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| **BRRR ACTION PLAN**  **BUDGETARY REVIEW AND RECOMMENDATION REPORT OF THE PORTFOLIO COMMITTEE ON WOMEN IN THE PRESIDENCY** | | |
| **Recommendations: The Minister of Women in the Presidency should ensure that the following recommendations are implemented.** | | |
| **BRRR RECOMMENDATION** | **RESPONSIBILITY** | **STATUS at end 31 OCTOBER 2018** |
| **8.1 Audit Action Plan** |  |  |
| 1. The Committee recommends that the Department must develop an audit action plan and implement the recommendations made by the AGSA and improve on 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 2017/2018 on 14 November 2017. | CFO | * The Audit Action Plan (AAP) for the 2017/18 financial year has been developed and circulated to managers for population of action plans by various units affect by audit findings on 19 Sept 2018. * The final populated AAP will be tabled for approval by the Accounting Officer by 15 Nov 2018. * Action plan that was carried over from the 2016/17 financial year, will be included in the 2017/18 Audit Action Plan. |
| 1. The Committee recommends that the Department should monitor and evaluate the implementation of action plans and progress reports should be submitted to the Committee on a monthly basis until the end of the 2017/18 financial year. | CFO | * After approval of the 2017/18 AAP, it will be tabled on a monthly basis at the departmental Audit Steering Committee to assess progress, follow up on critical matters and verification by Internal Audit. |
| 1. The Committee recommends that the Department must report monthly 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 2016. 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 | * Monthly reporting on the audit action plan is done and monitored by the Audit Steering Committee and Internal Audit audits progress and issue assurance of the report. * The MPAT implementation plan is monitored by the Internal Operations Efficiency Unit under Strategic Management. Quarterly MPAT progress reports are developed and presented at MANCO meetings. Furthermore corrective actions are proposed and implemented on areas that are none compliant. |
| 1. The Committee recommends that the Department provides a detailed list of names of officials who have contravened the PFMA, National Treasury Regulations and SCM policies during 2016/17, indicate the nature of the contravention, the cost incurred and the consequence management implemented by the respective manager. | CFO  CD:CM | The 2015/16 FY and 2016/17 FY, there are no cases at the present stage against any official.  For the 2017/18 FY, A number of officials implicated in one report will be subjected to recommendations of the report for remedial action. |
| 1. The Department should provide quarterly reports on the consequence management it will take to remedy the poor performance of members at the SMS level. | CD:CM  ODG | Noted, the reports will be submitted as they become available. |
| **8.2 Financial performance** |  |  |
| 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 Committee recommends that 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 on how and when it intends undertaking activities with corresponding costs. | CFO | * The costing of the APP is informed by the spending plans developed be various branches and divisions in the department. * The costing will be finalised as part of the submission of the Departmental drawings report that must be submitted by 28 February 2019 in line with Treasury Regulation 15.10. |
| 1. *Irregular expenditure*: The Committee recommends that the Department should provide a comprehensive report on the investigations into irregular expenditure incurred during 2016/17 as well as the previous financial year. The report should clearly indicate the sanctions brought against members responsible for irregular expenditure. The Department should further develop an action plan on steps to prevent irregular expenditure, through a skills audit, training, skills development and consequence management. | CFO  ODG | The department developed a procurement guideline that seeks to assist with prevention of irregular expenditure.in conjunction with Supply Chain Management officials. |
| **8.3 Internal control and risk management** |  |  |
| 1. The Committee recommends that 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 | The report on Risk Management is presented quarterly to the Portfolio Committee and is included under governance section in the presentation on the Quarterly Report. |
| 1. The Committee requires the Department’s Audit and Risk Committee to brief the Committee in the 2nd Quarter of 2017/18 (14 November 2017) on the challenges identified and recommendations made. | ARC: Chair | Done. |
