



planning, monitoring
& evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

ISEBE LOCWANGISO, UKUBEK'ESWENI NOVAVANYO

INCWADI EKHUTHAZA UKUFIKELELA KOLWAZI ELUNTWINI (PAIA)

Ilungiselelwe ngokweCandelo 14 loMthethi i-Promotion of Access to Information Act (PAIA)
(UMthetho Nomb. 2 ka 2000)

Xhosa

Inguqulelo eQwalaselweyo kwakhona /ephengululweyo - 2017

ICANDELO		AMAPHEPHA
A	Imbulambethe	3
B	Isikhokelo sendlela yokubenzisa i-PAIA	6
C	Ushwankathelo lwesiCwangciso-qhinga se-DPME	11
D	Iinkcukacha zoQhagamshelwano	12
E	DPME Organogram	13
F	Iinkcukacha ngenkqubo	14
G	Ingxelo ezigcinwe kwi-DPME	15
H	Isikhokelo seKomishini yamaLungelo oLuntu	18

ISIHLOMELO 1: *Ukwakhiwa kwe-DPME*

ISIHLOMELO 2: *IFOMU A – Ilungelo kwiNgxelo yeQumrhu loLuntu*

ISIHLOMELO 3: *Imirhumo eMiselweyo yamaQumrhu oLuntu*

ISIHLOMELO 4: *IFOMU B –Isaziso sesiBhengezo sangaPhakathi*

A. IMBULAMBETHE FOREWORD

ISebe loCwangciso, uBekosweni noVavanyo kwi-Ofisi kaMongameli (DPME), ngokuvumelana noMthetho iPromotion of Access to Information Act (PAIA) we-2000 (Inomb yoMthetho 2 ka-2000), lilungiselele incwadi yokufundisa ukuququzelela ukuba uluntu lube nelungelo kulwazi olugcinwe yi-DPME. Le ncwadi yokufundisa iyila iinkqubo emazilandelwe ekufumaneni ulwazi olugcinwe yiDPME njengoko ifuna ukukhuthaza ukungafihlisi, ulawuleko nokusebenza kukarhulumente.

UMthetho uphumeza elinye lawona malungelo abalulekileyo afunyanwa kwiCandelo 32 loMgaqo-siseko, ilungelo lokufikelela kulwazi. Ulungiselela ukuba wonke umntu unelungelo lokufikelela kulwazi olugcinwe ngurhulumente naluphi na ulwaziolugcinwe ngabanye abantu oluyimfuneko ngokhuseleko lwawo nawaphi na amalungelo.



Nks. Mpumi Mpofo

UMlawuli Jikelele (IGosa eliNika uLwazi lePAIA)

ISebe loCwangciso, ukuBek'esweni noVavanyo

UMHLA: 19/12/2017

IZIFINYEZO

APP : IsiCwangciso sokuSebenza soNyaka

CBM : UkuBek'esweni okuSekelwe kwiNkonzo eziya kubemi

CD	:	Umlawuli oyiNtloko
CIO	:	IGosa eliyiNtloko eliNika uLwazi
DDG	:	ISekela Mlawuli Jikelele
DG	:	Umlawuli Jikelele
DIO	:	IGosa eliliSekela eliNika uLwazi
DPME	:	ISEbe loCwangciso noVavanyo nokuBek'esweni
FOSAD	:	IForam yoMzantsi Afrika yabaLawuli Jikelele
FSD	:	Ukuhanjiswa kweekonzo zokwaMkelwa kwaBantu
LGMIM	:	INkqubo yokuPhuculwa koLawulo loRhulumente woMmandla
MTEF	:	IsiKhokelo seNkcitho yeXesha eliPhakathi
MPAT	:	IsiXhobo soVavanyo loMsebenzi woLawulo
NASA Act	:	UMthetho i-National Archives and Records of South Africa Act
OCIO	:	I-Ofisi yeGosa eliyiNtloko eliNika uLwazi
OTP	:	I-Ofisi yeNkulumbuso
PAIA	:	UMthetho i-Promotion of Access to Information Act, 2000 (UMthetho Nomb. 2 ka-2000)
SAHRC	:	IKomishini yamaLungelo oLuntu oMzantsi Afrika
SARS	:	IiNkonzo zeNgeniso Mali yeRhafu

