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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 30 JUNE 2019** |
| **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 2018/19 financial year has been developed and circulated to managers for population of action plans by various units affect by audit findings and is monitored on a monthly basis to report the status to Management Committee meeting
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| 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 2018/19 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.
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| 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. |
| 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.
 | CFOCD:CM | The update is included in the Human Resource Management presentation. |
| 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:CMODG | 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.
 | CFOODG | •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 will be included under governance in the presentation on the Annual 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 end of 30 June 2019, the vacancy rate was 8% of funded posts. The funded vacancies are (i) Director-General, (ii) Parliamentary Liaison Officer (Ministry), (iii) Director: Outreach, (iv) Director: Supply Chain Management, (v) Assistant Director: Economic Empowerment and Participation, (vi) Assistant Director, Strategic Planning and Reporting, (vii) Accounts Clerk, and (viii and ix) Senior Personnel Officer, HR Admin (2 posts). The filling of all vacancies have been placed in abeyance subject to 2019 NMOG process.Ms WR Tshabalala was appointed as Acting Director-General with effect from 12 July 2019 for a period of 6 months, or until the post is filled. |
| 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 | This matter was finalised in 2018/19. |
| 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 July 2018 (Q2 of 2018/19) to 31 March 2019 (Q1 of 2019/20), there have been 10 termination of services:5 resignations;2 transfers to another department;1 dismissal for misconduct; and2 expiry of contract.None of the terminations had a material adverse impact on service delivery. |
| 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:STEEDDG:PSCKMCD:CM | Moderations for the 2018/19 performance assessments are still to be undertaken. |
| 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 | No employees are on special leave. One (1) employee on precautionary suspension (last bullet below). One (1) disciplinary case finalised in Q4 of 2018/19 – employee found not guilty and acquitted. One (1) disciplinary case finalised in Q1 of 2019/20 – employee found not guilty and acquitted. One (1) employee found guilty in Q1 of 2019/20 on 3 of 6 charges – the Department intends to make an application for review to set aside the ruling of the chairperson; still consulting on the prospects of success. |
| 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. However the 25 Year Review Report was developed in-house and no external service provider was sourced. Given the lack of personnel in the Research unit, 2 researchers were contracted to assist with the research process for three months as part of the COE budget (from January – March 2019). A comprehensive Report has been developed and is available (will be submitted to the PC) |
| 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 restructuring of the DWYPD shall commence after the finalisation of the 2019 NMOG process, whereby the optimal utilisation of available resources shall be assessed. |
|  **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 of the PFMA, National Treasury Regulations and SCM policies; and three managers were suspended pending disciplinary hearings during the 2018/19 FY the updated report in included under Human Resource Management presentation.The department has interviewed candidates for the post of Director: Supply Chain Management in Q1. The post has been affected by the NMOG process. |
| 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.
 | CFOODG | 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:CMODG | 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 2018/19 FY will be submitted during the Annual Report presentation. |
| * 1. **Performance related recommendations**
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| **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 was finalised with the endorsement of AGSA on the SMART Principle.**Costing of Annual Performance Plan**: The APP for 2018/19 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.  |
| 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 2018/19 APP there were 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.