| 1. The Committee recommends that the Department must provide the Committee with a detailed outline of the measures in place to strengthen internal control and risk management. | CD:SM | The Department has adopted the integrated planning in preparation of the 2018/19 APP and the approach was adopted for the Strategic Planning session. The outcome thereof is the linkages between programme 2 and 3 work however, these will be in the Operational plans and the APP will not be affected. This process is initiated in the current financial year to strengthen internal control. A task team was established led by Strategic Management with members from Finance, Supply Chain Management, Internal Efficiency Operations and Human Resource Management.  Department has established the Risk Mitigation Committee, Audit and Risk Committee as measures to strengthen and improve management of internal control and risks and to ensure integrity of integrated reporting. The committee holds meetings on a quarterly basis and a report is available as stated on point 8.3 (a) above. |
| 1. The Committee recommends that 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 | The Strategic Management unit monitors the not achieved targets through facilitation of Monthly reports and produce a report to the Accounting Officer.  Risk Management is integrated in all processes in the Department in order to improve performance. Report available on a quarterly basis as stated on point 8.3 (a) above. |
| **8.4 Human Resource** |  |  |
| 1. *Vacancies*: All key funded vacancies, particularly the CFO position, 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. The Committee recommends that all vacancies, including acting positions, especially those in which the incumbent is on longstanding suspension, should be filled permanently in the next six months. The Department should provide quarterly reports on this to the Committee. | CD:CM | As at 31 October 2018, the vacancy rate was 11% of funded posts. The funded vacancies are (i) Director-General (being held in abeyance by direction of Executive Authority), (ii) Chief Director, Monitoring & Evaluation (shortlisting finalised and interviews to be conducted), (iii) Director: Communications (assuming duty on 01 December 2018), (iv) Director: Outreach (shortlisting finalised and interviews to be conducted), (v) Director: Supply Chain Management (shortlisting finalised and interviews to be conducted), (vi) Director: Economic Empowerment (to assume duties on 01 November 2018), (vii) Deputy Director: Research (shortlisting finalised and interviews to be conducted), (viii) Assistant Director: Economic (being held in abeyance by direction of HoD), (ix) PPO: HR Admin (in process of advertisement), (x) Personal Assistant: STEE (assuming duty on 01 December 2018); (xi) Chief Accounts Clerk (shortlisting to be conducted); and (xii) Communication Officer (shortlisting to be conducted).  Ms AT Griessel has been appointed as Acting Director-General from 27 October 2018 to 31 April 2019 unless the post is filled earlier through a permanent appointment. The CFO post was filled in January 2018 through a transfer from the Gauteng Department of Social Development. |
| 1. *Skills Audit*: The Committee recommends that 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 | While the outcomes of the skills audit have previously been made available, the identified gaps are being addressed through Workplace Skills Plans. Based on individual development plans, such needs shall be continued into the 2018/19 WSP. |
| 1. *Resignations/Dismissals/Termination of contracts*: The Committee recommends that 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 | For the period 01 April to 31 October 2018, there have been 11 termination of services:  3 resignations;  2 transfers to other departments;  1 dismissal for misconduct; and  4 expiry of contract. |
| 1. *Performance management*: The Committee recommends that the heads of Programme 2 and 3 provide quarterly reports of consequence management for the non-delivery of targets with a clear indication of the remedial action implemented. Each programme and sub-programme will be required to present progress to the Committee on a bi-monthly basis. | DDG:STEE  DDG:PSCKM  CD:CM | Noted. |
| 1. *Longstanding suspensions*: The Committee recommends that all vacancies, especially those in which the incumbent is on longstanding suspension, should be filled permanently in the next six months. The suspension should be dealt with expeditiously and reported on every month until resolved. | CD:CM | The disciplinary hearing of the DDG who was on suspension was finalised in May 2018. |