INGCACISO

No.	Iindima neMimiselo	Iingcaciso/linkcazelo
-----	--------------------	-----------------------

1	IGosa eliNika uLwazi	<p>Kwimeko yeDPME, nguMlawuli Jikelele.</p> <p>IGosa eliNika uLwazi DPME linika igunya lamandla okanye imisebenzi ayinikwe ngulo Mthetho kwiGosa eliliSekela elinika uLwazi kweli sebe.</p> <p>Nakuphi na ukuthunywa:</p> <ul style="list-style-type: none"> ▪ kufuneka kube ngento ebhaliweyo; ▪ kube akumthinteli umntu othumayo ekubeni asebenzise amandla anxulumeneyo okanye ekwenzeni umsebenzi onxulumene nokusuka /kuye; kwaye ▪ nangaliphi na xesha ungarhoxiswa okanye ulungiswe ngumntu lowo.
2	IGosa eliliSekela eliNika uLwazi	IGosa eliNika uLwazi linyula iGosa eliliSekela eliNika uLwazi ukuba lenze iingxelo zeDPME zibenokufikelelwa ngabenzi zicelo.
3	Umenzi sicelo	Nawuphi na umntu ocela ulwazi okanye ukufikelela kwingxelo yeDPME.
4	Umenzi sicelo buqu	Umntu ofuna ukufikelela kwingxelo equlethe ulwazi olungomntu olumalunga /ngaye.
5	Inkcukacha ezingoMntu buqu	<p>Ulwazi olumalunga nomntu onokuchongwa, kuquka ukungalinganiselwa:</p> <ul style="list-style-type: none"> ▪ Kulwazi olungebali elingobimi bomntu olunxulumene kubuhlanga, isini, amadoda okanye abafazi, ukuba nzima, isimo somtshato, isizwe, ubuhlanga okanye imvelaphi yoluntu, umbala, ubudala, ukugogeka, ukholo, isazela, ukukholwa, inkcubeko, ulwimi nokuzalwa komntu; ▪ Ulwazi olunxulumene nemfundo; unyango; ulwaphulo mthetho; imbali yengqesho okanye intengiselwano yezimali apho umntu ebandakanyeka; ▪ linkcukacha zoqahagamshelwano, iminwe okanye uhlobo lwegazi lomntu; ▪ limbono ezingomntu, iimbono okanye izinto umntu azikhethayo ngaphandle kokuba zimalunga nomnye umntu; ▪ Imbalelwano ethunyelwe ngumntu eluhlobo lwegasese okanye eyimfihlo, okanye enye imbalelwano eza kubonakalisa iziqulelo zembalelwano yokuqala; ▪ limbono okanye izimvo zomnye umntu ezimalunga nomntu yedwa; ▪ limbono okanye izimvo zomnye umntu ezimalunga nesiphakamiso soncedo-mali, imbasa okanye ibhaso emalenziwe emntwini, kodwa ngaphandle kwegama lomnye umntu apho zibonakala zineembobo nezimvo zomnye umntu; ▪ Imbalelwano ethunyelwe ngumntu ngokungathandabuzekiyo okanye ngokucacileyo eluhlobo lwabucala okanye olufihlakeleyo; ▪ Igama lomntu apho libonakala nezinye inkcukacha ezingomntu ezinxulumene nomntu; okanye apho ukubhengezwa kwegama ngokunokwalo kuza kubonakalisa inkcukacha ezimalunga nomntu, kodwa kokukhetha inkcukacha ezimalunga nomntu osweleke ngaphezu kwama-20 eminyaka.
6	Iqumrhu loLuntu	Isebe likarhulumente/ okanye ulawulo lukargulumente wesizwe okanye lwephondo okanye namphi na umasipala kumda wommandla karhulumente.
7	Owesithathu oBandakanyekayo	Umntu okanye iqumrhu lomthetho ngaphandle komenzi sicelo esingaye okanye iqumrhu loluntu ogcine ingxelo.
8	Ingxelo	<ul style="list-style-type: none"> ▪ Ulwazi olubhaliweyo kungakhathaliseki ifomu okanye into egcinwe yiDPME. ▪ Ubungqina bentengiselwano, obugcinelwe ulwazi lobungqina obubuculathileyo.
9	Usuku lokusebenza	Iintsuku ngaphandle kwemiMigqibelo, iiCawa okanye iihloide zoluntu njengoko kuchazwe kwicandelo 1 loMthetho weeHolidi zoLuntu, 1994 (nomb. yoMthetho 36 ka-1994)
10	Isikhokelo	Uxwebhu okanye incwadi ekhutshwe yiKomishini yaMalungelo aBantu boMzantsi Afrika ngeenjongo zokunceda umntu onqwenela ukusebenzisa ilungelo ngokwemimiselo yePAIA.

