

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 744

24 JUNE 2016

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**

As set out in the Schedule

**TSHILOLO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



<ul style="list-style-type: none"> <li>• Outcome 4 Economy MTSF Chapter</li> <li>• Outcome 5 Skills MTSF Chapter</li> <li>• Outcome 6 Infrastructure MTSF Chapter</li> <li>• Outcome 7 Rural Development MTSF Chapter</li> <li>• Outcome 8 Human Settlements MTSF Chapter</li> <li>• Outcome 9 Local Government MTSF Chapter</li> <li>• Outcome 10 Environment MTSF Chapter</li> <li>• Outcome 11 International MTSF Chapter</li> <li>• Outcome 12 Public Service MTSF Chapter</li> <li>• Outcome 12 Public Service MTSF Chapter</li> <li>• Outcome 13 Social Protection MTSF Chapter</li> <li>• Outcome 14 Nation Building MTSF Chapter</li> </ul> <p><b>Policy Positions and Legislation</b></p> <ul style="list-style-type: none"> <li>• Constitution</li> <li>• Improving Government Performance: Our Approach</li> <li>• National Youth Development Agency Act</li> <li>• Promotion of Access to Information Act No 2 of 2000 (PAIA)</li> </ul> <p><b>Policy Frameworks</b></p> <ul style="list-style-type: none"> <li>• A framework for Strengthening Citizen-Government Partnerships for</li> <li>• Monitoring Frontline Service Delivery</li> <li>• African Youth Charter</li> <li>• Development Indicators 2007; 2009; 2010; 2011; 2012; 2014</li> <li>• Development Indicators 2012 Erratum</li> <li>• Discussion document on Performance Monitoring and Evaluation - Principles and Approach</li> <li>• Evaluation Competency Framework for Government</li> <li>• FSDM Process Map</li> <li>• FSDM Operational Framework (2015-2016)</li> <li>• Indicator 82 Budget Transparency</li> <li>• Management Performance Assessment Tool; (MPAT) User Guide</li> <li>• MPAT indicator framework</li> <li>• MPAT Standards for 2013-14; 2014-15</li> <li>• National Evaluation Policy Framework</li> </ul>	<p>Website &amp; DPME</p> <p>Website &amp; DPME</p>
<ul style="list-style-type: none"> <li>• National Evaluation Plans 2012-13; 2013-14; 2014-15; 2015-16; 2016-17</li> <li>• Policy Framework on the Government-Wide Monitoring and Evaluation System</li> <li>• Provincial Evaluation Plans 2013/14 – 2015/16</li> <li>• Standards for Evaluation in Government</li> </ul>	

Reports	Website & DPME
<ul style="list-style-type: none"> <li>• Annual report on the National Evaluation System 2013-14</li> <li>• Annual report on Evaluations Compressed – 2013-14</li> <li>• List of evaluations in the National Evaluation Plans – 2012-13; 2013-14; 2014-15</li> <li>• Frontline Service Delivery Monitoring (FSDM) Program: Findings for the period April 2012 to December 2012</li> <li>• FSDM Annual findings report 2013/14: findings for monitoring conducted April 2013</li> <li>• FSDM program progress summary reports : 2011-12; 2012-13</li> <li>• Management Performance Assessments for the 2012/13 financial year</li> <li>• Mid-Term review of government priorities 2012</li> <li>• MPAT report: 2011-12; 2012-13; 2013-14; 2014-15</li> <li>• MPAT National Department's score cards</li> <li>• MPAT Moderator reports</li> <li>• MPAT Statistical analysis</li> <li>• MPAT Level 4 departments</li> <li>• MPAT National departmental synopsis</li> <li>• Open day Operation Phakisa introduction posters 2014</li> <li>• Panel of Professional Service Providers as at April 2015</li> <li>• Provincial quarterly performance reports</li> <li>• Presidential Hotline frequently asked questions</li> <li>• Reports on Mexico study tour: August 2011</li> <li>• Report on Asia study tour compressed: 2012</li> <li>• Report launch and Stakeholder Discussion on Platinum and Passes: the impact of mining investments on education outcomes</li> <li>• Regional approaches to food and water security in the face of climate challenges - Workshop held at DBSA, Midrand South Africa 23/24 May 2011</li> <li>• Report on the assessment of government evaluation: diagnostic review of Early Childhood Development</li> <li>• Report of the 1<sup>st</sup> International Knowledge Sharing Workshop</li> <li>• Report of the 2<sup>nd</sup> International Knowledge Sharing Workshop</li> <li>• Report of the 3<sup>rd</sup> International Knowledge Sharing Workshop</li> <li>• Report of the 4<sup>th</sup> International Knowledge Sharing Workshop</li> <li>• Sanitation report</li> <li>• State of SA's infrastructure report: 2012</li> <li>• Status of evaluations as at January 2015</li> <li>• State of Management practices in the Public Service: Results of Strengthening citizen-based monitoring symposium report</li> <li>• The Nuts and Bolts of M&amp;E</li> <li>• Twenty Year Review South Africa: 1994-2014</li> </ul>	