| 1. *Use of consultants*: The Committee recommends that the Department provides more clarity regarding the use of M&E experts by clearly indicating the nature of the consultancy, cost, deliverables required and time frames. Information to be provided in a report at Q2 briefing of 2017/18 (14 November 2017). In addition, the Committee requests the Department to indicate what measures the Department would implement to avoid the use of consultants in future in a bid to contain costs. Furthermore, the Committee recommends that skills transfer occurs when using consultants so as to capacitate staff within the Department. | DDG:PSCKM | Report provided to the Committee as part of Q2 briefing.  Steps to reduce the use of consultants include (i) the filling of vacancies; (ii) fast-tracking the creation of short-term posts for 2018/19 especially in relation to International Relations and Evaluation; (iii) ensuring the adequate staffing of the Department in line with its mandate as the overall engine of government-wide gender-responsive policy, research, planning, budgeting, monitoring and evaluation and gender auditing; (iv) professionalising the public service, including ensuring the recruitment of individual, especially at a senior level, who have the requisite professional qualifications, skills and experience in areas such as gender-responsive policy, planning, monitoring and evaluation.  It should however be noted that the scope of certain projects, for example, major evaluations, require the use of independent expert service providers. Further, the scale and scope of major one-off projects such as the 25-year review also require additional external capacity. |
| 1. *Top-heavy structure*: The Committee recommends that the Department indicates how it intends utilising its top-heavy structure more optimally to ensure that targets are met. | CD:CM | The DPSA was consulted regarding concurrence with the creation of additional capacity in the core Programmes in terms of the 2018/19 MTEF baseline allocation for Compensation of Employees; and all the required documents were submitted. The department is currently awaiting the response in this regard. |
| **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 Committee recommends that the Department reports on how it deals with transgressors and what remedial action is taken. This should be presented in the quarterly reports. | CFO & CD:CM | Five officials were charged for contravening the PFMA, National Treasury Regulations and SCM policies; and three managers were suspended pending disciplinary hearings.  The position of the CFO was filled in January 2018; and the department is currently in the process of shortlisting candidates for the post of Director: Supply Chain Management. The post will be filled in quarter 3. |
| 1. For the year under review, the Committee recommends that the Department submits a report clearly outlining the officials that contravened the PFMA by authorising transactions that should have been done by the Accounting Officer. | CFO  ODG | We have uncovered transactions that do not meet SCM requirements and the Department is currently taking remedial action against employees. |
| 1. The Committee recommends that the Department 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. | CD:CM  ODG | Five officials were charged for contravening the PFMA, National Treasury Regulations and SCM policies; and three managers were suspended. |
| 1. *Supply Chain Management* (SCM): The Committee recommends that the Department provides a monthly report on the Supply Chain Management (SCM) deviations and transgressions and what action steps were taken against officials who fails to comply with SCM policies. | CFO | The deviation report for the period 2017/2018 will be submitted to the committee as part of the 2nd quarterly reporting. |
| * 1. **Performance related recommendations** |  |  |
| **8.6.1 SMART principle** |  |  |
| 1. The Committee recommends that 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. Any changes to the APP must be brought to the attention of the Committee as soon as these are done with a clear indication of the HR impact and financial implications. | CD:SM & CFO | **SMART principles**: The AGSA stated to the ARC that the 2017/18 targets are SMART and aligned. The APP for 2018/19 is in the process to be finalised.  **Costing of Annual Performance Plan**: The APP for 2017/18 has been costed through the operational plans of all areas and the cash flow drawings as required were submitted to National Treasury in terms of Treasury Regulation 15.10. 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 | Noted. In the 2017/18 APP and the draft 2018/19 APP there are no targets which are out of the mandate of the Department. |
| **8.6.2 Collaboration** |  |  |
| 1. The Committee recommends that 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. | DG  DDG:STEE  DDG:PSCKM | DoW has kept the CGE involved in all dialogues and will continue to be in consultation with CGE with regard to future National Dialogues scheduled for in November through to March 2019. DoW has also involved Legal Aid Board for further support  The National Dialogues have been characterised by extensive collaboration across the spheres of government and with local community-based bodies. The CGE has been involved in the National Dialogues and there is no duplication of service provision.  The CGE is further a key partner and participant in initiatives such as (i) Gender-Responsive Planning, Budgeting, Monitoring and Evaluation; (ii) Development of a Country Gender Indicator Framework; (iii) Gender-responsive data collection on the SDGs, specifically SDG 5. |