B. ISIKHOKELO SENDLELA YOKUSETYENZISWA KOMTHETHO UKUFIKELELA KULWAZI

1. INTSHAYELELO

Incwadi yokufindisa ibhalwe ngokuhambelana noMthetho i-Promotion of Access to Information Act (PAIA) ka-2000 (uMthetho Nomb. 2 ka-2000).

2. INJONGO YOMTHETHO

- Kukuphumeza ilungelo lomgaqo-siseko lokufikelela kulo naluphi na ulwazi olugcinwe nguRhulumente nalo naluphi na ulwazi olugcinwe ngomnye umntu noliyimfuneko ukusebenzisa okanye ukhuseleko lwawo nawaphi na amalungelo;
- Kukukhuthaza ukungafihlisi, ukuba noxanduva nokusebenza kukarhulumente;
- Kukumisela iinkqubo nokulawula ukufikelela kulwazi;

Ngamaxwebhu ekubhekiselelwa kuwo kuphela angafunwa kuMthetho. Isicelo nempendulo yaso kufuneka sivumelane nezibonelelo zoMthetho.

3. INJONGO YENCWADI

Injongo yale ncwadi yokufundisa kukuyila iinkqubo emazilandelwe ukuququzela izicelo zokufikelela kulwazi olugcinwe liSebe lokweNziwa kokuBek' esweni noVavanyo (DPME).

Incwadi ikwaqulathe iinkcukacha zoqhagamshelwano zeGosa eliNikazi luLwazi nezeGosa eliliSekela eliNika uLwazi elinyuliweyo elinoxanduva lokulawula zonke izicelo zeengxelo ezigcinwe yi-DPME.

4. ICandelo LENKQUBO YESICELO 14(1)(d) loMthetho

Umenzi sicelo kufuneka anikwe ilungelo kwingxelo yequmrhu loluntu ukuba umenzi sicelo uthobelana nazo zonke iimfuno zenkqubo kuMthetho onxulumene nesicelo sokufikelela kula ngxelo.

4.1 Uhlobo lweSicelo

(i) Izicelo ezenziwe ngoMnxeba

Izicelo ezenziwe ngomnxeba ezingamiselekanga zivunyulwe yi-DPME. Izicelo ezenziwe kwiGosa eliNika uLwazi okanye liGosa eliliSekela eliNika uLwazi kwinombolo yomnxeba ekule ncwadi yokufundisa ziza kuthathelwa ingqalelo, ngaphandle kokuba iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi zibonisa ukuba izibonelelo zoMthetho kufuneka zenziwe.

