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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 DURING NATIONAL WOMEN'S MONTH: AUGUST, 25<sup>th</sup> – 29<sup>th</sup>**

1. This circular serves to inform all Heads of Departments about the institutionalizing of an annual **Public Service Women Management Week** during the last week of August by all departments. In order to spearhead this annual event, Departments are requested for the current year, to host a Women Management week from 25<sup>th</sup> to 29<sup>th</sup> August 2008 (Monday to Friday).
2. The Minister for Public Service and Administration launched the “**Head of Department's 8-Principle Action Plan for Promoting Women's Advancement and Gender Equality in the Public Service Workplace**” on 27<sup>th</sup> August 2007 in Pretoria.
3. In order to transform the gender agenda in the Public Service, as well as meet Cabinet's reviewed target of *50% women at all levels of the SMS by March 2009*, a forum or meeting of this nature for women managers to share experiences, challenges and best practices into and across management within the Public Service, is critical. Such Women Management Meetings should target **ALL SMS Women** in a department to ensure that the 8 principles of the Head of Department's Action Plan is institutionalized by:
  - Giving women in management a voice and platform to raise barriers to access and entry into management positions, which affect the attainment of the 50% target and hinder the promotion of gender equality, with the HOD (whether male or female)
  - Ensuring that women managers take direct responsibility for their needs and articulate them formally.
  - Ensuring that the strategic plans and policies of the department reflect the 8 principles espoused to institutionalize gender mainstreaming.

4. The draft agenda for the Public Service Women Management Meeting is attached. This should form a basis and focus of discussions; however, other department's gender specific items can also be included in the agenda. The department may have a meeting on any of the days from the 25<sup>th</sup> – 29<sup>th</sup> August 2008. Alternatively, one or two meetings can be held on different days depending on how the agenda can be broken down.
5. Should the Department have queries on the issue, please feel free to contact Ms. Rhulani Makhubela on (012) 336 1108 or Gwen Maeko on (012) 336 1178.
6. Your cooperation and commitment to the advancement of women's empowerment and gender equality within the Public Service is sincerely appreciated. The Head of Department's Action Plan is also attached for your attention.

**Best Regards**



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**Director-General**

**Date:** 16/7/08



**PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 25 -29 AUGUST 2008**

**DATE:**

**TIME:**

**VENUE:**

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**AGENDA**

1. Opening and Welcome
2. Apologies
3. Adoption of Agenda
4. Purpose of the Meeting

**SUBSTANTIVE ISSUES**

5. Background to the Role of Women in Management in the department
6. An in-depth discussion on the implementation of 8 Principles in the Head of Departments' Action Plan
7. How to adequately drive the gender programme within the department, through the department's gender action plan
8. Financial expenditure for the Gender Programme and Gender Responsive Budgeting
9. Response to how the Department's core business policies are pro- gender focused.
10. Announcements and Closure