| 1. The Committee recommends that specific emphasis should be placed on developing relationships with GFP within government departments, Premiers Offices and municipalities. | DDG:STEE | All Government departments according to this policy are expected to have a dedicated Gender Focal Points and Units responsible for coordinating gender mainstreaming, women empowerment programmes and projects that are adequately resourced. The Director Generals (National) and Heads of Departments (Provincial) as Accounting Officers are the ultimate responsible officials in ensuring the integration of gender across the three spheres of government (i.e. National, Provincial and Local) and this relationship can be further enhanced through the Gender Interdepartmental and intergovernmental forums that drive gender agenda across government and have proven useful in setting the relevant gender mainstreaming agenda, as well as in monitoring and evaluation. |
| * + 1. **Monitoring and evaluation** |  | All Government departments according to this policy are expected to have a dedicated Gender Focal Points and Units responsible for coordinating gender mainstreaming, women empowerment programmes and projects that are adequately resourced. The Director Generals (National) and Heads of Departments (Provincial) as Accounting Officers are the ultimate responsible officials in ensuring the integration of gender across the three spheres of government (i.e. National, Provincial and Local) and this relationship can be further enhanced through the Gender Interdepartmental and intergovernmental forums that drive gender agenda across government and have proven useful in setting the relevant gender mainstreaming agenda, as well as in monitoring and evaluation. |
| 1. The Committee recommends that the Department should present the approved monitoring and evaluation framework to the Committee along with the indicators identified. | DDG:PSCKM | All Government departments according to this policy are expected to have a dedicated Gender Focal Points and Units responsible for coordinating gender mainstreaming, women empowerment programmes and projects that are adequately resourced. The Director Generals (National) and Heads of Departments (Provincial) as Accounting Officers are the ultimate responsible officials in ensuring the integration of gender across the three spheres of government (i.e. National, Provincial and Local) and this relationship can be further enhanced through the Gender Interdepartmental and intergovernmental forums that drive gender agenda across government and have proven useful in setting the relevant gender mainstreaming agenda, as well as in monitoring and evaluation. |
| 1. The Department should be requested to present its findings on all analysis, monitoring and evaluations undertakes. To this end, reports compiled should be referred to the Committee for consideration. | DDG:PSCKM | Reports on monitoring of the implementation of the nine point plan by Development Finance Institutions (DFI’s), the National Empowerment Fund (NEF). The Industrial Development Corporation (IDC) and the Public Investment Corporation (PIC) have been developed. The Department further undertook a gender analysis of selected Departmental APPs in the economic cluster. Comments in this regard were included in the DPME feedback to Directors General.  A research project on the DTI incentive schemes in relation to women’s economic empowerment was undertaken in 2018/19.  The Branch is undertaking the development of a Country Gender Indicator Framework which will be aligned with relevant indicators at a UN, AU and SADC level. The CGIF is a sub-project of the initiative to develop a GRPBMEA framework, which is to be completed in 2018/19. The DOW has submitted the Draft GRPBMEA to the committee and has requested an opportunity to present the Draft GRPBMEA framework to the Committee. |
| * + 1. **Events/Campaigns/Conferences** |  |  |
| 1. The Committee recommends that 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 recommendation is noted. The DOW has consistently notified the Committee of key events and has forwarded invitations to the Committee to attend such events. |
| 1. The Committee recommends that 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 | SCO Total number of dialogues scheduled from 1 April 2018 to 28 August 2018 = 19  Total number of dialogues held from 1 April 2018 to 28 August 2018 = 19  **Purpose of initiative:** To raise awareness around women’s human rights issues  **Proposed interventions**:   * Training of women in cooperatives (preferred area of training will be Arts and Craft, Tourism and Hospitality) for the areas where dialogues were conducted. The department has already identified 50 women from Lephalale, Mbekweni, and Bergville. Process of securing funding from SITA underway. Training will resume as soon as funding is secured. * Onsite service delivery including counselling and referral of victims of abuse. Victims of abuse were linked to the Local networks who would continue rendering the necessary services. * CGE is addressing cases of abuse identified during the dialogues held at CPUT.   **Cost incurred:** Summary of the cost incurred during all the planned dialogues is attached as **Annexure A** |
