



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

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ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, AND PROVINCIAL DEPARTMENTS

DATE FOR THE 2016 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 22-31 AUGUST 2016.

1. It is important to note that 2016 marks a number of milestones in the history of South Africa's struggle for freedom, the most important being the 60th anniversary of the women's march; the 40th anniversary of the Soweto uprising; and the 20th anniversary of the Constitution. Departments are encouraged to use this meeting to commemorate these milestones.
2. The Head of Department's 8-Principle Action Plan for Women's Empowerment and Gender Equality in the Public Service (herewith referred to as the 8-principle action plan) was launched in 2007, and institutionalized for implementation in 2008. The 8-principle action plan provides a framework for the advancement of women in the workplace and for evaluation of progress made in this area. Through this programme, the Head of Department is expected to systematically create an enabling environment for women empowerment and gender equality in the workplace.
3. The Public Service Women Management Week (PSWMW) which is held during the last week of August each year, provides space to review progress made in the empowerment of women and achievement of gender equality. The Public Service is currently at 40.5% of the required 50% equity representation for women at Senior Management Services (SMS) levels. There is therefore a need for individual departments to increase efforts to address under representation of women at SMS levels and achieve gender transformation in the workplace.
4. This year the date for the PSWMW meetings is the **22-31 August 2016**. The Heads of Department and Directors-General are required to:
 - 4.1. Host a meeting with female senior managers (SMS) during this week.
 - 4.2. Use the 8-principle action plan exclusively as the agenda of the meeting

- 4.3. Evaluate progress made by the department in the empowerment of women and achievement of gender equality using the 8-principle action plan.
 - 4.4. Provide a report that reflects progress against the 2015 departmental report.
 - 4.5. Address the reporting gaps that were identified for your department in the 2015 DPSA report.
5. Departments are further required to report on the overall progress made or lack thereof in the implementation of the 8-principle action plan. This report should integrate progress made in all programmes within the department, and should be submitted to the DPSA using the attached template (Annexure A). The report should reach the DPSA on or before the 31st October 2016. The electronic copy of the reporting template is available on www.dpsa.gov.za.
 6. The Office of the Premier is required to coordinate submission of provincial departmental reports to the DPSA. This is to enhance their monitoring role and ensure compliance by all departments.
 7. Further enquiries can be directed to Ms Fanani Manugu or Mr. Tebogo Monye at 012 336 1200/1271, email: tebogom@dpsa.gov.za or fanani.manugu@dpsa.gov.za.

Regards


MR MASHWAHLE DIPHOFA
DIRECTOR-GENERAL
DATE: 15/07/2016