



the dpsa

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

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Ref: 28/1/2/3

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

DATE FOR THE 2019 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 26-30 AUGUST 2019.

1. The Head of Department's 8-Principle Action Plan for Women's Empowerment and Gender Equality in the Public Service (hereafter 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.
2. 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 representation for women at Senior Management Services (SMS) levels in the Public Service was 42.58% on 30 June 2019. The representation of persons with disabilities at SMS is even poorer with women at a mere 32.4% (47/145) of the total number of persons with disabilities at SMS. This is three percent lower than 2018. 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. A ten year review of the PSWMW 8-Principle Action Plan was conducted in 2017 – a report (that outlines the findings) is available on the DPSA website

3. This year the period for the PSWMW meetings is **26-30 August 2019**. The Heads of Department and Directors-General are required to:
 - 3.1. Host a meeting with female senior managers (SMS) during this week.
 - 3.2. Use the 8-Principle Action Plan exclusively as the agenda of the meeting
 - 3.3. Evaluate progress made by the department in the empowerment of women and achievement of gender equality using the 8-principle action plan.
 - 3.4. Confirm if any of the following topics were discussed during the PSWMW or at any other event/ meeting/ workshops:
 - 25 year review of the Beijing Platform of Action,
 - 65 years of the women's charter and/or
 - Other relevant milestones in the history of the women's struggle.
 - 3.5. Provide a report that reflects progress on the implementation of the principles.

4. 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 **electronic template (Excel document)** available on the DPSA Website (www.dpsa.gov.za). No changes should be affected to the electronic template as data will be read programmatically by DPSA and any changes to the template will derail this process. Instructions with details concerning the completion and submission of the report is available on the first sheet of the Excel document, please read and ensure that all instructions are followed. **The Heads of Department must approve the progress report by signing the "sign off sheet"** (Attached as Annexure A). The (scanned) sign off sheet and the electronic progress report must be submitted by email to the DPSA (Mr Tebogo Monye: TebogoM@dpsa.gov.za). The report should reach the DPSA on or before the **31st October 2019**.

5. DPSA. This is to enhance their monitoring role and ensure compliance by all departments.

6. Further enquiries can be directed to Ms Hanlie Nel (hanlien@dpsa.gov.za /012 336 1261) or Mr. Tebogo Monye: (tebogom@dpsa.gov.za / 012 336 1200/1261)

Regards



PROFESSOR RICHARD LEVIN
DIRECTOR-GENERAL

DATE: 22/07/19

**DEPARTMENT'S
LOGO**

OFFICIAL SIGN OFF

PUBLIC SERVICE WOMEN MANAGEMENT WEEK REPORT 2019

This serves to confirm that the progress reported electronically and submitted to the DPSA is a true reflection of the overall progress made by my Department in the implementation of the HOD 8-Principle Action Plan for Women's Empowerment and Gender Equality to address gender inequality in the workplace.

Signed by Director-General/ Head of Department

Signature: _____

Date: _____