| 1. The Committee recommends that a year plan be submitted of all key events with forecasted costs. | DDG:PSCKM | The approved Operational Plan (with cost) is attached as **Annexure B** |
| * + 1. **Gender-responsive budgeting** |  |  |
| 1. The Committee recommends that the Department should brief the Committee on the gender-responsive budgeting framework. | DDG: PSCKM | Following the completion of the Draft GRB framework in 2017/18, extensive further work has been undertaken to develop a comprehensive Gender-Responsive Planning, Budgeting, Monitoring and Evaluation Framework. The draft Framework and presentation in this regard were forwarded to the Committee and the DOW is awaiting a date to present the framework to the Committee.  The following progress has been made in 2018/19:   * The responsibility for the development of the GRPB framework was moved from Programme 2 (STEE) to Programme 3 (PSCKM) from June 2018. The purpose was to ensure that the entire government-wide public policy cycle is gender-responsive, including planning, monitoring, evaluation and auditing. An erratum to this effect has been submitted to the Committee.   A Draft Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) Framework has been developed. The framework has been presented in several gatherings to provide stakeholder with an opportunity for inputs. The Draft GRPBMEA framework and/or the CGIF was presented and discussed at the following meetings:   * Stakeholder consultation meeting in May 2018 during the CSW 2018 report back session; * A High-Level Inter-Departmental Steering Committee on 8 June 2018 and 13 July 2018; * Meeting with National Treasury on 21 June 2018; * Special Women’s Dialogue on Institutionalising Gender within the Democratic State in KZN on 26 August 2018; * Mini-workshop on Country Gender Indicator Framework on 10 September 2018; * Meeting with DPME on 14 September 2018; * DPME workshop to review the National Evaluation Policy Framework on 20 and 21 September;   The next presentation on the GRPBMEA framework is scheduled for 4-5 October 2018 during the National Planning Monitoring and Evaluation Forum convened by the DPME. |
| 1. The Committee recommends that 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. | DDG: PSCKM | The phased implementation plan relating to the GRPBMEA framework would include piloting in selected municipalities in 2019/20. |
| 1. The Committee recommends that 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. | DDG: PSCKM | The GRPBMEA framework phased implementation plan would prioritise rollout to national Departments, including the economic cluster. It is envisaged that the framework be tabled at the EISEID, SPCHD and G&A clusters before going to cabinet. |
| * + 1. **Gender Focal Points** |  |  |
| 1. The Committee recommends that the Department should update the Committee on progress with the Department of Public Services and Administration insofar as gender focal points are concerned. | DDG:STEE | Meetings with DPSA were held in 2016 to refine the proposal for GFPs roles and responsibilities for appropriate positioning at Heads of Departments. A joint Cab Memo has been drafted in this regard. Both Ministers ( DoW and DPSA will be signing the Cab Memo which will request that a circular go out to Departments to guide them on location and resourcing of Departmental GFPs). |
| 1. The Committee recommends that the Department should brief the Committee on a regular basis on its work and relationship with Gender Focal Points within departments and local government at every quarter. | DDG:STEE | DoW will brief the committee regularly. Both Minister’s DPSA and DoW agreed on the finalisation of GFP and reporting structure. |
| * + 1. **Treaty compliance framework and timeframes** |  |  |
| 1. The Committee recommends that the Department should ensure that country reports are submitted within the specified timeframes as required by the relevant reporting bodies**.** | DDG:PSCKM | It is unlikely that the Department will be able to comply with the multiple reporting requirements at an international level until such time as the severe capacity constraints facing PSCKM, including M&E, RPA and International Relations are addressed. The implementation of the GRPBMEA framework is however expected to considerably enhance the generation of gender-related performance information in line with international treaties.  The Department has submitted the CSW62 report and the Draft 2016 SDGEA report to the cluster system for consideration.  The Department continues to follow up with Departments on the submission of reports. |