- Quarterly reports of non-financial (performance) information for the provincial departments of health, social development and agriculture.

#### **Publications**

- A growing demand for monitoring and evaluation in Africa
- A focus on M&E of results: an example from the Presidency, South Africa
- Celebrating 4 years of the Presidential Hotline Report and impact of the Presidential Hotline on the lives of citizens (Video)
- Citizen Based Monitoring publications: 2013-14; 2014-15; 2015-16
- Developing a National Evaluation System in South Africa
- Establishing a National M&E System in South Africa
- Evaluation updates
- Evaluator competencies: the South African Government experience
- Framework for Managing Program Performance Information
- Frontline Service Delivery Monitoring updates
- Government Performance Information: Provincial in-Year Publication 2014-15; 2015/16
- Policy Framework for GWME system
- Presidential Hotline updates
- Policy Brief: Strengthening the impact of the Grade R Program
- The role of the Offices of the Premier in GWME: good practice guide
- The Presidential Hotline Booklet: Putting people first: "Four years of the Presidential Hotline" 2009 – 2013

Website & DPME

#### **Case Studies**

- Consolidated Presidential Hotline case studies
- ECD Evidence-Based Policy Making Case Study
- FSD good practice: Public Private Partnership (PPP) between the Gauteng Department of Education and Rand Water Foundation
- Improvisation and proactive insights in the quest for excellence in service delivery: the case of Ladybrand Magistrate Court
- Improvements through sustainability: how to avoid regression
- Improvements project at the Diloye Clinic
- MPAT Case Studies 2011; 2012 & 2013
- Optimizing stakeholder involvement in service delivery – the case of Upington Home Affairs
- Presidential Frontline Service Delivery: Complaints and complements management system of Mamelodi Regional Hospital in Gauteng Province
- Provincial implementation of FSDM program in the Free State Province

Website & DPME

<ul style="list-style-type: none"> <li>▪ Unlocking service delivery through leadership and empowerment: the case of Bachana Mokwena Primary School</li> <li>▪ The case of SASSA Gauteng Program</li> <li>▪ The impact of the Presidential Hotline: A story of success</li> </ul>	
<p><b>Manuals</b></p> <ul style="list-style-type: none"> <li>▪ Management Performance Assessment Tool – User’s Guide</li> <li>▪ PAIA Manuals: Afrikaans; English; Ndebele; Pedi; Swati; Sotho; Tswana; Tsonga; Venda; Xhosa; and Zulu</li> <li>▪ PAIA Form A: Request for Access to a Record - 2015</li> <li>▪ PAIA Form B: Notice of Internal Appeal - 2015</li> <li>▪ PAIA Form D: List of Automatically Available Records - 2015</li> <li>▪ Self-assessment module of the management performance assessment tool (MPAT)</li> </ul>	Website & DPME
<p><b>Templates</b></p> <ul style="list-style-type: none"> <li>▪ Delivery Agreement templates</li> <li>▪ Log Frame template for use in plans, programs and projects</li> <li>▪ Frontline Service Delivery Monitoring questionnaire</li> <li>▪ Frontline Service Delivery Monitoring visit itinerary template</li> <li>▪ Frontline Service Delivery Monitoring visit analysis template</li> <li>▪ Frontline Service Delivery Monitoring final scores consolidated template</li> <li>▪ Frontline Service Delivery Monitoring improvements monitoring template</li> <li>▪ Frontline Service Delivery Monitoring improvements case study template</li> <li>▪ Frontline Service Delivery Monitoring monthly scores aggregation template</li> <li>▪ Frontline Service Delivery Monitoring monthly reporting template</li> <li>▪ Frontline Service Delivery Monitoring quarterly reporting template</li> <li>▪ Self-assessment module of the Management Performance Tool</li> <li>▪ Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13)</li> </ul>	Website & DPME
<p><b>Guidelines</b></p> <ul style="list-style-type: none"> <li>▪ Communication of evaluation results</li> <li>▪ Content focus of Offices of the Premier in M&amp;E</li> <li>▪ Concept for national evaluation plan</li> <li>▪ Guideline to outcome approach</li> <li>▪ Guideline to outcomes coordination - 2014</li> <li>▪ Guideline for planning of new implementation programs</li> <li>▪ Guideline for inception phase of evaluations</li> <li>▪ Guideline for peer reviews</li> </ul>	Website & DPME

