



**the dpsa**

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

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## **TO HEADS OF NATIONAL DEPARTMENTS, GOVERNMENT COMPONENTS AND OFFICES OF PREMIERS**

### **JOINT MEETING OF THE STEERING COMMITTEES ON HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT WITH NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS: 17, 18 AND 19 SEPTEMBER 2008**

1. The Department of Public Service and Administration has hosted four steering committee sessions since the inception of the system on 21 June 2007. Having revisited the current system it appears more productive that the system should rather have two joint meetings of the steering committees respectively during the first and the last quarters of the financial year and separate steering committee meetings during September of each financial year. In March, an annual HR forum will be hosted.
2. The separate meetings of the steering committees for September 2008 will take place as follows:
  - 2.1 Employee Health and Wellness and Diversity Management: 17 September 2008
  - 2.2 Employment Practice and Senior Management Service: 18 September 2008
  - 2.3 Human Resource Planning and Human Resource Development: 19 September 2008
3. The respective meetings will take place in the vicinity of the OR Tambo Airport and the particulars of the venue and the programmes will be forwarded to the delegates in due course.

4. It will be appreciated if your Department/Office of the Premier can participate in the events. National departments and government components are for practical reasons restricted to one delegate to each session and Offices of Premiers two delegates per province to each session. Delegates should preferably be from the Senior Management Service as they will be required to engage and contribute at a strategic level to the matters that will be discussed. The particulars (including contact details) of the delegates who will attend the events, must be provided to Ms Nomsa Khosa whose contact details appear above by not later than 29 August 2008. The attached confirmation form must be used for this purpose.
5. Your co-operation in the above regard will be highly appreciated. My Department will liaise directly with the nominated delegate/s on the matters relating to the events. Pre-reading material will, where appropriate, be forwarded to the delegate/s in due course.



**DIRECTOR-GENERAL**

**DATE:** 15/08/2008



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## **MEETING OF THE STEERING COMMITTEE ON EMPLOYEE HEALTH & WELLNESS AND DIVERSITY MANAGEMENT WITH NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**THURSDAY, 17 SEPTEMBER 2008  
VENUE: THE AIRPORT GRAND HOTEL**

### **PURPOSE OF THE MEETING**

To-

- Share information on the new Diversity Management policy initiatives and EH&W matters concerning HIV and AIDS monitoring and evaluation; implementation of the strategic framework, and Workplace Banking undertaken by the Department of Public Service and Administration
- Obtain the views of departments on matters related to Employee Health & Wellness and Diversity Management.

### **THEME FOR THE MEETING**

Initiatives for Diversity Management policy and Employee Health & Wellness implementation

## PROGRAMME

TIME	ITEM	RESPONSIBILITY
09:00-09:30	Arrival and refreshments	Delegates
09:30-09:45	Opening	Dr Sipho Senabe, Chief Director: Employee Health & Wellness (DPSA)
09:45-10:30	Implementation of the Employee Health & Wellness Strategic Framework	Dr Sipho Senabe, Chief Director: Employee Health & Wellness (DPSA)
10:30-11:00	<b>TEA BREAK</b>	
11:00-12:00	HIV and AIDS Monitoring and Evaluation	Dr Sipho Senabe, Chief Director: Employee Health & Wellness (DPSA)
12:00-12:30	Discussions on drafting a policy on providing assistive devices for employees with disabilities	Mr. Ntozakhe Daweti, Deputy Director: Disability Management (DPSA)
12:30-13:30	<b>LUNCH</b>	
13:30-14:15	Implementation of the Gender Equality Strategic Framework for the Public Service	Ms Gwen Maeko, Deputy Director: Gender (DPSA)
14:15- 15:00	Workplace Banking	Dr Margaret Crawage, Director: Quality of Work life (DPSA)
15:00-15:15	Closure	Ms Rhulani Makhubela, Chief Director: Diversity Management (DPSA)



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## **MEETING OF THE STEERING COMMITTEE ON EMPLOYMENT PRACTICES AND THE SMS WITH NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**THURSDAY, 18 SEPTEMBER 2008  
VENUE: THE AIRPORT GRAND HOTEL**

### **PURPOSE OF THE MEETING**

To-

- Share information on the new policy initiatives undertaken by the Department of Public Service and Administration
- Obtain the views of departments on matters related to employment practices and the senior management service

### **THEME FOR THE MEETING**

Improving the HRM function

## PROGRAMME

TIME	ITEM	RESPONSIBILITY
09:00-09:30	Arrival and refreshments	Delegates
09:30-09:15	Opening	Mr Sipho Ntombela, Chief Director: Employment Practice and Career Management (DPSA)
09:15-10:30	Report on the filling of vacancies in the Public service  Utilization of volunteers in the Public Service	Ms Saandhri Naidoo, Deputy Director: General Employment Practices (DPSA)
10:30-11:00	<b>TEA BREAK</b>	
11:00-12:30	HRM Training: <ul style="list-style-type: none"> <li>• Current status</li> <li>• HR Executive programme</li> </ul>	Ms Leonoré Neethling, Director: Curriculum Development (PALAMA)
12:30-13:30	<b>LUNCH</b>	
13:30-14:30	HRM Training: <ul style="list-style-type: none"> <li>• HR Executive programme</li> <li>• Research on existing HRM courses</li> </ul>	Ms Leonoré Neethling, Director: Curriculum Development (PALAMA)  Ms Zarina Khan (GTZ)
14:30-14:45	Closure	Mr Sipho Ntombela, Chief Director: Employment Practice and Career Management (DPSA)