Language Bodies revised and modernised the existing spelling and orthography rules. The revision process went through several consultative phases. The revised spelling and orthography rules of the nine African languages were launched on 25 September 2008 during a gala dinner at Gallagher Estate, Midrand.

#### A.2 Revision of the spelling and orthography rules of Afrikaans

The Technical Committee: Standardisation of the Afrikaans NLB convened twice (September 2008 and January 2009) to finalise the revision of the spelling and orthography rules of Afrikaans. The spelling and orthography rules were rewritten in simplified language and attention was given to a wordlist containing difficult words, neologisms, or words easily or usually misspelled. The revised version of the *Afrikaanse Woordelys en Spelreëls* will be published in 2009.

#### A.3 Development of spelling and orthography rules of the Khoe and San languages

The newly-appointed Khoe and San NLB started with the drafting of spelling and orthography rules for these languages.

#### A.4 Assistance regarding geographical names

The South African Geographical Names Council (SAGNC) requested assistance regarding the correct spelling of geographical names. The members of the various Technical Committees: Standardisation assisted the SAGNC with input on a guidelines document. The NLBs addressed the issue of geographical names in their revised spelling and orthography rules.

## B. Terminology development, modernisation and standardisation

### B1. PanSALB conference on the Standardisation of African Languages Terminology

The PanSALB Conference on the Standardisation of African Languages Terminology was held from 25 to 26 September 2008 at Gallagher Estate, Midrand. All PanSALB structures and various terminology organisations were involved. Various papers were presented, including a paper on Terminology Training. A paper was presented on behalf of the Centre for Legal Terminology in African Languages (CLTAL).

### B2. ISO TC/37 and SABS TC 37

South African Bureau of Standards (SABS) TC 37 is the national ISO TC/37 committee in the field of terminology and other language and content resources and is a mirror committee of the international ISO TC/37. Dr Mariëtta Alberts of PanSALB is the chairperson of SABS TC 37. Three meetings were held during 2008-09. During May 2008, Dr Alberts designed and compiled a brochure and a technical document on SABS TC 37. A successful workshop on copyright issues regarding human language technologies was held on 24 October at the SABS campus, Groenkloof, Pretoria.

The SABS TC 37 team played a valuable role in national and international deliberations on standards dealing with terminology and other language and content resources that had been drafted (i.e. Socioterminology; Terminology Policies), or were under revision (i.e. Terminology Principles and Practice). The team gained valuable experience from the international scene, which it shared with South African stakeholders.

### B.3 Infoterm

At Infoterm's annual general meeting held in August 2008 in Moscow, the head of PanSALB's Terminology Development Unit, Dr Mariëtta Alberts, was re-elected to serve as vice-president of Infoterm's executive board. Infoterm is an international organisation for terminology development.

### B.4 Terminology policies

An international group of terminology experts compiled a strategic United Nations Educational, Scientific and Cultural Organization (UNESCO) document: *Guidelines for Terminology Policies:*

*Formulating and implementing terminology policy in language communities* (UNESCO. Paris, 2005). Dr Mariëtta Alberts was one of the compilers of the guidelines document. The ISO/TC 37 plenary meeting held in August 2007 in Provo, Utah, United States of America (USA), decided that this document should serve as the basis for a standard on terminology policy. Dr Alberts served on the working group that was formed, which holds e-mail discussions on the project. A draft standard was compiled; the standard will be finalised in 2009.

## C. Liaison, guidance and terminology training

### C.1 Verification and authentication of terminology lists

Monolingual or multilingual terminology lists compiled by institutions (i.e. Statistics South Africa and Microsoft SA) were submitted to the Technical Committees (TCs): Terminology Development of the NLBs for verification and authentication. The TC: Terminology attended to terminology during scheduled NLB meetings.

### C.2 Terminology training

#### • PanSALB structures

PanSALB presented terminology training to the Khoe and San, Siswati and Tshivenda NLBs to supply them with background knowledge regarding the principles and practice of terminology work for the verification and authentication of terminology. This is ongoing training and provided to NLB members when needed.

#### • External bodies

PanSALB embarked on a series of training workshops to train any interested body, organisation or individual (language practitioners, students, subject specialists, etc.) in the principles and practice of terminology work. PanSALB is part of a combined UNESCO and TermNet initiative concerning the training of trainers. TermNet, the International Network for Terminology, is an international co-operation forum for companies, universities, institutions and associations that engage in the further development of the global terminology market.

**PanSALB presented papers on issues of terminology to language practitioners on the following occasions:**

- Department of Provincial and Local Government (the dplg) Conference on multilingualism (4 and 5 June 2008, Cape Town) (Terminology development in a multilingual dispensation)
- South African Translators' Institute (Sati) seminar on terminology (11 June 2008, Pretoria)
- International Translation Day Celebrations (Polokwane, Limpopo, 30 September and 1 October 2008; East London, 2 and 3 October 2008; Bloemfontein 7 and 8 October 2008)

**PanSALB presented training in the principles and practice of terminology to language practitioners at the following institutions:**

- Translate.org, Pretoria, 7 April 2008
- Gauteng Legislature, Pretoria, 16 April 2008
- National Parliament, Cape Town, 21 – 24 April 2008
- Department of Arts, Culture, Sport and Recreation, Mpumalanga Government (IsiNdebele language practitioners), KwaMhlanga, 30 May 2008
- IsiXhosa LRDC, NMMU, Port Elizabeth 21 and 22 October 2008.
- Language Services Section, ICMIS, City of Tshwane Metropolitan Municipality, Premos, Pretoria, 3 to 5 December 2008.
- Language Services Unit, GCIS, Pretoria, 9 to 11 December 2008

Keen interest was shown in the workshops and in the presentations. The feedback on the training was very positive with PanSALB receiving requests for follow-up training sessions. Certificates of attendance were presented to trainees.

### **C.3 Liaison with terminology - creating bodies**

PanSALB liaised with a variety of organisations such as the Centre for Political Terminology in Southern Africa (CEPTSA); the Centre for Legal Terminology in African Languages (CLTAL); the Arts and Crafts

Dictionary Project of the Suid-Afrikaanse Akademie vir Wetenskap en Kuns (SAAWK); Prolingua; and the bi-directional Khoekhoegowab–Afrikaans glossary. Members of the TC: Terminology of the Afrikaans NLB verified and authenticated the dictionary and gave feedback to the compilers. The Khoe and San NLB started with the verification and authentication process.

The 13th Annual International Afrilex Conference was held in July 2008 at the University of Stellenbosch. The Afrikaans National Lexicography Unit was the local organiser of the conference. Dr Mariëtta Alberts is a member of the Afrilex board and executive. She presented a paper on translation-oriented terminography in the electronic age. She received a certificate of merit from Afrilex for serving two terms as President of Afrilex, being a founder member, and for academic contributions in the fields of lexicography and terminology.

The Development of Terminology Unit attended Sati's annual general meeting and symposium in June 2008 and presented a paper on terminology development.

### **C.4 E-terminology**

#### **Human Language Technology (HLT)**

PanSALB is taking a keen interest in South African endeavours regarding Human Language Technologies. The development of terminology unit attended the SABS TC 37 workshop on copyright issues on 24 October 2008 at the SABS, Groenkloof, Pretoria.

#### **Microsoft SA Vista language interface packs (LIP)**

Microsoft SA requested that PanSALB and its structures assist with the localisation of languages through the development of LIPs for the Vista platform for five of the official South African languages, namely IsiZulu, Setswana, Afrikaans, Sesotho sa Leboa, and IsiXhosa. The process was finalised and the various builds will be presented to the NLBs for verification and authentication. Microsoft SA has indicated that it will start on the LIPs for the remaining official languages once those for the aforementioned five languages have been completed. PanSALB regards this as another important step towards actualising multilingualism.

# LEXICOGRAPHY

Ms Nomadhlengala Ndabezitha



## Introduction

Section 8(8) of the PanSALB Act, 1995 (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 10-member board of directors (BoD). An Editor-in-Chief of an NLU is an executive BoD member without voting powers. BoD members serve a three-year term. The current BoD members' term of office expired on 21 January 2008, but was temporarily extended every month due to the absence of PanSALB's Board, which appoints them.

Via its Lexicography Development focus area PanSALB manages the activities of the NLUs by monitoring progress regarding dictionary production and by rendering technical support.

## Strategic goal

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

## Strategic initiatives

During under the year review, the strategic initiatives of this focus area were:

- Capacity building in terms of training staff in strategic planning, financial management and compiling audited financial statements that comply with Generally Accepted Accounting Principles (GAAP)
- Strengthening the NLUs' IT systems and fostering co-operative lexicography

- Facilitating communication across all languages
- Assisting the NLUs' staff in accelerating dictionary production and other products that could generate income for the Units in the near future.

## • Training of staff

From 7 to 11 April 2008, the Dictionary of South African English (DSAE) Unit's staff members were trained to use TshwaneLex, a South African origin program of choice for dictionary compilation. The aim was to transfer excellent and relevant dictionary compilation skills to the whole staff complement of the DSAE. This exercise added value to the expertise of the DSAE staff members and facilitated their productivity.

## • International relations

From 22 to 29 April 2008, the national manager of the NLUs attended the African Languages' Teachers' Association (Alta) Conference held at the University of Madison in the State of Madison, United States of America (USA). The focus was on elevating the status of commonly spoken African languages globally. As a state organ tasked with the development and promotion of indigenous African languages, PanSALB had to demonstrate the importance of these languages and their use especially in compiling dictionaries of multiple African languages. The stakeholders involved were linguists from most African countries, for example Swaziland, Zimbabwe, Tanzania, Zambia as well as representatives from American States. South Africa alone was represented by 14 linguists from different provinces. The value of this conference was that amongst the resolutions taken was a pronouncement and commitment by the USA to fund the most commonly spoken languages in future when their budget permits.



### • Capacity building of NLU

From 15 to 16 July 2008, the managers of the NLUs and the Es-i-CS attended the first quarterly meeting of 2008-09 at the Burgers' Park Hotel. The focus was on monitoring and evaluating the progress of each NLU and advising where necessary. It became clear that coaching regarding compliance with Treasury Regulations and formats needed to be re-enforced. A session regarding this was added as an extension to the agendas.

### • NLUs' annual general meetings (AGM)

On 31 July 2008, the manager of the NLUs attended the Silulu SeSiswati AGM in Nelspruit. They were joined by most Siswati community members from South Africa and the Kingdom of Swaziland (SD) who are NLU stakeholders. Issues pertinent to the global development of Siswati, with specific reference to dictionary compilation and production, were discussed. Those from SD gave inputs concerning the United Kingdom (UK) since they have direct dealings with Maskew Miller Longman. The positive outcome of this AGM was the attainment of Linguistic Co-operation without Borders (LCWB).

### • Action Plan on Auditor-General's comments

On 1 August 2008, the manager for NLUs and Chief Financial Officer (CFO) held an urgent follow-up corrective measures' meeting with the chairperson of Silulu SeSiswati and staff members regarding auditors' comments on the audited financial report of 2007-08. The purpose of the meeting was to advise the chairperson and staff how to comply with points mentioned by the auditors. The issue of an auditor's opinion on the NLUs' income and expenditure was also stressed. Consequently, participants were better informed regarding compliance with Treasury Regulations and Generally Accepted Accounting Principles (GAAP).

### • Workshops and events

From 11 to 14 September 2008, the manager for NLUs monitored and advised a Bilingual Plenary Workshop initiated by the Isikhungo Sesichazamazwi SesiZulu (ISS) NLU at the Elangeni Hotel in Durban, KwaZulu-Natal (KZN). The meeting focused on laying a solid foundation regarding the compilation of a bilingual Zulu-English dictionary. Retired isiZulu

experts who were drawn in added plenty of linguistic value to the plenary session.

On 17 October 2008, the manager for NLUs attended a celebration of International Translation Day at Pietermaritzburg, KZN. The focus/aim of the celebration was on raising awareness of professional translation and interpreting processes among language practitioners, lexicographers and the public. Lexicographers got to interact with translators.

On 19 November 2008, the manager attended the Westville Prison Celebration Day in Durban, KZN. The focus was on rewarding and motivating inmates for participating in the linguistic world. Language professionals from diverse disciplines interacted with inmates and prison employees. The participants had an opportunity to understand, appreciate and value behavioural patterns found in prison. On the other hand, the inmates expressed a feeling of worth, which had boosted their morale.

From 30 November to 5 December 2008, the manager for NLUs finalised the monitoring of a Bilingual Final Plenary Workshop with the Isikhungo Sesichazamazwi SesiZulu (ISS) at the Elangeni Hotel in Durban, KZN.

In the spirit of co-operative lexicography, Silulu SesiSwati lexicographers also attended the workshop. The focus was on projecting the typesetting of the proposed bilingual dictionary. The discussions were mutually beneficial.

# LANGUAGE IN EDUCATION

Ms Julia Mathibela



## Purpose and objectives

In the period under review, the Language in Education focus area's objective was to identify mechanisms that would create conditions in which the previously marginalised languages could be actively developed and promoted at all levels of education.

## Strategic goals

The broad strategic goals were to:

- raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships
- focus on language in education, with an emphasis on enabling mainstream economic access to previously disadvantaged language groups
- introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy development and monitoring
- influence, promote and enforce multilingualism in all of society.

## Strategic initiatives (objectives)

The objectives of the focus area were to:

- establish and maintain strategic partnerships and networks with the national and provincial departments of education, government departments and other bodies dealing with language-in-education issues
- identify strategic projects for the development of marginalised languages
- create a climate conducive to the advancement of the Language in Education and the Higher Education Policies in the provinces
- create conditions conducive to the

Language in Education policy and multilingualism being able to thrive and for its implementation to be monitored

- identify mechanisms to promote all languages
- provide technical support to the nine Provincial Language Committees (PLCs), the NLBs and the board

## Highlights of activities/Outputs

### A. Establish and maintain strategic partnerships and networks with the national and provincial departments of education, government departments and other bodies dealing with language-in-education issues

#### Co-operation with the national Department of Education

##### • Translation of Subject Assessment Guidelines and the Learning Programmes for Grade 10-12.

In the year under review, PanSALB embarked on a project with the National Department of Education regarding the Translation of Subject Assessment Guidelines and the Learning Programmes for Grade 10-12.

The expertise of both the PanSALB NLBs, the Language in Education and the Terminology Technical Committees were utilised in the implementation and authentication of the project.

##### • Monitoring the implementation of the Language in Education policy

The Language in Education focus area delivered a presentation in a meeting organised by the Board and held on 4 December 2008 with the Minister of

- **Monitoring the implementation of the Language in Education policy**

The Language in Education focus area delivered a presentation in a meeting organised by the board and held on 4 December 2008 with the then Minister of Education, Mrs Naledi Pandor. The purpose of the meeting was to discuss issues pertaining to the implementation and monitoring of the Language in Education policy as it relates to the promotion of previously marginalised languages in education. Both parties agreed to maintain the effective relationship that exists between them, and work together to create conditions for the development and promotion of the previously marginalised languages by organising a joint conference.

- **Advising the Minister of Education on the implementation of Home Language as Language of Learning and Teaching (LoLT) in the Foundation Phase**

The Language in Education focus manager was appointed by the then Minister of Education to serve on the Language of Learning and Teaching Ministerial Advisory Committee, and was entrusted with the responsibility of advising the Minister on the challenges facing the Department in implementing the home language as the LoLT in the Foundation Phase project.

- **Strengthened co-operation with UNESCO Commission of South Africa**

The co-operation established with the UNESCO Commission of South Africa was fortified by the Language in Education focus area's participation in activities culminating in the 2008 Year of Language celebrations and the ultimate submission of a report requested by UNESCO. PanSALB also played an important advisory role in terms of providing advice on the official languages needed in the translation of the Universal Declaration of Human Rights.

#### **A.2 Stronger co-operation with provincial departments of education**

- **North West Department of Education**

PanSALB made a presentation on 10 July 2008 to the then MEC of Education, Mr Tselapedi, regarding important PanSALB Language in Education activities in the province.

Various language issues were discussed to ensure language development in schools. The established co-operation of all provincial stakeholders would ensure the effective implementation of the pilot school language translation project spearheaded by Prof Verhoef of North West University.

- **KwaZulu-Natal (KZN) Department of Education**

In a meeting held on 9 and 10 April 2008, the focus area provided technical support to KZN's PLC regarding comments on, and recommendations regarding, the draft KZN Department of Education Language Policy before its approval and publication.

#### **Stronger co-operation with publishers, the National Library and Education Library Information Science (Elis)**

Co-operation was further strengthened through the Language in Education focus area's participation in Dr Kenneth Kaunda District School Library Multimedia Services' celebration of literacy month and the launch of the District Teacher Library awards and reading and writing clubs.

#### **B. Create a climate conducive to the thriving of the language being addressed by education policies**

- **Parent Involvement workshop**

Through co-operation with the Mpumalanga Department of Education's Libangeni District Office and liaison with the Provincial Office, the Language in Education focus area organised a Parent Involvement workshop that was held from 26 to 28 August 2008 at Vaalbank.

The workshop targeted parents and School Governing Body (SGB) members from 32 schools. The awareness-creation effort was extended to parents of Deaf learners. The objective was to promote the value of isiNdebele among parents, to encourage learners to choose isiNdebele as a home language and a medium of instruction, and, finally, to establish co-operation with Mpumalanga's Department of Education. The objective was reached and parents were inspired; they requested further assistance in the form of a follow-up workshop.

### C. Create a climate conducive to the advancement of the Language in Education policy and multi-lingualism

Through multilingual projects, the Language in Education focus area ensures the professional development of parents, educators and learners.

#### • The Career Exhibition project

The multilingual career exhibitions implemented by the focus area afford learners an opportunity to source information from experts in their fields regarding various language-related careers, thus promoting previously marginalised languages in the process.

During the year under review, two career exhibitions were held. The first one was held on 16 May 2008 at Ivory Park, in Midrand Metropolitan Region A, in Gauteng. The second one was held on 6 March 2009 at Kwa-Phaahla stadium, Siyabuswa, in the JS Moroka Municipality in Mpumalanga.

Regarding this project, financial resources are a limiting factor. 45 schools were expected to attend, but only 25 did so. Six Districts participated, namely Siyabuswa, Weltevrede, Libangeni, Marapyane, Nokaneng and Mametlake.

#### • The Creative Writing project

The objective of the Creative Writing project is to influence and facilitate the development of

multilingual material through creative writing workshops targeting educators and learners in the promotion of indigenous languages. Books written in Sesotho, Setswana and isiXhosa were launched.

The highlight of the project was the launch of multilingual books, the recognition given to the Top African Language Achievers and the launch of the bursary scheme. 12 illustrated childrens' stories, 24 stand-alone books, three anthologies in isiXhosa, Sesotho and Setswana, as well as one anthology of stories, were launched.

### D. Identify mechanisms to promote all languages

#### • The UNESCO International Mother Language Day celebration, 21 February

Through co-operation with the UNESCO Commission of South Africa, PanSALB has celebrated this annual event since 2005. Through it, PanSALB aims to promote the recognition given to, and use of, the world's mother languages, particularly minority languages. It further aims to promote cultural diversity and the use of home languages in all levels of education.

To mark this important annual event, celebrations are organised throughout the country. The Provincial Offices organised celebrations that culminated in the national celebrations. The 2009 celebrations are reflected in the table below:

**Table 1**

Province	City/Town	Venue	Date
Gauteng	Johannesburg	Johannesburg School for Girls	18 February 2009
Northern Cape	Kimberley	Warrenton, Pampierstad and Jan Kempdorp	18-19 February 2009
Mpumalanga	White River	Bushbuckridge	19 February 2009
North West	Brits	Losperfontein Correctional Services	19 February 2009
Eastern Cape	Willowdale	Mbhashe Municipality	20 February 2009
Limpopo	Polokwane	Polokwane City Library	23-26 February 2009
Free State	Bloemfontein	Bloem Spa	27 February 2009
Western Cape	Cape Town	Worcester	27 February 2009

# LINGUISTIC HUMAN RIGHTS AND MEDIATION

Adv Zixolisile Feni



## Highlights of activities/Outputs

### Strategic objective

To develop an operational model that enhances PanSALB's effectiveness.

### Strategic initiatives

- **Alignment of PanSALB Act with the Public Service Act and Public Finance Management Act (PFMA)**

The unit sought to align the PanSALB Act and its Regulations with the PFMA. An analysis of all the prescribed legislation revealed there was no conflict between these legislative prescripts.

- **Proposed amendments to the PanSALB Act**

Proposed amendments to regulations have been completed and proposed amendments to the Act are still outstanding.

- **Ensure that there is a fully operational and proper Case Management System.**

A First Referral Form and Case Report Form were developed. They will be branded in the corporate colours of PanSALB. Once the IT section has created a shared folder, the documents will be saved there to improve organisational efficiency in dealing with cases. It will also make it easy to track progress with regards to reported cases.

### Strategic objective

To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.

### Strategic initiative

- **Community – Community Language Project**

The target was to have an impact in each province by dealing with at least one major case per province. Awareness campaigns were conducted in two provinces, but because of financial constraints these could not be held in other provinces. Because of financial constraints we could not hold a single road show for the board.

### Linguistic Human Rights Cases

Please refer to the Addendum: Details of language Rights Violation complaints received by PanSALB during the reporting period on page 93.

# *CORPORATE AFFAIRS AND ADMINISTRATION*



# FINANCE

Mr Vukile Mbilini



## Strategic goals

The purpose of this section is to render economic, transparent, efficient and effective financial management and administrative support within PanSALB.

## Key performance areas and achievements

### 1. Overseeing all PanSALB financial management functions

### 2. Managing the bank account

PanSALB's banker is ABSA in Brooklyn, Pretoria. The finance section negotiated a better interest rate with ABSA, and the extra interest earned was used to finance the Terminology Conference held on 25 and 26 September 2008.

As indicated in the human resources report, the finance unit was bolstered by the appointment of an Assistant Director: Finance and the two accounts clerks. This has allowed a separation of responsibilities within the unit.

### 3. Developing budgets and monitoring expenditure.

#### • Submission of Medium Term Expenditure Framework (MTEF)

The MTEF was prepared and submitted to the National Treasury on 25 July 2008. The Estimate of National Expenditure (ENE) was submitted to the National Treasury on 4 November 2008.

