



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

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

**RE: NEW DATE FOR THE SUBMISSION OF PUBLIC SERVICE WOMEN MANAGEMENT
WEEK REPORTS**

1. My correspondence to your office regarding the Public Service Women Management Week dated 5 July 2010 refers (See copy attached). It has come to the attention of **the dpsa** that some Departments were unable to hold meetings in August as proposed in the letter due to the Public Service strike. This has affected Department's ability to submit reports within the time frame specified in that letter.
2. This correspondence serves to inform you that the date for the submission of reports has been postponed to the 15th November 2010 to allow those Departments who had to postpone their events to convene the meetings and prepare reports accordingly.
3. Heads of Departments are still urged to sign the reports before they are submitted to **the dpsa**.
4. Enquiries regarding this correspondence can be directed to Ms Fanani Manugu on 012 336 1271 or by email: fanani.manugu@dpsa.gov.za or Ms Lungile Lusenga on 012 336 1133 or email: lungilel@dpsa.gov.za.

Kind regards

Kenny Govender
Acting Director-General
Date: *29/09/2010*



Ministry
Public Service and Administration
Republic of South Africa

HEAD OF DEPARTMENT'S 8-PRINCIPLE ACTION PLAN FOR PROMOTING WOMEN'S EMPOWERMENT AND GENDER EQUALITY WITHIN THE PUBLIC SERVICE WORKPLACE

**THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION ENCOURAGES ALL
HEADS OF GOVERNMENT DEPARTMENTS TO INCLUDE THE FOLLOWING 8 PRINCIPLES
IN THEIR DEPARTMENTAL ACTION PLANS TOWARDS ACHIEVING WOMEN'S
EMPOWERMENT AND GENDER EQUALITY WITHIN THE PUBLIC SERVICE WORKPLACE.**

1. TRANSFORMATION FOR NON-SEXISM

Promoting and protecting human dignity and human rights of women, including the rights of women with disabilities.

2. ESTABLISHING A POLICY ENVIRONMENT

The full implementation of national policies and implementation guidelines on women's empowerment and gender equality through the development of departmental and sector-specific guidelines and standard operating procedures.

3. MEETING EQUITY TARGETS

Ensuring women's full participation in decision-making through the employment of 50% women at all levels of the SMS

4. CREATING AN ENABLING ENVIRONMENT

Putting in place departmental and sector Gender Management Systems, adequate Institutional Mechanisms and dedicated Gender Units

5. GENDER MAINSTREAMING

Incorporating gender perspectives into all work of the Department

6. EMPOWERMENT

Capacity development for women's advancement and gender equality

7. PROVIDING ADEQUATE RESOURCES

Availing adequate human, physical and financial resources for advancing gender equality

8. ACCOUNTABILITY, MONITORING AND EVALUATION

Ensuring full responsibility, ownership for and reporting on advancing gender equality within the Public Service



**INSERT DEPARTMENTAL
LETTERHEAD**

PART ONE: GENERAL INFORMATION

Department		
Province		
Details of the Person who compiled the report	<i>Name:</i> <i>Tel:</i> <i>Email:</i> <i>Unit:</i>	
Date on which the Women Management Week was observed		
Did the Director-General participate in the Women Management Week Meeting/Activity?	YES	NO <i>(If the answer is no please provide reasons)</i>
If the Women Management Week Activity was not convened please Provide reason (s)		

PART TWO: REPORT ON THE IMPLEMENTATION OF THE PRINCIPLES:

PRINCIPLES	PROGRESS	CHALLENGES	INTERVENTIONS TO BE UNDERTAKEN TO ADDRESS IDENTIFIED CHALLENGES

FUTURE SUPPORT NEEDS FROM DPSA AND GENERAL RECOMMENDATIONS FOR THE DPSA IN RELATION TO THE IMPLEMENTATION OF THE PRINCIPLES: *(Departments are encouraged to provide suggestions on areas the DPSA needs to focus on to assist with the process of improving the implementation of the gender equality principles and to identify support needs the DPSA should consider providing in this regard.)*

Name:

Signature of the Head of Department:

Date: