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| **BRRR 2016-10-19 ACTION PLAN** |
| **Recommendations: The Minister of Women in the Presidency should ensure that the following recommendations are implemented.** |
| **BRRR RECOMMENDATION** | **RESPONSIBILITY** | **STATUS** |
| **8.1 Audit Action Plan** |  |  |
| 1. The Department must develop action plans that give effect to the recommendations made by the AGSA and respond to the MPAT results. These action plans should address the root cause of the problems, clearly articulate specific actions with key persons responsible at a senior management level and specify time frames. All action plans should be submitted to the Committee with the 2nd Quarterly Report for 2016/2017.
 | CFO | The Audit Action has been developed, status reports included in the audit action, and signed off by the Director-General on 30 September 2016. The Audit Action Plan was submitted to the committee during the 2nd Quarterly report. |
| 1. The Department should monitor and evaluate the implementation of action plans and progress reports should be submitted to the Committee with every quarterly report.
 | CFO | Status reports are being updated quarterly, presented to the Audit and Risk Committee and Internal Audit are in the process of verifying evidence and signing off on the progress. The Audit Action Plan as at 31 Dec 2016 will be submitted to the committee as part of the reporting pack. |
| 1. The Department must report to the Committee on progress made with regards to implementing the recommendations made by the AGSA, the Audit and Risk Committee and the DPME via the MPAT 2015. A clear explanation should be provided in instances where recommendations have not been implemented and what the remedial action is. The key person/s responsible for implementing recommendations must be submitted to the Committee.
 | CD SM | The AGSA has audited the current Planning documents of the Department and they are compliant with the Framework on Strategic Plans and Annual Performance Plans.Risk Mitigation is on-going and reported on a quarterly basis to the Audit Committee meeting.The MPAT 1.6 improvement plan has been developed and is monitored. The presentation is included in the Q3 presentation.The Department has a dedicated Chief Director: Strategic Management: Ms Val Mathobela supported by a Risk Officer: Mr Mandla Malindisa responsible for implementing recommendations made by the AGSA, Audit and Risk Management Committee and DPME. |
| * 1. **Financial performance**
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| 1. *In-Year Monitoring Reports*: The Department is requested to continue to submit quarterly reports to the Committee in line with National Treasury Regulations.
 | CFO | IYM reporting is done in line with the National Treasury Regulations and monthly reported to the Accounting Officer and the Executive Authority.Reporting on the IYM is part of the quarterly reporting to the Portfolio Committee. |
| 1. *Spending Trends*: The Department should monitor spending patterns and ensure that this is in keeping with what has been outlined in the respective Strategic Plans and Annual Performance Plans. To this end, the Department is requested to provide the Committee with detailed financial reports for activities on a quarterly basis. These financial reports should clearly indicate the purpose of the activity as it relates to the objectives outlined in the APP and the expenditure incurred. In instances, where the Department incurs expenditure for events nationally and internationally, the size of the delegation should be included and details pertaining to Travel and Subsistence.
 | CFO | The reporting is done as part of the IYM monthly and the quarterly report to the Portfolio Committee. |
| 1. *APP*: The Department must ensure that its APP is costed appropriately with a clear indication as to how and when it intends undertaking activities with corresponding costs.
 | CFO | The costing of the APP has been done as at 28 Feb 2017 in line with Treasury Regulation 15.10 and will be presented to the PC when the APP is presented to the committee. |
| **8.3 Internal control and risk management** |  |  |
| 1. The Department should provide the Committee with a detailed report on the implementation of risk management controls which should include the staffing structure, risk management systems, challenges identified and remedial action.
 | CD SM | Q 3 Risk Management to the Audit and Risk Committee and continues to be updated by Management.The Department has a dedicated Risk Officer Mr Mandla Malindisa. The Risk Management report is included with the documents of the Portfolio Committee. |
| 1. The Committee requires the Department’s Audit and Risk Committee to brief the Committee in the 2nd Quarter of 2016/17 on the challenges identified and recommendations made.
 | ARC Chair | ARC Chair has been invited to the PC meeting |
| 1. The Department must provide the Committee with a detailed outline of the measures in place to strengthen internal control and risk management.
 | CD SM | Report available on a quarterly basis as stated on point 8.1 ( c) above. |
| 1. The Department should brief the Committee on risk mitigation measures it has applied to ensure that targets are reached within the core programmes.
