the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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EMPLOYMENT MANAGEMENT CIRCULAR NO. 71 OF 2026

TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS

CLOSURE OF THE CABINET MEETINGS FOR THE YEAR 2026

1. The purpose of this Circular is to advise National Departments and National Government Components on the submission of Cabinet Memoranda (Cab Memos) concerning the appointment and the timely filling of vacant Directors-General (DGs), Deputy Directors-General (DDGs) and equivalent posts, ahead of the closure of the 2026 Cabinet programme.

2. The final Cabinet meeting for 2026 is scheduled for 25 November 2026. Departments are advised to ensure that Cab Memos intended for consideration in 2026 are ready for tabling by 31 October 2026. Cab Memos that are not ready by this date will be considered for submission to the first Cabinet meeting in 2027.

3. In view of the confidential and security-classified nature of Cabinet documentation, departments must retain all Cab Memos not submitted to the Department of Public Service and Administration (DPSA) by 31 October 2026 for submission to DPSA in January 2027, thereby safeguarding the integrity and confidentiality of classified information in accordance with applicable legislative and procedural frameworks.

4. Departments are reminded to utilise the attached Cab Memo Compliance Checklist to ensure that all submissions comply with the prescribed Cabinet standards and include the required documentation, as outlined in the Executive Protocol: Principles and Procedures for the Employment of Heads of Department and Deputy Directors-General (Nationally).

5. Departments are urged to ensure that Cabinet Memoranda are of the required standard and comply with the prescribed requirements. Submissions that are incomplete or non-compliant may be returned for correction or may not be considered by Cabinet. This may delay the appointment process and affect the timely filling of vacant executive management posts.

6. The Executive protocol under section 7.12 requires departments to submit Cabinet Memos at least four (4) weeks before the next scheduled Cabinet meeting. This allows time to fully analyse the Cabinet memos and make necessary corrections to ensure a fully compliant Cab Memo is presented to Cabinet.

7. Should the departments require any further clarification on this matter, all enquiries should be directed to the email: CabMemo@dpsa.gov.za.

Yours sincerely,



Mr Willie Vukela
Acting Director-General
Date: 16/10/26