#### • Development of Budget

The unit was instrumental in the development of the budget for the financial year. The budget was endorsed by the executive management of the organisation and subsequently adopted by the board. The total budget for the organisation was R47, 451,000; 97% of the allocated funds were spent.

#### 4. Establishing systems, procedures, policies and processes that will ensure PanSALB's compliance with the PFMA Act (1999), Treasury Regulations and Good Corporate Governance.

#### • The Audit Committee

The finance unit rendered secretarial support to the audit committee. The main task of the audit committee, which is established in terms of sections 76 and 77 of the PFMA of 1999, is to improve management by overseeing audit functions, internal controls and financial reporting processes. In order to create an enabling environment for the audit committee, an audit committee charter was revised and approved by the Auditor-General on 30 March 2009. It is used as a working document.

#### • Internal Auditors

PanSALB outsourced the functions of the internal auditors to an external auditing firm, Lloyd Viljoen, PWC has been appointed as the new Internal Auditors for the next 3 years.

### • Risk assessment and management

A risk management and fraud prevention plan was drawn up. All PanSALB structures participated and a report was submitted to management for implementation. The Board did not attend the session as it was appointed on 10 June 2008. The risk report was tabled at the first Board meeting held on 18 July 2008 for implementation. The Board approved the risk report in principle, but it could not be implemented owing to the need for the establishment of a risk committee. The report will be used by the Board and managers to control and monitor risk within PanSALB operations.

### • Grant from the Department of Arts and Culture

The finance unit negotiated with the Department of Arts and Culture to receive grants quarterly instead of monthly so that PanSALB could earn more interest on the funds.

### • Audits

Internal audits were conducted in September 2008 and in March 2009, and an interim audit was conducted by the Auditor-General in January 2009. Findings from the internal and external auditors were addressed.

### • Payment of liabilities

Medical aid, South African Revenue Service (SARS), Unemployment Insurance Fund, Provident Fund, and Garnishee Orders payments were made on time and debtors controlled. A Sars reconciliation was submitted on the due date. Cash-flow was also managed. Finance and operating leases were

controlled in terms of Treasury Regulations. Investments were managed against interest rate risk.

### • Electronic Funds Transfer (EFT)

EFTs 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.

### • Support to the Board

Data on the remuneration of board members was updated in accordance with National Treasury Stipulations.





# SUPPLY CHAIN MANAGEMENT

Mr Enoch Nkwe



## Strategic goals

To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnership.

## Strategic objective

Ensuring that all PanSALB's assets at head office and all nine provincial offices are properly managed and controlled.

### • Stock-taking

Stock-taking was done twice in all nine provincial offices and head office. The process of stock-taking includes checking redundant stock, the utilisation of assets, security and the movement of assets between offices. Stock taking reports were submitted to the executive management.

### • New furniture and equipment

PanSALB planned to equip six of its provincial offices with boardroom furniture. This was only done in four provinces because their offices are to be reallocated due to limited office space. All provincial offices, as well as the head office, received portable projectors as working tools with which to enhance their work. All these assets were bar-coded and the asset register was updated.

### • Renewal of switchboard lease agreements

Our switchboards were subject to lease agreements that ended in October 2008. Appropriate processes were followed to renew the contracts in all nine provincial offices and at head office.

### • Purchasing pool vehicles

The outstanding purchasing of pool vehicles for the Gauteng, Eastern Cape, Western Cape and Free State provinces was not done due to funds being limited.



# HUMAN RESOURCES MANAGEMENT

Mr Piet Thokwana



## Introduction

The management of human capital within PanSALB is supported by the human resources management (HRM) unit, which is part of the corporate services cluster. It is the HRM's task to develop a strategic and coherent approach to the management of the organisation's most valued assets – the workers, who, individually and collectively, help to achieve the board's objectives. HRM also plays a key role in risk reduction within the organisation, which includes proper compliance with relevant HR-related legislation and regulations.

Whilst the goal of HRM is to help an organisation to meet strategic goals by attracting and retaining employees and also managing them effectively, it is critical that an organisation's HRM approach seek to ensure a fit between the management of employees, the overall strategic direction, and relevant legislation.

## Policy development.

In our last report we gave an undertaking to engage in a vigorous policy-development process throughout the organisation. The development of HR policies formed the cornerstone of this process. This strategic decision intended to provide a firm foundation for the streamlining of HR processes. We have succeeded in putting in place policies and procedures for HRM that provide guidance to our staff, management and all relevant stakeholders. We have finalised a HR Plan as a blueprint for this new approach.

After lengthy internal consultation, the following were finalised:

- Overtime policy
- Job evaluation policy
- Bursary policy
- Employee Performance Management and

- Development System policy
- Funeral and Bereavement policy
- Recruitment and Selection policy
- Human Resources Development policy
- Internship policy.

## Staff complement

PanSALB currently has a staff complement of 66 permanent employees and 10 contract employees. This means that the staff complement has grown by 33%. Table 2 provides a breakdown of the number of employees in the establishment.



**Table 2**

Permanent staff					v/s	Contract staff				
African	White	Asian	Coloured	Total	Gender	African	White	Asian	Coloured	Total
38	1	0	0	<b>39</b>	<b>F</b>	9	0	0	0	<b>9</b>
26	0	1	0	<b>27</b>	<b>M</b>	1	0	0	0	<b>1</b>
Total				<b>66</b>						<b>10</b>
<b>Grand Total</b>										<b>76</b>

**Table 3**

Age profile: PanSALB	
Age Range	No. of staff
20 – 30	20
31 – 40	30
41 – 50	17
51 – 54	1
55 – above	8
<b>Total</b>	<b>76</b>

**Job evaluation**

In creating stability in the organisation and in an attempt to retain staff, the job evaluation process that was undertaken in the previous year was extended to those colleagues whose grading was still outstanding. This was done according to the prescripts of the Public Service Regulations. The Equate Job Evaluation System was used to determine salary levels for posts within the organisation.

Table 4 – Profile of employees whose salary positions were upgraded due to their posts being upgraded in 2008-09.

**Table 4**

Salary bands	Numbers of posts	Number of jobs evaluated	Number of posts upgraded	Level of posts upgraded
Skilled (level 3-5)	3	3	3	4 and 5
Highly skilled production (level 6-8)	5	5	5	7 and 8
Highly skilled supervision (level 6-8)	5	5	5	12
Senior management (level 13-16)	2	2	2	13
<b>Total</b>	<b>15</b>			

### Resignations

During the year under review PanSALB lost seven valuable staff members to other departments and the private sector. The Table 5 provides data on the persons who resigned and the levels at which they were employed at PanSALB.

**Table 5**

Resignations 2008/09						
Post Level	Occupation	Name	Gender	Resignation Date	Nature of Post	No
12	Provincial Manager - Western Cape	Mr JT Dantile	Male	01 Apr.'08	Permanent	1
11	ASD: Translation and Interpreting	Mr JN Engelbrecht	Male	01 Apr.'08	Permanent	1
8	Senior Communications Officer	Ms L Loliwe	Female	01 Apr.'08	Permanent	1
3	Asset Clerk	Mr LJ Matshele	Male	28 Jun.'08	Contract	1
7	Communications Officer	Ms RP Tshwagong	Female	25 July '08	Permanent	1
8	Snr Lang Practitioner - Gauteng	Ms TD Mmotsa	Female	17 Oct.'08	Permanent	1
8	Accountant	Ms RR Nekhubvi	Female	30 Jan.'09	Permanent	1
					TOTAL	7

## Staff appointments in 2008-09

PanSALB undertook a vigorous recruitment drive to fill the vacancies resulting from staff leaving the organisation. This is part of our continued efforts to ensure that we have the necessary human capital to deliver on our mandate. The table below (Table 6) indicates the positions filled in the 2008-09 financial year

**Table 6**

Post level	Occupation	Name	Gender	Date of appointment	Nature of appointment
8	Senior Language Practitioner- Language in Education	Mr CL Mphela	Male	01 Apr.'08	Permanent
3	Provincial Secretary North West -	Ms KB Maleme	Female	01 Apr.'08	Permanent
3	Provincial Secretary - Northern Cape	Ms A Williams	Female	01 Apr.'08	Permanent
7	Human Resource Administrator	Mr BM Mahlangu	Male	01 Apr.'08	Permanent
7	Personal Assistant to the Deputy Chief Executive Officer	Ms LB Nxiweni	Female	01 Apr.'08	Permanent
4	Switchboard Operator	Ms L Cindi	Female	23 Apr.'08	Permanent
6	Accounting Clerk	Ms N Lekhu	Female	02 May '08	Permanent
6	Accounting Clerk	Mr F Chauke	Male	02 May '08	Permanent
5	Personal Assistant to the Chief Financial Officer	Ms DC Tladi	Female	05 May '08	Permanent
3	Provincial Secretary - Mpumalanga	Ms NR Mthombeni	Female	05 May '08	Permanent
8	Senior Language Practitioner - Mpumalanga	Ms E Mahlangu	Female	05 May '08	Permanent
12	Provincial Manager - Western Cape	Dr Mali	Female	01 Jun.'08	Permanent
8	Senior Language Practitioner	Mr ME Nmutamvuni	Male	01 Jul.'08	Permanent
13	Senior Legal Advisor	Mr Z Feni	Male	02 Jul.'08	Permanent
4	Administration Clerk	Ms ME Gumbi	Female	14 Jul.'08	Contract
8	Senior Language Practitioner	Mr H Robinson	Male	14 Oct.'08	Permanent
7	Communication Officer	Ms N Huluhulu	Female	01 Dec.'08	Permanent
10	Information Technology Administrator	Mr TM Malotsha	Male	01 Dec.'08	Permanent
8	Senior Communication Officer	Mr SM Mabasa	Male	01 Dec.'08	Permanent
10	Assistant Director: Performance Management	Ms DL	Female	08 Dec.'08	Permanent
10	Assistant Director: Financial Management	Ms L Mini	Female	05 Jan.'09	Permanent
10	Assistant Director : Graphic & Web Design	Ms MH Ngwana	Female	05 Jan.'09	Permanent
<b>TOTAL</b>					<b>22</b>

# COMMUNICATION AND MARKETING

Mr Sibusiso Nkosi



## Introduction

The purpose of this unit is to promote two-way communication between PanSALB and its various publics by applying sophisticated, multifaceted communication techniques in its work, which includes media relations, events management, external and internal communication, publications and marketing.

## Strategic goals

- To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate, backed by co-operative governance and partnership
- To influence, promote and enforce multilingualism in all organs of society.

## Strategic objectives

- To develop proper procedures and policies, so that the unit is able to offer integrated communication, media relations, events management and marketing support to the board, PanSALB staff and its structures
- To market PanSALB by re-engineering its brand through the development of a new corporate identity manual
- To develop procedures and systems aimed at establishing and maintaining strategic partnerships with stakeholders
- To develop public awareness, information and education campaigns aimed at promoting and enforcing multilingualism in South Africa
- To increase the visibility of PanSALB and its programmes through media relations initiatives
- To incorporate Information Technology (IT) within the unit and develop a master systems plan.

## • Strategy and policy formulation

A review of all communication policies culminated in

draft policies being drawn up for the following: internal and external communication; media liaison; events management; and stakeholder relations. These policies are expected to be adopted soon.

## • Corporate image and corporate identity

Changing business realities need to be reflected in PanSALB's image – one of its most valuable corporate resources – through the evolution of its logo. When an organisation changes elements of its image, it is critical that such changes are introduced efficiently and professionally and that the ultimate results reflect management's new or desired image. The Corporate Identity Manual was approved and adopted by the new board on 17 July 2008 and subsequently launched on 25 September 2008. Implementation is under way.

## • Website

PanSALB's website was revamped and updated a number of times in the year under review, to increase its effectiveness as a valuable interactive source of information. The website publishes extensive lists of documents, reports and general information on the workings of PanSALB. The employment of an in-house web and graphic designer ensured that these functions are performed internally.

## • Publications

The design and production of a range of publications is most important to PanSALB. In the year under review the following publications were produced: calendars, diaries, season's greeting cards, the annual report and newsletter. The annual report is the most important document PanSALB publishes each year. Not only is it a statutory document, but also a marketing tool pitched at a wide variety of audiences.

produced: calendars, diaries, season's greeting cards, the annual report and newsletters. The annual report is the most important document PanSALB publishes each year. Not only is it a statutory document, but also a marketing tool pitched at a wide variety of audiences.

The various publications were distributed to PanSALB's strategic partners, which include state libraries, national and provincial government departments, and universities.

#### • Event management and campaigns

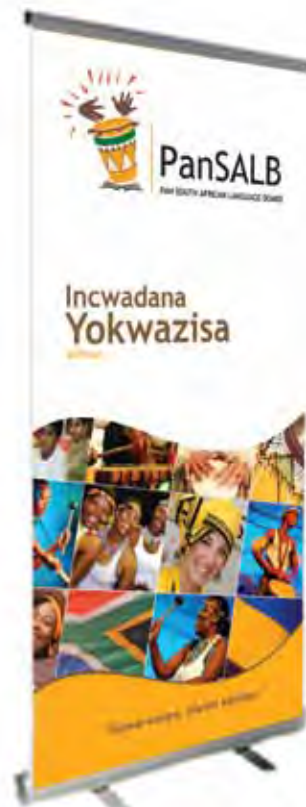
The aim of special events and campaigns is to improve communication with target publics in order to achieve one or a combination of the following: raised awareness, publicity, and promotion of the organisation's role in the community, among other things. With this aim in mind, Communication and Marketing hosted the PanSALB Multilingualism Awards and attended a number of other events where it was invited to exhibit. The PanSALB Multilingualism Awards ceremony was held at the Sandton Convention Centre on Human Rights Day, 21 March 2009. The awards encourage language activism and reward excellence in the pursuit of language equity.

#### • Media relations

South Africa has a highly complex media industry consisting of, among others, six television stations, 23 radio stations, some 200 newspapers and 300 consumer magazines and over 500 trade and professional publications. Therefore, it is very important to establish an effective relationship with the media, and constantly nurture. In the year under review, the print media, followed by radio, the electronic media and television, were effectively used to promote the board's programmes and projects. Most of the interventions involved proactive steps by the unit and took the form of press statements. The unit co-ordinated interviews with key PanSALB role players, namely the chief executive officer, programme managers and provincial managers.

It can be safely concluded that the year under review has generally been a good one in terms of media coverage of the board.

PanSALB has enlisted the services of a media monitor to provide us with all stories related to language and our own coverage in the media. Monthly reports are produced and shared internally. We enjoyed good media coverage in the year under review.



## INFORMATION TECHNOLOGY

### Highlights of achievements

- **IT infrastructure upgrade**

During the year under review, PanSALB, through its IT partner, Business Connexion (BCX), produced a Master Systems Plan (MSP) and achieved much-needed stability within the IT environment.

- **Improving efficiency in the IT section**

An IT Administrator was appointed to assist with immediate challenges and to liaise with our IT partner. This generally proved to be a wise move as PanSALB is now more efficient and IT support is provided on time.





# *PROVINCIAL OFFICES*



## FREE STATE

Mr Vusumzi Ntlakana



### Strategic initiatives

- Ensure promotion, implementation and monitoring of multilingualism and use of the official languages in the Free State
- Advise on, and assist with, the development of language policies at local government level
- Celebrate important calendar events for the promotion of marginalised languages
- Forge partnerships, and secure the co-operation of, and collaboration with, organs of state, the private sector and other bodies concerning the development and promotion of languages.

### Highlights of activities

#### • International Translation Day

International Translation Day was hosted on 26 September 2008 in Bethlehem. 80 councillors and municipal officials in the Thabo Mofutsanyana District were made aware of the importance of having language policies in their respective municipalities.

#### • Workshop on Language Policy

A survey report on the existence and implementation of a language policy in the 11 Free State Provincial Government Departments (FSPG) was produced. A workshop for 11 communication officers, one from each department, was held in Bloemfontein to announce the results of the survey. They were assisted with strategies to implement the FSPG draft language policy.

#### • Launch of Reading Clubs

The Maluti-a-Phofung Reading Club was launched in Harrismith, isiZulu was promoted and the participation of 11 libraries in the Thabo

Mofutsanyana District was achieved.

The office also helped the Sesotho National Language Body (NLB) launch the Matwabeng Reading Club in Senekal, Free State. The promotion of Sesotho was achieved and a local library and 12 local schools participated.

#### • Promotion of the Khoe and San languages

The office hosted the Khoe-San book donation ceremony in Heidedal, Bloemfontein, in partnership with the Institute for Justice and Reconciliation. The promotion of the Khoe-San languages was achieved in the area. Representatives from four secondary local schools and a local library participated and received books.

The office also funded a Khoe-San Early Learning Centre in Heidedal, Bloemfontein, to enable it to acquire learning material. Khoe-San learning material to the value of R60 000 was purchased. The Khoe-San language was promoted in the community.

#### • Celebration of International Mother Language Day

UNESCO International Mother Language Day celebrations were hosted in Bloemfontein and awards presented to six language educators and six learners in the Free State and by making the public aware of the value of school language policies and the value of mother-tongue education.

## KWAZULU-NATAL

Mr Jabulani Simelane



### Strategic initiatives

To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnership.

- Government department outreach campaign
- Celebrated International Translation Day

To advise the MEC responsible for languages on language matters in KwaZulu Natal (KZN), as well as any other/existing legislation, practice and policy dealing directly/indirectly with language-related matters

In an attempt to further the promotion of language policies and to advise the MEC, the KZN Provincial Language Committee (PLC) held several planning meetings.

The first official meeting was on 9 and 10 April 2008, the second was on 18 and 19 June 2008 and the third was on 11 and 12 September 2008. These meetings were of a strategic nature, in the sense that the PLC outlined its interventions in the province.

To introduce enforcement and monitoring of language policy development and implementation

#### • Municipalities outreach campaign

PanSALB's plan in KZN was to reach 60 municipalities through a multilingualism outreach campaign. We promoted and monitored only 14 municipalities. The following municipalities were visited:

**uGu** District Municipality; **uMuziwantu** Local Municipality; **Hibiscus** Local Municipality; **KwaSani** Local Municipality; **uMngeni** Local Municipality; **uMgungundlovu** District Municipality; **Mandeni**

Local Municipality; **uMnambithi** Local Municipality; **Okhahlamba** Local Municipality; **Nquthu** Local Municipality; **uMzinyathi** District Municipality; **Mtubatuba** Local Municipality; **uLundi** Local Municipality; and, **uMhlathuze** Local Municipality.

We distributed guidelines for language planning and policy development, and on KZN's language policy and national language policy framework that will enable them to develop their own policies.

#### • Celebration of International Translation Day

International Translation Day was celebrated on 17 October 2008 at the University of KwaZulu-Natal (Pietermaritzburg Campus). Approximately 400 people attended. Prominent figures were also present, namely the HoD Arts, Culture and Tourism, the Mayor of uMgungundlovu, the head of the school of isiZulu at the University of Kwazulu-Natal, and PanSALB's CEO. Through this event PanSALB managed to sensitise communities about the importance of translation services in the provision of access to information. Due to a shortage of funds, we encountered several problems such as a shortage of promotional material, and human resources to assist with the event.

## WESTERN CAPE

Dr Nomfundo Mali



### Strategic initiatives

- Ensure the implementation of PanSALB's objectives of developing, promoting and monitoring multilingualism at provincial and local levels
- Monitoring the implementation of language policy at provincial and local levels
- Celebrating important calendar events in the promotion of marginalised languages.

### Highlights of activities

#### • Book-club project

Metrorail, the Centre for the Book, Nasou via Afrika, Coca Cola and the media were among the organisations that got involved in the Book-club project. A book club was established and officially launched in September 2008. The initiative and the launch received massive media coverage; the Daily Sun and City Vision repeatedly published articles about the book club. A meeting was held with Christo van der Rheede, CEO of the Stigting vir Bemagtiging deur Afrikaans (SBA), about possible collaborations on projects during the 2009-10 financial year; ongoing discussions about this matter were held.

#### • Language Policy assistance to municipalities

Out of 12 municipalities requested to submit their language policy by 31 July 2008 for assistance, five municipalities submitted their language policies so that they might be given recommendations and advice. On 17 February 2009 and 16 March 2009 two sessions were held with two municipalities. As a result, a combined workshop will be held in the next financial year, with local municipalities meeting in one district municipality.

#### • Celebration of Deaf Awareness Week

The Western Cape Department of Health gave positive feedback on questionnaires about productivity of South African sign language, that were sent to people who received training in South African Sign Language. Thanks to a Sign Language training project for hospitals' frontline staff members, which was presented during Deaf Awareness Week. Following on the success of the Sign Language Training project, questionnaires were sent to participating health care facilities and forwarded to the provincial Department of Health in order for it to fund the project in the next financial year.

#### • International Mother Language Day Celebrations

A successful provincial Mother Language Day celebration was held on 27 February 2009, where speakers included the acting CEO of PanSALB, Mr Chris Swepu.

#### • Nama Planning Conference

In collaboration with the Department of Cultural Affairs and Sport, a Nama planning conference was held on 28 February 2009 in Cape Town. Nama speakers from across the country attended. Its main purpose was to develop a plan for the development and preservation of the Nama language in South Africa. The Nama festival that was planned could not take place as planned in September due to a lack of sufficient funding by the Department of Cultural Affairs and Sport in the Western Cape and the Western Cape Language Committee. This led to the Provincial Office collaborating with the Department of Arts and Culture and holding the conference in February 2009.

## EASTERN CAPE

Mr Mlawu Tyatyeka



### Strategic initiatives

- Raise public awareness of PanSALB and its mandate
- Celebrate important calendar events in the promotion of previously marginalised languages
- Promote multilingualism and South African languages
- Provide administrative support and liaise with PanSALB structures.

### Highlights of activities

- **Co-operation with the Eastern Cape Department of Education**

PanSALB entered in a co-operation agreement with the Eastern Cape Department of Education (ECDoE). A Memorandum of Understanding (MoU) between PanSALB and the ECDoE was signed on 21 April 2008. A Steering Committee was appointed to operationalise the MoU between PanSALB and the ECDoE.