 | CD SM | Report available on a quarterly basis as stated on point 8.1 ( c) above. |
| 1. The Committee requires the Department’s Audit and Risk Committee to brief the Committee in the 2nd Quarter of 2016/17 on the challenges identified and recommendations made.
 | ARC Chair | ARC Chair has been invited to the PC meeting. |
| **8.4 Human Resource** |  |  |
| 1. It was proposed that staff should be relocated from Programme 1 to other Programmes to assist in reaching the targets. Senior management should be directly involved in contributing to the delivery of targets.
 | CD CM | **In process**. Assessment is being undertaken of staff that has appropriate competencies that can be transferred. |
| 1. *Vacancies*: All key funded vacancies should be filled within the specified time allocation, in instances where this is not complied with, the Department should clearly identify within the quarterly reports to the Committee reasons for failure to comply and remedial action taken.
 | CD CM | The matter is included in the quarter 3 report. |
| 1. *Skills Audit*: The Department should provide the outcome of skills audit, an action plan of what is required to address the skills deficit and the impact on the new structure of the Department. This must be submitted as part of the Department’s Annual Performance Plan and revised Strategic Plan to National Treasury for the coming financial year.
 | CD CM | This will be done when the department presents its APP. |
| 1. *Resignations/Dismissals/Termination of contracts*: The Department should provide a written report on the reasons for dismissal of staff, resignations, termination of contracts and its subsequent impact on service delivery. A contingency plan should also be developed to focus on staff retention.
 | CD CM | Noted. While no staff has been dismissed, contract appointments shall terminate due to the reduced baseline allocations for compensation of employees. |
| **8.5 Governance** |  |  |
| 1. The Committee reiterated the importance of compliance with the Public Finance Management Act and National Treasury Regulations by the Department and that failure of officials in this regard must be dealt with expeditiously. To this end, the Department to report on how it deals with transgressors and what remedial action is taken. This should be presented in the quarterly reports.
 | CFO & CD CM | Remedial action on Irregular Expenditure: All cases are being investigated as part of additional resources that was brought on-board. The report is in process of being drafted on cases that have been finalised for possible condonement and/or consequence management by the relevant delegated authority. |
| 1. Report on the forensic investigation/s referred to by the AGSA to be submitted to the Committee on completion and Committee to be briefed on progress with regards to new investigations underway.
 | CD CM | Case referred to the State Attorney, report will be done once finalised. |
| * 1. **Performance related recommendations**
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| **8.6.1 SMART principle**1. The Department must ensure the alignment between the Strategic Plan and its Annual Performance Plan which includes objectives and targets that are SMART and costed accordingly.
 | CD SM & CFO | **SMART principles**: The AGSA stated to the ARC that the 2017/18 targets are SMART and aligned. **Costing of Annual Performance Plan**: The APP is costed through the operational plans of all areas and the cash flow drawings as required to be submitted to National Treasury in terms of Treasury Regulation 15.10. have be routed for approval to the Accounting Officer to be submitted on 28 Feb 2017. |
| 1. The Committee urges the Department to desist from embarking on activities that do not fall within its mandate and are more service delivery orientated
 | CD SM | The implementation of our APP, Operational Plans and Directives received are in line with the department’s mandate. |
| **8.6.2 Collaboration**The Department should ensure improved collaboration with the CGE and all other relevant organs of State as well as civil society. The Department should explore how its proposed national dialogues can be linked with the CGE’s legal clinics as a cost saving measure and to avoid duplication. | DDGs and DG | CGE participated in the December National Dialogues in Limpopo and will get them on board for the remaining Dialogues in other Provinces. |
| * + 1. **Monitoring and evaluation**
1. The Department should present the approved monitoring and evaluation framework to the committee along with the indicators identified.
 | DDG PSCKM | M&E Framework was developed and approved but gaps were identified. Therefore to close the gaps and enhance the Framework and system, the department is bringing an M&E expert to assist in enriching and finalising the Framework.  |
| 1. The Department should be requested to present its findings on all analysis, monitoring and evaluations undertaken. To this end, reports compiled should be referred to the Committee for consideration.
 | DDG PSCKM and ADDG STEE | 1. Women Financial Inclusion: The draft discussion document has been approved for initial concept by the Minister and it was presented at ESEID Outcome 4 Technical Implementation Forum meeting held on 31 January 2017.
