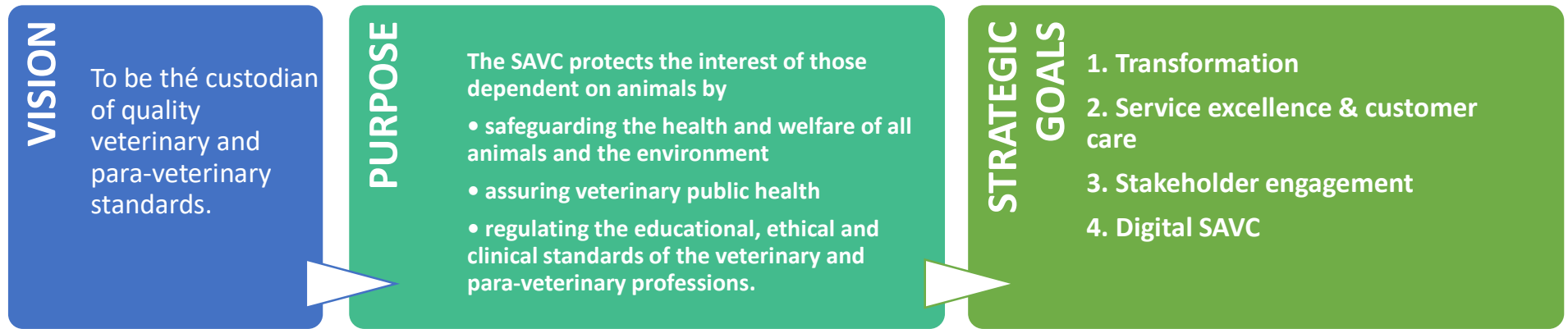


SAVC Annual Performance Plan – 2024/2025



GOALS 1. Transformation

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
Amend the name of the regulatory body	Include proposed new name in draft amendment bill. Responsible Person: Registrar Director: Legal Affairs Director: Registrations	March 2025	Transformation committee to make a recommendation to Council re name change. Recommendation to be considered by Council at the April 2024 Council meeting.	Add to draft bill to amend the Veterinary and Para-veterinary Professions Act.	N/a	N/a
Review of the composition of Council	Review the inclusion of associations and training institutions on Council	2023-2025	Transformation committee to make a recommendation.	Add to draft bill to amend the Veterinary and Para-veterinary Professions Act.	N/a	N/a

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
			Recommendation to be considered by Council at the April 2024 Council meeting.			
	Review of representation of registrees on Council.	2023-2025	Transformation committee to make a recommendation. Recommendation to be considered by Council at the April 2024 Council meeting.	Add to draft bill to amend the Veterinary and Para-veterinary Professions Act.	N/a	N/a
	Review and evaluate the registree maintenance fee structure and propose a plan to Council.	2023-2025	Transformation committee to make a recommendation to Council. Recommendation to be considered by Council at the April 2024 Council meeting.	Add to draft fee regulations.		
	Review the processes for election of Councillors into Council and criteria for appointment of Councillors and co-opted members into different committees and working groups. Responsible Person: Council Registrar	2023-2025	Transformation committee to make a recommendation. Recommendation to be considered by Council at the April 2024 Council meeting.	Add to draft bill to amend the Veterinary and Para-veterinary Professions Act.	N/a	N/a

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
	Director: Legal Affairs Director: Registrations					
Establishment of a Veterinary and para-veterinary industry transformation charter	Research on the establishment of a veterinary and para-veterinary industry transformation charter. Responsible Person: Council and relevant committee Registrar	2023-2025	This matter will be part of the ad-hoc transformation committee agenda.	Transformation Committee to submit the findings of the research.	N/a	N/a
Promote the transformation of higher education institutions	Promote the transformation of the veterinary and para-veterinary professions within South African tertiary institutions. Responsible Person Council and relevant committee Registrar	March2025	This matter will be part of the ad-hoc transformation committee agenda (Transformation charter).	Transformation Committee to report possible initiatives to Council.	N/a	N/a

2. Service excellence and customer care

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
Review the current service charter	The currently available data must be analysed, send service charter with possible	September 2024	Monitor implementation of the reviewed service charter.	Submit to Council for review.	Monitor implementation of the reviewed service charter.	Monitor implementation of the reviewed service charter.