(ii) Iingxelo ezifumanekayo ngokuzenzekelayo

Inkcukacha ezifumanekayo ngokuzenzekelayo ezifumaneka ngaphandle kokugcwalisa ifomu emiselweyo (jonga icandelo elingezantsi) nokuhlawula intlawulo yomenzi sicelo kuzokwenziwa kufumaneka nokuba kukwii-ofisi ze-DPME okanye ngendlela okucelwe ngayo. Indlela yokufikelela iza kubandakanya:

- Ukufunda ngenyameko ngokukopishwa kwematheriyali ukuba kuyimfuneko ngomrhumo omiselweyo weekopi;
- Ukufikelela kwizinto ezibonwayo, imatheriyali yezinto ezibonwayo nezivakalayo ngokukhuphela, ngokunika igama ukuguqulwa kwento ngolunye ulwimi okanye ukukopa, okanye zombini.

(iii) Ifomu yesicelo

Isicelo sokufikelela kufuneka senziwe kwifomu emiselweyo ekwigosa elinika ulwazi yequmrhu loluntu kuphela emva kokuba imirhumo emiselweyo ihlawulwe.

Umenzi sicelo funeka agcwalise ifomu efana naleyo eprintwe kwiGazethi kaRhulumente (Isaziso sikaRhulumente R187 sikaFebruwari 15, 2012). Le fomu iqhotyoshelwe kule ncwadi yokufundisa njengeFomu A (Isihlomelo 1).

Umenzi sicelo kufuneka abonise ukuba uyayifuna ikopi yengxelo okanye ukuba umenzi sicelo ufuna uku za azofunda ingxelo kwii-ofisi ze-DPME.

I-DPME iza kuzama ukunika ilungelo kwifomu ngendlela ekucelwe ngayo. Oku kwenza ngolu hlobo kuza kuphazamisana nokusebenza kwe-DPME okanye ukonakala kwengxelo, okanye ukwaphulwa kwelungelo lombhali elingelo likarhulumente. Isicelo siza kuqhutywa ngokuxhomekeke kwimihlaba yokuthintelwa kokufunyanwe kwiSahluko 4 sePAIA.

Ukuba umenzi sicelo ucela ulwazi egameni lomnye umntu, ilungelo apho isicelo senziwe khona kufuneka kubonise. Ukuthintela ukuxhatshazwa koMthetho, iDPME igcina ilungelo lokucela ubungqina besigunyaziso sokwenza isicelo egameni lomnye umntu.

Ukuba umenzi sicelo akakwazi ukufunda okanye ukubhala, okanye ufuna uncedo ekugcwaliseni ifomu yesicelo, emva koko angasenza ngomlomo isicelo ukulungiselela ingxelo. IGosa eliliSekela eliNika uLwazi liza kuncedisa ngokugcwalisa ifomu enmiselweyo egameni labo. Baza kunikwa ikopi yesicelo.

4.2 Ukufakwa kweZicelo

Izicelo zeengxelo kufuneka zifakwe kwiGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi. Iinkcukacha zoqhagamshelwano zamaGosa zingafunyanwa kwiCandelo D lale ncwadi. Ngezizathu zokhuseleko, abenzi zicelo abafuna ukuzisa izicelo kwii-ofisi ze-DPME kwiZakhiwo zoMdibaniso kuza kufuneka babonise izazisi ezichanekeliyo.

5. IMIRHUMO EMISELWEYO

IGosa eliNika uLwazi kufuneka licele umenzi sicelo ngesaziso, ngaphandle komenzi sicelo buqu, ukuba makahlawule umrhumo omiselweyo (ukuba ukhona) ngaphambi kokuba kujongwane nesicelo.

UMthetho unikezale ngeentlobo ezimbini zemirhumo:

- *Umrhumo wesicelo*, ongumrhumo omiselweyo;
- *Umrhumo wokufikelela*, olungiselela uphando nokulungiselela, ixesha, iindleko zokuvelisa kwakhona neendleko zokuposa.

Uluhlu lwale mirhumo lungafunyanwa **kwiSihlomelo 2**

Ukuba uphando lwengxelo yequmrhu loluntu lwenziwe, nolungiselelo lwengxelo yokubhengeza, kubandakanya namalungiselelo okwenza lufumaneka kwifomu eceliweyo, lufuna ngaphezu kweeyure ezimiselweyo kwimimiselo engale njongo, igosa lolwazi liza kwazisa umenzi sicelo, ngaphandle komez sicelo buqu ukuba ahlawule, njengediphozithi isahlulo esimiselweyo (esingekho ngaphezu kwesiqingatha) somrhumo wokufikelela, oza kuhlawulwa ukuba isicelo sivunyiwe.

