

No. 797

17 October 2014

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

As set out in the Schedule

**TSHILOLO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>Strategic Plans</p> <ul style="list-style-type: none"> ▪ DPME Strategic Plans 2011-2012; 2012-2013 <p>Annual Reports</p> <ul style="list-style-type: none"> ▪ Annual Performance Plans: 2012-13; 2013-14; 2014-15 <p>National Planning Commission (NPC)</p> <ul style="list-style-type: none"> ▪ National Development Plan 2030 - Our future: make it work ▪ NDP 2030 - Popular version including Translations ▪ Diagnostic Overview ▪ Revised Green Paper: National Planning Commission ▪ Regional approaches to food and water security in the face of climate challenges - Workshop held at DBSA, Midrand, South Africa 23/24 May 2011 <p>Medium Term Strategic Framework: 2014-2019</p> <ul style="list-style-type: none"> ▪ MTSF 2014-2019 - Summary ▪ Outcome 1 Education MTSF Chapter ▪ Outcome 2 Health MTSF Chapter ▪ Outcome 3 Safety MTSF Chapter ▪ Outcome 4 Economy MTSF Chapter ▪ Outcome 5 Skills MTSF Chapter ▪ Outcome 6 Infrastructure MTSF Chapter ▪ Outcome 7 Rural Development MTSF Chapter ▪ Outcome 8 Human Settlements MTSF Chapter 	<p>Website & DPME</p> <p>Website & DPME</p> <p>NPC Website & DPME</p> <p>Website & DPME</p>

<ul style="list-style-type: none"> ▪ Outcome 9 Local Government MTSF Chapter ▪ Outcome 10 Environment MTSF Chapter ▪ Outcome 11 International MTSF Chapter ▪ Outcome 12 Public Service MTSF Chapter ▪ Outcome 12 Public Service MTSF Chapter ▪ Outcome 13 Social Protection MTSF Chapter ▪ Outcome 14 Nation Building MTSF Chapter 	
<p>Policy Positions and Legislation</p> <ul style="list-style-type: none"> ▪ Constitution ▪ Improving Government Performance: Our Approach 	Website & DPME
<p>Policy Frameworks</p> <ul style="list-style-type: none"> ▪ Policy Framework on the Government-Wide Monitoring and Evaluation System ▪ Management Performance Assessment Tool; (MPAT) User Guide ▪ National Evaluation Policy Framework ▪ National Evaluation Plans 2012-13; 2013-14; 2014-15 ▪ A framework for Strengthening Citizen-Government Partnerships for Monitoring Frontline Service Delivery ▪ Development Indicators 2007; 2009; 2010; 2011; 2012 ▪ MPAT Standards for 2013-14 ▪ MPAT indicator framework 	
<p>Reports</p> <ul style="list-style-type: none"> ▪ Twenty Year Review: 1994-2014 ▪ MPAT Report: 2011-12; 2012-13 ▪ Reports on Mexico study tour: August 2011 ▪ Report on Asia study tour compressed: 2012 ▪ Sanitation Report ▪ State of SA's infrastructure Report: 2012 ▪ MPAT National Department's Score Cards ▪ The Nuts and Bolts of M&E ▪ Report launch and Stakeholder Discussion on Platinum and Passes: the impact of mining investments on education outcomes ▪ Celebrating 4 years of the Presidential Hotline Report and Impact of the Presidential Hotline on the lives of Citizens (Video) ▪ Report on the Assessment of Government Evaluation: Diagnostic Review of Early Childhood Development ▪ State of Management practices in the Public Service: Results of Management Performance Assessments for the 2012/13 	Website & DPME

<p>financial year</p> <ul style="list-style-type: none"> ▪ Frontline Service Delivery Monitoring (FSDM) Program: Findings for the Period April 2012 to December 2012 ▪ FSDM Annual Findings Report 2013/14: Findings for Monitoring Conducted April 2013 ▪ FSDM Updates ▪ Mid-Term Review of Government Priorities 2012 	
<p>Publications</p> <ul style="list-style-type: none"> ▪ Framework for Managing Program Performance Information ▪ Policy Framework for GWME system ▪ The role of the Offices of the Premier in GWME: good practice guide 	Website & DPME
<p>Case Studies</p> <ul style="list-style-type: none"> ▪ MPAT Case Studies 2012 & 2013 ▪ The impact of the Presidential Hotline: A story of success ▪ FSD Good practice: Public Private Partnership (PPP) between the Gauteng Department of Education and Rand Water Foundation ▪ Presidential Frontline Service Delivery: Complaints and Complements Management System of Mamelodi Regional Hospital in Gauteng Province ▪ Optimizing Stakeholder involvement in Service Delivery – The case of Upington Home Affairs ▪ Unlocking service delivery through leadership and empowerment: The case of Bachana Mokwena Primary School ▪ Provincial implementation of FSDM program in the Free State Province ▪ The case of SASSA Gauteng Program ▪ Improvisation and proactive insights in the quest for excellence in service delivery: The case of Ladybrand Magistrate Court ▪ Improvements through sustainability: how to avoid regression ▪ Improvements project at the Dilopye Clinic 	Website & DPME
<p>Manuals</p> <ul style="list-style-type: none"> ▪ Self-assessment module of the management performance assessment tool (MPAT) ▪ Promotion of Access to Information (PAIA) Manual 	Website & DPME
<p>Templates</p> <ul style="list-style-type: none"> ▪ Delivery Agreement templates 	