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
	proposed changes to the Councillors. Responsible Person Registrar MANCO					
Explore different communication platforms to improve communication with registrees	Conduct surveys with registrees to establish their preferred means of communication. Responsible Person Systems & Design	December 2024 Ongoing	Send Annual survey and monitor feedback from annual survey.	Monitor and improve, where possible.	Monitor and improve, where possible.	Monitor and improve, where possible.
Registration, authorisations and facilities	Implement an online registration process (full registration process for registrees and students). Responsible Person Director: Registrations Systems & Design	March 2025	Implement an online registration process (full registration process for all registrees).	Develop an online registration process (full registration process for all professions).	Develop an online registration process (full registration process for all professions).	Develop an online registration process (full registration process for all professions).
	Develop and present a new inspection model to Council. Responsible Person Director: Registrations Inspections Committee	March 2025	Inspections Committee to submit an inspection's model. FARMCO to approve.	Council to approve the principal of an inspection's model.	Public consultation. Finalisation and Council approval. Provide for implementation in the 2025/26 budget.	Inclusion in fee structure of Council.
	Compile and implement the inspections project plan which consists of planned inspections, selected inspectors and time frames.	March 2025	Approval of the 2024 project plan.	Implementation, monitoring and reporting of the project plan.	Implementation, monitoring and reporting of the project plan.	Implementation, monitoring and reporting of the project plan.

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
	Responsible Person Director: Registrations					
	Review of authorisation policies and guidelines. Responsible Person Director: Registrations R&A Committee	March 2024	Council approval of the amended policies and guidelines in April 2024.	N/a	N/a	N/a
Compliance	Address issues of non-registered registrars that are practising. Responsible Person Registrar Director: Legal Affairs	End September 2024	Implement and monitor the legal compliance project plan.	Implement and monitor the legal compliance project plan.	N/a	N/a
	Address issue of non-compliant facilities across the professions. Responsible Person Registrar Director: Legal Affairs	End September 2024	Implement and monitor the legal compliance project plan.	Implement and monitor the legal compliance project plan.	N/a	N/a
	Address issues of lay person practicing in the veterinary and para-veterinary professions. Responsible Person Registrar Director: Legal Affairs	2023-2025	Evaluation and monitoring of legal compliance project plan till end September 2024.	Evaluation and monitoring of legal compliance project plan till end September 2024.	N/a	N/a

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
	<p>Review of the disciplinary rules.</p> <p>Responsible Person Registrar Director: Legal Affairs</p>	September 2024	Promulgate the rules.	N/a	N/a	N/
Education	<p>Ensure the veterinary and para-veterinary professionals are trained.</p> <ul style="list-style-type: none"> • Monitor subjects at all levels of education. • Visit educational institutions. • Conduct and evaluate examinations. <p>Responsible Person: Director: Education</p>	March 2025	<p>Monitoring: Request all monitoring information from training institutions.</p>	<p>Monitoring: Request information from training institutions; provide information to monitors; receive reports; send reports to training institutions for comments.</p>	<p>Monitoring: Get reports back from training institutions to serve at committee meeting in June 2025.</p>	<p>Monitoring Approve 7 monitoring programmes for 2025. Appoint monitors for 7 training institutions.</p>
			<p>Visitations: 2023 local visitation: Tshwane University of Technology: 8 – 12 April 2024 University of Pretoria: 6 – 10 May 2024</p>	<p>Visitations: Post-visitation tasks: send out surveys; process claim forms; assist team leader in writing of report by liaising with team members, where required.</p>	<p>Visitations: Assist team leader in finalisation of report for Jan 2025 committee meeting.</p>	<p>Visitations: Prepare for 2025 AHT visitations. (appoint team members; make logistical arrangements; liaison regarding programme and base room; set up 3 pre-visitation meetings; arrange for team training).</p>

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
			International visitations:	University of Cambridge (RCVS): 26 – 31 May 2024 Charles Sturt University (AVBC): 16 – 20 Sep 2024	N/a	2025 international visitations: Appoint SAVC visitors for 2 visitations and one for International Accreditors Working Group
			Examinations: 2024 registration examination Process applications. Exam preparation theory and practical.	Examinations: 2024 registration examination Host Computer Based Examination.	Examinations: Host Practical Examination (including ovariohysterectomy for veterinarians); process claims; process results and inform candidates following Council approval.	Examinations: Preparation for 2025 registration examination. Finalise examination documents for website. Preparation (liaise with applicants; liaise with examiners re questions; set up Angoff standards setting; finalise papers in consultation with moderators and examination officer.