- **Visits to municipalities concerning matters of language policy**

As part of its efforts to encourage municipalities to have language policies, PanSALB has embarked on an extensive campaign to visit municipalities in the province and assist them in developing language policies. The following municipalities were visited in the year under review:

**Buffalo** City District Municipality; **Amahlathi** Local Municipality; **Mnquma** Local Municipality; and **Maletswai** Local Municipality. Of these municipalities, 99% have draft language policies.

- **Women in isiXhosa literature celebrations**

On 29 August 2008, the isiXhosa NLB hosted the Women in isiXhosa Literature celebration. The aim of this event was to acknowledge the role played by women writers in isiXhosa since 1914.

- **The reconstitution and induction of the Eastern Cape Provincial Language Committee (PLC)**

The Provincial Office facilitated the reconstitution of the Eastern Cape PLC. An induction programme was organised to familiarise PLC members with their responsibility. The workshop was held on 2 October 2008 at the King David Hotel.

- **Celebration of International Translation Day**

The Provincial Office celebrated International Translation Day in partnership with the Provincial Department of Sport, Recreation, Arts and Culture on 3 September 2008 in East London.

- **Workshops with Schools**

PanSALB held a workshop on Language Policy Development for 130 schools in the Lady Frere District from 13 to 23 October 2008. The workshop was a huge success and raised awareness among schools of the importance of language policies in schools.

- **Celebration of International Mother Language Day**

UNESCO International Mother Language Day was celebrated in Nqadu Great Place on 20 February 2009. This celebration targeted the chieftains of the many surrounding villages. Community members attended in droves to listen to the dignitaries, which included PanSALB's acting CEO, Mr Chris Swepu. The event also attracted such community elders as Mr Thabo Mbeki's mother.

## GAUTENG PROVINCE

Ms Sally Maepa



### Strategic initiatives

- Ensure the promotion, implementation and monitoring of multilingualism and use of the official languages in Gauteng
- Advise and assist with the development of language policies at local level
- Celebrate important events in the promotion of marginalised languages
- Forge partnerships, co-operation and collaboration with organs of state, the private sector and other bodies concerning the development and promotion of languages
- Provide administrative support and serve as a link between various PanSALB structures in Gauteng.

### Highlights of activities

- The Provincial Office collaborated with Ekurhuleni Municipality; the University of North West; and the Gauteng Department of Education's D9 District to celebrate important calendar events, such as the Multilingualism Celebration, International Translation Day and International Mother Language Day.
- The Diamond Jubilee was celebrated with the Hindi Shiksha Sangh of South Africa.

#### • Visit to municipalities

Two language campaigns were hosted in collaboration with Kungwini Municipality and the City of Tshwane respectively. Concerning the development and implementation of language policies, the Provincial Office advised Metsweding District Municipality, and assisted Afri-Gri (Agricultural Private Sector) in drafting a language policy. The Gauteng Legislature and Department of Sport, Arts Culture and Recreation were advised on the promotion of multilingualism in Gauteng.

#### • Contribution to highlighting issues concerning the Deaf

Together with DeafSA, the Gauteng Annual Deaf Schools' Debate was held. During Deaf Awareness Week, it was discovered that the Deaf and people with hearing do not enjoy equal treatment; and, frontline workers in hospitals, clinics and police stations are not trained in Sign Language. Public institutions should make Sign Language training compulsory for their frontline workers. The Gauteng Provincial Office has started advising government departments and various organisations on training in basic Sign Language to ensure that the linguistic rights of members of the Deaf Community are considered.

#### • Organising Provincial Language Committee (PLC) meetings

The Provincial Office successfully organised four full Gauteng PLC quarterly meetings where the PLC planned for its intervention and advice on language policy in the province.

#### • International Relations

A paper was presented at the National Conference on Languages held from 18 to 19 August 2008 in Botswana.

## LIMPOPO PROVINCE

Ms Joyce Madiba



### Strategic initiatives

- Raise public awareness of PanSALB and its mandate
- Celebrate important calendar events in the promotion of previously marginalised languages
- Promote multilingualism and South African languages
- Provide administrative support and liaise with PanSALB structures.

### Highlights of activities

- Linguistic Human Rights Awareness campaigns were hosted at Tshamahansi village on 23 August 2008, Botlokwa village on 30 August 2008, ga-Dikgale village on 28 October 2008 in collaboration with the Human Rights Commission, and at Ha-Mashamba village, Vhembe District, on 12 December 2008.

#### • Sign Language interventions

From 1 to 4 September 2008, hospitals, police stations and schools were visited to promote the use of South African Sign Language (SALS). This was done in collaboration with DeafSA and the Office on the Status of Disabled Persons in Limpopo

#### • Celebration of Deaf Awareness Week

International Deaf Awareness Week was celebrated on 5 September 2008 at Namakgale.

#### • Mother Language Day celebration

To promote and create awareness of mother-tongue usage, story-telling sessions were hosted: on 20 October 2008 at ga-Molepo; 14 November 2008 at Phinimini Primary School, Ha-Mashau; and on 25 February 2009 at Polokwane City Library.

#### • Education interventions

- The Senior Learners Debate was hosted in collaboration with Polokwane City Library on 25 February 2009. The Provincial Office hosted the UNESCO International Mother Language Day celebration and the Limpopo Indigenous Language Exhibition, to promote the use of the mother tongue, from 23 to 26 February 2009.

#### • Language Policy interventions

The Provincial Office advised the following municipalities on the development and implementation of language policies: Blouberg; Maruleng; Feta-Kgomo; Makhado; Musina, Thabazimbi; Greater Tubatse; Greater Letaba; and Ba-Phalaborwa. Draft language policies are ready.

#### • The promotion of South African Sign Language (SASL)

The province hosted two basic training sessions where hospital officials were trained in basic SASL.

#### • Celebration of International Translation Day

The International Translation Day celebration was hosted in collaboration with the Department of Sport, Arts and Culture from 30 September to 1 October 2008. Translation training for municipal officials was hosted from 8 to 11 December 2008.

#### • International Relations

A paper was presented at the National Conference on Languages held from 18 to 19 August 2008 in Botswana.

## NORTHERN CAPE

Mr Boichoko Moremi



### Strategic initiatives

- Introducing enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development
- Actively promoting, developing and empowering the official languages with more emphasis on the previously marginalised languages and South African Sign Language (SALS) to raise their status to that of lasting, visible symbols, provincially and nationally
- To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.

#### • Celebration of Heritage Languages

The province hosted the Sesotho Language and Heritage Celebrations in Kimberley on **19 September 2008**. These celebrations were addressed by various leading figures who are speakers of heritage languages. The importance of heritage languages in the province was highlighted. All stakeholders made commitments to continue working together to highlight heritage languages in South Africa.

#### The following were also hosted:

- the Setswana Language and Heritage Celebrations, Kimberley, 23 September 2008
- the isiXhosa Language and Heritage Celebrations, Kimberley, 24 September 2008
- the Northern Cape Provincial Language Committee (PLC)/PanSALB Heritage Languages Celebrations, Kimberley, 15 March 2009.
- Hosted Northern Cape PLC/PanSALB Community Outreach Workshop in Colesberg, May 2008
- Participated in the establishment of the Northern Cape Provincial Language Forum, Kalahari Lodge, Kimberley, August 2008.

- Hosted Northern Cape Chapter 9 Institutions' meeting and outreach workshop targeting CDWs, Councillors and NGOs around Kimberley, Galeshewe Library, July 2008
- Facilitated at the Richtersveldt Nama Workshop hosted by the Khoe-San National Language Body (NLB) and PanSALB's Linguistic Human Rights Unit, Alexander Bay, July 2008.

#### • Establishing and maintaining strategic partnerships and networks

Strategic partnership meetings (where the roles and mandate of PanSALB and the Northern Cape PLC were promoted) were initiated and held with the following significant provincial offices/institutions:

Independent Electoral Commission; CRL Commission; Lawyers for Human Rights; South African San Institute; Molteno; University of Free State School of Languages; Hansard Unit of the Northern Cape Legislature; Northern Cape Department of Sports, Arts and Culture; Northern Cape Department of Education; Northern Cape Department of Justice and Constitutional Affairs; Phokwane Local Municipality (Hartswater); Sol Plaatje Local Municipality (Kimberley); Frances Baard District Municipality (Kimberley); Rhenosterberg Local Municipality (Petrusville); Nthute Ngwao Traditional Group (Magogong); Zabalaza Communications (Kimberley); Expression Culture Group (Kimberley); MEC for Sports, Arts and Culture Northern Cape, Mr Archie Lukas; Northern Cape Provincial Forum for Chapter 9 Institutions; and SABC TV and radio sections (Kimberley).



## Highlights of activities

### • Northern Cape PLC Language Bosberaad

Two Northern Cape Language Bosberaads were held at Van Der Kloof Dam. The main purpose of these was to review the old Northern Cape Language Policy Draft of 1996 and to develop and finalise a provincial language policy. As a result, the Provincial Language Policy has been completed and produced. Participating stakeholders were: members of the Northern Cape PLC; staff members of PanSALB in the Northern Cape and in the Free State; the University of the Free State; PanSALB's Legal Unit; the Department of Sports, Arts and Culture; the Northern Cape Provincial Legislature's Hansard Unit; the Northern Cape Department of Justice and Constitutional Affairs; Sol Plaatje Local Municipality; Frances Baard District Municipality; Renosterberg Local Municipality; National Institute of Higher Learning; Petrusville Höer Skool; IEC Dikgatlong Office; and Pixley-Ka-Seme District Municipality. The process was successful, detailed, challenging, interesting and informative, and attended by 30 delegates from various fields and with varied experience.

### • Advisory meeting with MEC Sports, Arts and Culture Northern Cape

Members of the Northern Cape PLC's Exco and PanSALB's provincial staff initiated a special meeting to engage with the MEC responsible for languages in the province. The purpose was to advise and guide the MEC on matters of concern that need his attention and involvement as well as that of the Northern Cape Provincial Legislature for support, assistance, understanding and consideration. In addition, the aim of the meeting was also to officially hand over to the MEC responsible for languages the final and completed Northern Cape Provincial Language Policy as mandated by the Provincial Language Policy Bosberaad. The meeting was attended on behalf of the Department of Sports, Arts and Culture and the Ministry by the Hon MEC, Mr Archie Lukas; Head of Department Mr Andre Joemat, the Head of Ministry Mr O Mereki; Director for Languages, Mr Pheny Modise; and Deputy Director for Languages, Mr Jacob Hammer. The meeting was a roaring success, with advice on key provincial language matters presented and the completed. The Northern Cape Provincial Language Policy was officially handed over to the MEC on 10 February 2009.

### • Sol Plaatje Language Policy Advice

The PanSALB Provincial Office and the Northern Cape PLC Status Language Planning Sub-committee had a special meeting with officials from the Sol Plaatje Local Municipality who are responsible for policy development. The meeting was held because the Sol Plaatje Local Municipality had asked PanSALB and the Northern Cape PLC to give support, advice and assistance where possible so that the completed Sol Plaatje Language Policy Draft would be in line with the national language policy framework. The meeting took place on 10 December 2008 and valuable inputs and guidance were given to officials from Sol Plaatje Local Municipality. The Sol Plaatje Local Municipality, Northern Cape PLC and PanSALB Provincial Office will continue collaborating on the completion and development of the policy and are likely to collaborate on other, related, language programmes in future.

### • Sesotho, Setswana and isiXhosa Language and Heritage Celebrations

The PanSALB Provincial Office together with the Northern Cape PLC staged three activities to promote and celebrate Sesotho, Setswana and isiXhosa Language and culture. The purpose was to sensitise schools and communities to the status of these languages as official languages, to instil and encourage pride and love of these languages amongst speakers, and to advance linguistic rights, freedom and equality.

The Sesotho ceremony was held at Isago Primary School, Kimberley, on 19 September 2008 and supported by other Sesotho teaching schools, namely Molehabangwe Primary School and Dr EP Lekhela Secondary School where Sesotho cultural items, traditional food, traditional clothing, speeches, folklore, poems and dances were presented. The event attracted 800 people: parents, the youth, educators, members of the Northern Cape PLC and learners who are mainly speakers of Sesotho.

The Setswana celebrations were held on 23 September 2008 at the Galeshewe Recreation Centre, Kimberley, and attracted almost 1200 people, among them educators, parents, learners, the youth, members of the Northern Cape PLC, and

Cultural Groups. The event promoted the use of Setswana by mother-tongue-speakers of this language. Setswana traditional dances, music, poems, folklore, marriage ceremonies and speeches were presented to celebrate the day. The following schools and cultural groups participated: Kim Kgolo Primary, St Peter's Primary, Molehabangwe Primary, Thabane Secondary School, Nthute Ngwao Traditional Group (Magogong), and Jan Kemp Dorp Meloding Cultural Group.

The isiXhosa celebrations were held on 24 September 2008 at Vuyolwethu Secondary School, Kimberley. Parents, the youth, learners, educators, members of the Northern Cape PLC and other community members and cultural groups mainly speaking and promoting isiXhosa, attended the ceremony. Cultural items, poems, traditional dances, music, folklore, speeches, traditional attire and food representing the isiXhosa language and culture formed part of the celebrations. Almost 1200 people attended the isiXhosa event.

The aforementioned three celebrations promoted nation-building, and cultural diversity. It is also fitting that they were held during September, which is Heritage Month nationally. The following schools participated: Vuyolwethu Secondary School, Tshireleco Secondary School, Masiza I, Zingisa I and II, Warrenton Public School.

#### • Heritage Languages Celebrations

The PanSALB provincial office and Northern Cape PLC members hosted the first ever Heritage Languages Celebrations in Kimberley on 15 March 2009. The main purpose was to promote minority languages in the province, to instil pride in their language among speakers of heritage languages and encourage them to use their mother-language without fear. Another aim was to sensitise speakers of these languages to linguistic rights, linguistic freedom and the redress principle as relevant to them and their languages for advancing multilingualism, cultural diversity and nation building. Almost 250 people attended the celebration, which, in our view, was a roaring success. Cultural dances, traditional attire, music, interfaith multilingual prayers, traditional food and speeches formed part of the day's celebrations. The

following cultural groups, speakers and churches participated: Kimberley Hindu Seva Samaj; Kimberley Siva Soobramier Temple; Vendata Institute in Durban; KwaZulu-Natal (KZN) Heritage and Cultural Group; Bloemfontein Satsang Group; North West PLC; PanSALB's Acting CEO, Mr Chris Swepu. Dr Raj Govender, who is a socio-anthropologist and Director for Culture and Tourism at the KZN Department of Sports, Arts and Culture was the keynote speaker at the event. The following government officials attended as guests of honour: Commission for Gender Equality Provincial Head, Mr Tshepo Nosi; Office of the Public Protector, Provincial Head, Mr Botromia Sithole; Director of Sports, Arts and Culture, Mr Andrew Hall; and Mr Lufuno Ndlovu, PanSALB focus area manager for Literature and Media Development. In terms of inter-provincial partnerships involving KwaZulu-Natal, the Free State, North West Province and Northern Cape, the event was also a success.

#### • UNESCO Mother language Day Celebrations and Language - in - education workshops

We marked International Mother Language Day on 19 February 2009 at Pampierstad in close collaboration with the Phokwane Local Municipality and Community Development workers (CDWs). Almost 800 people attended. We also staged two successful Language in Education workshops with a view to promoting mother-tongue instruction in schools. Almost 100 people attended the workshops. The workshops were held at Jan Kempdor Primary School on 18 February 2009 and at Kgomotso High School in Pampierstad on 19 February 2009. The Mother Language Day Celebration and Language in Education workshops targeted School Governing Bodies (SGBs), parents, high school learners, educators, schools principals and interested community members and members of the youth. Among other things, activities were aimed mainly at:

- Sensitising learners, SGBs and educators to the value and importance of using one's mother-tongue
- The roles and powers of SGBs in determining school language policies with a view to promoting mother-tongue Instruction in schools
- Advancing the 1999 UNESCO declaration and call for countries to celebrate International Mother

- Language Day every year on 21 February
- Encouraging and instilling pride in speaking and using our languages (Mother-tongue) first as a step towards advancing multilingualism.

Dr Tumelontle Thiba of the Independent Electoral Commission (IEC) North West (Mafikeng) was the keynote speaker at the International Mother Language Day celebrations. Communities, cultural groups and schools from Kimberley, Warrenton, Jan Kempdorp, Pampierstad, Hartswater, Magogong, Ganspan, Reaipela and Motswedi–thuto attended and participated in the International Mother Language Day celebrations. The Phokwane Local Municipality councillors, officials and community development workers supported and attended the event completely, including the mayor and speaker. The event was a roaring success, mainly because it attracted people from nearby rural and farming areas. The day's activities included the recital of poems, cultural dances, music, drama, folklore and interfaith-multilingual prayers, all of which promoted languages spoken in the province, namely:

- SASL/Deaf Culture – Re Tlameleng Special School, Kimberley
- Khoe and San Culture – Die Ware Group, Platfontein
- Sesotho – Dr EP Lekhela Secondary School, Kimberley
- Afrikaans – CW Kies, Hartswater, and Warrenton Hoërskool, Warrenton.
- isiXhosa – Jan Kempdorp Primary and Warrenton Public School
- Setswana – Mogomotsi High (Warrenton) and Reaipela Primary (Magogong)
- English – Mogomotsi High School, Warrenton



## NORTH WEST

Mr Manfred Molebaloa



### Strategic initiatives

- Conducting four workshops on multilingualism advocacy
- Conducting three workshops on language policy formulation
- Commemorating two international events
- Establishing and maintaining strategic partnerships and networks with the Provincial Department of Education and other bodies dealing with language-in-education issues.

### Highlights

- **Fostering co-operation with the Department of Education in the North West**

The MEC for Education, Hon Rev OJ Tselapedi, and the CEO of PanSALB, Ms N Nkosi, met in Mafikeng on 10 July 08. They discussed the Memorandum of

Understanding between the two entities for closer co-operation and partnership in matters concerning language-in-education. The heads of the Provincial Language Committee (PLC) , SNLU, NLB, the Editor-in-Chief, and the provincial manager gave presentations regarding their mandates and initiatives.

- **Commemoration Of Internation Mother Language Day, 20 February 2009 (Language-in-education)**

The event was held at the Losperfontein Correctional Services Centre in Brits where 398 inmates and over 50 dignitaries, including the Regional Commissioner of Correctional Services, Mr Bruwer, were present. PanSALB head office managers also attended. Acting Executive Mayor, MMC Mangwathe, delivered the keynote address.

- **Celebration on International Translation Day**

The Province celebrated International Translation Day in Taung on 30 October 2008. The event was successful and attended by members of the community who demonstrated appreciation for the role of translators.

- **Establishment of language forums in municipalities**

The provincial office facilitated the establishment of language forums in the following municipalities: Merafong, Madibeng, Ngaka Modiri and Molema.

- **Language Policy interventions**

The Madibeng Tswaing and Merafong Local Municipalities were visited with a view to assisting them with language policy development.



# MPUMALANGA

Mr Benjamin Mohlamonyane



## Broad strategic goal

To provide strategic management, leadership and co-ordination of the PanSALB mandate at provincial and local level, ensure promotion, implementation and monitoring of multilingualism, as well as the use of official languages.

## Strategic goal

To develop, promote and implement language policies and practices in the province.

## Strategic initiatives

- Ensuring promotion, implementation and monitoring of multilingualism and the use of official languages
- Advising and assisting with the development of language policies at provincial and local level
- Monitoring language policy implementation at provincial and local level
- Forging partnership, co-operation and collaboration with organs of state, the private sector and other bodies on the development and promotion of languages
- Providing administrative support and serving as a link between various PanSALB structures
- Managing the resources of the provincial office.

## Highlights of activities

### • Parent-involvement workshops

The provincial office conducted a parent-involvement workshop for 40 parents at the Libangeni education circuit. The purpose was to educate parents about the language-in-education policy of the Department of Education in the hope that mother-tongue education might be better received.

### • Language Policy Awareness – visit to municipalities

In an attempt to assist municipalities with language policy development and implementation, the Mbombela, Thembisile, White River, Steve Tshwete and Govan Mbeki Local Municipalities were visited.

### • Celebrating International Translation Day

In celebrating International Translation Day a workshop was held with 28 language practitioners.

### • Language Policy workshop

A successful workshop to transfer language policy development skills was attended by 16 representatives of municipalities.

### • Celebration of UNESCO International Mother Language Day

### • Departmental visits

The province visited the Department of Land Affairs to monitor progress with regards to the implementation of language policy.