<ul style="list-style-type: none"> ▪ MPAT assessment tool ▪ Frontline Service Delivery Monitoring questionnaire <p>Guidelines</p> <ul style="list-style-type: none"> ▪ Process for affecting refinements to outcome Delivery Agreements ▪ Practice note on the operation of DPME Data Forums ▪ Content focus of Offices of the Premier in M&E ▪ Improving the operation of M&E in Offices of the Premier ▪ Process for implementing Management Performance Assessment Tool (MPAT) in national departments ▪ Functions of an M&E component in national government departments ▪ Terms of reference for evaluation projects ▪ Guideline to Outcome Approach ▪ Terms of reference for Implementation Forums ▪ Generic functions of monitoring and evaluation components in the Offices of the Premier ▪ Generic roles and organizational design considerations for M&E components in provincial government departments ▪ The role of Offices of the Premier in GWME: a good practice guide ▪ Terms of reference for national monitoring and evaluation forum ▪ Terms of reference for the Provincial M&E Forum ▪ How to develop a Provincial Evaluation Plan ▪ Concept for national evaluation plan ▪ Guideline on the recruitment and selection processes in DPME ▪ Job evaluation guideline ▪ MTEF guideline ▪ Guideline for planning of new Implementation Programs ▪ Log Frame template for use in plans, programs and projects ▪ Guideline for Inception Phase of Evaluations ▪ How to develop a management response to an evaluation report ▪ How to develop an Improvement Plan to address evaluation recommendations ▪ How to develop a Provincial Evaluation Plan ▪ Communication of Evaluation Results ▪ How to develop Terms of Reference for Evaluation Projects ▪ Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13) 	<p>Website & DPME</p>
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<ul style="list-style-type: none"> ▪ Outline terms of reference for Evaluation Steering Committees ▪ Guideline on the Diagnostic Development ▪ Guideline for Peer Reviews ▪ Guideline on Design Evaluation ▪ Guideline on Implementation Evaluation ▪ Guideline on Impact Evaluation ▪ Guideline on Evaluation Synthesis ▪ Guideline on Economic Evaluation ▪ Management Performance Assessment Tool (MPAT) Implementation Guide ▪ Guideline on the process for implementing Management Performance Assessment Tool (MPAT) in national departments ▪ Frontline Service Delivery Monitoring (FSDM) visit guidelines ▪ Guideline for Internal Audit Activity – MPAT ▪ FSDM questionnaire guideline ▪ Guideline on Improvements Monitoring ▪ Guideline on Scores Consolidation <p>Outcomes Delivery Agreements (2010-2014)</p> <ul style="list-style-type: none"> ▪ Outcome 1; Education ▪ Outcome 2: Along and Healthy life for all South Africans ▪ Outcome 3: Safety and Security ▪ Outcome 4: Employment ▪ Outcome 5: Skills ▪ Outcome 6: Infrastructure ▪ Outcome 7: Rural Development ▪ Outcome 8: Human Settlement ▪ Outcome 9: A responsive, accountable, effective and efficient local government system ▪ Outcome 10: Environment ▪ Outcome 11: International Relations ▪ Outcome 12: Public Service <p>Financial Management</p> <ul style="list-style-type: none"> ▪ General Information on Financial Services ▪ Advertised tenders <p>Human Resources</p> <ul style="list-style-type: none"> ▪ Publication on vacancies in the Public Service and the Department of Planning, Monitoring and Evaluation 	<p>Website & DPME</p>
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FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
The list of records above are not for sale	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X044; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@po-dpme.gov.za
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
The list of records above	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X044; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@po-dpme.gov.za and on payment of the fees prescribed in item 2 of Part II of Annexure A of the Regulations relating to the Promotion of Access to Information
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
The list of records above and where the record requested is available free of charge	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X044; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@po-dpme.gov.za