**ANNEXURE B**

| PC DIRECTIVE OR RECOMMENDATION | RESPONSIBILITY (Manager responsible for developing report; submission to ODG for DG sign off) | TIMELINE | PROGRESS |
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| 1. Reporting Request: Outstanding NHAC case: DoW to provide with information relating to the outstanding NHAC case | CD CM | 2Q Report | The NHAC case is being traced and will be reported separately to the Portfolio Committee |
| 1. Reporting Request: M&E framework - PC has not been presented with M&E framework to evaluate other departments | DDG PSCKM | By end of FY | The M & E Framework has not been developed as yet. The department has started to engage with DPME to analyse their M& E framework so that the department can align with DPME’s Framework |
| 1. Reporting Request: MPAT process and MPAT corrective action plan implementation [Clarify DoW status re MPAT 2014 | CD SM | Quarterly | Since the inception of MPAT in 2012 the department performance has been improving each year from a 1.6 in 2012 to 2.2 in 2013 to a 3.1 in 2014. Considerable progress has been noted under key performance area 1: Strategic Management where the department on Strategic Plans it has received the score of four for two conservative years. The department needs to pay particular attention on the following performance arrears: Service Delivery Improvement Plan, Professional ethics, Internal Audit, Promotion of access to information, Compliance with PAIA requirements, Human Resource Planning, Implementation of SMS PMDS for HOD, and Management of unauthorised, irregular, fruitless, and wasteful expenditure |
| 1. Reporting Request: Quarterly Finance IYM Reports in line with NT regs [Detailed financial reporting for activities on quarterly basis – purpose of activity in relation to objectives of APP and expenditure incurred; including size of delegations, travel and subsistence costs; Report on how it deals with transgressors in PFMA and Treasury regs – as part of Quarterly Reports; Provide explanation of why only 50% of donor money spent and conditions around its use; Quarterly update on condonment of irregular expenditure by NT and by DSPA; | CFO | Quarterly | Report included for PC briefing of 16 February 2016. |
| 1. Reporting Request: Risk Management - Detailed report on implementation for risk management controls, including risk management staffing structure, management systems, challenges identified and remedial action | CD SM | Quarterly | The Fraud and Risk Management framework has been approved. The following Fraud and Risk Management has been approved: Fraud Prevention Policy 15/16, Fraud Prevention Plan 15/16, Risk Management Strategy 15/19, Risk Management Policy, Whistle Blower Policy, Risk Implementation Plan and Strategic Risk Register  The Department has a Risk Officer position which is currently vacant. The Department is supported by DEA official on an ad hoc basis. |
| 1. APP Targets – smart and costed – to be clearly address in APP | CD SM | By end of November | The Integrated Operational planning work resumed for finalisation by end of February. |
| 1. Stakeholder partnerships - Improved collaboration with CGE, other organs of state and civil society, [not just events, but on M&E of gender mainstreaming, gender responsive planning and budgeting, and effectiveness of gender focal points; PC motivated for MoUs with other stakeholders; Department to establish and implement mechanisms to work with relevant organs of State in Provinces] | DDG STEE | Include in Quarterly Reporting | STEE work on engendering and gender mainstreaming the Economic Sector, in line with the Presidential Directive of September 2015, is now well documented and part of Q3 report. The President directs Ministers and DGs in the Economic Cluster to report on progress on engendering and gender mainstreaming their work. Minister in the Presidency Responsible for Women is also directed to report to Cabinet on this work regularly. An Easy Guide to Gender Mainstreaming was produced and distributed to the Economic (ESEID) Cluster during Q3 2015.- |
| 1. Reporting Request: Gender Equality Monitoring - Department to provide annual update on progress of gender equality in SA in relation to targets identified in SP and APP | DDG STEE and CD SM | Annually – in Annual Report | STEE is monitoring departments’ implementation of the recommendations in the Status of Women in the Economy Report of August 2015. In this regard targeted letters to respective departments were sent to DGs, support is offered to departmental officials to respond to the request for information, and reports are awaited, with the first deadline for receipt of reports set for April 2016. This reporting, monitoring and evaluation is also part of the President’s Directive, and Minister Shabangu’s regular reports to Cabinet. |
| 1. Indicate to PC on how to inform members to events, so they can attend [PC request for invitations to Departmental events] | DG | By end of November | Invitations are sent to the Chairpersons of the Portfolio Committee and Select Committee. |
| 1. Reporting Requests: Gender Focal Points - Report to PC on regular basis report on work and relationship with gender focal points in departments [Gender Focal Points continue to get them appointed at decision making levels in Departments ] | DDG STEE | Quarterly | STEE: Following Exco decision, this target has been discontinued. A target related to gender mainstreaming, which includes GFPs, was developed. In regard to Gender Mainstreaming, DoW produced a Cab Memo and Discussion Document, which was presented to the G&A Cluster Technical Working Group during Q3 2015, and which has since been revised, in consultation with the DPSA DG. |