# *REPORT ON PERFORMANCE AGAINST OBJECTIVES*



## LITERATURE DEVELOPMENT

<b>Strategic goal:</b> Promoting and developing multilingualism through literature, use of standard and new terminology in all official languages, equal and equitable treatment of all official languages in Education and all spheres, ensuring quality translation and interpreting of African languages; and advising the Pan South African Language Board (PanSALB).					
Strategic initiatives	Output	Key performance indicator	Target	Performance result	Reason for variance
1.To actualise projects that create a culture of reading and enhance the value of indigenous knowledge systems and indigenous languages.	Launch reading campaigns and establish reading clubs to inculcate a culture of reading in communities.	Recognised readership efforts by learners in former Model C schools.	Facilitating and encouraging the formation of at least three reading clubs.	Offered the support requested by the Free State Provincial Language Committee (PLC) and provincial office for their reading club launch. As a result, the Maluti-a-Phofung Reading Club and Matwabeng Reading Club were formed in the Free State.	
		Ailing reading clubs revived.	Revive at least two ailing reading clubs.	Certificates issued as tokens of appreciation to some learners in former Model C schools based in Gauteng Park Town Boys High, Greenside High and Parkview Junior for outstanding performance in reading competitions.	No variance
		Reading competitions in indigenous languages in former Model C schools encouraged and supported.	Develop branding messages to boost readership.	Disseminated available branding messages aimed at promoting reading among some provincial offices and other PanSALB-hosted events.	No variance
		A list of literature materials compiled and maintained.	Compile a list of literature materials.	Compiled list of currently prescribed literature materials.	No variance

2. To provide support to reading clubs, prescription of books and skills development to writers.	Provide resources for reading clubs; train writers and develop criteria for evaluation and prescription of books.	Guidelines for prescription of books drafted.	Draft guidelines for prescription of books.	Literature experts assisted the Dept. of Education (DoE) in screening Grade 12 literature books.	No variance
		Support provided to writers' guilds for continuity.	Secure resources for reading clubs	Secured sponsorship and donation in the form of 150 books from Kalahari and Soul of Africa publishers to support a reading club formed in the Free-State.	No variance
		Motivation to representatives from writer's guilds provided.	Conduct one training and workshop session for writers.	Delivered a presentation on the role of women in writing in an event organised by Eastern Cape Province to celebrate IsiXhosa Women in Writing. (September 2008)	No variance
				Effected the amendments and facilitated the adoption of National Writers Guild of South Africa (NAWGSA) constitution on a round-robin basis.	No variance
				Facilitated two plenary sessions for NAWGSA.	No variance
3. To initiate and actualise projects that increase enthusiasm about the use of one's mother-tongue/home language.	Initiating audio/visual literary projects.	A criterion for the selection of relevant books to inculcate a culture of reading has been created.	Disseminate brochures and posters for the reading campaign.	Drafted a working document on a project aimed at addressing poor reading response of African literature in community libraries. This followed findings and approach by Ekurhuleni Municipality.	No variance
			Produce a guiding template on the evaluation of books.	Updated the guiding template and criteria for the evaluation of books	No variance
4. To create conditions for the promotion of literature in all official languages, as well as utilisation of South Africa's language resources.	Involving print and electronic media, staging literary awards and creating a database for writers, their respective titles and guilds.	Involving mainstream media (print) and SABC radio in book reviews.	Encourage and facilitate some literary awards	Made literary presentations to the writers' festival hosted by the Northern Cape Department of Sports, Arts and Culture (NC DoSAC) and gave support and/or made presentations to: isiXhosa Women in Writing Awards hosted by IsiXhosa NLB, Tshivenda Women in Writing Awards hosted by Tshivenda NLB, Tshivenda Pioneer Writers Awards.	No variance
		Access to writers improved.	Create a database for available writers' guilds in South Africa.	Database for writers guilds finalised (to be maintained).	No variance



## TERMINOLOGY DEVELOPMENT

<b>Strategic goal:</b> To assist in empowering official South African languages, Khoe and San Languages, and South African Sign Language (SASL) by providing guidance to PanSALB structures and external bodies on how to develop, modernise and standardise these languages through terminology development.					
Strategic initiative	Output	Key performance indicator	Target	Performance result	Reason for variance
1. Facilitation of process of revising Spelling and Orthography Rules and related standardisation issues (i.e. geographical names).	Revise spelling and orthography rules.	Facilitate revision process for nine African languages.	Revised rules for nine African languages and Afrikaans. Ongoing process.	Revised rules for nine African languages and then launched the revised rules on 25 September 2009 at Gallagher Estate.	No variance.
		Assist with Afrikaans revision; Initiate process for Khoe and San, and SASL.	Compilation of spelling and orthography rules for Khoe and San and SASL.	Afrikaans revision process is on-going. Target date for completion is 2009.	No variance.
				Khoe and San NLB started with the compilation of spelling and orthography rules. NLBs gave assistance regarding geographical names.	
2. Assistance to NLBs regarding issues affecting various areas of terminology development, modernisation and standardisation.	Develop, modernise and standardise languages.	Assist NLBs with development, modernisation and standardisation of languages.	Attendance of terminology standardisation workshops.	Terminology standardisation conference: 25 – 30 September 2008, Gallagher Estate, Midrand. Two papers were presented.	No variance.
			Keeping informed of, and participating in drafting national and international standards, i.e. SABS TC 37 and ISO TC/37.	SABS TC 37 workshop on copyright issues regarding HLT: 24 October 2008, South African Bureau of Standards (SABS), Groenkloof, Pretoria.	
				Contributions and comments made to various ISO TC 37 standards (i.e. Socioterminology; Terminology Policies; Terminology Publications). Information was disseminated. Three SABS TC 37 meetings were held. A brochure and technical document of SABS TC 37 and ISO TC/37 were compiled and disseminated among stakeholders.	

				Contributions to Infoterm and UNESCO re (inter)national terminology guidelines and terminology policies. Member of team to change UNESCO Guidelines into an ISO standard.	
3. Liaison, guidance and training for NLBs and external bodies related to various issues regarding terminology development.	Liaise with terminology-related bodies and present terminology training. E-terminology (HLT) endeavours.	Liaise with terminology organisations.  Present terminology training.  Supply guidance to NLBs regarding the verification and authentication of terms.  Assist with e-terminology (HLT) projects.	Liaison with external bodies and compilers of terminology lists.	Liaison with: CEPTSA; CLTAL; Arts and Crafts dictionary; Prolingua, SABS TC 37; Afrilex. Meetings were attended.	No variance
				Liaised with local, national and international universities; national and international language bureaux, terminology offices, i.e. Infoterm, TermNet. Terminology training was provided to members of the Khoe and San NLB, Siswati NLB, and Tshivenda NLB.	
			Terminology training upon request.  Verification and authentication of terms by NLBs.  Involvement in e-terminology (HLT) projects.	Terminology training presented to language practitioners: Translate.org; Gauteng Legislature; National Parliament; Dept. of Arts, Culture, Sport and Recreation, Mpumalanga Government; IsiXhosa LRDC, Language Services, Tshwane Metropolitan Municipality; GCIS. Certificates of attendance were presented to trainees.	
				Microsoft SA LIPs for the new Vista platforms for IsiZulu, IsiXhosa, Sesotho sa Leboa; Setswana, and Afrikaans were finalised. The respective NLBs were involved in the creation of style guides, Polichcks and glossaries. The final builds will be submitted to the NLBs for authentication purposes.	

## LEXICOGRAPHY

**Strategic goal:** To assist in accelerating the production of dictionaries and other products that could generate income for the units in the near future.

Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Language development project undertaken by Sefalasa Tswana National Lexicography Unit (NLU).	Monolingual dictionary for learners produced.	Relevant dictionary for Setswana.	Publication of Setswana monolingual dictionary.	Achieved in August 2008.	
Language development project undertaken by IsiNdebele NLU.	Draft monolingual dictionary for learners produced.	Relevant dictionary for isiNdebele.	Publication of isiNdebele draft monolingual dictionary.	Achieved in March 2009.	
Language development project undertaken by Die WAT.	<i>Lexikos</i> produced 18/2008.	Relevant dictionary for WAT.	Publication of <i>Lexikos</i> 18/2008.	Achieved in November 2008.	

**PROVINCIAL LANGUAGE COMMITTEES (PLCs) SUPPORT SERVICES**

<b>Strategic goal:</b> To influence, promote and enforce multilingualism in all organs of society.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Facilitate improved monitoring and evaluation of language policy implementation.	Monitoring evaluation of language policy implementation.	Improved internal and external service delivery in the designated official languages.  Increased use of/ and communication in designated official languages.	To visit all government departments and local authorities.	All provincial government departments were visited, however, not all municipalities were visited.	The absence of comprehensive provincial language audit and languages act impedes the process.
Train the new members of the newly-reconstituted provincial language committees (PLCs) in developing and implementing projects aimed at making the community aware of the benefits of multilingualism.	Newly appointed members of PLCs trained in their advisory role.	PLC members carry out their advisory role more effectively and have annual operational plans to promote multilingualism.	All members of PLCs.	All PLC members were trained.	
Assist provincial government and Administration in giving increasing effect to the equal status and use of designated official languages of the province.	Co-operation with provincial government and administration on the equal use of designated official languages.	Statistical information on the status and language use of the official languages of province.	One survey per financial year.	Needs of development of indigenous languages identified and communicated to provincial government and administration  Joint projects on giving increased effect to equal status and use of official languages.	Co-operation agreement to be entered into between department and PanSALB.

Monitor the use of designated official languages by the provincial government.	Monitoring and evaluation strategy developed.	Number of government departments and institutions whose policies have been reviewed.	All government departments.	No strategy developed.	Lack of a status language planner.
Consult, collaborate with, establish and maintain strategic partnership with all relevant stakeholders in order to remain informed of language matters in/or affecting the province.	Strategic partnership established and maintained.  Assistance provided on policy formulation and implementation.	Number of consultative meetings held.  Number of government departments with language units.	All relevant stakeholders.  Government departments, the Legislature and local authorities.	Ongoing consultation with relevant stakeholders.  Consultative meetings.	Establishing strategic partnerships in a process which evolves over time.  Some municipalities do not honour appointments for consultative meetings.
Provide assistance and recommendations to the MECs responsible for languages, the legislature and local authorities on formulating and implementing language policy.	Guidelines to MECs, legislature and local authorities on policy formulation and implementation.	Number of trained language practitioners.		Increased use of/and communication in the designated official languages of the province.	

## LINGUISTIC HUMAN RIGHTS

<b>Strategic objective:</b> To develop an operational model that enhances PanSALB's effectiveness.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Alignment of PanSALB Act and its Regulations with the Public Service and Public Finance Management Acts (PFMA).	An analysis report reviewing and identifying conflicts in the PanSALB Act and Regulations with the PFMA and Public Service Act has been submitted to the CEO.	Analysis of the PanSALB Act and PFMA and Regulations done.	To eliminate conflict and create harmony between these legislative prescripts.	Analysis done and no conflicts were found.	
Improve the efficiency of PanSALB in dealing with linguistic human rights complaints.	A report detailing the amendments of the PanSALB Act and its regulations for consideration by the board was submitted to the CEO.	Proposed amendments of the Act and its regulations submitted to the board.	To submit the proposed amendments to the board.	Proposed amendments to Regulations have been completed and proposed amendments to the Act are a work in progress.	
	First Referral form and Case Report form were designed.	A fully operational and proper Case Management System.	A proper Case Management System to be in place.	First Referral form and Case Report form completed and awaiting branding.	
	A shared folder placing Linguistic Human Rights issues on the shared folder of PanSALB.	A shared folder system has been created.	Information to be readily available on the shared folder.	Information for the shared folder has been packaged in an electronic file and will be activated once the IT Section has developed the shared folder system.	IT section did not finalise the development of the shared folder system.

<b>Strategic objective:</b> To raise public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Community-to-Community Language Project	Conducted Linguistic Human Rights awareness campaigns in at least four provinces.	Four linguistic human rights campaigns conducted in four provinces.	To have an impact in each province by dealing with at least one major case per province.	Conducted awareness campaigns in two provinces.	
			To hold at least one road show for the board in each province.	Not achieved.	No funds.

## SUPPLY CHAIN MANAGEMENT

**Strategic goal:** Raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnership.

Strategic initiative	Output	Key performance indicator	Target	Performance result	Reason for variance
Ensuring that all PanSALB's assets at head office and all nine provincial offices are properly managed and controlled.	Stock-taking to be done twice a year.	Stock-taking done at both head office and in all the provinces.	All offices were visited twice for stock-taking.	Achieved.	
Purchasing of new furniture and equipment.	Additional new furniture and equipment purchased.	All provinces and head office were given portable projectors.  The offices in Limpopo, KZN and the Eastern Cape received boardroom furniture.	Six provinces.	Partially achieved.	Offices need additional space.
Bar-coding and updating of asset register.	All new furniture and equipment to be bar-coded and added to the asset register.	All new furniture and equipment bar-coded and added to the asset register.	Six provinces.	Achieved.	
Renew PABX lease agreement.	Lease agreements expired in October 2008.	All lease agreements/contracts renewed.	In all nine provinces and head office.	Achieved.	
Purchasing of pool vehicles for remaining provinces.	Outstanding provinces to receive their pool vehicles.	Gauteng, Eastern Cape, Western Cape and Free State.	Four pool vehicles.	Not achieved.	No funds.



HUMAN RESOURCES MANAGEMENT

Strategic goal: Perform a critical appraisal of PanSALB's effectiveness by developing a viable and operational HR model.					
Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Review, align and develop Human Resource (HR) policies of PanSALB in line with Public Service Regulations.	HR policies were approved for implementation.	Policies aligned to public service HR best practices are in place.	Policy development by the end of 2008/09 financial year.	The following draft HR policies were circulated to staff for input and comments, namely, <ul style="list-style-type: none"> <li>• Employee Performance Management and Development System;</li> <li>• Recruitment and Selection;</li> <li>• Human Resource Development;</li> <li>• Bursary;</li> <li>• Internship;</li> <li>• Job Evaluation;</li> <li>• Overtime and</li> <li>• Funeral, Bereavement and Social Events.</li> </ul>	
Introduce Employee Performance Management and Development System (EPMDS).	Conducted consultative workshop with all PanSALB staff on new performance management system.	EPMDS linked to PanSALB's objectives, and effectively implemented and applied in a sound, reliable and objective manner.	31 March 2008 Conducted consultative workshop with all PanSALB staff on new performance management system.		Employee Performance Management and Development System (EPMDS) draft was circulated to staff for inputs and comments; and awaiting final approval.

Co-ordinating performance management implementation and training development needs.	Annual assessment undertaken on time and feedback provided as well as payment of pay progressions.	Submission of interim performance assessment questionnaires.	31 March 2009	Annual assessment undertaken on time and feedback provided as well as payment of pay progressions were implemented to employees on salary levels 4-12, including members of the senior management service.	
Drawing up an HR Plan providing guidance in respect of recruitment strategy for the organisation.	Implemented, monitored and evaluated the effectiveness of the HR Plan and reviewed (EE) targets to address EE matters.	Implement, monitored and evaluate the effectiveness of the HR Plan and review EE targets to address employment equity matters.	Implemented, monitored and evaluated the effectiveness of the HR Plan and reviewed EE targets to address employment equity matters.		
Job grading of posts.	Job grading of posts undertaken.	Introduced job evaluation as a way of ensuring that work of equal value is remunerated equally.	31 December 2008	Job grading of posts undertaken.	
Recruitment and placement of staff.	A total of 22 posts were filled.	Ensured that PanSALB attracts and recruits appropriate personnel.	2008/09 financial year	Advertisement and filling of vacancies; 22 posts were filled.	

Human resource development	Training and development programmes are in place.	Ensured that training and development programmes are in place	2008/09 financial year	Two employees enrolled with institutions of higher learning to pursue qualifications; 24 employees were trained in order to enhance their career growth and efficiency.	
Promote sound employee relations in PanSALB.	Three cases of poor conduct were reported with disciplinary measures successfully taken against the employees and one case of grievance handled.	Informed workforce on employee relations matters to ensure compliance with the labour relations prescripts as well as management of discipline and grievances in the PanSALB.	2008/09 financial year	Disciplinary measures successfully taken against the employees.	

*COMMUNICATION, MARKETING AND INFORMATION TECHNOLOGY*

**Strategic goal:** To develop proper procedures and policies, so that the unit can offer an integrated communication, media relations, events management and marketing system to the board and its structures.

Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Strategy and policy formulation .	Finalisation of corporate communication policies. These include the following policies: <ul style="list-style-type: none"> <li>• External and internal communication</li> <li>• Events management</li> <li>• Media liaison</li> <li>• Stakeholder relations.</li> </ul>	Communication policies reviewed, developed, approved and implemented.	31 March 2008	Partially achieved Draft policies covering the following areas were drafted: <ul style="list-style-type: none"> <li>• External and internal communication</li> <li>• Events management</li> <li>• Media liaison</li> <li>• Stakeholder relations.</li> </ul>	The policies are to be adopted.

<b>Strategic Goal:</b> To market PanSALB by re-engineering its brand through the development of a new corporate identity manual.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Corporate Image and Identity.	Develop Corporate identity (CI) manual.	CI manual developed, adopted and implemented.	31 March 2009	Achieved The CI manual was approved and adopted by the new board on 17 July 2009 and launched on 25 September 2008. The unit is implementing it.	
Website management.	Revamp and maintain website daily.	Website revamped and maintained daily.		Partially achieved.	When the need arose, the website was updated by contracted service providers. As a result, updating the website took longer. To overcome this problem, the unit proposed that PanSALB appoint a graphic/web designer to do updates full-time.

<b>Strategic goal:</b> To develop procedures and systems aimed at establishing and maintaining strategic partnerships with stakeholders					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Stakeholder relations.	Develop a working stakeholder-relations strategy and database.	A working stakeholder-relations strategy and database developed.	30 May 2008	Partially achieved.	This is done ad hoc; a comprehensive stakeholder-relations strategy is lacking.  Due to insufficient strategic planning, time constraints and work overload, the initiative could not be performed by the targeted due-date.
Annual report.	Design, publish and distribute report in time.	Report designed, published and distributed in time.	Print 2 000 copies and 500 CDs by 31 August 2008.	Partially achieved.	A thousand English copies of the annual report were printed. Due to budgetary constraints, the report could not be translated into other languages as per the langue policy framework.

Calendars.	Timely design and distribution of calendars.	Calendars designed and distributed on time.	Print 30 000 wall and desk calendars by 31 October 2008.	Achieved.	
Diaries.	Design, publish and distribute 2000 diaries on time.	Two thousand diaries designed, and 2 000 diaries distributed by 30 October 2008	30 October 2008.	Achieved.	
Newsletter.	Design and publish the newsletter.	Newsletter is produced and published.	Quarterly.	Partially achieved	<p>Budgetary and time constraints, and a lack of personnel with right skills are among the reasons that can be cited for our failure to meet our target.</p> <p>Newsletter was only published in the last quarter, after all the vacant posts within the unit had been filled. The creation of a new post for a graphic designer also alleviated the problem.</p>

<b>Strategic goal:</b> To develop public awareness, information and education campaigns aimed at promoting PanSALB programmes, including language rights and enforcing multilingualism in South Africa.					
Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Events management and campaigns.	Raise public awareness through exhibitions and events.	Public awareness raised through exhibitions and events.	When required.	Achieved: <ul style="list-style-type: none"> <li>• DPLG Multilingualism conference, Cape Town.</li> <li>• Youth Day Celebrations, Cape Town.</li> <li>• National Consultative Conference organised.</li> <li>• Woman's Day Lunch.</li> <li>• IsiXhosa Women Writers.</li> <li>• SATMA Awards, Durban, 25 to 27 September 2008,</li> <li>• Standardisation Conference, Gallagher Estate, Midrand, 25 to 26 September 2008.</li> <li>• International Translation Day, Limpopo, 30 September 2008.</li> <li>• Launch of the isiZulu Orthography Booklet and BW Vilakazi Awards, 14 and 15 November 2008.</li> </ul>	



				<ul style="list-style-type: none"> <li>• Mother Language Celebration, Johannesburg, 18 February 2009.</li> <li>• Prison Inmates Book Launch, Durban-Westville Prison, 19 November 2008.</li> <li>• Mother Language celebration, Mpumalanga, 19 February 2009.</li> <li>• Mother Language celebration, Eastern Cape, 20 February 2009.</li> <li>• Mother Language celebration, Western Cape, 27 February 2009.</li> <li>• Nama Conference, Western Cape, 28 February 2009.</li> <li>• Career Exposition, Kwaphahla Stadium, Siyabuswa, Mpumalanga, 6 March 2009.</li> <li>• Heritage language celebration, Kimberley, Northern Cape, 15 March 2009.</li> <li>• Multilingualism Awards at the Sandton Convention Centre, Johannesburg, 21 March 2009.</li> </ul>	
--	--	--	--	--	--

<b>Strategic goal:</b> To increase the visibility of PanSALB and its programmes through media relations initiatives.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Media relations.	Develop a comprehensive working media strategy.	A comprehensive and working media strategy is developed.	30 May 2008	Not achieved.	Due to weak strategy planning processes, and budgetary constraints, a comprehensive media strategy could not be developed.
	Develop and compile a media database and update regularly.	An updated media database is compiled and developed.	Monthly.	Achieved. Media database is updated regularly.	
	Provide media monitor to PanSALB and its structures.	Media monitor is provided to PanSALB.	Daily.	Achieved. A media monitor service is provided daily, complemented by monthly analysis.	

<b>Strategic goal:</b> Incorporate Information Technology Systems within the programme and establish a reliable, stable system to support service delivery.					
<b>Strategic initiative:</b>	<b>Output</b>	<b>Key performance indicator</b>	<b>Target</b>	<b>Performance result</b>	<b>Reason for variance</b>
Information technology.	Develop a Master Systems Plan to offer PanSALB an integrated IT solution.	An integrated Master Systems Plan is developed.	30 June 2008.	Achieved: On 19 June 2008 a proposal was tabled before management regarding the development of an MSP; the plan was accepted on 22 July 2008.	

## WESTERN CAPE

<p><b>Strategic goal:</b> To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by cooperative governance and partnerships</p>					
Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Ensure the implementation of PanSALB's objectives of developing, promoting and monitoring multilingualism at provincial and local levels.	Partnerships with stakeholders have been concluded.	To launch the partnership with Metrorail, the Centre for the Book, Nasou Via Afrika, and Coca Cola and commuters of the Khayelitsha Express by September 2008.	Partnerships with stakeholders, such as Metrorail, the Centre for the Book, Nasou Via Afrika, Coca Cola and the media were concluded and a book club established and officially launched.	Two meetings for book club groups were held, and the project officially launched on 13 September 2008 with 50 participants. There was massive media coverage.	Thirty participants were targeted, however, due to interest among commuters in joining the book club, the number had to increase to 50 participants.
<p><b>Strategic objective:</b> Introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy development and monitoring.</p>					
Monitor language policy implementation at provincial and local levels.	Technical advice on language policy development and implementation have been provided to municipalities and targets have been agreed upon.	To ask 12 municipalities to submit their language policies for further assistance.	Letters of request for language policy were sent to municipalities and due dates set for submission.	Out of 12 municipalities, five submitted their language policies for recommendations and advice.	Due to delays with municipalities submitting their language policies, no report was submitted.

