

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 803

04 SEPTEMBER 2015

**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



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



## REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION (DPME)

## 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))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<b>Strategic Plans</b> <ul style="list-style-type: none"> <li>DPME Strategic Plans 2011-2012; 2012-2013</li> </ul>	Website & DPME
<b>Annual Reports</b> <ul style="list-style-type: none"> <li>Annual Performance Plans: 2012-13; 2013-14; 2014-15; 2015-2016</li> </ul>	Website & DPME
<b>National Planning Commission (NPC)</b> <ul style="list-style-type: none"> <li>National Development Plan 2030 - Our future: make it work</li> <li>NDP 2030 - Popular version including Translations</li> <li>Revised Green Paper: National Planning Commission</li> <li>National Planning Commission – Diagnostic Review</li> </ul>	NPC Website & DPME
<b>Medium Term Strategic Framework: 2014-2019</b> <ul style="list-style-type: none"> <li>MTSF 2014-2019 - Summary</li> <li>Outcome 1 Education MTSF Chapter</li> <li>Outcome 2 Health MTSF Chapter</li> <li>Outcome 3 Safety MTSF Chapter</li> <li>Outcome 4 Economy MTSF Chapter</li> <li>Outcome 5 Skills MTSF Chapter</li> <li>Outcome 6 Infrastructure MTSF Chapter</li> <li>Outcome 7 Rural Development MTSF Chapter</li> <li>Outcome 8 Human Settlements MTSF Chapter</li> </ul>	Website & DPME

<ul style="list-style-type: none"> <li>• Outcome 9 Local Government MTSF Chapter</li> <li>• Outcome 10 Environment MTSF Chapter</li> <li>• Outcome 11 International MTSF Chapter</li> <li>• Outcome 12 Public Service MTSF Chapter</li> <li>• Outcome 12 Public Service MTSF Chapter</li> <li>• Outcome 13 Social Protection MTSF Chapter</li> <li>• Outcome 14 Nation Building MTSF Chapter</li> </ul>	
<b>Policy Positions and Legislation</b> <ul style="list-style-type: none"> <li>• Constitution</li> <li>• Improving Government Performance: Our Approach</li> <li>• National Youth Development Agency Act</li> </ul>	Website & DPME
<b>Policy Frameworks</b> <ul style="list-style-type: none"> <li>• Discussion document on Performance Monitoring and Evaluation - Principles and Approach</li> <li>• Policy Framework on the Government-Wide Monitoring and Evaluation System</li> <li>• Management Performance Assessment Tool; (MPAT) User Guide</li> <li>• MPAT indicator framework</li> <li>• MPAT Standards for 2013-14; 2014-15</li> <li>• National Evaluation Policy Framework</li> <li>• National Evaluation Plans 2012-13; 2013-14; 2014-15</li> <li>• Provincial Evaluation Plans</li> <li>• Evaluation Competency Framework for Government</li> <li>• DPME Standards for Evaluation in Government</li> <li>• A framework for Strengthening Citizen-Government Partnerships for Monitoring Frontline Service Delivery</li> <li>• FSDM Process Map</li> <li>• FSDM Operational Framework (2015-2016)</li> <li>• Development Indicators 2007; 2009; 2010; 2011; 2012</li> <li>• African Youth Charter</li> </ul>	Website & DPME
<b>Reports</b> <ul style="list-style-type: none"> <li>• Twenty Year Review: 1994-2014</li> <li>• MPAT report: 2011-12; 2012-13; 2013-14; 2014-15</li> <li>• MPAT National Department's score cards</li> <li>• MPAT Moderator reports</li> <li>• MPAT Statistical analysis</li> <li>• MPAT Level 4 departments</li> <li>• MPAT National departmental synopsis</li> <li>• Reports on Mexico study tour: August 2011</li> </ul>	Website & DPME

