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Department:
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Ref: 14/2/1

CIRCULAR NO.HRP & P 1 OF 2010

TO: HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

AMENDMENTS TO THE DIRECTIVE ON THE IMPLEMENTATION OF THE HUMAN RESOURCE (HR) PLANNING STRATEGIC FRAMEWORK-VISION 2015 FOR THE PUBLIC SERVICE.

1. In **October 2008**, the Minister for Public Service and Administration (MPSA) issued a Directive on the Implementation of the HR Planning Strategic Framework-**Vision 2015** for the Public Service.
2. In terms of the said Directive departments should have submitted their MTEF HR Plans and Annual HR Plans for the period **2010-2011** on or before **30 June 2010**.
3. However, the Department of Public Service and Administration (DPSA) has received correspondence from some departments indicating that they are experiencing specific challenges when developing their HR Plans.
4. In view of the challenges identified by some departments, the MPSA approved that the HR Planning Directive be amended. This will facilitate the development of quality HR Plans that are implementable across the Public Service.
5. Attached to this circular, is the amended HR Planning Directive for your information and implementation.

ACTING DIRECTOR-GENERAL
DATE: 14/09/2010



**DIRECTIVE ON THE IMPLEMENTATION OF THE HUMAN
RESOURCE PLANNING STRATEGIC FRAMEWORK-VISION 2015
FOR THE PUBLIC SERVICE**

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND
ADMINISTRATION**

1. BACKGROUND

The Minister for Public Service and Administration ("MPSA") approved the Human Resource Planning Strategic Framework-Vision 2015 for the Public Service in December 2008. The purpose of the Framework is to provide both guidance for and a holistic approach to, HR Planning in the Public Service. The said HR Planning Strategic Framework-Vision 2015 for the Public Service is available on the Department of Public and Administration (DPSA) website (www.dpsa.gov.za).

Accompanying the above mentioned HR Planning Strategic Framework-Vision 2015 for the Public Service, is the Guidelines and Toolkit for HR Planning, which will assist departments in developing a human resource plan (an HR Plan) as contemplated in Part III.D of Chapter 1 of the Public Service Regulations, 2001(as amended).

Departments are required to implement the HR Planning Strategic Framework-Vision 2015 for the Public Service, and develop the Medium Term Expenditure Framework Human Resource Plan (MTEF HR Plan) to support the implementation of the said Framework.

2. AUTHORISATION

- 2.1 This Directive is issued by the Minister for the Public Service and Administration in terms of section 41 (3) of the Public Service Act, 1994 (Proclamation 103 of 1994) , to supplement Regulation D of Part III of Chapter 1 of the Public Service Regulations, 2001, as amended.
- 2.2 This Directive amends the Directive on the implementation of the Human Resource Planning Strategic Framework-Vision 2015 for the Public Service that was issued with effect from 1 October 2009 by the Minister for the Public Service and Administration.

3. COMMENCEMENT

This Directive takes effect on 1 September 2010.

4. SUBMISSION OF THE APPROVED HR PLANS AND IMPLEMENTATION REPORTS

4.1. Medium Term Expenditure Framework Human Resource Plan

- 4.1.1. An Executive Authority shall submit the **approved** MTEF HR Plan of her or his department to the MPSA on or before **30 September 2010**.
- 4.1.2. An Executive Authority shall implement the **approved** MTEF HR Plan and regularly review it.

4.2. Annually Adjusted HR Plan

- 4.2.1. An Executive Authority shall amend the MTEF HR Plan and submit the adjusted HR Plan to the MPSA on or before **30 June of every year**.

4.2.2. For the period **2010/2011**, an Executive Authority shall submit her or his department's amended HR Plan on or before **30 September 2010**. Subsequent to that an Executive Authority shall submit her or his amended HR Plan as per *paragraph 4.2.1* above.

4.3. IMPLEMENTATION REPORTS

4.3.1. An Executive Authority shall submit a six monthly report on the implementation of the **approved** HR Plan to the MPSA on or before **30 September of every year** and thereafter, submit an annual report on or before **31 March of every year**.

4.3.2. For the period **2010/2011**, an Executive Authority shall submit her or his department's implementation report on or before **30 April 2011**.

4.3.2. Departments shall use the *Human Resource Planning Implementation Report Template (HRPIRT)* available on the DPSA website to compile their implementation reports.

5. SUBMISSION AND HANDLING OF HUMAN RESORCE PLANS

5.1. Departments shall use the Human Resource Planning Template also available on the DPSA website to compile HR Plans.

5.2. In case of National departments, the Executive Authority shall submit an HR Plan to the MPSA.

5.3. In the case of the Provincial departments, Members of the Executive Council shall submit an HR Plan of her or his department through the Office of the relevant Premier. The Office of the Premier will then submit all the approved HR Plans for the Province to the MPSA.

5.4. The HR Plans shall be submitted to the MPSA in hard copy format and electronically using MS Word Software. Alternatively, the HR Plans could be submitted in a CD.



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