Umenzi sicelo ofuna ilungelo kwengxelo equlethe inkcukacha zakhe buqu kulo menzi sicelo akufuneki ukuba ahlawule umrhumo wesicelo. Wonke omnye umenzi szicelo ongenguye umenzi sicelo ngqo kufuneka ahlawule umrhumo oyi-R35 (umrhumo omiselweyo) okanye njengoko kumisiwe.

Kwiiveki ezimbini zokufunyanwa kwesicelo, iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi ngokwesaziso siza kufuna umenzi sicelo, ngaphandle komenzi sicelo buqu, ukuba ahlawule umrhumo omiselweyo (ukuba ukhona) ngaphambi kokuba kuqhutyelwa phambili kwisicelo.

Emva kokuba iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi lenze isigqibo kwisicelo, umenzi sicelo kufuneka aziswe ngesigqibo esinjalo ngendlela/isicwangciso esikhethwe ngumenzi sicelo. Ukuba sicelo sinikiwe omnye umrhumo wokufikelela kufuneka uhlawulwe ukuze kulungiselelwe uphando, ulungiselelo, ukuveliswa kwakhona, naliphi na ixesha elifunekayo ekugqitheni kweeyure ezimiselweyo ukuphanda nokulungiselela ingxelo yokubhengezwa, kubandakanya ukwenza amalungiselelo okwenza ukuba ifumaneka ngendlela eceliweyo. Umenzi sicelo angafaka isibheno ngaphakathi, apho kufanelekileyo, okanye isicelo kwinkundla esichasene neziniki maxabiso okanye ukuhlawulwa komrhumo wesicelo.

Umrhumo omiselweyo kufuneka uhlawulwe ngemali kwiZakhiwo zoMdibaniso, ngeposi, ngetsheki okanye ngokuyidiphozitha ngqo ngokweenkcukacha zebhanki ezibhalwe apha ngezantsi. Apho isicelo senziwe ngeposi, akukho sixa semali kufuneka sihambe nesicelo. Apho kufaneleyo, isicelo kufuneka sihambe netsheki okanye i-postal order. Kufuneka kuvunyelwe ixesha leentsuku ezisixhenxe ukuze itsheki ikhululwe ngaphambi kokuba isicelo senziwe.

Iinkcukacha zeBhanki ukulungiselela isicelo:

ACCOUNT NAME: Department of Performance Monitoring and Evaluation (DPME)

BANK: First National Bank; Corporate Core Banking

BRANCH CODE: 253-145

BRANCH NAME: Pretoria

ACCOUNT No. 6228 7783 429

REFERENCE: PAIA negama lomenzi sicelo.

Nceda ufekse/u-imeyle ubungqina bentlawulo ku-DPME: Inomb. yefeksi: 086 644 0319;

i-imeyle: paia@dpme.gov.za

Ukufikelela kwingxelo kuza kurhxhiswa de yonke imirhumo efanelekileyo ihlawulwe

6. UKUVUNYWA/UKWALIWA KWEZICELO

Zonke izicelo zelungelo lokufikelela ziza kuthathelwa ingqalelo, nokunikwa nokwaliwa kwazo kuza kuhambelana nezibonelelo eziqulathwe kwiSahluko 4 soMthetho.

6.1 Isibheno

Umenzi sicelo angafaka isibheno sangaphakathi esichasene nesigqibo esenziwe liGosa eliNika uLwazi kunye nesiphatha mandla sesibheno esifanelekileyo, ukwala isicelo sokufikelela, okanye esichasene nesicelo nomrhumo wokufikelela, okanye ixesha elandisiweyo ukumelana nesicelo.