<p><b>Strategic Objective:</b> To actively promote, develop and empower the official languages with more emphasis on the previously marginalised languages, Khoe and San languages and South African Sign Language (SALS), to raise their status to that of lasting, visible symbols provincially and nationally.</p>					
<p>Celebrating important calendar events in the promotion of marginalised languages.</p>	<p>PanSALB information brochure on deaf awareness and rights distributed and Sign Language training conducted.</p>	<p>To train 40 frontline hospital and Community Health Centres' staff in the use of SASL.</p>	<p>Request that Sign Language training take place in Department of Health Centres was approved.</p>	<p>Out of 32 people (which was the maximum number of trainees that the service providers could cater for), 29 frontline hospital and Community Health Centres' staff from across the Cape Metropolitan area were trained. Certificates were given to the trainees after the completion of the course.</p>	<p>Thirty-two participants were targeted, however, due to failure by other centres to send the selected staff members to be trained, 29 participants were trained. A report was submitted to the Department of Health to enquire why three members did not attend the training.</p>
	<p>Nama Festival in collaboration with the Dept. of Cultural Affairs and Sport in the Western Cape and the Western Cape Language Committee held.</p>	<p>To hold a Nama Festival in collaboration with the Department of Cultural Affairs and Sport in the Western Cape and the Western Cape Language Committee.</p>	<p>The Nama Conference was held in collaboration with the Department of Cultural Affairs and Sport in order to draw up a three-year plan for the development of the Nama Language.</p>	<p>Nama Conference, in collaboration with Department of Cultural Affairs and Sport, was held in Cape Town on 28 February 2009.</p>	<p>The Nama Conference was executed as planned.</p>

	Mother Language celebration held in collaboration with the Western Cape Department of Education.	To hold a Mother Language celebration in collaboration with the Department of Education	Mother Language Celebration and Nama Conference held.	Provincial Mother Language celebration was held on 27 February 2009.	The Mother Language celebration was executed as planned.
--	--	---	---	--	--

## LIMPOPO

**Strategic goals:**

1. To raise public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.
2. To introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development.
3. To actively promote, develop and empower the official languages with more emphasis on the previously marginalised languages and South African Sign Language (SASL), to raise their status to that of lasting visible symbols provincially and nationally.
4. To influence, promote and enforce multilingualism in all organs of society.

Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Raise public awareness of PanSALB and its mandate.	Four Linguistic Human Rights campaigns.	Awareness campaigns held in different districts.	Four awareness campaigns held.	<ul style="list-style-type: none"> <li>• Tshamahansi: 23 August 2008; 304 people attended.</li> <li>• Botlokwa: 30 August 2008; 371 people attended.</li> <li>• Ga-Dikgale: 28 October 2008 in collaboration with the Human Rights Commission; 363 people attended.</li> <li>• Ha-Mashamba: 12 December 2008; 255 people attended.</li> </ul>	

Promotion of multilingualism and the use of SASL.	Host authorship, readership and story-telling session for the revival of folklore and to promote the use of mother languages.	Story-telling session held.	Two story-telling sessions held.	<ul style="list-style-type: none"> <li>Mankgaile Primary School, 20 October 2008; 511 learners and teachers attended.</li> <li>Mashau Primary School, 14 November 2008; 301 learners and teachers attended.</li> </ul>	
Advise municipalities on development of Language Policy	Visited nine municipalities and advised them on development of Language Policy.	Fifteen municipalities were targeted, but only nine visited.	To visit fifteen.	Nine municipalities visited and advised on development of Language Policy.	Due to a limited budget the office did not manage to visit all municipalities as targeted.
Celebrate all the important calendar events in the promotion of marginalised languages	Visited hospitals, schools and police stations to promote the use of South African Sign Language (SASL) in collaboration with DeafSA and the Office on the Status of Disabled Persons during International Deaf Awareness Week.	Visited public institutions.	Different public institutions in five districts were visited.	Five police stations, five hospitals and four schools and hosted a celebration on 5 September 2008 attended by 172 people.  The celebration drew 172 people.	The promotion of SASL should be done quarterly, but due to limited funds it is only done during International Deaf Awareness Week.



	Host International Translation Day celebration.	International Translation Day celebration from 30 September to 1 October 2008.	International Translation Day celebrated.	International Translation Day was celebrated with the Department of Sport, Arts and Culture.	
	Host International Mother Language Day celebration	International Mother Language Day celebration held in collaboration with Polokwane City Library, Library Section of the Department of Sport, Arts and Culture and University of Limpopo Library.	Six hundred language practitioners and learners were targeted.	Celebrated from 23 to 26 February 2009 at Polokwane City Hall; 726 people attended.	

## FREE STATE

**Strategic goals:**

1. To raise the profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.
2. To introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development.
3. To actively promote, develop and empower the official languages with more emphasis on the previously marginalised languages and South African Sign Language (SASL), to raise their status to that of lasting visible symbols provincially and nationally.
4. To influence, promote and enforce multilingualism in all organs of society.

Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
Ensure promotion, implementation and monitoring of multilingualism and use of the official languages in the Free State province.	International Translation Day Celebration: 26 Sept 2008.	Well co-ordinated events promoting multilingualism.	Municipal officials and 120 councillors.	Eighty people.	The Dihlabeng Local Municipality failed to invite some councillors and municipal officers from other local municipalities.
Advise and assist with the development of language policies at local government level.	Survey report and a workshop on the existence and implementation of a language policy in the 11 Communication Sections of the Free State Provincial Government (FSPG).	A workshop with FSPG Communication Officers to announce the results of the survey of the existence and implementation of a language policy in the FSPG, and to discuss strategies for the implementation of the FSPG draft language policy, was held.	Eleven Communication Sections of the FSPG.	Eleven Communication Sections of the FSPG.	
Celebrate important calendar events in the promotion of marginalised languages.	Maluti-a-Phofung Reading Club.	Establishment of a club and promotion of IsiZulu in the Eastern Free State.	Maluti-a-Phofung community through 11 libraries.	Maluti-a-Phofung community through 11 libraries.	

	Khoe-San books.	A Khoe-San book-donation ceremony in partnership with the Institute for Justice and Reconciliation.	Four secondary local schools and a local library.	Four secondary local schools and a local library.	The ceremony was generally well-attended, but attendance could have been better had librarian staff invited libraries.
Celebrate important calendar events in the promotion of marginalised languages.	International Mother Language Day celebration, 17 February 2009.	Well co-ordinated events promoting multilingualism.	The broader community and specifically six learners and six educators.	The broader community as well as eight learners and six educators.	Afrikaans was represented by three learners instead of one.  Other languages namely Sesotho, Setswana, isiXhosa, isiZulu and English were represented by one learner each.
	Matwabeng Reading Club.	Establishment of a reading club and promotion of Sesotho in the Free State.	A local library and 12 local schools.	A local library and 12 local schools.	
	Khoe-San Early Learning Centre learning material.	Donation of R60 000 to fund the purchase of the learning materials for the Khoe-San Early Learning Centre.	The Khoe-San community in Heidedal, Bloemfontein.	The Khoe-San community in Heidedal, Bloemfontein.	
Forge partnerships, co-operation and collaboration with organs of state, private sector and other bodies on the development and promotion of languages.	June 16 Exhibition.	Increasing awareness of multilingualism, as well as the role and the mandate of the Free State Provincial Language Committee/PanSALB.	An average attendance of 20 000 patrons.	An average attendance of 15 000 patrons.	Poor logistics on the part of the organisers.
	SASL interpreter training.	Promotion and elevation of SASL, as well as establishing a database of qualified SASL interpreters in the Free State.	Ten SASL interpreters.	Five SASL interpreters.	Although 10 candidates received training, only five interpreters passed.

MPUMALANGA

**Strategic goal:** To introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development.

Strategic initiative:	Output	Key performance indicator	Target	Performance result	Reason for variance
To ensure promotion, and development of language policy and the use of the designated official languages in the province.	Parent-involvement workshop.	Parents are capacitated in the language education policy.	We planned to reach 100 parents in Libangeni Circuit.	The circuit reached only ± 40 parents.	Late information to parents by circuit.
	Awareness campaign; Deaf Week celebration.	Raise community awareness on Deaf issues and support.	Deaf SA invited us.	We attended and gave a presentation to 100 people.	
To monitor language policy implementation at provincial and local level	Municipal visits.	That municipalities implement language policies. Establishment of language units.	We planned to visit three municipalities per region.	We visited only Mbombela, Thembisile, Emalaheni, White River, Steve Tshwete and Govan Mbeki Municipalities.	Budget constraints.
To ensure promotion, and development of language policy and the use of the designated official languages in the province.	Translation and Interpretation workshop.	Empowered community with skills in language use and development.	We planned to workshop 30 language practitioners.	We managed to have 28 in attendance.	Some candidates could not attend.
	Language Policy workshop.	Municipalities will be capacitated with skills to develop language policy.	We invited 21 municipal representatives	Sixteen representatives attended the two-day workshop.	Absenteeism
To forge partnerships, collaboration with organs of state, the private sector and other bodies on the development and promotion of languages	Provincial Language Policy meetings.	Drafting and reviewing provincial policy.	We aimed at producing the final draft in collaboration with the Department of Culture, Sports and Recreation (DCSR).	The policy was returned for corrections by a team of experts.	Mistakes on the draft.

To influence, promote and enforce multilingualism in all organs of society.	Mother Language Day celebration.	Informed parents, and the community on language-related matters.	The provincial office invited 300 guests.	Students attended, therefore over 400 people attended.	Neighbouring students attended.
	Language awareness campaign with Dept. of Education.	Parents and pupils informed about the importance of mother language education.	The Department invited 200 people.	Over 600 people attended.	Collaboration with municipality boosted the event
	Career exhibition with municipalities.	Students' choices of subjects and careers will be informed.	Dr JS Moroka Municipality invited 45 high schools.	Twenty-five high schools registered.	Transporting students to the venue.
To forge partnership, and collaboration with organs of state, the private sector and other bodies on the development and promotion of languages	Departmental visits.	PanSALB will be known and its mandate carried.	We planned to visit all departments.	We visited two regional offices of the Department of Land Affairs.	Budget constraints.

## NORTH WEST

### Strategic goals:

To offer advice on Language Policy Formulation, status language planning and practice to municipalities.

To create public awareness in order to influence and promote multilingualism in organs of society through effective protection and promotion of Linguistic Human Rights.

To actively promote awareness of multilingualism as a natural resource to organs of state and municipalities.

To create a climate conducive to the language - in - education and higher education policies in the province.

Strategic initiative	Output	Key performance Indicator	Target	Performance result	Reason for variance
To conduct four workshops on advocacy of multilingualism.	District Language Forum established.	Better understanding of multilingualism created.	Visit the following municipalities: Merafong, Madibeng, Ngaka Modiri, Molema.	Achieved.	N/A
To conduct three workshops on Language Policy Formulation.	<ul style="list-style-type: none"> <li>• Draft Language</li> <li>• Policy Awareness of Linguistic Human Rights.</li> </ul>		To visit the following municipalities: Madibeng, Tswaing and Merafong	Achieved Achieved Achieved	N/A
To commemorate two international events.	Awareness of cultural tolerance, linguistic importance and imperatives.	Better understanding of mother language usage and appreciation achieved.	International Mother Language day was celebrated in Brits on 21 February 2009.	Achieved.	N/A
			International Translation Day was celebrated on 3 October 2009 in Taung.		
To establish and maintain strategic partnerships and networks with the Provincial Department of Education and other bodies dealing with language-in-education issues	Pending Memorandum of Understanding to be signed.	Meeting requested by MEC. CEO of PanSALB and language bodies mobilised.	Office of the MEC and language planners: Mafikeng, 10 July 2008.	Achieved	Change of management.

## EASTERN CAPE

### Strategic goals:

- Raising the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.
- Introducing the enforcement and monitoring of the implementation of language policy in addition to the ongoing role of language policy and development
- Actively promoting, developing and empowering the official languages with more emphasis on the previously marginalised languages and South African Sign Language (SASL), to raise their status to that of lasting, visible symbols provincially and nationally
- Influencing, promoting and enforcing multilingualism in all organs of society
- Developing an operational model that enhances PanSALB's effectiveness.

Strategic initiative	Output	Key performance indicator	Target	Performance result	Reason for variance
The official signing of the Memorandum of Understanding between PanSALB and the Eastern Cape Dept. of Education on 21 April 2008.	Steering committee was elected to operationalise the MoU; all three PanSALB structures are represented in the province.	Already held two steering committee meetings.  There is an implementation plan in place.	The development of Language Policy Development Booklet for School Governing Bodies  Availability of all Grade 12 question papers in ALL four languages of the province.	Preparatory stage.  We wrote to Umalusi and Umalusi referred us to the National Department of Education (DoE).	N/A
Visited five local municipalities with the aim of advising them about the development of language policies.	Municipalities realised the need for developing transformational language policies.	Municipalities forwarded draft language policies to the provincial office.	All local municipalities of the province.	Municipalities drafted their language policies.	Some municipalities do not honour appointments to meet with them.
Literacy Day in Cala, 8 September 2008.	Promoting the culture of reading and writing in isiXhosa.	The attendees showed enthusiasm for restoring the culture of reading and writing in isiXhosa.	District office, primary schools, PanSALB, representative from Head Office.	The event was held at Askeaton in Cala on 8 September 2008.	N/A

Eastern Cape Provincial Language Committee (ECPLC) Reconstitution and Induction, 2 October 2008.	To reconstitute the ECPLC.	ECPLC is reconstituted.	Thirteen members.	Eleven members.	Could not get applicants for Afrikaans and heritage languages.
Celebrating important calendar events.	International Translation Day celebration in East London on 3 October 2008.	International Translation Day celebration in East London on 3 October 2008 created awareness of how translation contributes to the development of indigenous languages.	Dept. of Education, National Language Services, Deaf Clubs, Department of Sport, Recreation, Arts and Culture (DSRAC) and Language Practitioners in General.	Event was held in East London on 3 October 2008. All attended.	N/A
	International Mother Language Day Celebration on 20 February 2009.	It was held in Nqadu and people showed appreciation for their mother languages.	Dept. of Education, Eastern Cape House of Traditional Leaders (ECHTL), Department of Sport, Recreation, Arts and Culture (DSRAC), language practitioners in general, and communities.	The event was held in Nqadu on 20 February 2009.	N/A



Co-ordinated the Verification and Authentication of Statistics South Africa (Stats SA) Terminology by the isiXhosa National Language Body (XNLB) from 17 to 18 October 2008.	To verify and authenticate list of words.	Verification and authentication done and completed.	All 11 members of the isiXhosa National Language Body (XNBL) and the provincial office.	The process was completed.	Three members tendered apologies.
Meeting with the Eastern Cape House of Traditional Leaders.	To forge working relations and to sensitise people to language rights.	Meeting took place at the Legislature on 18 February 2009.	The executive of the Provincial House of Traditional Leaders.	Agreed on working relations. The ECHTL also asked to be represented in the ECPLC.	N/A

## GAUTENG

### Strategic goals:

To raise the public profile, visibility and influence of PanSALB and the organisation's impact on its constitutional mandate backed by co-operative governance and partnerships.

To introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development.

To actively promote, develop and empower the official languages with more emphasis on the previously marginalised languages and South African Sign Language (SASL), to raise their status to that of lasting visible symbols provincially and nationally.

To influence, promote and enforce multilingualism in all organs of society.

Strategic initiative	Output	Key performance indicator	Target	Performance result	Reason for variance
Ensure promotion, implementation and monitoring of multilingualism and use of the official languages in Gauteng.	Raise public awareness of PanSALB and its mandate.	Awareness campaigns have been held in all the targeted areas.	Four awareness campaigns.	Two awareness campaigns held with Kungwini Local Municipality and City of Tshwane Metro Municipality respectively on 4 July 2008 and 22 August 2008.	Limited budget resulted in cancellation of two other planned language awareness campaigns.
	In partnership with a metro municipality, host a provincial multilingualism celebration building up to a national event.	Collaboration with metro municipality achieved.	Two hundred residents and officials of Ekurhuleni.	Celebration held on 21 November 2008 at Benoni Town Hall, Ekurhuleni Municipality; 178 people attended.	

Advise and assist with the development of language policies at local government level.	In collaboration with Status Language Planning Manager, host a workshop on language policy development with all municipalities	Relevant officials at municipal level have been informed about language policy and targets are in place.	One workshop on language policy development for all municipalities in Gauteng.	Workshop was not held.	No collaboration with Status Language Planning Manager as the position was and still is vacant. The workshop could not be held since we could not afford to get an expert from outside (we did not have sufficient funds).
Celebrate important calendar events in the promotion of marginalised languages.	Mobilise communities by visiting public institutions such as hospitals, police stations, Home Affairs offices and municipalities during Deaf Awareness Week.	Institutions dealing with the public have been sensitised to matters regarding the Deaf.	Visit two municipalities, three hospitals, three police stations and one provincial office of the Dept. of Home Affairs in Gauteng.	Two municipalities (City of Johannesburg and Westonaria), two hospitals and one clinic (Baragwanath, Westonaria and Roodepoort) and three police stations (Moroka in Soweto, Roodepoort and Meadowlands) visited from 1 to 7 September 2008.	The West Rand Municipality and Gauteng Dept. of Home Affairs were not available during the first week of September.
	Host International Translation Day celebration.	Celebration of International Translation Day held.	Collaborate with University of North West (Vaal Campus) to reach 200 people, including students.	Collaboration took place and 198 people attended.	

	Host International Mother Language Day.	Celebration of International Mother Language Day held.	Collaborate with D9 District with target of 300 i.e. 250 learners for all official languages including SASL and 50 adults.	All languages were represented and 325 people attended.	Five parents who had not been invited were welcomed to attend.
--	---	--	--	---	--

## NORTHERN CAPE

**Strategic goal:**

1. To introduce enforcement and monitoring of language policy implementation in addition to the ongoing role of language policy and development.
2. Monitoring of language policy implementation in addition to the ongoing role of language policy and development.
3. To develop an operational model that enhances PanSALB's effectiveness.
4. To raise the public profile, visibility and influence of PanSALB and the organisations impact on its constitutional mandate backed by co-operative governance and partnerships.
5. Establishing and maintaining strategic partnerships and networks.

Strategic initiative	Output	Key performance indicator	Target	Performance result	Reason for variance
Northern Cape (NC) Provincial Language Policy 'Bosberaad'.	Completed NC Provincial Language Policy.  Strategic partnerships.	Provincial Language Policy in place.	30 people.	Positive compliance - 30 people.	
Two Mother-tongue Language-in-Education Workshops.	Compliance with Language-in-Education Policy.	Signed attendance registers.	50 people.	100 - people attended.	
NC Provincial Mother – Tongue Language celebrations.	Strategic partnership.  Networking.  Information and lobbying.	Celebrations report.	500 people.	Positive - 800 people attended.	More interest / new and relevant information.
NC Provincial Language Committee (PLC) / PanSALB Heritage Languages celebrations.	Strategic partnerships.  Interprovincial networks.	Celebrations report.	250 people.	Positive - 250 people attended.	

DPLG Multilingualism Conference.	Established strategic partnerships.	Printed conference booklets and report.  Conference CD produced.		Almost 500 people attended.	
Launch of NC Chapter 9 Institutions.	Information dissemination.  Strategic partnerships.	Signed Memorandum of Understanding (MoU).	To create better awareness of Chapter 9 institutions and their role in the province.	Sixty-five people attended the launch.	Late invitations and information; limited financial resources.
NC Chapter 9 Institutions meeting and workshop.	Strategic partnerships.  Community Outreach and information.		70 people.	Positive - 75 people attended.	New and relevant information.  General public interest.
Richtersveldt Nama workshop.	Community information and development.  Marketing PanSALB / NCPLC / Khoe and San National Language Body ( KSNLB).	Workshop report.	40 people.	35 people attended.	Late information. Distance and transport problem.
Meeting IEC Northern Cape.	Strategic partnerships.  Working together.	Translated Nama Electoral Posters.	To translate Independent Electoral Commission election posters to give Nama communities better access to electoral processes.	Eight different posters were translated into Nama.	

## *ADDENDUM*

*Details of language rights  
violation complaints received  
by PanSALB during the  
01 April 2008 to 31 March 2009*



## FREE STATE

### 1. **PanSALB FREE STATE OFFICE / SUPERSPORT (DSTV) 2008 – M457**

PanSALB received a complaint from the Free State PanSALB manager about PSL games being broadcast only in English and commentary on PSL games not being in any language other than English.

The matter is still under investigation.

### 2. **AC EDWARD vs PROVINCIAL ROAD ADMINISTRATION WELKOM - M450 (AFRIKAANS)**

PanSALB received a complaint from AC Edwards about the removal of Afrikaans from the signs along the road next to the cemetery in Welkom after the road underwent reconstruction. Letters were written to the Provincial Road Administration as a first step in the investigation, which is still underway.

### 3. **MD MOKOANE vs. REGIONAL COURT BLOEMFONTEIN - 2007 M428 (SETSWANA / SESOTHO)**

The complainant complains about the violation of his constitutional right, in terms of section 35 (3) (k) of the Constitution of the Republic of South Africa, Act 108 of 1996, to:

1. be tried in a language that he understands;
2. have the proceedings interpreted into a language that he understands.

Therefore, although the accused person cannot choose in which language the judge or the magistrate conducts the court proceedings, the accused may communicate in court in a language of his choice. He further has the right to speak his language in court and if he does not understand the language that is used in court, by the presiding officer, he may have the proceedings explained to him in the language of his choice by an interpreter.

The complainant received a response through the Free State provincial manager and the matter was resolved. The file is closed.

### 4. **PanSALB / Department of Local Government and Housing, Free State Province**

This complaint relates to a bid that was advertised by the Department calling for bidders to assist local municipalities in compiling and/or reviewing the housing chapter of their municipal integrated development plans (IDPs) by way of bid numbers LGH - 2008-09. The complaint was that said advertisement was published only in English.

The matter is still under investigation.





## GAUTENG

### 5. PanSALB / SABC 2008 – M459

This complaint relates to a newspaper report in the *Sunday World* of 17 August 2008 about what was reported as a tribal spat involving two of the SABC's staff members. The tribal spat related to an alleged language right violation in the institution involving the two members of the SABC's staff.

The matter is still under investigation.

### 6. KAIZER KHUMALO / METRO POLICE 2008 – M460

This complaint relates to the Johannesburg Metro Police not allowing Kaizer Khumalo to speak in isiZulu and ordering him to go to the taxi rank if he wished to speak his language. The Metro Police wanted the complainant to speak either Sotho or Setswana.

The matter is still under investigation.

### 7. LOURENS PROKUREURS / NATIONAL DEPARTMENTS - M448 (AFRIKAANS)

This complaint relates to a request from Lourens Prokureurs to the effect that the language policy of the national departments be audited to comply with the national language policy.

