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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, Pretoria, 0001. Tel: (012) 336 1000, Fax (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Enquiries: Ms Thakane Kolobe  
Tel.No. 012 336 1197  
E-mail: [Thakanek@dpsa.gov.za](mailto:Thakanek@dpsa.gov.za)  
Ref: 14/2/1


## TO ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

### REMINDER: SUBMISSION OF THE ANNUAL HR PLANNING IMPLEMENTATION REPORTS FOR THE PERIOD 2012/2013 AND MTEF HR PLANS AND/OR ANNUAL ADJUSTED HR PLANS FOR THE PERIOD 2013/2014

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 (copy of Directive attached).
2. In terms of the said directive, all departments are required to develop and implement MTEF HR Plans that address the current and future workforce issues they face or they may face. Departments are also required to annually implement their HR Plans, and continuously monitor, evaluate and make adjustments where necessary.
3. In terms of paragraph 4.1 of the Directive, the Executive Authority shall submit an approved MTEF HR Plan of her or his department to the Minister for Public Service and Administration. In addition, paragraph 4.2 stipulates that the Executive Authority shall submit the adjusted HR Plan to the **MPSA on or before 30 June of every year**.
4. Paragraph 4.3.1 of the Directive states that “an Executive Authority shall submit a six month report on the implementation of the HR Plan to the **MPSA on or before 30 September of every year** and thereafter submit an annual report **on or before 31 March of every year**”.
5. In view of the above, departments are hereby reminded that the submission date for the Annual HR Planning Implementation Report for the period 2012/2013, which was **on or before 31 March 2012, has lapsed**.
6. Should your department already have submitted the HR Plan and/or HR Planning Implementation Report and you have haven't received acknowledgment from the **DPSA**. Kindly contact Mr Mpho Mabe or Mr Sibusiso Xaba whose details appear in paragraph 8 below. Kindly note that non-submission will result in non-compliance with the HRP Directive.

7. We further request that all departments submit their MTEF and/or annual adjusted HR Plans for the period 2013/2014, **on or before 30 June 2013**.
8. For any enquiries and assistance in this regard, kindly contact Mr M Mabe, Tel: 012 336 1603, email: [Mpho.mabe@dpsa.gov.za](mailto:Mpho.mabe@dpsa.gov.za) or Mr S Xaba, Tel: 012 336 1078, email: [sibusisox@dpsa.gov.za](mailto:sibusisox@dpsa.gov.za).
9. Your continuous support and cooperation in this regard is gratefully appreciated.

Regards

  
DIRECTOR-GENERAL  
DATE: 23/05/2013



**DIRECTIVE ON THE IMPLEMENTATION OF THE HUMAN  
RESOURCE PLANNING STRATEGIC FRAMEWORK-VISION 2015  
FOR THE PUBLIC SERVICE**

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND  
ADMINISTRATION**

## **1. BACKGROUND**

The Minister for Public Service and Administration ("MPSA") approved the Human Resource Planning Strategic Framework-Vision 2015 for the Public Service in December 2008. The purpose of the Framework is to provide both guidance for and a holistic approach to, HR Planning in the Public Service. The said HR Planning Strategic Framework-Vision 2015 for the Public Service is available on the Department of Public and Administration (DPSA) website ([www.dpsa.gov.za](http://www.dpsa.gov.za)).

Accompanying the above mentioned HR Planning Strategic Framework-Vision 2015 for the Public Service, is the Guidelines and Toolkit for HR Planning, which will assist departments in developing a human resource plan (an HR Plan) as contemplated in Part III.D of Chapter 1 of the Public Service Regulations, 2001(as amended).

Departments are required to implement the HR Planning Strategic Framework-Vision 2015 for the Public Service, and develop the Medium Term Expenditure Framework Human Resource Plan (MTEF HR Plan) to support the implementation of the said Framework.

## **2. AUTHORISATION**

- 2.1 This Directive is issued by the Minister for the Public Service and Administration in terms of section 41 (3) of the Public Service Act, 1994 (Proclamation 103 of 1994) , to supplement Regulation D of Part III of Chapter 1 of the Public Service Regulations, 2001, as amended.
- 2.2 This Directive amends the Directive on the implementation of the Human Resource Planning Strategic Framework-Vision 2015 for the Public Service that was issued with effect from 1 October 2009 by the Minister for the Public Service and Administration.

## **3. COMMENCEMENT**

This Directive takes effect on 1 September 2010.

## **4. SUBMISSION OF THE APPROVED HR PLANS AND IMPLEMENTATION REPORTS**

### **4.1. Medium Term Expenditure Framework Human Resource Plan**

4.1.1. An Executive Authority shall submit the **approved** MTEF HR Plan of her or his department to the MPSA on or before **30 September 2010**.

4.1.2. An Executive Authority shall implement the **approved** MTEF HR Plan and regularly review it.

### **4.2. Annually Adjusted HR Plan**

4.2.1. An Executive Authority shall amend the MTEF HR Plan and submit the **adjusted** HR Plan to the MPSA on or before **30 June of every year**.

4.2.2. For the period **2010/2011**, an Executive Authority shall submit her or his department's amended HR Plan on or before **30 September 2010**. Subsequent to that an Executive Authority shall submit her or his amended HR Plan as per *paragraph 4.2.1* above.

#### **4.3. IMPLEMENTATION REPORTS**

4.3.1. An Executive Authority shall submit a six monthly report on the implementation of the **approved** HR Plan to the MPSA on or before **30 September of every year** and thereafter, submit an annual report on or before **31 March of every year**.

4.3.2. For the period **2010/2011**, an Executive Authority shall submit her or his department's implementation report on or before **30 April 2011**.

4.3.2. Departments shall use the *Human Resource Planning Implementation Report Template (HRPIRT)* available on the DPSA website to compile their implementation reports.

#### **5. SUBMISSION AND HANDLING OF HUMAN RESORCE PLANS**

5.1. Departments shall use the Human Resource Planning Template also available on the DPSA website to compile HR Plans.

5.2. In case of National departments, the Executive Authority shall submit an HR Plan to the MPSA.

5.3. In the case of the Provincial departments, Members of the Executive Council shall submit an HR Plan of her or his department through the Office of the relevant Premier. The Office of the Premier will then submit all the approved HR Plans for the Province to the MPSA.

5.4. The HR Plans shall be submitted to the MPSA in hard copy format and electronically using MS Word Software. Alternatively, the HR Plans could be submitted in a CD.