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
			2024 veterinary Jurisprudence examination Arrange for questions to be reviewed.	2024 veterinary Jurisprudence examination Finalise paper.	2024 veterinary Jurisprudence examination Host examination if there are candidates.	2025 veterinary Jurisprudence examination Appoint examination officials.
Wellness	Appoint a wellness service provider. Responsible Person HR Officer	March 2025	Appoint a wellness service provider.	Implement and monitor service provider.	Implement and monitor service provider.	Evaluation of service provider. Decision to be made to continue with service.
Policy Review	Council to review all internal SAVC policies. Responsible Person: HR Officer	March 2025	All policies to be reviewed by MANCO.	Policy gap analysis. Ensure that policies are related to current and relevant legislation.	Ensure that policies are related to current and relevant legislation.	Ensure that policies are related to current and relevant legislation.
Finance	Initiate and finalise the SAVC budgeting process. Responsible Person Director: Finance	March 2025	Monitor the budget and submit quarterly reports.	Monitor the budget and submit quarterly reports.	Monitor the budget and submit quarterly reports. Initiate the SAVC budgeting process for the following financial year.	Finalise the SAVC budgeting process. Process and submit the annual increase of maintenance fees to the Minister of DALRRD.
	Financial Management. Responsible Person Director: Finance	March 2025	Monitoring of the budget and submission of financial reports.	Monitoring of the budget and submission of financial reports.	Monitoring of the budget and submission of financial reports.	Monitoring of the budget and submission of financial reports.
	Contract Management.	March 2025	Evaluate service providers on an ongoing basis.	Evaluate service providers on an ongoing basis.	Evaluate service providers on an ongoing basis.	Evaluate service providers on an ongoing basis.

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar 2025
	Responsible Person Director: Finance HR Officer		Advertise for service providers as and when required.	Advertise for service providers as and when required.	Advertise for service providers as and when required.	Advertise for service providers as and when required.
	Advise on costing and availability of funds for projects. Responsible Person Director: Finance	March 2025	Advise on costing and availability of funds for projects.	Advise on costing and availability of funds for projects.	Advise on costing and availability of funds for projects.	Advise on costing and availability of funds for projects.

3. Stakeholder engagement

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep 2024	Quarter 3 Oct-Dec 2024	Quarter 4 Jan-Mar 2025
Proceed with annual Registree survey	Conduct annual registree surveys. Responsible Person Systems & Design	March 2025 and ongoing	Update survey questions to align with strategic goals and send survey.	Implement possible feedback and recommendations received from surveys.	Implement possible feedback and recommendations received from surveys.	Implement possible feedback and recommendations received from surveys.
Stakeholder Survey	Conduct annual stakeholder surveys. Responsible Person MANCO	March 2025	Send surveys as and when required. Use stats in Communication plan.	Send surveys as and when required. Use stats in Communication plan.	Send surveys as and when required. Use stats in Communication plan.	Send surveys as and when required. Use stats in Communication plan.

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep 2024	Quarter 3 Oct-Dec 2024	Quarter 4 Jan-Mar 2025
Engagement with state veterinary services	Improve engagement with state veterinary services. Responsible Person EXCO Registrar Director: Legal Affairs	March 2025	Regular engagement with provincial state veterinary services.	Regular engagement with provincial state veterinary services.	Regular engagement with provincial state veterinary services.	Regular engagement with provincial state veterinary services.
Communication strategy	Implementing Communication strategy. Responsible Person Systems & Design	March 2025	Monitor and update as required.	Monitor and update as required.	Monitor and update as required.	Monitor and update as required.
Webinars	Host 4 webinars. Responsible Person Systems & Design	March 2025	Host quarterly webinars. Use survey feedback re possible topics of webinars where possible.	Host quarterly webinar. Use survey feedback re possible topics of webinars where possible.	Host quarterly webinar. Use survey feedback re possible topics of webinars where possible.	Host quarterly webinar. Draft 2025 webinar schedule. Use survey feedback re possible topics of webinars where possible.

4. Digital SAVC

Activities (Output)	Measures	Deadline	Quarter 1 Apr-Jun 2024	Quarter 2 Jul-Sep 2024	Quarter 3 Oct-Dec 2024	Quarter 4 Jan-Mar 2025
SAVC to have a complete and integrated digital platform.	Process map report Responsible Person: MANCO Systems & Design	June 2024	MANCO to review IT report.	Submit IT reports recommendations to Council.	Implement the Council approved recommendations.	n/a
Maintenance and Support	Maintenance and support of current systems. Responsible Person: Systems & Design	Mar 2025	Maintenance and support of current systems.	Maintenance and support of current systems.	Maintenance and support of current systems.	Maintenance and support of current systems.