The matter is still under investigation.

### 8. DEPARTMENT OF HEALTH AND SOCIAL SERVICES, STANDERTON HOSPITAL- M446

This complaint relates to prescriptions issued in Afrikaans by Dr DJ Blom and Partners' surgery despite patients not understanding Afrikaans.

The matter is still under investigation.

### 9. SARAH P MABENA'S REQUEST FOR LEGISLATION THAT PROTECTS AGAINST INFRINGEMENT OF LANGUAGE OF OFFICIAL LANGUAGE RIGHTS 2008 - M444

This is a request from Ms Sarah Mabena pertaining to legislation that protects against the infringement of language of official language rights.

PanSALB replied to Ms Mabena's request with a letter on 7 May 2008, attaching a copy of the Constitution and the Pan South African Language Board Act of 1995.

### 10. COMPLAINT ON THE SECOND LANGUAGE POLICY IN INDEPENDENT SCHOOLS 2008 -M438

This complaint relates to a concern regarding independent schools that offer Afrikaans as a compulsory second language. The complainant contends that pupils should be given the right to choose a second language and not be forced to learn Afrikaans.

On 3 March 2008 a request was sent to the complainant to provide details of the school. To date the complainant has not responded to the request.

### 11. HECTOR BEYERS vs UNIVERSITY OF PRETORIA 2008 - M434 (AFRIKAANS)

This complaint relates to 19 of the 150 courses offered at the University of Pretoria which are available in Afrikaans from first-year to final-year level and that less than half of the subjects and modules presented by the University of Pretoria are available in Afrikaans and cases where students have been chased out of class because they insist that their language rights are on record. The language complained against is largely that the language policy at the University of Pretoria is too vague to offer any real protection for Afrikaans-speaking students.

The investigation into the matter found that the University of Pretoria's language policy complied with the national language policy framework and was multilingual.

**12. ALLEGED VIOLATION OF LANGUAGE RIGHT OF A COMMUNITY 2008 - M433 (SiBIRWA)**

This complaint relates to the language rights of the Babirwa people in Limpopo. The matter concerns the linguistic rights of a community and therefore falls within the legal mandate of the Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities (CRL Commission). We have forwarded the matter to the CRL Commission: Limpopo Province for their attention.

**13. EMMA GUMEDE vs RISIDALE PRIMARY SCHOOL 2008 - M432 (ISIZULU)**

This complaint relates to the constitutionality and the legality of the removal of IsiZulu from the curriculum at Risidale Primary School. Emma Gumede contends that she first discovered from her daughter's timetable that the school no longer offered IsiZulu as a subject from grade (3) to six (6), but only from grade 7 onwards. Therefore, she would like to know the rights, firstly, of the school principal in this instance and, secondly, her daughter's rights as a student who still wants to learn IsiZulu at the school.

On 3 March 2008 we invited the Department of Education (DoE) to assist us in resolving the matter. The Department of Education indicated that it would be meeting the principal at Risidale Primary School concerning transport-related matters. We await a report from the DoE concerning the outcome of the meeting.

**14. LS KONDILE vs PNIEL LANDGOED PRIMARY SCHOOL 2008 - M430 (SETSWANA)**

This complaint relates to school children no longer being taught in their mother tongue, namely Setswana. Instead, Afrikaans has been the medium of instruction for all school children since the merger between that school and the Pniel Village School.

The matter is still under investigation.

**15. AFRIFORUM vs UNIVERSITY OF PRETORIA 2008 - M429 (AFRIKAANS)**

This complaint relates to an allegation by Afriforum about the University's disregard for the language rights of certain Afrikaans-speaking students.

The matter is still under investigation.

**16. MARIETJIE BRITS vs SARS SE WEBWERF - M422 (AFRIKAANS)**

This complaint relates to The South African Revenue Service's (SARS) failure to provide forms in Afrikaans on the internet and further that in the past they had access to Afrikaans documents, but that all of a sudden SARS has a problem providing forms in the language of his/her choice (Afrikaans).

The matter is still under investigation.

**17. FANIE VAN HEERDEN vs SOUTH AFRICAN REVENUE SERVICE (OFFICE OF THE COMMISSIONER) M411 (AFRIKAANS)**

This complaint relates to SARS' discrimination against other official languages in that it has developed an e-filing system in English only.

**18. SOLIDARITEIT / SOLIDARITY (ADV I BARRIE) (AFRIKAANS) - M408**

This complaint relates to a certain Miranda du Plessis who works for Du Plessis Attorneys in Kempton Park. The complaint relates to an instruction that she gave to workers not to speak in any language other than English. A letter was written to the office of the complainant requesting more information regarding the complaint. The response, which should have reached PanSALB's office by 13 August 2007, was never received.

The file has been closed.

**19. RAMUEDZI / GCIS 2008 – M441**

This complaint relates to a post that was advertised by the Department of Arts and Culture, which required that respondents be of Sotho/Nguni descent.

The matter is under investigation.

**20. BJ MTILENI vs THE DEPARTMENT OF TRANSPORT 2008 - M440 (XITSONGA)**

This complaint relates to the issuing of learner driver's licence books in languages other than Xitsonga

The matter is still under investigation.

**21. DR NJ RUST AND THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA 2008 - M361 (AFRIKAANS)**

This matter relates to issuing prescriptions in Afrikaans for patients who do not speak or understands Afrikaans.

The matter is still under investigation.

**22. PanSALB / Transnet Freight Rail Acquisition Council**

This complaint relates to an advertisement placed by the Transnet Freight Rail Acquisition Council for a tender in *The Star* newspaper. The complaint is that the said advertisement was published only in English.

The matter still under investigation.

**23. PanSALB / CITY OF TSHWANE**

This complaint relates to the advertisement placed by the City of Tshwane in the print media inviting nominations for the citizen excellence awards held on 18 November 2008. The complaint is that the advertisement was published only in English.

The matter is still under investigation.

**24. PanSALB / National Regulator for Compulsory Specifications (NRCS)**

This complaint relates to a tender that was advertised by the NRCS requesting that interested service providers nationally perform the full scope of conformity assessment requirements of NRCS samples and therefore bid for services to be rendered thereto only in English.

The matter is still under investigation.

**25. PanSALB / Small Enterprise Development Agency (Seda)**

This complaint relates to an advertisement placed by SEDA requesting proposals/tenders (RFP/T) No: T02/10/08. The crux of the complaint is that said advertisement was published only in English.

The matter is still under investigation.

**26. PanSALB / Mining Qualifications Authority**

This complaint relates to an advertisement for a tender placed by the Mining Qualifications Authority calling for 32 Independent Skills Development Facilitators on an annually-renewable basis for a three-year period in the *Sowetan* newspaper on 29 October 2008, tender no: MQA/9/08-09. The complaint is that said advertisement was published only in English.

The matter is still under investigation.

**27. PanSALB / National Department of Housing**

This complaint relates to an advertisement placed by the Department of Housing calling for nominations for the non-executive directors of the Housing Development Agency Board. It appeared only in English.

The matter is still under investigation.



**28. PanSALB / Metrorail**

This complaint relates to an advertisement placed by Metrorail inviting bids for the excavation, upgrading and rehabilitation of drainage systems at various sites on an “as and when”-required basis for a period of 12 months for the Permanent Way Department, Wits Metrorail region with tender number: 489/2008/WITS/INF (P). The contention is that said advertisement was published only in English.

The matter is still under investigation.

**29. PanSALB / The Department of Education**

This complaint relates to a notice published by the Department of Education concerning the register of private higher education institutions and informing them of the registration status of private institutions that offer higher education. The contention is that said advertisement was published only in English.

The matter is still under investigation.

**30. PanSALB / ETDP-Seta**

This complaint relates to an advertisement placed in a newspaper by the ETDP-Seta inviting existing and prospective suppliers to apply for registration on the ETDP-Seta database for submission by 28 November 2008. The crux of the complaint is that the advertisement was published only in English.

The matter is still under investigation.

**31. PanSALB / Metropolitan Trading Company**

This complaint relates to an advertisement placed in a newspaper by Metropolitan Trading Company for expression of interest in the construction of linear markets in the inner city of Johannesburg for the metropolitan trading project, number: MTC/Integrity Study/6180/304/2008. The crux of the complaint is that the publication was in English only.

This falls outside our mandate.

**32. PanSALB / UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**

This complaint relates to a notice published in a newspaper by the UNDP requesting proposals: (RFP) – Consultancy to support the implementation of the Lesotho 2010 Tourism Strategy. The complainant contends that said advertisement was published only in English.

The complaint falls outside our mandate.

**33. PanSALB / National Energy Regulator of South Africa (Nersa)**

This complaint relates to an advertisement placed in a newspaper by Nersa inviting public comments on the gas transportation tariff for the Republic of Mozambique Pipeline Investment Company (Rompc) pipeline. The crux of the complaint is that said advertisement was published only in English.

## MPUMALANGA

**34. MOHLAMONYANE NP vs MPUMALANGA PROVINCIAL LANGUAGE COMMITTEE (“PLC”) 2008 - M445 (NORTHERN SOTHO)**

This complaint relates to being refused the right to present a report in one’s mother tongue during a meeting.

The department apologised to Mrs Mohlamonyane and the matter was resolved amicably.

**35. PanSALB / CAPRICORN DISTRICT MUNICIPALITY**

This relates to an advertisement placed in a newspaper by the Capricorn District Municipality calling for a bid for the development of a database of unemployed graduates for Capricorn District Municipality, and Bid No. LED-65/08/09 for capacity building for small traders in Capricorn District Municipality. The main issue is that said advertisement was published only in English.

The matter is still under investigation.

**36. FREEDOM FRONT PLUS vs KLAGTE, ERMELO HOERSKOOL – TAALREGTE - M435 (AFRIKAANS)**

This complaint relates to the violation of language rights at Ermelo High School. The letter states that Ermelo High School has, for a while, been redressing the practices of the past that discriminated on the basis of race in that it has been a multiracial school for a number of years; therefore, no discrimination takes place on the basis of race. They further stated that Ermelo High School is an Afrikaans-medium school and teaching takes place in Afrikaans.

The Freedom Front Plus, therefore, requested that PanSALB investigate the situation at Ermelo High School in order to ensure that the language rights of learners are acknowledged and respected. PanSALB found that Ermelo High School’s language policy protects language rights.

## WESTERN CAPE

**37. MPENDULO TOKULE / DEPARTMENT OF EDUCATION (GOODWOOD and MALMESBURY CORRECTION CENTRE) 2008 – M473 XHOSA**

An inmate at Goodwood prison lodged a complaint with the Western Cape PanSALB office. The complainant states that he is in Level 4 of the adult education system offered at said prison and that he noticed that the end-of-year examination question papers are available in English and Afrikaans. One side is in English and the other side is in Afrikaans. He further states that he noticed that, as a result, the majority of Afrikaans-speaking students therefore succeeded in the exams because they understood the questions much better than the Xhosa-speaking students did. The question he posed to PanSALB was whether he and other Xhosa-speaking people in Cape Town had any language rights. After some investigation, he discovered that PanSALB could help him in this regard, by also making the examination papers available in an English/Xhosa translation vis-à-vis the English/Afrikaans translation. The complainant has since been transferred to Malmesbury Prison at his own request as the trade he is interested in is more accessible there.

The matter is still under investigation.

**38. BOTES SJ / OXYGEN MAGAZINE (CAPE TOWN) 2008 – M443**

This complaint relates to *oxygen* magazine, which appears only in English.

The complaint is beyond our mandate.

**39. PanSALB / PORTFOLIO COMMITTEE (JUSTICE AND CONSTITUTIONAL DEVELOPMENT) 2009 - M**

This complaint relates to an advertisement placed by the Portfolio Committee (Justice and Constitutional Development) in *City Press* on 25 January 2009, calling people to participate in the public hearings into the Constitution’s Sixteenth Amendment Bill in English.

The matter is still under investigation.

## NORTHERN CAPE

### 40. PanSALB / PORTFOLIO COMMITTEE (SAFETY & SECURITY) 2009 – M

This complaint relates to an advertisement placed by the Portfolio Committee (Safety and Security) in *City Press* on 25 January 2009, calling on citizens to have a say in the Criminal Law Amendment Bill which was tabled in Parliament in English.

The matter is still under investigation

### 41. PanSALB / Independent Electoral Commission (IEC)

This complaint relates to an advertisement placed by the IEC inviting bids for the tender of guarding services (Security) IEC/SS-05/2008. The issue is that said advertisement was published only in English.

The matter is still under investigation.

### 42. PanSALB / TRANSNET CAPITAL PROJECTS

This complaint relates to an advertisement placed in a newspaper by Transnet Capital Projects inviting submissions for inclusion in a national vendor list by 14 November 2008. The crux of the matter is that said advertisement was published only in English.

The matter is still under investigation.

### 43. PanSALB / The South African National Roads Agency (Ltd)

This complaint relates to a notice that was published in a newspaper by the South African National Roads Agency (Ltd) declaring a portion of section 26 of the National Route 2 as a toll road. The issue is that said notice was published only in English.

The matter is still under investigation.

### 44. RICHTERSVELDT vs GOVERNMENT OF RSA AND ALEXKOR 2008 – M431 (NAMA)

This relates to a request by the Richtersveldt Indigenous Nama Council seeking advice and legal interpretation of the Richtersveldt Settlement emanating from the famous landmark Richtersveldt land-settlement claim. They seek the protection of the language rights of the indigenous Nama people of the Richtersveldt.

It is the Council's contention that the language rights of the Richtersveldt community were violated in the process of reaching the settlement since all the documentation involved in the process was written in English whereas the first language of the Richtersveldt community is Nama and the second language is Afrikaans.

PanSALB organised workshops in the Richtersveldt where the leaders of the community and beneficiaries of the land claim case were assisted in interpreting the settlement documents and the court order in Afrikaans and in Nama.

### 45. NDWANYA AND MAGWAZA / UMHLOBO WENENE fmAND OTHERS 2008 (IsiXhosa)

This complaint relates to an allegation that IsiXhosa is being suppressed in the Northern Cape. The complainants requested that PanSALB mediate and investigate the following allegations: That Umhlobo Wenene FM's broadcasts reach as far as Kimberley only, in all municipal offices assistance is provided in Tswana, Afrikaans and English only, Xhosa school children are now taught housing standards in English and Tswana, receptionists in hospitals, police stations, the Department of Social Services, etc., assist in Tswana and English only and that community meetings are held in Tswana and other languages, except in IsiXhosa.

The matter is still under investigation.

## *EASTERN CAPE*

### **46. MTHETHELELI MANA / WINTERBERG AGRICULTURAL HIGH SCHOOL 2008 – M463**

This complaint relates to a parent whose child has a problem with Afrikaans and who wants her child to learn a home language as well.

The matter still under investigation.

### **47. PanSALB / The Eastern Cape Appropriate Technology Unit (ECATU)**

This complaint relates to an advertisement placed in a newspaper for an expression of interest: Outsourcing of Asset Management Review and Framework (RFP: 2008/PROG3SS/01). The issue at hand is that said advertisement was published only in English.

The complaint falls outside our mandate.

### **48. PanSALB / Department of Education (Eastern Cape Province)**

This complaint relates to the Department of Education's publication in a newspaper of a Bid Notice, Bid Number: SCMU 11-08/09-0033, inviting the public to register on the Department's Construction Database for the financial year 2009/10 (Ref no: SCMU 11-013/09-0033) for an expression of interest: construction of linear markets in the inner city of Johannesburg for the metropolitan trading project number: MTC/Integrity Study/6180/304/2008. The crux of the complaint is that said advertisement was published only in English.

The matter is still under investigation.

## *LIMPOPO*

### **49. JD SHINGWENYANA / MASKEW MILLER LONGMAN 2009 – M488**

This complaint relates to Maskew Miller Longman publishing house failing to respond to a submission by the complainant because they published his manuscript in Xitsonga.

The complaint falls outside our mandate.

### **50. MR EW MCCORMICK vs THABAZIMBI MUNICIPALITY M382**

This relates to a complaint from Mr McCormick concerning the municipality's usage of only Afrikaans road signs at Leeuwkop Vakansiedorp in Thabazimbi.

We are still waiting for a response from the municipal manager so that we can follow up on the issue with the complainant. The municipality undertook to work closely with the complainant to resolve the matter.

### **51. REQUEST FOR THE BROADCASTING OF LOTUS FM IN MAKHADO REGION (LIMPOPO PROVINCE) AS PART OF THE REALISATION OF LINGUISTIC RIGHTS - M442**

This relates to a request from Mr Bhana Morar, President of African Renaissance Youth Movement, concerning a request that broadcasts by cultural and linguistic Radio Station Lotus FM extend into the Makhado region and greater Limpopo Province. A response is awaited from the managers of Lotus FM with regards to the request.

The matter falls outside our mandate.

## KWAZULU-NATAL

### 52. C DE LANGE / KZN DEPARTMENT OF EDUCATION 2009 – M485

This relates to a complaint from Mr Chris de Lange of the KwaZulu-Natal Department of Education, Amajuba District, to the effect that said department allowed interjections and sometimes long inputs to be made in isiZulu without interpretation services being made available to non-isiZulu speakers at the district bosberaad held from 14 to 16 January 2009.

The matter is still under investigation.

### 53. PanSALB / ETDP-SETA KwaZulu-Natal

This relates to an advertisement placed in a newspaper by the ETDP-SETA calling for expression of interest by 5 November 2008 to conduct an ECD Audit in KwaZulu-Natal. The crux of the matter is that said advertisement was published only in English.

The matter is still under investigation.

### 54. THEMBI TIMBER / ROSEBANK COLLEGE (Durban) 2009 – M490

This relates to a complaint against Rosebank College in Durban to the effect that the complainant and a co-worker were reprimanded for speaking to each other in English during a private conversation between the two Zulu-speaking colleagues.

**N.B. This is just a sample of the cases that we dealt with during the financial year in question. Not all cases can be accommodated here, partly because of challenges relating to translation as some are written in Afrikaans. This is a challenge that management will resolve in the not too distant future.**





*REPORT OF THE  
AUDIT COMMITTEE OF THE  
PAN SOUTH AFRICAN LANGUAGE  
BOARD FOR 2008-09*





## *REPORT OF THE AUDIT COMMITTEE*

We are pleased to represent our report for the year ended 31 March 2009.

### **Audit Committee Members and Attendance**

During 2008/2009 Financial year, the Audit Committee members met five (5) times as indicated below:

Name of member	Number of Meetings attended
Ms K Gaesale	1
Mr A Mooke (Chairperson)	5
Ms S T Tukisi	5

### **Audit Committee Responsibility**

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

The effectiveness of internal control.

The system of internal control was improved during the year under review as compliance with prescribed policies and procedures were updated. During the year under review several instances of non compliance were reported by internal and external auditors and some of them were addressed. In certain areas, the weaknesses reported previously have been satisfactorily addressed.

The Audit Committee has noted the issues reported by the Auditor-General and the Internal Auditors. The Committee has requested Management to come up with an action plan to address issues raised by Auditors. The Committee has been trying to having a meeting with the Board to present challenges facing PanSALB, which also affect the functioning of the Audit Committee, but the meeting arrangements were not successful.

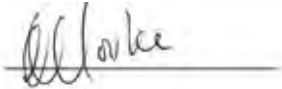
Each National Lexicographic Unit (NLU's) has its own Board of directors, own administration, own Auditors, own Bank accounts and are housed at tertiary institutions (Universities and Colleges) in nine provinces for eleven official languages. PanSALB does not have direct control on a day-to-day running / functioning of these units as they are independent Companies registered under section 21 of Companies Act 61 of 1973. All NLUs submitted an unqualified audit report and their financial statements were consolidated with the PanSALB financial statements.

## 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
- Reviewed Budget vs Expenditure and gave advice to PanSALB Management matters related to compliance.

The Audit Committee concurs and accepts the Auditor General’s conclusion 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. Through its improved, operations and strengthened internal controls system, PanSALB moved from a disclaimer by the Auditor-General in the 2007-08 audit report to an unqualified audit report in the 2008-09 Financial year.



A M MOOKE  
CHAIRPERSON OF THE AUDIT COMMITTEE  
DATE:

*REPORT OF THE AUDITOR-GENERAL  
TO PARLIAMENT ON THE  
GROUP FINANCIAL STATEMENTS AND  
PERFORMANCE INFORMATION OF THE  
PAN SOUTH AFRICAN LANGUAGE  
BOARD FOR THE YEAR ENDED  
31 MARCH 2009*





# REPORT ON THE FINANCIAL STATEMENTS

## Introduction

1. I have audited the accompanying group financial statements and financial statements of the Pan South African Language Board (PanSALB) which comprise the consolidated and separate statement of financial position as at 31 March 2009, and the consolidated and separate statement of financial performance, the consolidated and separate statement of changes in net assets and the consolidated and separate cash flow statements for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 112 to 146.

## The accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation of these financial statements in accordance with the basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1 and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## The Auditor-General's responsibility

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) (PAA), my responsibility is to express an opinion on these financial statements based on my audit.

4. I conducted my audit in accordance with the International Standards on Auditing read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## Opinion

7. In my opinion the financial statements present fairly, in all material respects, the consolidated and separate financial position of the Pan South African Language Board as at 31 March 2009 and its consolidated and separate financial performance and its consolidated and separate cash flows for the year then ended, in accordance with the basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1 and in the manner required by the PFMA.

### Emphasis of matter

Without qualifying my opinion, I draw attention to the following matters:

### Basis of accounting

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

### Irregular expenditure

9. As disclosed in note 27 to the financial statements, irregular expenditure to the amount of R2,273 million was incurred, as a proper procurement process had not been followed.

### Restatement of corresponding figures

10. As disclosed in note 29 to the financial statements the corresponding figures for the financial year ended 31 March 2008 have been restated as a result of errors discovered during the financial year ended 31 March 2009 in the financial statements of PanSALB.

### Other matters

Without qualifying my opinion, I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

### Non-compliance with applicable legislation

11. The following instances of non-compliance with applicable legislation were identified:

- Section 38(1)(a) – Lack of effective, efficient and transparent systems of financial risk and internal control.
- Treasury Regulation 16A6 – Inadequate supply chain management which resulted in irregular expenditure.
- Treasury Regulations 3.2.7 – Lack of three-year rolling plan and approved annual plan of internal audit.

