



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

Enquiries: Ms Fanani Manugu: Director- Transformation Programmes. Tel: 012 336 1271

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL  
ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND ORGANISATIONAL  
COMPONENTS

RE: ANNUAL PUBLIC SERVICE WOMEN MANAGEMENT WEEK (24-28 August,  
2009)

1. In 2007, the Minister for Public Service and Administration declared the period between the 25<sup>th</sup> – 29<sup>th</sup> August as the **Public Service Women Management Week**. This week is intended to provide all Heads of Departments an opportunity to convene women management meetings to ensure that the *8-Principle Plan of Action for Promoting Women's Empowerment and Gender Equality within the Public Service Workplace* is institutionalised. The first phase of implementation of the Public Service Women Management Week was in 2008.
2. This correspondence is intended to urge and remind all Heads of Departments to initiate action on the **Public Service Women Management Week, 2009** as part of the activities that will be undertaken to celebrate the 2009 Women's Month. The proposed dates for 2009 are the **24<sup>th</sup>- 28<sup>th</sup> August**. Each Department will after the Women's Month be requested to provide a report on activities undertaken during the Public Service Women Management Week and on the general implementation of the Heads of Departments 8-Principle Plan of Action for Promoting Women's Empowerment and Gender Equality Within the Public Service Workplace.
3. We have attached for your convenience and consideration a suggested frame for discussion during that week as well as the copy of the 8-Principle Plan of Action. The suggested items should not in any way limit the scope of issues that Departments wish to interrogate.
4. For further enquiries please do not hesitate to contact Ms Fanani Manugu on 012 336 1271 or by email: [fanani.manugu@dpsa.gov.za](mailto:fanani.manugu@dpsa.gov.za) OR Ms Lungile Lusenga on 012 336 1133 or email: [lungilel@dpsa.gov.za](mailto:lungilel@dpsa.gov.za)

Kind regards

Prof. Richard Levin  
Director-General

Date: 15 July 09.



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**SUGGESTED FRAME FOR DISCUSSION DURING THE PUBLIC SERVICE  
WOMEN MANAGEMENT WEEK: 24-28 AUGUST 2009.**

1. Progress on the implementation of resolutions taken during last year's Public Service Management Week.
2. Progress towards the attainment of the 50% gender representation target which was set by Cabinet for achievement in March 2009.
3. Steps implemented towards translating the Gender Equality Strategic Framework for the Public Service into action and ensuring compliance.
4. Mechanisms to be instituted to ensure that women who are doing remarkable work in the Department are nominated for Outstanding Public Service Women Management Awards.
5. Measures to promote a gender-sensitive working environment.
6. Mechanisms to be adopted to expose staff in key positions to gender mainstreaming training programmes.
7. Establishment of Gender Units and ensuring of adequate resources to those Units.