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| <ul style="list-style-type: none"> <li>• Guideline on design evaluation</li> <li>• Frontline Service Delivery Monitoring (FSDM) visit guidelines</li> <li>• Functions of an M&amp;E component in national government departments</li> <li>• FSDM questionnaire guideline</li> <li>• FSDM improvements monitoring guideline</li> <li>• FSDM scores consolidation guideline: 2015-16</li> <li>• FSDM guideline on joint annual planning for 2015/16</li> <li>• Generic functions of monitoring and evaluation components in the Offices of the Premier</li> <li>• Generic roles and organizational design considerations for M&amp;E components in provincial government departments Terms of reference for National M&amp;E Forums</li> <li>• Guideline on the diagnostic development</li> <li>• Guideline on implementation evaluation</li> <li>• Guideline on impact evaluation</li> <li>• Guideline on evaluation synthesis</li> <li>• Guideline on economic evaluation</li> <li>• Guideline on the process for implementing Management Performance Assessment Tool (MPAT) in national departments</li> <li>• Guideline on the recruitment and selection processes in DPME</li> <li>• Guideline for Internal Audit Activity – MPAT</li> <li>• How to develop a Provincial Evaluation Plan</li> <li>• How to develop a management response to an evaluation report</li> <li>• How to develop an improvement plan to address evaluation recommendations</li> <li>• Improving the operation of M&amp;E in Offices of the Premier</li> <li>• Job evaluation guideline</li> <li>• Management Performance Assessment Tool (MPAT) Implementation Guide</li> <li>• MTEF guideline</li> <li>• Municipality Assessment Tool Guideline 2012</li> <li>• Monitoring and Evaluation of Accredited Course Offerings in South Africa: 2015</li> <li>• Process for affecting refinements to outcome Delivery Agreements</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Process for implementing Management Performance Assessment Tool (MPAT) in national departments</li> <li>• Practice note on the operation of DPME Data Forums</li> <li>• PM&amp;E System Assessment Tool</li> <li>• Steps in Commissioning an Evaluation by DPME</li> <li>• Terms of reference for Implementation Forums Terms of reference for the Provincial M&amp;E Forums</li> <li>• Terms of reference for evaluation projects</li> </ul>  |  |



**FOR PURCHASING IN TERMS OF SECTION 15(i)(a)(ii):**

The list of records above are not for sale

The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: [stanley@dpme.gov.za](mailto:stanley@dpme.gov.za)

**FOR COPYING IN TERMS OF SECTION 15(i)(a)(ii)**

The list of records above

The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: [stanley@dpme.gov.za](mailto:stanley@dpme.gov.za) and on payment of the fees prescribed in item 2 of Part II of Annexure A of the Regulations relating to the Promotion of Access to Information

**AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(i)(a)(iii)**

The list of records above and where the record requested is available free of charge

The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; e-mail: [stanley@dpme.gov.za](mailto:stanley@dpme.gov.za)