### Governance framework

12. The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the key governance responsibilities addressed below.

### Key governance responsibilities

13. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of key governance responsibilities, which I have assessed as follows:

No.	Matter	Y	N
<b>Clear trail of supporting documentation that is easily available and provided in a timely manner</b>			
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.	✓	
<b>Quality of financial statements and related management information</b>			
2.	The financial statements were not subject to any material amendments resulting from the audit.		✓
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.	✓	
<b>Timeliness of financial statements and management information</b>			
4.	The annual financial statements were submitted for auditing as per the legislated deadlines (section 40 of the PFMA).	✓	
<b>Availability of key officials during audit</b>			
5.	Key officials were available throughout the audit process.	✓	
<b>Development and compliance with risk management, effective internal control and governance practices</b>			
6.	Audit committee		
	<ul style="list-style-type: none"> <li>The type of entity had an audit committee in operation throughout the financial year.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The audit committee operates in accordance with approved, written terms of reference.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The audit committee substantially fulfilled its responsibilities for the year, as set out in [section 77 of the PFMA and Treasury Regulation 3.1.10]</li> </ul>	✓	
7.	Internal audit		
	<ul style="list-style-type: none"> <li>The Agency had an internal audit function in operation throughout the financial year.out in Treasury Regulation 3.2.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The internal audit function operates in terms of an approved internal audit plan.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>The internal audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulation 3.2.</li> </ul>	✓	
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.	✓	
9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.	✓	

No.	Matter	Y	N
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	✓	
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used as set out in Treasury Regulation 3.2.	✓	
12.	Powers and duties have been assigned, as set out in section 44 of the PFMA	✓	
<b>Follow-up of audit findings</b>			
13.	The prior year audit findings have been substantially addressed.	✓	
14.	SCOPA/Oversight resolutions have been substantially implemented.	✓	
<b>Issues relating to the reporting of performance information</b>			
15.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.		✓
16.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information.		✓
17.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by PanSALB against its mandate, predetermined objectives, outputs, indicators and targets Treasury Regulation 5.1,5.2 and 6.1.	✓	
18.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	✓	

14. Through management intervention, PanSALB resolved the prior year audit findings. As a result there was a significant improvement in the audit outcome. Due to a lack of financial discipline, it was necessary to make material changes to the financial statements. To maintain the favourable audit outcome, PanSALB will have to enhance their oversight responsibility over the reporting of financial and performance information.

### Investigations

15. The CEO was suspended on 20 February 2009 and a forensic audit was in the process of being conducted. The CFO was suspended on 4 August 2008 and re-instated on 23 February 2009. He was found not guilty on all charges.





## REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

### Introduction

#### Report on performance information

I have reviewed the performance information as set below.

#### The accounting officer's responsibility for the performance information

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.

#### The Auditor-General's responsibility

17. I conducted my engagement in accordance with section 13 of the PAA read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008.

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

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

#### Findings (performance information)

Non compliance with regulatory requirements

20. The accounting officer did not ensure that PanSALB has and maintain an effective, efficient

and transparent system and internal controls regarding performance management, which describes and represent how the institutions processes of performance planning, monitoring, measurement, review and reporting will be conducted, organised and managed, as required in terms of section 38(1)(a)(i) and (b) of the PFMA.

21. The quarterly reports were not submitted to the executive authority by PanSALB on quarterly basis to facilitate effective performance monitoring, evaluation and corrective action as required by Treasury Regulation 5.3.1.

#### Reported performance information not meeting criteria

22. The following targets with regard to languages in education programmes were not:

- specific in clearly identifying the nature and the required level of performance measurable in identifying the required performance
- measurable in identifying the required performance
- time bound in specifying the time period or deadline for delivery.

#### Lack of source documentation

23. Sufficient appropriate audit evidence with regard to the reported performance of Languages in education could not be obtained, as the relevant source manual system used for generating performance information was not appropriate to facilitate the preparation of accurate and complete actual performance information.

## *APPRECIATION*

24. The assistance rendered by the staff of the Pan South African Language Board during the audit is sincerely appreciated.

*Auditor-General*

Pretoria

30 July 2009



*Pan SOUTH AFRICAN  
LANGUAGE BOARD  
CONSOLIDATED FINANCIAL  
STATEMENTS*

*for the year ended 31 March 2009*





# *Consolidated Financial Statements* **Contents**

<i>Statement of Responsibility</i> .....	113
<i>Statement of Financial Performance</i> .....	114
<i>Statement of Financial Position</i> .....	115
<i>Statement of Changes in Net Assets</i> .....	117
<i>Cash Flow Statement</i> .....	118
<i>Accounting Policies</i> .....	119
<i>Notes to the Annual Financial Statements</i> .....	124

## STATEMENT OF RESPONSIBILITY

*for the year ended 31 March 2009*

The Accounting Officer is responsible for the preparation, integrity and fair presentation of the consolidated financial statements of the Pan South African Language Board. The financial statements presented on page 115 to 146 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 audit report of the Auditor-General is presented on pages 105 to 113. The consolidated financial statements were approved and signed by the Accounting Officer on 29 May 2009.



CL SWEPU  
ACTING CHIEF EXECUTIVE OFFICER

29 MAY 2009

## STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 31 March 2009

		Consolidated 2009	PanSALB 2009	Consolidated 2008	PanSALB 2008
	Notes	R'000	R'000	R'000	R'000
Revenue					
Grants and transfers	1	47,556	47,556	43,600	43,600
Sales of goods	2	296	-	305	-
Gifts, sponsorships and donations	3	1,521	-	768	-
Gain on disposal of assets		1	-	52	-
Other income	4	399	61	675	333
		<u>49,773</u>	<u>47,617</u>	<u>45,400</u>	<u>43,933</u>
Expenses					
Cost of sales		(82)	-	(92)	-
Administrative expenses	5	(7,240)	(5,940)	(5,848)	(4,594)
Staff costs	6	(28,222)	(16,911)	(21,936)	(12,178)
Transfers and subsidies	7	(124)	(11,201)	(121)	(12,328)
Other operating expenses	8	(21,409)	(18,838)	(21,748)	(19,951)
Finance costs	9	(167)	(91)	(49)	(49)
(Deficit) from operations		<u>(57,244)</u>	<u>(52,981)</u>	<u>(49,794)</u>	<u>(49,100)</u>
Income from investments	10	1,930	1,348	2,046	1,647
(Deficit) for the year		<u>(5,541)</u>	<u>(4,016)</u>	<u>(2,348)</u>	<u>(3,520)</u>
NLUs surplus adjustment		1,525	-	(1,172)	-
(Deficit) for the year		<u>(4,016)</u>	<u>(4,016)</u>	<u>(3,520)</u>	<u>(3,520)</u>

## STATEMENT OF FINANCIAL POSITION

as at 31 March 2009

		Consolidated	PanSALB	Consolidated	PanSALB
		2009	2009	2008	2008
	Notes	R'000	R'000	R'000	R'000
<b>ASSETS</b>					
Current assets					
Cash and cash equivalents	11	8,720	5,267	12,132	7,719
Inventory	12	561	-	592	-
Receivables	13	958	331	830	118
Loans receivable	16	2,669	-	2,324	-
		<hr/>	<hr/>	<hr/>	<hr/>
		12,908	5,598	15,878	7,837
Non-current assets					
Property, plant and equipment	14	4,940	4,300	4,282	3,519
Intangible assets	15	294	252	243	203
Loans receivable	16	593	-	749	-
		<hr/>	<hr/>	<hr/>	<hr/>
		5,827	4,552	5,274	3,722
		<hr/>	<hr/>	<hr/>	<hr/>
Total assets		18,735	10,150	21,152	11,559

		Consolidated	PanSALB	Consolidated	PanSALB
		2009	2009	2008	2008
	Notes	R'000	R'000	R'000	R'000
<b>LIABILITIES</b>					
Current liabilities					
Payables	17	4,165	3,936	2,163	2,026
Provisions	18	1,139	760	1,274	1,127
Current portion of finance lease obligations	19	121	121	157	157
		<u>5,425</u>	<u>4,817</u>	<u>3,594</u>	<u>3,310</u>
Non-current liabilities					
Finance lease obligations	19	1,207	1,207	107	107
Post-retirement benefit obligation	20	2,802	-	2,424	-
		<u>4,009</u>	<u>1,207</u>	<u>2,531</u>	<u>107</u>
<b>Total liabilities</b>		<u><u>9,434</u></u>	<u><u>6,024</u></u>	<u><u>6,125</u></u>	<u><u>3,417</u></u>
<b>Net assets</b>		<u><u>9,301</u></u>	<u><u>4,126</u></u>	<u><u>15,027</u></u>	<u><u>8,142</u></u>
<b>NET ASSETS</b>					
Accumulated surplus		4,126	4,126	8,142	8,142
NLU's net asset adjustment		5,175	-	6,885	-
<b>Total net assets</b>		<u><u>9,301</u></u>	<u><u>4,126</u></u>	<u><u>15,027</u></u>	<u><u>8,142</u></u>



## STATEMENTS OF CHANGES IN NET ASSETS

for the year ended 31 March 2009

	PanSALB Accumulated surpluses
	R'000
Balance at 31 March 2007	10,625
Prior period error	1,039
Restated balance at 31 March 2007	<u>11,664</u>
Deficit for the year	(3,596)
Balance at 31 March 2008	<u>8,068</u>
Prior period error	74
Restated balance at 31 March 2008	8,142
Deficit for the year	(4,016)
Balance at 31 March 2009	<u><u>4,126</u></u>

## CASH FLOW STATEMENT

for the year ended 31 March 2009

	Notes	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSAB 2008 R'000
Cash flow from operating activities					
<b>Receipts</b>					
Grants and transfers		47,556	47,556	43,600	43,600
Interest received		1,930	1,348	2,046	1,647
Other receipts		2,088	(155)	1,497	313
<b>Payments</b>					
Employee costs		(28,373)	(17,299)	(21,061)	(11,472)
Suppliers		(25,471)	(33,037)	(26,684)	(36,028)
Interest paid		(167)	(91)	(49)	(49)
Net cash utilised in operating activities	21	<u>(2,437)</u>	<u>(1,678)</u>	<u>(651)</u>	<u>(1,989)</u>
Cash flow from investing activities					
Acquisition of property, plant and equipment		(2,370)	(2,195)	(1,884)	(1,394)
Acquisition of intangible assets		(137)	(109)	(2)	-
Proceeds from disposal of property, plant and equipment		490	489	61	-
Increase in loans receivable		(189)	-	129	-
Surplus on initial consolidation of NLUs		(188)		188	-
Net cash utilised in investing activities		<u>(2,394)</u>	<u>(1,815)</u>	<u>(1,508)</u>	<u>(1,394)</u>
Cash flow from financing activities					
Repayment of finance lease obligations		(318)	(318)	(187)	(187)
Loans raised				-	-
New debt raised		1,359	1,359		
Increase in post-retirement benefit obligation		378	-	207	-
Net cash flows from financing activities		<u>1,419</u>	<u>1,041</u>	<u>20</u>	<u>(187)</u>
Decrease in cash and cash equivalents		(3,412)	(2,452)	(2,139)	(3,570)
Cash and cash equivalents at the beginning of the year		12,132	7,719	14,271	11,289
Cash and cash equivalents at end of the year	11	<u>8,720</u>	<u>5,267</u>	<u>12,132</u>	<u>7,719</u>

# ACCOUNTING POLICIES

for the year ended 31 March 2009

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 in accordance with the South African Statements of Generally Accepted Accounting Practice (GAAP) including any interpretations of such Statements issued by the Accounting Practices Board, with the effective Standards of Generally Recognised Accounting Practice (GRAP) issued by the Accounting Standards Board replacing the equivalent GAAP Statement as follows:

Standard of GRAP	Replaced Statement of GAAP
GRAP 1: Presentation of financial statements	AC101: Presentation of financial statements
GRAP 2: Cash flow statements	AC118: Cash flow statements
GRAP 3: Accounting policies, changes in accounting estimates and errors	AC103: Accounting policies, changes in accounting estimates and errors

Currently 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 changes in the presentation of the financial statements:

### Terminology differences:

Standard of GRAP	Replaced Statement of GAAP
Statement of financial performance	Income statement
Statement of financial position	Balance sheet
Statement of changes in net assets	Statement of changes in equity
Net assets	Equity
Surplus/deficit	Profit/loss
Accumulated surplus/deficit	Retained earnings
Contributions from owners	Share capital
Distributions to owners	Dividends

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

Specific information has been presented separately on the statement of financial position such as:

- Receivables from non-exchange transactions, including taxes and transfers
- Taxes and transfers payable
- Trade and other payables from non-exchange transactions

Amount and nature of any restrictions on cash balances is required.

Paragraph 11 – 15 of GRAP 1 has not been implemented due to the fact that the local and international budget reporting standard is not effective for this financial year. Although the inclusion of budget information would enhance the usefulness of the financial statements, non-disclosure will not affect the objective of the financial statements.

# ACCOUNTING POLICIES (continued)

for the year ended 31 March 2009

## 2 Currency

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

## 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
- PANSALB Act no. 59, 1999

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	3 - 15 years
Vehicles	10 years
Computer Equipment	3 - 15 years
Furniture and Fittings	5 - 15 years
Leased assets	Lease period
Leasehold improvements	5 – 20 years
Books	At purchase

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.

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.

# ACCOUNTING POLICIES (continued)

for the year ended 31 March 2009

## 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	2-15 years
-------------------	------------

## 10 Non-current assets held for sale

Non-current assets held for sale are classified as current assets. Immediately prior to being classified as held for sale the carrying amount of the item is measured in accordance with the applicable standard. After classification as held for sale it is measured at the lower of the carrying amount and fair value less costs to sell.

Non-current assets that are classified as held for sale are not depreciated.

## 11 Financial instruments

The company classifies financial instruments, or their component parts, on initial recognition as a financial asset, a financial liability or an equity instrument in accordance with the substance of the contractual arrangement.

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.

Financial assets are initially measured at fair value plus transaction costs. Financial instruments at fair value through profit or loss are measured at fair value.

The entity's principle financial assets are receivables and cash and cash equivalents. These financial assets are classified as loans and receivables.

### *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. This category includes short-term receivables, such as receivables, as well as cash and cash equivalents.

Loans and receivables are initially measured at fair value, plus transaction costs. Subsequently, items included in this category are measured at the amortised cost, calculated based on the effective interest method and interest income is included in profit or loss for the period. Net gains or losses represent reversals of impairment losses, impairment losses and gains and losses on

# ACCOUNTING POLICIES (continued)

for the year ended 31 March 2009

derecognition. Net gains or losses are included in 'other income' or 'other expenses'.

Short term receivables with no stated interest rate are measured at the original invoice amount, if the effect of discounting is immaterial.

Impairment losses are recognised on loans and receivables when there is objective evidence of impairment. An impairment loss is recognised in profit or loss when the carrying amount of the asset exceeds its recoverable amount. The recoverable amount is calculated as the present value of the estimated future cash flows discounted at the original effective interest rate of the instrument.

## Financial liabilities

The entity's principle financial liabilities are accounts payable and are classified as other financial liabilities.

### *Other financial liabilities*

Other financial liabilities are initially measured at fair value, plus transaction costs. Subsequently, these items are measured at the amortised cost, using the effective interest method. Interest expenses on these items are recognised in profit or loss for the period and they are included in 'finance costs'. Net gains or losses represent gains or losses on derecognition and they are included in 'other income' or 'other expenses'.

- Short-term payables with no stated interest rate are measured at the original invoice amount, if the effect of discounting is immaterial.

## 12 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.

## 13 Provisions and contingencies

Provisions are recognised when:

- the entity has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of the provision is the present value of the expenditure expected to be required to settle the obligation.

Contingent assets and contingent liabilities are not recognised. Where as a result of past events there may be an outflow of resources embodying future economic benefits in settlement of a possible obligation or a present obligation that may, but probably will not, require an outflow of resources, a contingent liability is disclosed. Contingencies are disclosed in note 26.

## **ACCOUNTING POLICIES** *(continued)* *for the year ended 31 March 2009*

### **14 Consolidation**

The consolidated financial statements include the financial information of the National Language Units (NLU's), which are named in Annexure 1, are Section 21 Companies situated in the 9 provinces of South Africa and were consolidated according to the South African Statements of Generally Accepted Accounting Practices (GAAP), IAS 27 - Consolidated Financial Statements.

The consolidated statement of financial position and statement of financial performance incorporate the statement of financial position and statement of financial performance of the entity and the companies controlled by the entity. Control is achieved where the entity has the power to govern the financial and operating policies of a company so as to obtain benefits from its activities.

All intra-group transactions, balances, revenue and expenditure are eliminated on consolidation.

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2009

## 1 Grants and transfers

	Consolidated	PanSALB	Consolidated	PanSALB
	2009	2009	2008	2008
	R'000	R'000	R'000	R'000
National Department – Arts and Culture	47,451	47,451	43,600	43,600
Provincial department – Sports, Arts and Culture (Note 1)	105	105	-	-
Total	<u>47,556</u>	<u>47,556</u>	<u>43,600</u>	<u>43,600</u>

Note1:

This is a conditional grant. All conditions have been met. The full amount has been expensed during the year.

## 2 Sale of goods

Book sales	129	-	129	-
CD-Rom sales	167	-	176	-
Total	<u>296</u>	<u>-</u>	<u>305</u>	<u>-</u>

## 3 Gifts, sponsorships and donations received

Donations	1,503	-	750	-
Sponsorships	18	-	18	-
Total	<u>1,521</u>	<u>-</u>	<u>768</u>	<u>-</u>



# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 4 Other income

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
Royalties	234	-	277	-
Refunds and reimbursements	-	-	301	301
Other income	165	61	97	32
<b>Total</b>	<b>399</b>	<b>61</b>	<b>675</b>	<b>333</b>

## 5 Administrative expenses

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
General and Administrative expenses	4,208	3,143	3,092	1,980
Auditor's remuneration	1,025	798	568	433
- External audit fees	859	632	414	279
- Internal audit fees	166	166	154	154
Board remuneration	279	279	40	40
Staff training and development	155	148	2,120	2,113
Bad debts written off	9	8	28	28
Legal fees	1,564	1,564	-	-
<b>Total</b>	<b>7,240</b>	<b>5,940</b>	<b>5,848</b>	<b>4,594</b>

Annex  
1

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 6 Staff costs

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
Salaries	24,619	14,490	19,726	10,588
Basic salaries	24,384	14,255	19,286	10,148
Performance awards	342	342	370	370
Other non-pensionable allowance	67	67	-	-
(Over)/Under provision for leave	(174)	(174)	70	70
Social contributions (Employer's contributions)	2,799	2,421	1,797	1,590
Medical	493	493	374	374
UIF	69	69	79	79
Defined pension contribution plan	1,859	1,859	1,137	1,137
Provision for post-retirement employee benefit	378	-	207	-
Directors' remuneration—NLUs	804	-	413	-
<b>Total</b>	<b>28,222</b>	<b>16,911</b>	<b>21,936</b>	<b>12,178</b>
Staff members	-	67	-	64
Senior management remuneration				
		<i>Note 30</i>		

## 7 Transfers and subsidies

Subsidies					
Private Enterprises	Annex 1	124	11,201	121	12,328
<b>Total</b>		<b>124</b>	<b>11,201</b>	<b>121</b>	<b>12,328</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 8 Other operating expenses

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
Travel and subsistence	2,131	1,145	2,141	900
Rentals in respect of operating leases	1,483	1,158	1,330	1,062
- Buildings	1,251	965	1,037	783
- Telephone usage	232	193	293	279
Consultants, contractors and special services	2,290	1,594	1,186	1,544
Stores/consumables	409	373	202	128
Marketing costs	-	-	9	-
Impairment loss	2	-	-	-
Depreciation and amortisation	1,292	969	977	683
Loss on sale of fixed assets	45	45	-	-
Other operating expenses	561	429	200	-
Maintenance, repairs and running costs	147	76	115	46
- Property and buildings	-	-	10	-
- Other maintenance and repairs	147	76	105	46
Projects	13,049	13,049	15,588	15,588
- Provincial Language Committees	3,488	3,488	3,739	3,739
- National Language Bodies	3,758	3,758	2,317	2,317
- Status Language Planning	13	13	11	11
- Language in Education	524	524	947	947
- Translation and Interpreting	459	459	602	602
- Literature and Media	198	198	375	375
- Lexicography Development	135	135	317	317
- Linguistic Human Rights	417	417	880	880
- Research	-	-	45	45
- Co-operation with other bodies and Annual Report	1,167	1,167	1,056	1,056
- Communications and Marketing	2,631	2,631	5,299	5,299
- Other project expenses	259	259	-	-
<b>Total</b>	<b>21,409</b>	<b>18,838</b>	<b>21,748</b>	<b>19,951</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 9 Finance costs

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSAIB 2008 R'000
Interest expense				
- Obligations under finance lease	167	91	49	49
	167	91	49	49

## 10 Income from investments

Interest income				
- Bank deposits	1,914	1,348	2,046	1,647
- Other	16	-	-	-
	1,930	1,348	2,046	1,647

## 11 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	3,608	1,858	2,828	104
Cash on hand	2	1	3	1
Short-term investments	5,110	3,408	9,301	7,614
Total	8,720	5,267	12,132	7,719

## 12 Inventory

Finished goods	561	-	592	-
Total	561	-	592	-

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

	Consolidated	PanSALB	Consolidated	PanSALB
	2009	2009	2008	2008
Notes	R'000	R'000	R'000	R'000
<b>13 Receivables</b>				
Trade receivables	177	-	237	-
Deposits	60	60	60	60
Other receivables	508	58	533	58
Prepayments	213	213	-	-
<b>Total</b>	<b>958</b>	<b>331</b>	<b>830</b>	<b>118</b>

