



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: DATES FOR THE 2011 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 22-26 AUGUST 2011

1. The HODs 8-Principle Plan of Action for Promoting Women's Empowerment and Gender Equality within the Public Service Workplace were launched in 2007 with a view to bolster the promotion of women's empowerment and gender equality in the Public Service by enjoining HODs to spear the process. These principles were institutionalised through the Gender Equality Strategic Framework for the Public Service which became operational in 2009.
2. As part of monitoring the implementation of the Gender Equality Principles, the Public Service Gender Equality Strategic Framework proposes that government departments observe the last week of August as the Public Service Women Management Week. The week has been observed since 2008 and this year will mark the fourth year of the Public Service Women Management Week observance.
3. Even though the number of departments who include the week in their planning is steadily increasing, the overall participation rate remains disconcertingly low. This correspondence is therefore intended to remind and urge departments to plan for the 2011 Women Management Week activities. The proposed dates for the week are the 22nd – 26th August 2011.
4. Departments are requested to incorporate the week in the departmental programmes for commemorating women's month. The DPSA does not prescribe how Departments should organise women management week activities; it is however important to ensure that central features of the week are incorporated into all activities. These central features are: *Women in senior management positions should be the primary target of activities, departmental progress on the implementation of the principles must be reviewed and the Heads of Departments should play an active role in those activities focusing on the reviewing of the principles.*
5. Since the DPSA will be compiling a **gender mainstreaming report** this financial year, information on the implementation of the principles will be requested later in a separate template that will be used for the compilation of the report. The attached template is provided to gather information on activities related to the Women Management Week only.

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 tsa Mmuso . Ndzawulo ya Vutirela-Mfumo na Valawuri

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

6. Departments are therefore requested to submit reports by the 15th October 2011. Please ensure that information is furnished as per provided template and more importantly, Heads of Departments must sign off the reports before they are submitted to the DPSA.
7. The Diversity Management Unit of the DPSA can be contacted for technical support for sessions arranged for the Public Service Women Management Week.
8. Further 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



Themba Maseko
Director-General

Date: 07/08/2011

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 chair the session dedicated to the review of the 8 Gender Equality Principles?	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)		
Brief description of activity convened		
What were the outcomes of the activity?		

Name:

Signature of the Head of Department:

Date: