



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

REMINDER: SUBMISSION OF THE ANNUAL HR PLANNING IMPLEMENTATION REPORTS (HRPIR) BY 30 APRIL 2011.

1. The Minister for Public Service and Administration (MPSA) has issued a Directive that Departments must implement the Human Resource Planning Strategic Framework-**Vision 2015** for the Public Service.
2. In support of the implementation of the said Framework, Departments are required to develop the **MTEF** HR Plans that address the current and future workforce challenges they face or might face in the future.
3. Departments are also required to annually implement their HR Plans, and continuously monitor, evaluate and revise their existing **approved** HR Plans.
4. In terms of the amended HR Planning Directive issued by the MPSA in **September 2010**, par. 4.3.2, an Executive Authority shall submit her or his Department's Annual HR Planning Implementation Report for the period **2010/2011**, on or before **30 April 2011**.
5. Additionally, par. 5.1, of the same Directive, stipulates that Departments shall use the Human Resource Planning Template available on the DPSA website (www.dpsa.gov.za) to compile their Implementation Reports.

6. In view of the above, your office is kindly requested to facilitate the submission of the Annual HR Planning Implementation Report for the period **2010/2011** on or before **30 April 2011**.
7. In case where your office has submitted an **approved** Annual HR Planning Implementation Report, please check that you have received an acknowledgement letter from the DPSA.
8. For any enquiries or assistance in finalising your Annual HR Planning Implementation Report, please contact **Mr. Edward Teffu**, Tel: **(012) 336 1296** or Email: Teffu@dpsa.gov.za.
9. Your continuous support and co-operation in this regard is very much appreciated.

Regards



ACTING DIRECTOR-GENERAL

DATE: 2011/01/21