

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

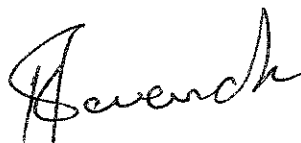
Dear Colleague

RE: DEPARTMENTAL CONTRIBUTION TO THE PUBLIC SERVICE GENDER MAINSTREAMING REPORT

1. The Department of Public Service and Administration has, as part of its mandate to ensure that the Public Service is transformed. This involves gender transformation which has been facilitated through the development of the **Public Service Gender Equality Strategic Framework** and the **Head of Department's 8-Principle Action Plan for Promoting Women's Empowerment and Gender Equality within the Public Service Workplace**.
2. The DPSA intends intensifying efforts on generating knowledge on gender mainstreaming in the Public Service, which were initiated by the Public Service Commission through the 2007 Public Service Gender Mainstreaming Report. To achieve this goal, the DPSA will produce gender mainstreaming reports in the coming four years, focus for each year's report will differ. It is anticipated that the reports will contribute towards enhancing gender sensitivity in public service policies and service delivery.
3. This correspondence is intended to request Departments to complete the attached questionnaire which will assist to determine the status quo in relation to gender mainstreaming in the Public Service. The report that will be produced based on information obtained will provide a comprehensive baseline data.
4. The report will provide information per department and will be widely distributed, it is therefore requested that the completed template be signed off by your office. Reports must be submitted to the DPSA on the or before the **30th September 2011**.

5. Please do not hesitate to direct further enquiries regarding this correspondence to Ms. Lungile Lusenga telephonically on 012 336 1133 or by email: lungilel@dpsa.gov.za or Ms. Fanani Manugu on 012 336 1271 or by email: fanani.manugu@dpsa.gov.za.

Kind regards



Kenny Govender
Director-General (Acting)
Date: 31/08/2011



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Public Service and Administration
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DATA COLLECTION TEMPLATE FOR THE PUBLIC SERVICE GENDER MAINSTREAMING REPORT

PART ONE: ADMINISTRATIVE DETAILS OF THE DEPARTMENT

Name of the Department	
Please state name of the Province if it is a Provincial Department	
Name of Person who completed the Report	
Contact Details of the Person who completed the Report	Tel: Email:
Signature of the Director-General/HOD.....	
Date:	

PART TWO: GENDER MAINSTREAMING INFORMATION

1. AREA OF FOCUS: GENDER POLICIES OR STRATEGIC FRAMEWORKS

1.1 Does the Department have an approved gender policy/strategy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Year of Approval <input type="text"/>
1.2 Has the policy/strategy been aligned with Public Service Gender Equality Strategic Framework of 2009?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

2. AREA OF FOCUS: INSTITUTIONAL MECHANISMS

2.1 Do you have a Gender Unit in the Department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
2.2 What is the level of the Unit?: (Please tick appropriate box in shaded area)	Chief Directorate <input type="checkbox"/>	Directorate <input type="checkbox"/>	Sub-Directorate <input type="checkbox"/>	
2.2.1 Please give brief outline of the structure and the number of people: 				
2.3 Where is the Unit located? (e.g Office of the Director-General, Corporate Services, etc).:				
2.4 Does the Gender Unit have a dedicated budget?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
2.5 What is the rank of the person (s) responsible for gender issues (Tick appropriate description in shaded area)?	Chief Director <input type="checkbox"/>	Director <input type="checkbox"/>	Deputy Director <input type="checkbox"/>	Assistant Director <input type="checkbox"/>

Other Please specify:

2.6 Do staff members in the Gender Unit participate in management meetings or forum?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.7 Is the Gender Unit/Focal Point of the Department also responsible for other programmes (e.g. Disability, HIV/AIDS, Children's Rights, etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.8 If yes, please list those other programmes.			
2.9 Have staff in the Gender Unit/Component Undergone the gender mainstreaming training offered by Palama?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.10 If yes, how many and at what levels?			
2.11 Does the Department have a Gender Forum?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.12 Does the Department have a Women's Forum?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.13 Does the Department have a Men's Forum?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.14 Has the Department established a Women's Network for women who are employed by the Department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is the name of the Network?
2.15 Has the Department established a network for women in the Sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is the name of the Network?

3. AREA OF FOCUS: ENABLING MECHANISMS

3.1 Does the Department have an approved policy on flexi-time?	Yes	No	Year of Approval
	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Does the Department have a child-care facility on site?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3.3 Does the Department provide for alternative mechanisms (e.g. allowance) to support employees who have children who require care?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	If yes: Please explain		
3.4 Does the Department provide assistants or care givers for women with disabilities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3.5 Does the Department's Travel Policy cater for employees with small children?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3.6 Does the Department have a Sexual Harassment Policy?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4. AREA OF FOCUS: CAPACITY BUILDING INITIATIVES			
4.1 Is Gender Mainstreaming included in the Departmental Induction Programme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4.2 Have Senior Managers been exposed to gender sensitisation sessions/training?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4.3 Has the HOD/DG of Department been sensitised on the HOD 8 Gender Equality Principles?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4.4 Does the Department have a mentorship/coaching programme aimed at the empowerment of women?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4.5 Does the Department have capacity development programme (s) <u>specifically targeting women</u> ?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide description of the Programme (s)			

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5. AREA OF FOCUS: BUDGET/FINANCIAL RESOURCES

5.1 Out of the 2010/2011 departmental budget, how much was spent on women's empowerment? How much was targeting young women? How much was targeting women with disabilities?	
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5.2 Please stipulate areas in which departmental funds were channelled for women's empowerment:
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