2. Gender Responsive Budgeting: The Discussion document has been approved by the Minister and is currently being internally consulted with NT, DPME and Stats SA. To this end the workshop was held on the 11th of November 2016. A follow-up meeting is schedule for the 2nd March 2017. To this end the workshop was held on the 11th of November 2016. This process is on-going and awaiting finalisation after the planned meeting with DPME. This process will inform the development of the framework.
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| * + 1. **Events/Campaigns/Conferences**
1. The Department should inform the Committee in advance of all initiatives it intends undertaking in order for Portfolio Committee Members to attend where possible.
 | DDG PSCKM  | The Portfolio Committee was invited to the national dialogues and the Chairperson attended the launch and the Family Dialogue. |
| 1. The Department should provide the Committee with reports of all initiatives undertaken by outlining the cost incurred (as per the recommendation on spending trends), the purpose of initiatives and its relation to the APP, the outcomes of the initiative, number of intended beneficiaries and an action plan as to how resolutions/outcomes will be implemented.
 | DDG PSCKM | 16 Days of Activism and the national dialogues that took place in all the five Districts of Limpopo, where we have dialogues with 10 000 community members. A report on Limpopo dialogues is been finalised and will be provided once approved. |
| * + 1. **Gender-responsive budgeting**
1. The Department should brief the Committee on the gender-responsive budgeting framework.
 | ADDG STEE | Gender Responsive Budgeting: The Discussion document has been approved by the Minister and is currently being internally consulted with NT, DPME and Stats SA. To this end the workshop was held on the 11th of November 2016. This process is on-going and awaiting finalisation after the planned meeting with DPME (02 March 2017). This process will inform the development of the framework. |
| 1. The Department should brief the Committee on what progress has been made by municipalities to implement gender-responsive budgeting within the specific pilot sites that were identified. A list of the respective municipalities should be provided along with a progress report.
 |  | A Minister to Minister letter has been drafted to DCOG confirming what Minister determined that this is not DoW mandate – 28 February  |
| 1. The Department should not only limit the application of the GRB with municipalities but also extend the focus on departments/entities within the economic cluster.
 | ADDG STEE | The developed discussion document takes a national outlook that will be embedded into National Treasury Budget allocation processes including consultations with DPME and Stats SA which are critical participants at ESEID cluster. To this end, DoW hosted an intergovernmental workshop on the 11th of November with National Treasury and Stats SA. A follow up meeting with DPME is scheduled to take place by the 2nd of March 2017.  |
| * + 1. **Gender Focal Points**
1. The Department should update the Committee on the progress with the Department of Public Services and Administration insofar as gender focal points are concerned.
 | ADDG STEE | A meeting with DPSA was held on the 28th of October 2016 to refine the proposal for GFPs roles and responsibilities for appropriate positioning at Heads of Departments. Following the meeting on the 3rd Of November. The Cab Memo has been refined and rerouted to the Minister in February with GFP level analysis graphs and CGE research analysis. The recommendations for Gender Mainstreaming and GFPs was tabled at G&A DGs cluster meeting on the 3rd of November 2016 and draft Cab memo was developed.The Gender mainstreaming framework will thus be informed by recommendations contained in the cab memo. A Minister to Minister (DPSA) letter has been drafted to unblock blockages in this regard. |
| 1. The Department should brief the Committee on a regular basis on its work and relationship with Gender Focal Points within departments at every quarter.
 | ADDG STEE | DoW will brief the committee regularly through quarterly reports  |
| * + 1. **Treaty compliance framework and timeframes**
1. The Department should ensure that country reports are submitted within the specified timeframes as required by the relevant reporting bodies**.**
 | DDG PSCKM | The CEDAW Report was printed and submitted to DIRCO on 10 October 2016 for depositing with the UNHRCThe AU Solemn Declaration Report was finalised and submitted for approval in December 2016 it will be lodged in March for the Heads for State Summit in July. |
| 1. The Department should report back to Parliament on feedback received on country reports, action plans developed in this regard as well as progress in terms of implementing recommendations.
 | DDG PSCKM | The DoW incorporated the 2011 CEDAW concluding observation into the 5th periodic report in 2016The Department engaged on consolidate South Africa’s with DoW, DIRCO and Defence towards the finalisation of the National Action Plan on South Africa’s peacekeeping mission.  |
| 1. The Department must present all reports to be presented at an international level to the Committee before it undertakes the international trip.