| 1. Reporting Requests: Policy Gaps - DoW to report to PC on policy gaps identified on regular basis [PC not briefed on progress on implementation of policies development – have any new policies been developed; Review of National Gender Policy Framework started by DWCPD never shared with PC | DDG PSCKM | Quarterly Presentation | The Department undertakes the identification of gaps in policies regarding women’s empowerment. In the 2015/16 financial year, DoW undertook an analysis of policies in the construction industry and agro-processing. The approach currently is to focus on specific policy areas such as for women’s economic empowerment with a specific focus on the Black Industrialist policy.  The gender mainstreaming framework discussion document has been developed for internal consultation before external stakeholders are engaged. The Gender Mainstreaming Framework will serve as the base document for the review of the National Gender Policy Framework of 2000. The current National Gender Policy Framework will look at the issue of the levels and placement of Gender Focal Points amongst others. The department has presented to the Governance and Administration technical working group and has also engaged with DPSA to ensure that GFPs are appointed at the right level and placed in the office of the Director General to allow them to have the necessary authority to ensure gender mainstreaming. |
| 1. Reporting Requests: Quarterly Reports – written report and briefing at end of each quarter | CD SM | Quarterly | The written report for Q1, Q2 and Q3 will be submitted to PC. |
| 1. Reporting Requests: Audit Outcomes Action Plans – details of audit action plan – written report of audit action plan and briefing; Action Plans on the AGSA findings to be submitted to PC with the 2Q Perf Report] | CFO | With Q Performance Report | The report is included in the AG Action plan presentation. |
| 1. Reporting Requests: Audit Outcomes – progress report on audit action plan – written report of audit action plan and briefing [Every quarterly report must include a report on the management monitoring of the AGSA findings action plan implementation] | CFO | With 3Q and 4 Q Performance reports | The report is included in the AG Action plan presentation. |
| 1. Reporting Requests: Forensic Investigation – written report and briefing on completion of the investigation [Keep PC abreast on the forensic investigation and submit a report once completed] | DG | On completion | Expecting final report before end of February 2016. |
| 1. Reporting Requests: Skills Audit – written report and briefing at 2Q briefing [Skills audit – outcome of skills audit, action plan to address skills deficit as part of the SP and APP for the coming FY] | CD CM | With 2Q briefing | Report from Service Provider provided: action plan to be developed and submitted to PSETA |
| 1. Reporting Requests: HR vacancies, dismissals, termination of contracts - written report and briefing [Written report on reasons for dismissal/resignations/termination of contracts and impact on service delivery and contingency plan on staff retention; All key funded vacancies to be filled within specified time – clearly indicate where this has not been achieved in quarterly reports | CD CM | With 2Q briefing and all Q Reports | One Intern resigned (permanent employment); one Deputy Director: SCM transferred to another department (which was filled through cross-transfer). No dismissals.  Appointments:  2x DDG (level 15)  1 Director (level 13)  4 Deputy Director (level 11/12)  1 Assistant PA (level 8)  6 Contractors (level 5). |
| 1. Reporting Requests: Gender Responsive Budgeting – written report (progress report) and briefing [DoW to brief PC on quarterly basis on progress on developing and implementing gender-responsive budgeting framework] | DDG STEE | Every Quarterly briefing | This target was revised to be Gender Responsive Planning and Budgeting (so that Planning is part of the Budgeting process) and is still in progress. A consultation meeting with stakeholders is planned for Q4 2016. |
| 1. Reporting Requests: Pilot Sites Gender Responsive Budgeting – written report on pilot sites [DoW to report on piloting of gender responsive budgeting in municipalities; list of sites with report] | DDG STEE | Briefing on 2Q report | This target was revised to be Gender Responsive Planning and Budgeting (so that Planning is part of the Budgeting process) and is still in progress. A consultation meeting with stakeholders is planned for Q4 2016. |
| 1. Reporting Requests: Outstanding country reports – written report and briefing [DoW to report back to Parliament on feedback received on country reports and action plans developed in this regard; Ensure compliance with international reporting obligations and table and present all outstanding country reports to PC; CEDAW Report must be submitted after Cab on Wed] | DDG PSCKM | Before end of 2015/16 | The CEDAW report was approved by Cabinet in December 2015 and will be tabled to Parliament in February 2016 |
