DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NOTICE 696 OF 2017

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, MONITORIG 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))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
Strategic Plans • DPME Capacity Development Strategy • DPME Knowledge Management Strategy • DPME Research Strategy • DPME Strategic Plans 2011-2012; 2012-2013; 2015-2020 • Service Delivery Plan 2012 -2015	Website & DPME
Annual Reports • Annual Performance Plans: 2012-13; 2013-14; 2014-15; 2015-16	Website & DPME
National Planning Commission (NPC) • Speeches by Minister Jeff Radebe • National Development Plan 2030 - Our future: make it work • Executive Summary NDP 2030 • Diagnostic overview: Human conditions • Diagnostic overview: Institutions and governance • Diagnostic overview: Economy • Diagnostic overview: Nation building • National Planning Commission discussion document: 2015 The role and effectiveness of planning and implications for the institutionalization of planning • NDP 2030 - Popular version including Translations • Revised Green Paper: National Planning Commission • Update on National Planning Commission • Social Compact Report 2015	NPC Website & DPME

Medium Term Strategic Framework: 2014-2019	Website & DPME
- 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 - 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	
Policy Positions and Legislation - Constitution - Improving Government Performance: Our Approach - National Youth Development Agency Act - Promotion of Access to Information Act No 2 of 2000 (PAIA)	Website & DPME
Policy Frameworks - A framework for Strengthening Citizen-Government Partnerships for - Monitoring Frontline Service Delivery - African Youth Charter - Development Indicators 2007; 2009; 2010; 2011; 2012; 2014 - Development Indicators 2012 Erratum - Discussion document on Performance Monitoring and Evaluation - Principles and Approach - Evaluation Competency Framework for Government - FSDM Process Map - FSDM Operational Framework (2015-2016) - Indicator 82 Budget Transparency - Management Performance Assessment Tool; (MPAT) User Guide - MPAT indicator framework - MPAT Standards for 2013-14; 2014-15 - National Evaluation Policy Framework - National Evaluation Plans 2012-13; 2013-14; 2014-15; 2015-16; 2016-17; 2017-18 to 2019-20. - Policy Framework on the Government-Wide Monitoring and Evaluation System	Website & DPME

- Provincial Evaluation Plans 2013/14 – 2015/16 - Standards for Evaluation in Government **Reports** - 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 - 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 : 2011-12; 2012-13 - Management Performance Assessments for the 2012/13 financial year - Mid-Term review of government priorities 2012 - MPAT report: 2011-12; 2012-13; 2013-14; 2014-15 - MPAT National Department's score cards - MPAT Moderator reports - MPAT Statistical analysis - MPAT Level 4 departments - MPAT National departmental synopsis - Open day Operation Phakisa introduction posters 2014 - Panel of Professional Service Providers as at April 2015 - Provincial quarterly performance reports - Presidential Hotline frequently asked questions - Reports on Mexico study tour: August 2011 - Report on Asia study tour compressed: 2012 - 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 - Report of the 1st International Knowledge Sharing Workshop - Report of the 2nd International Knowledge Sharing Workshop - Report of the 3rd International Knowledge Sharing Workshop - Report of the 4th International Knowledge Sharing Workshop - Report of the 5th International Knowledge Sharing Workshop - Sanitation report - State of SA's infrastructure report: 2012 - Status of evaluations as at January 2015	Website & DPME

- State of Management practices in the Public Service: Results of Strengthening citizen-based monitoring symposium report - The Nuts and Bolts of M&E - Twenty Year Review South Africa: 1994-2014 - Quarterly reports of non-financial (performance) information for the provincial departments of health, social development and agriculture - Operation Phakisa progress reports: - marine protection services and governance - marine transport and manufacturing - marine transport dashboard - Ideal clinic South Africa - Operation Phakisa offshore oil and gas exploration - unlocking the economic potential of SA's Oceans: Final Lab Report - Operation Phakisa: ICT in Education - Evaluation reports in the evaluation repository	
Publications - Celebrating 4 years of the Presidential Hotline Report and impact of the Presidential Hotline on the lives of citizens (Video) - Citizen Based Monitoring publications: 2013-14; 2014-15; 2015-16 - Developing a National Evaluation System in South Africa - Establishing a National M&E System in South Africa - Evaluation updates - Evaluator competencies: the South African Government experience Framework for Managing Program Performance Information - Frontline Service Delivery Monitoring updates - Government Performance Information: Provincial in-Year Publication 2014-15; 2015/16 - Policy Framework for GWME system - Presidential Hotline updates - Policy Brief: Strengthening the impact of the Grade R Program - The role of the Offices of the Premier in GWME: good practice guide - The Presidential Hotline Booklet: Putting people first: "Four years of the Presidential Hotline" 2009 – 2013	Website & DPME
Case Studies - Consolidated Presidential Hotline case studies - ECD Evidence-Based Policy Making Case Study - FSD good practice: Public Private Partnership (PPP) between the Gauteng Department of Education and Rand Water Foundation - 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	Website & DPME