 | DDG PSCKM | Not all meetings require Country report, where reports are required it will be submitted.In 2017/18 the Department will respond to the AU Women’s Protocol and the AU Solemn Declaration |
| **8.7 Legislative and Policy Reform** |  |  |
| 1. The Department should brief the Committee on gaps identified within policies and laws on a regular basis.
 |  | The Department is coordinating a policy Framework on sanitary Dignity for indigent women and girls. |
| 1. The Department should table all reports developed within 30 days of completion for the Committee to consider.
 | ODG | Reports can only be tabled once the Executive has approved such. |
| 1. The Department should brief the Committee on its policy position with regards to gender mainstreaming and clearly indicate what if any changes are required to the existing National Gender Policy Framework.
 |  | DoW recommends that the existing NGPF be refined, taking into effect the following changes:* HoDs are held directly accountable for mainstreaming the socio-economic empowerment of women into their core business delivery programmes;
* that the GFP system is refined in terms of its strategic role in the promotion of the socio-economic empowerment of women and promotion of gender equality in the work of government departments, and hence in its location, competencies, reporting lines;
* that a Joint Task Team consisting of DPSA and DoW is established to manage the implementation of the Cabinet decisions in this regard and to undertake any consequential policy of procedural reviews;
* that the Minister of Cooperative Government and Traditional Affairs addresses the GFP system at local government level; and
* that the Joint Task Team reports back to Cabinet on a quarterly basis until the transition has been satisfactorily effected
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| **Reporting matter** | **Action required** | **Timeframe** | **Dept.** | **RESPONSIBLITY** | **STATUS** |
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| Quarterly reports | Written report Briefing | Briefing at end of every quarter | **🗹** | CD SMCFOCD CM | The quarterly reports are tabled in parliament and made available to PC. |
| Audit outcomes - Details of audit action plan | Written report of audit action plan Briefing | At briefing of 2nd quarterly report | 🗹 | CFO | The Audit Action plan was submitted during the 2nd quarter reporting.  |
| Progress report on audit action planBriefing | At briefing of 3rd and 4th quarterly report | 🗹 | CFO | The Audit Action Plan with status reports as at 31 Dec 2016 will be submitted during the 3rd quarterly reporting to the committee. |
| Forensic investigations  | Written report Briefing | On completion of the investigation/s | 🗹 | CD CM | Case referred to the State Attorney, report will be done once finalised as stated on 8.5 (b) above. |
| Job evaluations | Written report Briefing | At briefing of 2nd quarterly report | 🗹 | CD CM |  |
| HR: vacancies, dismissals, termination of contracts | Written reportBriefing | At every quarterly report briefing | 🗹 | CD CM | As reported above in 8.4 b) and c). |
| Gender mainstreaming framework | Written reportBriefing | Briefing in 1st term of 2016/17  | **🗹** | ADDG STEE | Following the meeting with DPSA on the refinement of GFPs roles and responsibilities, the framework for Gender Mainstreaming and GFPS was tabled at G&A DGs cluster meeting on the 3rd of November 2016 and draft Cab memo was developed.Following the meeting on the 3rd Of November. The Cab Memo has been refined and rerouted to the Minister in February with GFP level analysis graphs and CGE research analysis. A Minister to Minister (DPSA) letter has been drafted to unblock blockages in this regard.The Gender mainstreaming framework will thus be informed by recommendations contained in the cab memo. |
| Gender-responsive budgeting | Written report (progress report)Briefing | Briefing in 1st term of 2016/17 | **🗹** | ADDG STEE | The draft GRB discussion document has been approved by the Minister and is currently being internally consulted with NT, DPME and Stats SA. To this end the workshop was held on the 11th of November 2016. This process will inform the development of the framework.A Cab Memo has also been refined and rerouted to the Minister in February with GFP level analysis graphs and CGE research analysis. A Minister to Minister (DPSA) letter has been drafted to unblock blockages in this regard. |
| Written report on pilot sitesBriefing | At briefing of 2nd quarterly report | **🗹** | CD SM | Not part of our mandate – DcoG – draft letter |
| Country reports | Written report Briefing | Progress update at quarterly briefings | **🗹** | DDG PSCKM | We will report quarterly if there are any reports due. |
| Impact reports of initiatives (campaigns, events, workshops, conferences etc.) | Written report  | 30 days after an event has taken place | **🗹** | DDG PSCKMADDG STEE | DoW will facilitate a Gender Conscious Capacity Building with National School of Government. Together with DPME, DoW will also facilitate the monitoring of the implementation of the impact report with relevant stakeholders**.** |