



**the dpsa**

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

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**TO: ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS**

**MONITORING OF PROGRESS MADE BY DEPARTMENTS IN THE  
DEVELOPMENT AND IMPLEMENTATION OF THEIR HUMAN RESOURCE  
PLANS**

The dpsa has been involved in providing ongoing support and assistance to departments in the development of their compulsory HR Plans. This has been done as part of the department's capacity-building initiative to assist in aligning processes with the recently developed HR Planning tools within the public service.

In 2007, departments were requested to submit their final and draft HR Plans to the **dpsa** for analysis purposes to determine their alignment with the new tools and identify problem areas for rectification. However, most departments did not

respond at all and an extension to that effect was granted for the submission of the outstanding HR Plans.

Kindly be reminded that in terms of the Public Service Regulations, 2001, Chapter 1, Part III D.1, departments are obliged to have HR Plans.

Whilst the dpsa is conducting capacity-building initiatives for the financial year 2008-2009, departments are requested to submit their outstanding plans and to prepare and **submit their final HR Plans for 2008 to the dpsa on or by 01 September 2008. The 2008 HR Plans must be completed as per the attached template which is also available on the dpsa website.** A working document which combines the guide and the reporting template has been developed and disseminated to departments to support this initiative and to make HR Planning user-friendly.

The outcome of this evaluation will inform the dpsa whether the new HR Planning tools and the capacity-building initiatives are adding-value to departmental planning processes or not, hence the importance of submitting these HR Plans for evaluation purposes. **It should also be noted that compliance and performance against HR Planning prescripts will be overseen by the Office of the Public Service Commission and the Auditor-General's office.**

It is also imperative that departments establish structures to drive the HR Planning programme in line with the repositioning of human resources within the public service. This will assist departments to have existing capacity, at all times, to monitor and evaluate progress made with the implementation of departmental HR Plans. Furthermore, departments are requested to forward the following information to the dpsa:

- The name and contact details of the relevant lead person at senior management level driving and overseeing the HR Planning process;

- The project plans for the HR Planning process;
- The namelist of the HR Planning Committee members;
  
- The frequency of meetings for the Committee;
- Detailed progress made with the implementation of the project plans;
- The roll-out plan on how the development of the department's HR Plan will be achieved; and
- The challenges experienced by departments in developing their HR Plans.

**The above information must be submitted to the dpsa by 06 June 2008.**

Your co-operation in the strategic development of HR Planning within the public service is greatly appreciated.



**DIRECTOR-GENERAL**

**DATE:** 21/5/08

**CC: DIRECTOR-GENERAL – Office of the Public Service Commission**

**CC: AUDITOR-GENERAL**