| 1. The Committee recommends that 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 recommendation is noted and will be implemented going forward.  The Department is currently working on the implementation on the following:   * Age harmonisation to implement the recommendations of age of marriage by the SADC Ministers of Gender and Women’s Affair on the age of marriage. * Uplifting of the reservations South Africa on Maputo Protocol. * The recommendations put forward by the African Commission under the implementation of the African Charter on the rights on Women in Africa   The reports on these exercises will be shared upon completion. |
| 1. The Committee recommends that the Department must present all reports to be presented at an international level to the Committee before it undertakes the international trip. This is a repeat recommendation the Committee has made since 2014. | DDG:PSCKM | Not all meetings require country reports. Where reports are required, these will be submitted to the Committee. |
| **8.7 Legislative and Policy Reform** |  |  |
| 1. The Committee recommends that the Department should brief the Committee on gaps identified within policies and laws on a regular basis. | DDG:STEE | Noted. |
| 1. The Committee recommends that the Department should table all reports developed within 30 days of completion for the Committee to consider. | ODG | Noted. |
| 1. The Committee recommends that the Department should brief the Committee on its policy position with regard to gender mainstreaming and clearly indicate what, if any, changes are required to the existing National Gender Policy Framework. | DDG:STEE | Noted. |
| **8.8 Outstanding responses and reports** |  |  |
| 1. The Committee requests that the Department briefs it on all outstanding responses to questions posed in relation to the Annual Report for 2016/17 as well as reports submitted. | DDG:STEE  DDG:PSCKM | Done. |
| 1. The Committee recommends that the Department submit all reports within 30 days of completion for consideration. | DDG:STEE  DDG:PSCKM | Relevant reports will be submitted once duly approved. |
| 1. The Committee recommends that the Department submit all documentation for meeting at least 7 working days in advance. Failure to do so – the Committee should be informed in writing as to the reasons. | ODG | Noted. |

| **Reporting matter** | **Action required** | **Timeframe** | **Dept.** | **Responsibility** | **Status as at 31 OCTOBER 2018** |
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| Quarterly reports | Written report  Briefing | Briefing at end of every quarter | **🗹** | CD:SM  CFO  CD:CM | Quarter 2 Performance, Financial and HR Oversight reports are available. Attached as annexures. |
| Audit outcomes -  Details of audit action plan | Written report of audit action plan  Briefing | At briefing of 2nd  quarterly report for 2017/18 on 14 Nov 2017 | **🗹** | CFO | Finalised. |
| Progress report on audit action plan  Briefing | At briefing of 3rd and 4th quarterly report | **🗹** | CFO | Noted. |
| Forensic investigations | Written report  Briefing | On completion of the investigation/s | **🗹** | CD:CM | Noted. |
| HR: vacancies, dismissals, termination of contracts | Written report  Briefing | At every quarterly report briefing | **🗹** | CD:CM | Vacancy rate 9%.  9 funded vacancies: Director-General, Chief Director, Monitoring & Evaluation, Director: Communications,  Director: Outreach, Director: Supply Chain Management, Director: Economic Empowerment, Deputy Director: Research, Assistant Director: Economic, PPO: HR Admin and Personal Assistant: STEE. Ms WR Tshabalala appointed as Acting Director-General. Regarding terminations see 8.4(c) above. |
| Gender mainstreaming framework | Written report  Briefing | Briefing in January 2018 | **🗹** | DDG: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. A joint cab memo awaits to be co-signed by both DoW Minister and DPSA minister for tabling in cabinet. |
| Gender-responsive budgeting | Written report (progress report)  Briefing | Briefing in February 2018 | **🗹** | DDG: PSCKM | Draft GRPBMEA framework submitted to the Committee. DOW is waiting for a suitable date to present to the Committee. |
| Written report on pilot sites  Briefing | At briefing of 2nd quarterly report | **🗹** | CD:SM | N/A |
| Country reports | Written report  Briefing | Progress update at quarterly briefings | **🗹** | DDG:PSCKM | Quarterly progress reports on the development of country reports in compliance with South Africa’s international treaty obligations are provided as part of the APP reports. |
| Impact reports of initiatives (campaigns, events, workshops, conferences etc.) | Written report | 30 days after an event has taken place | **🗹** | DDG:PSCKM  DDG:STEE | It is intended that the report on the National Dialogues be completed and submitted to cabinet following the completion of the Dialogues in four provinces. Such a report will also be tabled within the committee. |
| Commissioner’s performance per quarter | Written report  Briefing | At every quarterly report briefing |  | ODG | The CGE is a Chapter 9 Institution as a result, it does not account to DoW it accounts directly to Parliament. |