| 1. Reporting Requests: Impact reports on initiatives (campaigns, events, workshops, conferences etc) – written report [Report to PC on all events, purpose of initiative, cost incurred, outcome of initiatives, number of intended beneficiaries and action plan to implement resolutions/outcomes; PC requires and DoW committed to report on impact of events on women in the community] | DDG PSCKM | 30 days after the event has taken place | Campaigns:  During women’s month, the Department targeted women from different areas and professions to address specific issues that affect them and also celebrate excellence in the different sectors. The month was divided into themes:  The First week was dedicated to women in Film: This addressed the challenges that women Film Makers are facing twenty one years after democracy with regards to funding, telling their own stories and producing them. It was also a week to celebrate those women who are slowly breaking the glass ceiling in this field and Directing and Producing Films like Terry Pheto, Tshabalala and others. The women in film week was also an opportunity to show-case the film written, directed and produced by women in the townships and school children in Soweto and Kwa-Mashu who have interest in creative industries were given the opportunity to see these films and have a dialogue with the Film Stars and different actors in the Film value chain like Script writers, Directors and Producers    The second week was dedicated to women in fashion: The Department engaged women in fashion to address the adverse condition that many women in this sector face. There are many reports that indicated that most women who had businesses in this field were forced to closed their businesses due to many factors including unfair competition with goods that are competing with their craft which are sold very cheap. The Department is pursuing a partnership with the Association of Fashion Designer to ensure that these women are also equipped with business management to sustain their businesses  The Third Week focused on Economic Empowerment of women and Social Cohesion with the Theme “we are Africa”  The Department in partnership with the governments of Lesotho held a seminar in Lady Brand attended by women from the Free State and Lesotho to address social issues that affect women in these areas. Human Trafficking and Sexual Exploitation were highlighted as the biggest challenges by women from Lesotho while South African women also raised their challenges with regards to women from Lesotho. An outcome of this important workshop was a Memorandum of Cooperation that was signed by the Minister of Gender from Lesotho and the Minister in the Presidency responsible for women. In addition to the workshop, women from both countries marched towards the Maseru border against Human Trafficking and violence against women.  In Partnership with Zimbabwe, the Department working together with the Province of Limpopo and DTI, Small Business brought women together to Musina to a Trade Fair promoting women’s economic empowerment. This Trade Fair brought women from all strata of society selling different things from crafts, clothes including furniture. Women left the Trade Fair with half of their goods sold out.  **As part of our Count Me In, 365 days Campaign, the Department continued to change attitudes and behaviours related to gender violence and forming partnerships to ensure that violence against women is eradicated in our life time. During 16days of Activism, there was a heightened awareness raising campaign against gender based violence and the department joined hands with the following partners:**   * Media Houses * Faith Based Organisations * Federations (FEDUSA and NACTU) * National House of Traditional Leaders and their Provincial House ofTraditional Leaders   **Initiatives:**  **Outreach:** A number of outreach initiatives were conducted to mark the 16 Days of Activism Campaign and #365 Days of Activism in various settings such as townships, villages, open places, recreational Parks, Church halls, stadiums - in the following manner:  **Interdenominational Women’s Manyano Prayer Service:** The activity was held in New Crossroads township, Cape town, the purpose was to raise awareness and enhance social cohesion & nation-building in fighting the scourge of Violence Against Women and Children (VAW&C).It targeted all sectors of society and FBOs. The activity was held in.  **Awareness Raising through Parliamentary Joint Debate at the National Assembly in Cape Town:** To raise awareness, enhance social cohesion & nation-building in fighting the scourge of Violence Against Women and Children (VAW&C).This activity targeted Political Leadership/Parliamentarians from parties represented in Parliament.  **Men’s Indaba held at Giant stadium in Soshanguve township**: To raise awareness and strengthen partnership with Men in enhancing social cohesion & nation-building to fight the scourge of VAW&C. This targeted all sectors, civil society and Men’s Forums as major participants.  **Candlelight Service & Awareness Raising on Safety of Women and Children in Public Places/Recreational Facilities** **held at Rhodes Park, Kensington, Johannesburg :** To raise awareness and strengthen partnership with all sectors and civil society in enhancing social cohesion & nation-building to fight the scourge of VAW&C. This targeted all sectors, civil society and FBOs as major participants  **Candle Light Service& Claiming Back The Night (Take Back The Night) Activity held in Danville township, Mafikeng:** To raise awareness and enhance social cohesion & nation-building in fighting the scourge of Violence Against Women and Children. This activity targeted all sectors of society but the majority of participants were Faith Based Organisations. It was  **International Human Rights Day Awareness held in Ndevana village, Buffalo City Metro, King Williamstown:** Was raising and popularising the start of #365 Days of Activism Campaign. The activity targeted all sectors and civil society. Majority of participants came from rural villages of Eastern Cape. |