- Improvements project at the Dilopye Clinic - MPAT Case Studies 2011; 2012 & 2013 - Optimizing stakeholder involvement in service delivery – the case of Upington Home Affairs - Presidential Frontline Service Delivery: Complaints and complements management system of Mamelodi Regional Hospital in Gauteng Province - Provincial implementation of FSDM program in the Free State Province - Unlocking service delivery through leadership and empowerment: the case of Bachana Mokwena Primary School - The case of SASSA Gauteng Program - The impact of the Presidential Hotline: A story of success **Manuals** - Management Performance Assessment Tool – User's Guide - PAIA Manuals: Afrikaans; English; Ndebele; Pedi; Swati; Sotho; Tshwana; Tsonga; Venda; Xhosa; and Zulu - PAIA Form A: Request for Access to a Record - 2015 - PAIA Form B: Notice of Internal Appeal - 2015 - PAIA Form D: List of Automatically Available Records - 2015 - Self-assessment module of the management performance assessment tool (MPAT) **Templates** - Delivery Agreement templates - Log Frame template for use in plans, programs and projects - Frontline Service Delivery Monitoring questionnaire - Frontline Service Delivery Monitoring visit itinerary template - Frontline Service Delivery Monitoring visit analysis template - Frontline Service Delivery Monitoring final scores consolidated template - Frontline Service Delivery Monitoring improvements monitoring template - Frontline Service Delivery Monitoring improvements case study template - Frontline Service Delivery Monitoring monthly scores aggregation template - Frontline Service Delivery Monitoring monthly reporting template - Frontline Service Delivery Monitoring quarterly reporting template - Self-assessment module of the Management Performance Tool - Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13)	Website & DPME Website & DPME

Guidelines	Website & DPME
Guidelines	
• Communication of evaluation results	
• Content focus of Offices of the Premier in M&E	
• Concept for national evaluation plan	
• Guideline to outcome approach	
• Guideline to outcomes coordination - 2014	
• Guideline for planning of new implementation programs	
• Guideline for inception phase of evaluations	
• Guideline for peer reviews	
• Guideline on design evaluation	
• Frontline Service Delivery Monitoring (FSDM) visit guidelines	
• Functions of an M&E component in national government departments	
• FSDM questionnaire guideline	
• FSDM improvements monitoring guideline	
• FSDM scores consolidation guideline: 2015-16	
• FSDM guideline on joint annual planning for 2015/16	
• FSDM sector fact sheets for 2017-2018	
• 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 Terms of reference for National M&E Forums	
• Guideline on the diagnostic development	
• Guideline on implementation evaluation	
• Guideline on impact evaluation	
• Guideline on evaluation synthesis	
• Guideline on economic evaluation	
• Guideline on the process for implementing Management Performance Assessment Tool (MPAT) in national departments	
• Guideline on the recruitment and selection processes in DPME	
• Guideline for Internal Audit Activity – MPAT	
• How to develop a Provincial Evaluation Plan	
• How to develop a management response to an evaluation report	
• How to develop an improvement plan to address evaluation recommendations	
• Improving the operation of M&E in Offices of the Premier	
• Job evaluation guideline	
• Management Performance Assessment Tool (MPAT) Implementation Guide	
• MTEF guideline	
• Municipality Assessment Tool Guideline 2012	
• Monitoring and Evaluation of Accredited Course Offerings in South Africa: 2015	

- Process for affecting refinements to outcome Delivery Agreements - Process for implementing Management Performance Assessment Tool (MPAT) in national departments - Practice note on the operation of DPME Data Forums - PM&E System Assessment Tool - Steps in Commissioning an Evaluation by DPME - Terms of reference for Implementation Forums Terms of reference for the Provincial M&E Forums - Terms of reference for evaluation projects - Terms of reference for evaluation steering committees - The role of Offices of the Premier in GWME: a good practice guide - Departmental evaluation plan: 2016/17 – 2019/20 - Toolkit for addressing evaluation standard in the management performance assessment tool - Guideline on quality assessment of evaluations - How to develop actionable recommendations - MPAT 2016 standards - Frontline Service Delivery Monitoring (FSDM) Operational Guidelines (2017 – 2018) - How to develop measureable standards and use them for delivering quality frontline services	
Tools - Planning, Monitoring and Evaluation System Assessment Tool - Management performance assessment tools (2012 – 2016) - FSDM assessment tool: 2017-2018	Website & DPME
Financial Management - Advertised tenders - General Information on Financial Services	Website & DPME
Human Resources Publication on vacancies in the Public Service and the Department of Planning, Monitoring and Evaluation	Website & DPME

FOR PURCHASING IN TERMS OF SECTION 15(i)(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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@dpme.gov.za

FOR COPYING IN TERMS OF SECTION 15(i)(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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@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(i)(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 X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: stanley@dpme.gov.za