 | DGDDG:STEEDDG: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 supportThe 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 research has since been completed and a comprehensive research report is available. (will be submitted to the PC)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 CGIF developed is currently being aligned to the 7 Priorities of the 6th Administration and 2019/2024 MTSF gender indicators (copy of draft CGIF attached)\_ 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**
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| 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. The committee was invited to the LGBTQIA+ sector in response to the request to be informed of intended initiatives |
| 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 = 19Total number of dialogues held from 1 April 2018 to 28 August 2018 = 19SCO intends to build partnerships with stakeholders who can carry on the interventions in each province**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**
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| 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. The Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) Framework was approved by Cabinet on the 27th March 2019 and its currently being implemented.( Copy of GRPBMEA Framework attached) |
| 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. Preparations for the phased implementation of the GRPBMEA Framework is just starting with four (4) National departments and three (3) Provinces. Ekurhuleni will be the first piloted sites for 2020/2021 financial year |
| 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**
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| 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 | This matter will be addressed in tandem with strengthening and revitalisation of the NGM. It will be kept on the agenda for the NGM forums moving forward until it is resolved. |
| 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. See response above. As a member of the NGM, reporting to the Committee will also be done through NGM Forums processes. |
| * + 1. **Treaty compliance framework and timeframes**
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| 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 | In view of the fact that the Department has not human resource capacity to prepare country reports and submits within the specified timeframes. A deputy director and one contract work have been hired to assist with the writing of country reports. To date the following reports are overdue:* Solemn Declaration
* Part B of the Country’s 4th Periodic Report on the African Charter for Human and People’s Rights
* CEDAW
* SADC report under the new Monitoring, Evaluation and Reporting Framework for the SADC Protocol on Gender and Development focusing on specific indicators relating to Women’s Economic Empowerment and Gender Responsive Budgeting as outlined in Part Five (5): Productive Resources and Employment – Article 15: Economic Policies and Decision-Making; Article 16: Multiple Roles of Women; Article 17: Economic Empowerment; Article 18: Access to Property and Resources; Article 19: Equal Access to Employment and Benefits and, Part Eleven (11): Financial Provisions – Article 33: Financial Provisions.
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| 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. However, the department is currently working on the implementation of the following: Harmonisation of the age of marriage to the SADC Protocol (a meeting was held with the Ministers of Home Affairs and the Minister of Justice and Constitutional Development to discuss the implementation of the SADC protocol at national level.* The Department is also implementing the global and continental mandate for mainstream or integrate gender into government planning (in this regard the gender responsive planning, budgeting, monitoring, evaluation and auditing (GRBPMEA) framework has been developed).
* The Department is also uplifting the reservations placed in Maputo Protocol
* Under the 4th Periodic Report on the African Charter for Human and People’s Rights the Department will clarify issues raised (concluding observation and recommendations) by the Committee arising from the report submitted in 2016.
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| 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, the reports will be submitted to the Committee. However currently the draft B+25 report and gender responsive planning, budgeting, monitoring, evaluation and auditing (GRBPMEA) framework have been presented to the PC.  |
| **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:STEEDDG:PSCKM | Done.  |
| 1. The Committee recommends that the Department submit all reports within 30 days of completion for consideration.
 | DDG:STEEDDG: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 January 2018** |
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| Quarterly reports | Written report Briefing | Briefing at end of every quarter | **🗹** | CD:SMCFOCD: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 reportBriefing | At every quarterly report briefing | **🗹** | CD:CM | The vacancy rate was 8% of funded posts. The funded vacancies are (i) Director-General, (ii) Parliamentary Liaison Officer (Ministry), (iii) Director: Outreach, (iv) Director: Supply Chain Management, (v) Assistant Director: Economic Empowerment and Participation, (vi) Assistant Director, Strategic Planning and Reporting, (vii) Accounts Clerk, and (viii and ix) Senior Personnel Officer, HR Admin (2 posts). The filling of all vacancies have been placed in abeyance subject to 2019 NMOG process. |
| Gender mainstreaming framework | Written reportBriefing | 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 sitesBriefing | At briefing of 2nd quarterly report | **🗹** | CD:SM | N/A |
| Country reports | Written report Briefing | Progress update at quarterly briefings | **🗹** | DDG:PSCKM | The country reports under the 2016/17 Solemn Declaration on Gender Equality in Africa and the SADC Protocol on Gender and Development are delayed for submission due to recommendation by the DG Cluster that the report should cover the period 2016 to 2018The following report are delayed due to lack of human resource capacity: * Part B of the Country’s 4th Periodic Report on the African Charter for Human and People’s Rights
* CEDAW
* SADC report under the new Monitoring, Evaluation and Reporting Framework for the SADC Protocol on Gender and Development
 |
| Impact reports of initiatives (campaigns, events, workshops, conferences etc.) | Written report  | 30 days after an event has taken place | **🗹** | DDG:PSCKMDDG: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.Analysis report on the national dialogues will be submitted once finalised. |
| Commissioner’s performance per quarter | Written reportBriefing | 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. |