- Report on Asia study tour compressed: 2012
- Sanitation report
- State of SA's infrastructure report: 2012
- The Nuts and Bolts of M&E
- Report launch and Stakeholder Discussion on Platinum and Passes: the impact of mining investments on education outcomes
- Regional approaches to food and water security in the face of climate challenges - Workshop held at DBSA, Midrand, South Africa 23/24 May 2011
- Report on the assessment of government evaluation: diagnostic review of Early Childhood Development
- Annual report on the National Evaluation System 2013-14
- Annual report on Evaluations Compressed – 2013-14
- List of evaluations in the National Evaluation Plans – 2012-13; 2013-14; 2014-15.
- Status of evaluations as at January 2015
- Panel of Professional Service Providers as at April 2015
- State of Management practices in the Public Service: Results of Management Performance Assessments for the 2012/13 financial year
- 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 program progress summary reports
- Strengthening citizen-based monitoring symposium report
- Mid-Term review of government priorities 2012
- Provincial quarterly performance reports
- Quarterly reports of non-financial (performance) information for the provincial departments of health, social development and agriculture.
- Presidential Hotline frequently asked questions
- Open day Operation Phakisa introduction posters 2014

#### **Publications**

- Framework for Managing Program Performance Information
- Policy Framework for GWME system
- The role of the Offices of the Premier in GWME: good practice guide
- Celebrating 4 years of the Presidential Hotline Report and impact of the Presidential Hotline on the lives of citizens (Video)

Website & DPME



- Putting people first: "Four years of the Presidential Hotline" 2009 – 2013
- Citizen Based Monitoring updates
- Frontline Service Delivery Monitoring updates
- Presidential Hotline updates
- Evaluation updates
- Evaluator competencies: the South African Government experience
- A growing demand for monitoring and evaluation in Africa
- Developing a National Evaluation System in South Africa
- A focus on M&E of results: an example from the Presidency, South Africa
- Policy Brief: Strengthening the impact of the Grade R Program
- Establishing a National M&E System in South Africa

#### Case Studies

- MPAT Case Studies 2011; 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 Diloppe Clinic
- Consolidated Presidential Hotline case studies

Website & DPME

Website & DPME

<b>Manuals</b> <ul style="list-style-type: none"><li>• Self-assessment module of the management performance assessment tool (MPAT).</li><li>• Promotion of Access to Information (PAIA) Manual.</li><li>• Management Performance Assessment Tool – User’s Guide.</li></ul>	Website & DPME
<b>Templates</b> <ul style="list-style-type: none"><li>• Delivery Agreement templates</li><li>• Self-assessment module of the Management Performance Tool</li><li>• Frontline Service Delivery Monitoring questionnaire</li><li>• Frontline Service Delivery Monitoring visit itinerary template</li><li>• Frontline Service Delivery Monitoring visit analysis template</li><li>• Frontline Service Delivery Monitoring final scores consolidated template</li><li>• Frontline Service Delivery Monitoring improvements monitoring template</li><li>• Frontline Service Delivery Monitoring improvements case study template</li><li>• Frontline Service Delivery Monitoring monthly scores aggregation template</li><li>• Frontline Service Delivery Monitoring monthly reporting template</li><li>• Frontline Service Delivery Monitoring quarterly reporting template</li><li>• Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13)</li><li>• Log Frame template for use in plans, programs and projects</li></ul>	Website & DPME
<b>Guidelines</b> <ul style="list-style-type: none"><li>• Guideline to outcome approach</li><li>• Guideline to outcomes coordination - 2014</li><li>• Process for affecting refinements to outcome Delivery Agreements</li><li>• Terms of reference for Implementation Forums</li><li>• Practice note on the operation of DPME Data Forums</li><li>• MTEF guideline</li><li>• Content focus of Offices of the Premier in M&amp;E</li><li>• The role of Offices of the Premier in GWME: a good practice guide</li><li>• Improving the operation of M&amp;E in Offices of the Premier</li><li>• Functions of an M&amp;E component in national government departments</li></ul>	Website & DPME

