



the dpsa

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Ref: PS-HRDSF III/23/01/2020

Circular No.: HRD 1 of 2020

TO: HEAD OF DEPARTMENT

SENIOR MANAGER: HUMAN RESOURCE DEVELOPMENT

RE: SUBMISSION OF ANNUAL HRD IMPLEMENTATION PLANS (2020-21) AND ANNUAL HRD MONITORING AND EVALAUTION REPORTS (2019-20)

Regulation 28(1) of the Public Service Regulations (2016) requires that an executive authority shall prepare and implement a human resource development plan for his or her department taking into account the department's human resource plan." Sub regulation 28(2) further stipulates that "An executive authority shall monitor and evaluate the implementation of the plan contemplated in sub-regulation (1)."

Therefore, in line with the above regulations, departments are supposed to submit their respective Annual HRD Implementation Plans and Annual HRD Monitoring and Evaluation Reports on or before 31 May on annual basis.

In light of the imminent release of the new Public Service HRD Strategic Framework, which its implementation effective date will commence from 01 April 2020, it has been considered prudent to allow departments an adequate period to prepare their respective plans before submissions to the DPSA. According to the new strategic framework, departments will now be required to prepare and submit five year plans and annual updates.

As such, the date for the submission of HRD Implementation Plans is being moved to 01 October 2020. This arrangement is only for this year (2020), thereafter, the date shall be returned to 31 May annually. The date for the submission of 2019-20 Annual HRD M&E Reports remains 31 May annually.

The submission dates to DPSA for this year are being changed as follows:

Name of document	Submission date
5 year HRD Plan (2020-2024)	01 October 2020
Annual HRD Plan (2020-2021)	01 October 2020
Annual HRD M&E Report (2019-20)	31 May 2020

It is important to note that these changes will only be applicable to this year to accommodate the introduction of the new Strategic Framework. Communication regarding other aspects of/update on the implementation of the new Strategic Framework will be forwarded to departments in due course.

DPSA would like to thank all departments for your continued support and cooperation in building a capable state through HRD Strategies.

Kind regards,



Director-General (Acting)
Date: 17/2/2020