



the dpsa

**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

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

RE: ANNUAL PUBLIC SERVICE WOMEN MANAGEMENT WEEK (23rd -27th AUGUST 2010)

1. The Gender Equality Strategic Framework for the Public Service which came into effect in April 2009 recommends that one week during the National Women's Month be declared the **Public Service Women Management Week**. This period is aimed at providing Heads of Departments with an opportunity to hold meetings with women senior managers in the Department to reflect upon the progress made in implementing the HODs *8-Principle Plan of Action for Promoting Women's Empowerment and Gender Equality within the Public Service Workplace*. It is envisaged that this will, in the long run, ensure that the 8 Gender Equality Principles are institutionalised in the Public Service.
2. The DPSA proposes that the week of the 23rd - 27th August 2010 be dedicated for **Public Service Women Management Week** activities. To this end, Heads of Departments are requested to ensure that departmental programmes for commemorating the 2010 National Women's Month incorporate the **Women Management Week**. To enable the DPSA to develop the knowledge base on the implementation of the 8 gender equality principles departments will be requested to provide us with reports on activities undertaken during the **Public Service Women Management Week** and the implementation of the principles.
3. Departments are expected to submit reports by the 30th September 2010, it is requested that Heads of Departments sign off the reports before they are submitted to the DPSA. A consolidated report will be submitted to the portfolio committee to keep them abreast of developments in the Public Service regarding the empowerment of women. No report will be included in the national report to be published without the Head of Department's signature. A reporting format has been attached to this correspondence.
4. The HODs 8-Principle Plan of Action for Promoting Women's Empowerment and Gender Equality within the Public Service Workplace is attached for ease of reference.
5. For further enquiries regarding this correspondence please do not hesitate to contact 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: 05/07/2010

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhumente nokuPhata

**INSERT DEPARTMENTAL
LETTERHEAD**

PART ONE: GENERAL INFORMATION

Department		
Province		
Details of the Person who compiled the report	Name: Tel: Email: Unit:	
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:



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