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| <ul style="list-style-type: none"> <li>▪ Generic functions of monitoring and evaluation components in the Offices of the Premier</li> <li>▪ Generic roles and organizational design considerations for M&amp;E components in provincial government departments</li> <li>▪ Terms of reference for National M&amp;E Forums</li> <li>▪ Terms of reference for the Provincial M&amp;E Forums</li> <li>▪ Terms of reference for evaluation projects</li> <li>▪ Terms of reference for evaluation steering committees</li> <li>▪ How to develop a Provincial Evaluation Plan</li> <li>▪ Concept for national evaluation plan</li> <li>▪ Guideline for planning of new implementation programs</li> <li>▪ Guideline for inception phase of evaluations</li> <li>▪ How to develop a management response to an evaluation report</li> <li>▪ How to develop an improvement plan to address evaluation recommendations</li> <li>▪ Guideline for peer reviews</li> <li>▪ Guideline on design evaluation</li> <li>▪ Communication of evaluation results</li> <li>▪ Guideline on the diagnostic development</li> <li>▪ Guideline on implementation evaluation</li> <li>▪ Guideline on impact evaluation</li> <li>▪ Guideline on evaluation synthesis</li> <li>▪ Guideline on economic evaluation</li> <li>▪ Management Performance Assessment Tool (MPAT) Implementation Guide</li> <li>▪ Guideline on the process for implementing Management Performance Assessment Tool (MPAT) in national departments</li> <li>▪ Process for implementing Management Performance Assessment Tool (MPAT) in national departments</li> <li>▪ Guideline for Internal Audit Activity – MPAT</li> <li>▪ Frontline Service Delivery Monitoring (FSDM) visit guidelines</li> <li>▪ FSDM questionnaire guideline</li> <li>▪ FSDM improvements monitoring guideline</li> <li>▪ FSDM scores consolidation guideline: 2015-16</li> <li>▪ FSDM guideline on joint annual planning for 2015/16</li> <li>▪ Guideline on the recruitment and selection processes in DPME</li> <li>▪ Job evaluation guideline</li> </ul> |  |
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<b>Outcomes Delivery Agreements (2010-2014)</b> <ul style="list-style-type: none"> <li>▪ Outcome 1: Education</li> <li>▪ Outcome 2: A long and Healthy life for all South Africans</li> <li>▪ Outcome 3: Safety and Security</li> <li>▪ Outcome 4: Employment</li> <li>▪ Outcome 5: Skills</li> <li>▪ Outcome 6: Infrastructure</li> <li>▪ Outcome 7: Rural Development</li> <li>▪ Outcome 8: Human Settlement</li> <li>▪ Outcome 9: A responsive, accountable, effective and efficient local government system</li> <li>▪ Outcome 10: Environment</li> <li>▪ Outcome 11: International Relations</li> <li>▪ Outcome 12: Public Service</li> <li>▪ Outcome 13: Social Protection</li> <li>▪ Outcome 14: Nation Building</li> </ul>	Website & DPME
<b>Financial Management</b> <ul style="list-style-type: none"> <li>▪ General Information on Financial Services</li> <li>▪ Advertised tenders</li> </ul>	Website & DPME
<b>Human Resources</b> <ul style="list-style-type: none"> <li>▪ Publication on vacancies in the Public Service and the Department of Planning, Monitoring and Evaluation</li> </ul>	Website & DPME



<b>FOR PURCHASING IN TERMS OF SECTION 15(l)(a)(ii):</b>	
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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: <a href="mailto:stanley@presidency-dpme.gov.za">stanley@presidency-dpme.gov.za</a>
<b>FOR COPYING IN TERMS OF SECTION 15(l)(a)(ii)</b>	
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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: <a href="mailto:stanley@presidency-dpme.gov.za">stanley@presidency-dpme.gov.za</a> 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
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(i)(a)(iii)</b>	
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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: <a href="mailto:stanley@presidency-dpme.gov.za">stanley@presidency-dpme.gov.za</a>