## 14 Property, plant and equipment

Consolidated	Plant and equipment R'000	Vehicles R'000	Computer equipment R'000	Office furniture and fittings R'000	Lease improvement /Books R'000	Total R'000
<b>Year ended 31/3/2008</b>						
Opening net carrying amount	783	13	1,228	1,299	24	3,347
Gross carrying amount	1,268	108	2,440	2,426	126	6,368
Accumulated depreciation	(485)	(95)	(1,212)	(1,127)	(102)	(3,021)
Additions	68	1,277	217	323	-	1,885
Disposals	-	(1)	(1)	(5)	-	(7)
Depreciation charge	(200)	(57)	(233)	(448)	(5)	(943)
Net carrying amount 31 March 2008	651	1,232	1,211	1,169	19	4,282
<b>Year ended 31/3/2009</b>						
Opening net carrying amount	651	1,232	1,211	1,169	19	4,282
Gross carrying amount	1,336	1,372	2,655	2,744	126	8,233
Accumulated depreciation	(685)	(140)	(1,444)	(1,575)	(107)	(3,951)
Additions	1,540	-	571	260	-	2,371
Disposals	(464)	-	(28)	(14)	-	(506)
Assets held for sale - Cost	-	(71)	-	-	-	(71)
- Depreciation	-	71	-	-	-	71
Impairment loss	-	-	(2)	-	-	(2)
Depreciation charge	(186)	(134)	(403)	(479)	(3)	(1,205)
Net carrying amount 31 March 2009	1,541	1,098	1,349	936	16	4,940
Gross carrying amount	1,865	1,301	2,767	2,959	126	9,018
Accumulated depreciation	(324)	(203)	(1,418)	(2,023)	(110)	(4,078)
	<b>1,541</b>	<b>1,098</b>	<b>1,349</b>	<b>936</b>	<b>16</b>	<b>4,940</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## Property, plant and equipment

PanSALB	Plant and equipment R'000	Vehicles R'000	Computer equipment R'000	Office furniture and fittings R'000	Total R'000
<b>Year ended 31/3/2008</b>					
Opening net carrying amount	783	-	992	1,010	2,785
Gross carrying amount	1,268	96	1,580	1,742	4,686
Accumulated depreciation	(485)	(96)	(588)	(732)	(1,901)
Additions	68	959	95	279	1,401
Disposals	-	-	-	-	-
Depreciation charge	(200)	(18)	(108)	(341)	(667)
Net carrying amount 31 March 2008	651	941	979	948	3,519
<b>Year ended 31/3/2009</b>					
Opening net carrying amount	651	941	979	948	3,519
Gross carrying amount	1,336	1,055	1,675	2,021	6,087
Accumulated depreciation	(685)	(114)	(696)	(1,073)	(2,568)
Additions	1,540	-	457	198	2,195
Disposals	(464)	-	(28)	(13)	(505)
Assets held for sale - Cost	-	(71)	-	-	(71)
- Depreciation	-	71	-	-	71
Impairment loss	-	-	-	-	-
Depreciation charge	(186)	(71)	(251)	(401)	(909)
Net carrying amount 31 March 2009	1,541	870	1,157	732	4,300
Gross carrying amount	1,865	984	1,670	2,175	6,694
Accumulated depreciation	(324)	(114)	(513)	(1,443)	(2,394)
	<b>1,541</b>	<b>870</b>	<b>1,157</b>	<b>732</b>	<b>4,300</b>

## 14 Property, plant and equipment (continued)

### Assets subject to finance lease (Net carrying amount)

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
Plant and equipment	1,269	1,269	162	162
	<b>1,269</b>	<b>1,269</b>	<b>162</b>	<b>162</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 15 Intangible assets

### Consolidated

	Computer software R'000	Total R'000
<b>Year ended 31/3/2008</b>		
Opening net carrying amount	279	279
Gross carrying amount	379	379
Accumulated amortisation	(100)	(100)
Additions	2	2
Disposals	(3)	(3)
Amortisation charge	(35)	(35)
Net carrying amount 31 March 2008	243	243
<b>Year ended 31/3/2009</b>		
Opening net carrying amount	243	243
Gross carrying amount	378	378
Accumulated amortisation	(135)	(135)
Additions	138	138
Disposals	-	-
Amortisation charge	(87)	(87)
Net carrying amount 31 March 2009	294	294
Gross carrying amount	516	516
Accumulated amortisation	(222)	(222)
	<b>294</b>	<b>294</b>

### PanSALB

	Computer software R'000	Total R'000
<b>Year ended 31/3/2008</b>		
Opening net carrying amount	219	219
Gross carrying amount	264	264
Accumulated amortisation	(45)	(45)
Additions	-	-
Disposals	-	-
Amortisation charge	(16)	(16)
Net carrying amount 31 March 2008	203	203
<b>Year ended 31/3/2009</b>		
Opening net carrying amount	203	203
Gross carrying amount	264	264
Accumulated amortisation	(61)	(61)

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 15 Intangible assets (continued)

### PanSALB

	Computer software R'000	Total R'000
Additions	109	109
Disposals	-	-
Amortisation charge	(60)	(60)
Net carrying amount 31 March 2009	252	252
Gross carrying amount	373	373
Accumulated amortisation	(121)	(121)
	<b>252</b>	<b>252</b>

## 16 Loans receivable

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
University of Venda	593	-	749	-

The loan represents monies received from PanSALB by the University, but not yet utilised by Tshivenda NLU. The loan bears no interest and has no repayment terms, but by intent is of a short-term nature.

University of Stellenbosch	2,371	-	1,912	-
University of North West	280	-	218	-
University of Limpopo	18	-	193	-
University of Pretoria	-	-	1	-
Current loans	2,669	-	2,324	-
Non-current assets	593	-	749	-
Current assets	2,669	-	2,324	-



# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

		Consolidated 2009	PanSALB 2009	Consolidated 2008	PanSALB 2008
	Notes	R'000	R'000	R'000	R'000
<b>17</b>	<b>Payables</b>				
	Other payables	202	144	228	201
	Accruals	3,842	3,726	1,815	1,735
	Operating lease liability	121	66	120	90
	<b>Total</b>	<b>4,165</b>	<b>3,936</b>	<b>2,163</b>	<b>2,026</b>

## 18 Provisions

Opening balance	1,274	1,127	478	402
Bonus provision and leave accrual included in opening balance - reclassified as accruals in current year	(269)	(168)	-	-
Utilisation of provisions during the year	(71)	(16)	-	-
(Over)/Under provision	(174)	(174)	-	-
Provisions made during the year	379	-	796	725
Closing balance	<b>1,139</b>	<b>769</b>	<b>1,274</b>	<b>1,127</b>

## 19 Finance lease obligations

### Minimum lease payments due

- within one year	319	319	184	184
- in second to fifth year inclusive	1,628	1,628	118	118
	<b>1,947</b>	<b>1,947</b>	<b>302</b>	<b>302</b>
Less: future finance charges	(619)	(619)	(38)	(38)
<b>Present value of future minimum lease payments</b>	<b>1,328</b>	<b>1,328</b>	<b>264</b>	<b>264</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

	Consolidated	PanSALB	Consolidated	PanSALB
	2009	2009	2008	2008
Notes	R'000	R'000	R'000	R'000
<b>Present value of minimum lease payments due</b>				
- within one year	121	121	157	157
- in second to fifth year inclusive	1,207	1,207	107	107
	<hr/>	<hr/>	<hr/>	<hr/>
	1,328	1,328	264	264
	<hr/>	<hr/>	<hr/>	<hr/>
Non-current liabilities	1,207	1,207	107	107
Current liabilities	121	121	157	157
	<hr/>	<hr/>	<hr/>	<hr/>
	1,328	1,328	264	264
	<hr/>	<hr/>	<hr/>	<hr/>

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 15.5% (2008: 14,5%). Interest rates are linked to prime at the contract date. All leases 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 14.

## 20 Post-retirement employee benefits

The Afrikaans NLU accounts for actuarially determined future medical and group life insurance benefits and provide for the expected liability in the statement of financial position. The most recent valuation was done on 31 March 2008 and a projection was made for 2009. A medical cost inflation rate of 6.5% and a discount rate of 6.5% were assumed. The average retirement age was set at 60 years.

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

	Consolidated 2009 R'000	PanSALB 2009 R'000	Consolidated 2008 R'000	PanSALB 2008 R'000
Amounts recognised in the statement of financial position are as follows:				
Opening balance	2,424	-	2,217	-
Amounts recognised in the statement of financial performance	378	-	207	-
- Current service cost	39	-	37	-
- Past service cost	(9)	-	(9)	-
- Interest cost	153	-	150	-
- Actuarial loss	339	-	166	-
- Contributions	(144)	-	(137)	-
Closing balance	2,802	-	2,424	-

## 21 Reconciliation of deficit to cash utilised in operations

Surplus/(deficit) before taxation	(5,541)	(4,016)	(2,348)	(3,520)
Adjusted for:			-	-
- Depreciation and amortisation	1,292	969	977	683
- Loss/(Profit) on disposal of property, plant and equipment	44	45	(52)	-
Operating cash flows before working capital changes	(4,205)	(3,002)	(1,423)	(2,837)
Working capital changes	1,768	1,324	772	848
- (Increase)/Decrease in accounts receivable	(128)	(216)	(251)	(18)
- Decrease in inventory	31	-	25	-
- Increase/(decrease) in accounts payable	2,017	1,928	83	118
- Increase/(Decrease) in provisions	(152)	(388)	915	748
<b>Cash utilised in operations</b>	<b>(2,437)</b>	<b>(1,678)</b>	<b>(651)</b>	<b>(1,989)</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 22 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:

	Consolidated	PanSALB	Consolidated	PanSALB
	2009	2009	2008	2008
	R'000	R'000	R'000	R'000
Up to 1 year	532	324	564	356
1 to 5 years	645	121	1,177	445
<b>Total</b>	<b>1,177</b>	<b>445</b>	<b>1,741</b>	<b>801</b>

## 23 Change in estimate

During the year the management of the University of Venda and the Tshivenda National Lexicography Unit 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 from 5 to 10 years. The effect on the statement of financial performance and statement of financial position is as follows:

### Statement of financial position

Accumulated depreciation: Office furniture and fittings	(12)	-	-	-
---	------	---	---	---

### Statement of financial performance

Depreciation	(12)	-	-	-
--------------	------	---	---	---

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 24 Financial instruments

### Financial instruments

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

#### Interest rate risk

Interest rate risk arises primarily from the entity's investment in cash and cash equivalents and the obligations in respect of the entity's finance leases. The sensitivity of the entity's financial performance to interest rate increases are decreasing as a result of the reduction in the outstanding amounts due in respect of finance leases. The exposure in terms of cash and cash equivalents and finance leases are tabled under the notes on credit and liquidity risk.

## 24 Financial instruments (continued)

### Financial instruments

#### Credit risk

Financial assets that 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. Credit risk is controlled through the application of credit approvals, limits and monitoring procedures. Where necessary, the entity obtains appropriate collateral to mitigate risk.

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 the nature of PanSALB's revenue transactions. 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, for which adequately provision was not made. Receivables are presented net of the allowance for doubtful debts.

	2008/09	2007/08
	R'000	R'000
<i>Exposure to credit risk</i>		
The maximum exposure to credit risk at the reporting date was:		
Receivables - unrated	3,627	3,154
Cash and equivalents: AA - rating	8,720	10,445
Total	<b>12,347</b>	<b>13,599</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## Credit quality of financial assets

The following analysis provides information about the entity's exposure to credit risk:

	2008/09	2007/08
	R'000	R'000
Receivables		
- Neither past due nor impaired	3,627	3,154
- Financial assets that have been impaired	-	-
Cash and equivalents		
Neither past due nor impaired	8,720	10,445

## Liquidity risk

The entity manages liquidity risk through proper management of working capital, capital expenditure and cash flow, and by variance reports between actual and budgeted amounts.

### Exposure to liquidity risk

The following are the maturities and contractual cash flows of other financial liabilities which have been discounted.

	2008/09	2007/08
	R'000	R'000
Finance lease		
- Within 1 year	121	157
- 1 to 5 years	1207	107
- Present value of the future minimum lease payments	<b>1328</b>	<b>264</b>
Payables		
- Within 1 year	4,165	2,163

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 24 Financial instruments (continued)

### Fair values

The entity's financial instruments consist mainly of cash and cash equivalents, receivables and 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.

#### Receivables

The carrying amount of receivables, net of provision for impairment, approximates fair value due to the

relatively short-term maturity of this financial asset.

#### Payables

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

## 25 Consolidation

The entity exercises control over the private enterprises mentioned in annexure 1. The financial results of these enterprises have been consolidated into the financial statements of Pan South African Language Board.

## 26 Contingencies

There is a contingent liability that comprises the surplus at 31 March 2009. A request for the retention of an anticipated surplus of R 5,267,000 was forwarded to National Treasury. To date, no approval has been obtained from National Treasury with regard to the retention of the surplus.

## 27 Irregular expenditure

Incident	Disciplinary action or steps taken	Amount R'000
Back-pay to five PanSALB employees	Currently still being investigated	545
Court case expenses	Currently still being investigated	98
No service level agreement	Currently still being investigated	20
Leave payout	Currently still being investigated	7
PanSALB Multilingualism Conference	Currently still being investigated	1,591
Fairy Flowers – Expired Quotation	Currently still being investigated	12
<b>Total</b>		<b>2,273</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 28 Fruitless and wasteful expenditure

Incident	Disciplinary action or steps taken	Amount R'000
Finance charges due to late payment of American Express	Currently still being investigated	10
Penalties paid on early termination of finance lease contracts	Currently still being investigated	198
<b>Total</b>		<b>208</b>

## 29 Prior period error

The "Tshivenda National Lexicography Unit" (TNLU) did not previously provide for leave and bonus commitments in its financial statements based on an interpretation of the agreement between the University of Venda, TNLU and the Pan South African Language Board (PanSALB). The interpretation has been clarified in the current year and a provision has now been raised. The effect on the cumulated profit is as follows:

	<b>Consolidated</b>
	<b>2009</b>
	<b>R'000</b>
Opening retained income	76

The Pan South African Language Board (PanSALB) and the National Lexicography Units did not correctly calculate the depreciation of property, plant and equipment in the prior year. The Pan South African Language Board (PanSALB) did not correctly calculate the amortisation of intangible assets in the prior year. It has been corrected in the current year and the prior figures have been restated. The effect is as follows:



**NOTES TO THE ANNUAL FINANCIAL STATEMENTS** (continued)  
for the year ended 31 March 2009

	<b>Consolidated</b>	<b>PanSALB</b>
	<b>2008</b>	<b>2008</b>
	<b>R'000</b>	<b>R'000</b>
Decrease in depreciation	(161)	(132)
Decrease in amortisation	(62)	(62)
Increase in profit	<b>(223)</b>	<b>(194)</b>
<hr/>		
Increase in carrying amount	161	132
of property, plant and equipment		
Increase in carrying amount	62	62
of intangible assets		
Increase in net assets	<b>223</b>	<b>194</b>
Accumulated surplus – opening balance restated 1 April 2008	<b>1,039</b>	<b>1,039</b>

**29 Prior period error (continued)**

The Pan South African Language Board (PanSALB) incorrectly accounted for revenue received from Microsoft in the prior year, as an administrative expense. It should have been accounted for as an accrual. It has been corrected in the current year and the prior figures have been restated. The effect is as follows:

	<b>Consolidated</b>	<b>PanSALB</b>
	<b>2008</b>	<b>2008</b>
	<b>R'000</b>	<b>R'000</b>
Increase in administrative expenses	120	120
Increase in profit	<b>120</b>	<b>120</b>
<hr/>		
Increase in accruals	120	120
Decrease in net assets	<b>120</b>	<b>120</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 30 Related parties

### Balances with related parties

At 31 March 2009, there were no outstanding balances between the entity and related parties.

### Transactions with related parties

#### Grants received from related parties

	2008/09	2007/08
	R'000	R'000
National Department – Arts and Culture	47,451	43,600
Provincial Department– Sports, Arts and Culture	105	-
<b>Total</b>	<b>47,556</b>	<b>43,600</b>

### Transfers and subsidies paid to associations incorporated under section 21

#### Subsidies

	2008/09	2007/08
- Dictionary Unit for South African English	1,013	989
- Buro van die Woordeboek van die Afrikaanse Taal	1,013	1,500
- IsiZulu NLU	1,013	2,669
- IsiNdebele NLU	1,013	989
- IsiXhosa NLU	1,013	989
- Setswana NLU	1,007	989
- Sesotho NLU	1,013	989
- Sesotho sa Leboa NLU	1,077	247
- SiSwati NLU	1,013	989
- Tshivenda NLU	1,013	989
- Xitsonga NLU	1,013	989
<b>Total</b>	<b>11,201</b>	<b>12,328</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## 30 Related parties (continued)

### Senior management remuneration

2009	Salary	Expense allowances	Other benefits	Total
Chief Executive Officer - NR Nkosi	390	163	114	667
Deputy Chief Executive Officer - CL Swepu	392	161	102	655
Chief Financial Officer – L Sing	330	137	84	551
<b>Directors</b>				
- A Netshiheni	330	123	107	560
- SP Nkosi	330	134	93	557
- IS Molosankwe	331	137	83	551
- Z Feni	221	93	68	382
- N Ndabezitha	248	36	49	333
- M Alberts	307	67	78	452
<b>Total</b>	<b>2,879</b>	<b>1,051</b>	<b>778</b>	<b>4,708</b>
<b>2008</b>				
Chief Executive Officer - NR Nkosi	562	-	-	562
Deputy Chief Executive Officer - CL Swepu	175	-	-	175
Chief Financial Officer – L Sing	458	-	-	458
<b>Directors</b>				
- A Netshiheni	387	-	-	387
- SP Nkosi	309	-	-	309
- IS Molosankwe	416	-	-	416
- Z Feni	-	-	-	-
- N Ndabezitha	-	-	-	-
- M Alberts	-	-	-	-
*Deputy Directors	3,289	-	-	3,289
<b>Total</b>	<b>5,596</b>	<b>-</b>	<b>-</b>	<b>5,596</b>

\*Note: The remuneration of deputy directors are not considered to be senior management remuneration. This has only been applicable from the year ended 31 March 2009.

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS *(continued)*

for the year ended 31 March 2009

## 31 Statement of compliance

At the date of authorisation of these financial statements, the following accounting standards of Generally Recognised Accounting Principles (GRAP) were in issue, but not yet effective,

GRAP 4 - The Effects of changes in Foreign Exchange Rates *(not applicable)*

GRAP 5 - Borrowing Costs *(not applicable)*

GRAP 6 - Consolidated and Separate Financial Statements *(not applicable)*

GRAP 7 - Investments in Associate *(not applicable)*

GRAP 8 - Interest in Joint Ventures *(not applicable)*

GRAP 9 - Revenue from Exchange Transactions *(not applicable)*

GRAP 10 - Financial Reporting in Hyperinflationary Economies *(not applicable)*

GRAP 11 - Construction Contracts *(not applicable)*

GRAP 12 - Inventories

GRAP 13 - Leases

GRAP 14 - Events after the reporting date

GRAP 16 - Investment Property *(not applicable)*

GRAP 17 - Property Plant and Equipment

GRAP 18 - Segment Reporting *(not applicable)*

GRAP 19 - Provisions, Contingent Liabilities and Contingent Assets

GRAP 23 - Revenue from Non-exchange Transactions (Taxes and Transfers) *(not applicable)*

GRAP 24 - Presentation of Budget Information in Financial Statements

GRAP 100 - Non-current Assets held for Sale and Discontinued Operations *(not applicable)*

GRAP 101 - Agriculture *(not applicable)*

GRAP 102 - Intangible Assets

Management believes that the adoption of these standards in future periods will have no material impact on the financial statements of the entity as most of them are irrelevant and those that are relevant are to a greater extent similar in application and disclosure as the GAAP standards applied currently.

The date of application of the above is 1 April 2009.

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

## ANNEXURE 1

### BOARD REMUNERATION AS AT 31 MARCH 2009

LIST OF BOARD MEMBERS	Earnings	Travel expenses	Sitting fees	Number of meetings attended	Total
<b>2009</b>					
Prof Ngubane	35	6	3	11	43
M Moleleki	1.5	-	0.5	1	2
MF Sadiki	14	11	5	10	30
Dr Malet e	9	14	3	6	26
Mr Druchen	7	-	2	4	9
Dr Yoyo	11	4	4	8	19
Z Motsa	28	-	4	9	32
P Sobahle	17	9	6	12	32
Mrs Gumede	8	12	6	6	26
Adv Mdludlu	9	11	3	7	23
Ms Lotriet	9	8	3	6	20
Prof Malope	1.5	-	0.5	1	2
Prof Mojalefa	7	5	3	5	15
	<b>157</b>	<b>80</b>	<b>39</b>		<b>279</b>
<b>2008</b>					
*KR Finlayson	2	-	-	-	2
*AC Le Fleur	2	-	-	-	2
*MR Malope	15	-	-	-	15
*SNL Mkhathshwa	5	-	-	-	5
M Moleleki	8	-	-	-	8
*HG Morgans	2	-	-	-	2
*PS Nkomo	2	-	-	-	2
*PB Skhosana	2	-	-	-	2
*HM Thipa	2	-	-	-	2
	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40</b>

\* Ex-board members – these members resigned on 31 May 2007.

## **ABBREVIATION**

Alta – African Languages’ Teachers’ Association  
CEO – Chief Executive Officer  
CEPTSA – Centre for Political Terminology in Southern Africa  
CFO – Chief Financial Officer  
DCSR – Department of Culture, Sports and Recreation  
DoE – Department of Education  
EE - Employment Equity  
Exco – Executive Committee  
E-i-C – Editor in Chief  
GAAP – Generally Accepted Accounting Principles  
GCIS – Government Communication and Information System  
HRM – Human Resource Management  
IEC – Independent Electoral Commission  
IT – Information Technology  
LIP – Language Interface Pack  
MEC – Member of the Executive Council  
ITEF – Medium Term Expenditure Framework  
NLB – National Language Body  
NLU – National Lexicography Unit  
PFMA – Public Finance Management Act  
PLC – Provincial Language Committee  
SARS – South African Revenue Service  
SASL – South African Sign Language  
Sati – South African Translators’ Institute  
SGB – School Governing Body  
TC – Technical Committee  
UNESCO – United Nations Educational Scientific and Cultural Organisation