➤ Indlela yesibheno nomrhumo wesibheno

Isibhenio sangaphakathi kufuneka sifakwe kwifomu yesibheno emiselweyo – ifomu B ikhutshwe ngokwemimiselo ye-PAIA. Ikopi yale fom iqhotyoshelwe kolu xhwebhu kwiSihlomo 3. Iikopi zale fom ziyafumaneka kwii-ofisi zeDPME okanye iwebhusayithi ye-DPME: www.dpme.gov.za

➤ Iifomu zeSibheno

Kufuneka ifomu igcwaliswe ze ifakwe kwiDPME ngexesha elimiselweyo apha ngezantsi:

- Isibheno senziwe kwiintsuku *ezingama-60*;

- Ukuba isaziso kumntu wesithathu obandakanyekayo sifunwa licandelo 49(1)(b), isibheni kufuneka senziwe *kwiintsuku ezingama-30* emva kokuba isaziso sinikwe umbheni wesigqibo esimalunga nesibheni esihenelwalo, sasithathiwe.

Isibheni sangaphakathi kufuneka sihanjisiwe okanye sithunyelwe kwiGosa elinika ulwazikwidilesi enikezelweyo kwiphepha le-12 lale ncwadi.

Umbheni kufuneka anike iinkcukacha ezaneleyo kwifomu yesibheni ngokwemimiselo yezizathu zesibheni sangaphakathi. Kufuneka abonise indlela anqwenela ukuba aziswe ngayo ngezigqibo ezimalunga nesibheni, ze ahlawule imirhumo emiselweyo (ukuba ikhona). Inkqubo yefomu ithatha *iintsuku ezingama-30 days* [ngokuvumelana nePAIA].

6.2 Umrhumo wesibheni

Umbheni kufuneka ahlawule umrhumo omiselweyo wokubhena (ukuba ukhona). Isigqibo ngesibheni sangaphakathi singarhoxiswa de ube umrhumo wesibheni uhlawulwe.

Emva kokuba iGosa eliliSekela eliNika uLwazi lifumane isibheni kufuneka *kwiintsuku ezi-10* isibheni sangaphakathi lisifake kwiGosa eliNika uLwazi, izizathu zakhe zesi sigqibo, kunye neenkukacha zomntu wesithathu obandakanyekayo ziqukiwe, ukuba zikhona.

6.3 UMntu wesiThathu oBandakanyekayo

I-DPME iinga ukuchasa isibheni sangaphakathi sokwalisa kwesicelo selungelo lokufikelela kwingxelo yowesithathu obandakanyekayo enxulumene nezinto ezabucala ezingaye; umdla wezorhwebo nezinye iinkcukacha eziyimfihlo; neengxelo liNkonzo zeNgeniso Mali yeRhafu, kufuneka iziphatha mandla ezifanelekileyo zazise umntu wesithathu obandakanyekayo malunga nesibhengezo *kwiintsuku ezingama-30* emva kokufunyanwa kwesibheni. I-DPME iza kunika umntu wesithathu obandakanyekayo inkcazelo yeziqulatho zesibheni, iinkcukacha zombheni kwaye ichaze nokuba okanye nokuba ayiyo DPME enoluvo lokuba iinkcukacha kufuneka zaziswe ngokusemdleni woluntu. UMntu wesithathu obandakanyekayo *uneentsuku ezingama-21* zokwenza isaziso esibhaliweyo sokuba kutheni isicelo selungelo kungafuneki sinikwe, okanye sinike imvume ebhaliweyo engokubhengezwa kwengxelo kumenzi sicelo.

I-DPME ingacinga ukwenza isibheni sangaphakathi ukuchasa ukunikwa kwelungelo lokufumana ulwazi. Isebe liza kwazisa umenzi sicelo yesicelo esinjalo *kwiintsuku ezingama-30* emva kokufumana isibheni sangaphakathi. Umntu wesithathu obandakanyekayo *uneentsuku ezingama-21* zokwenza isaziso esibhaliweyo sokuba kutheni kufuneka kunikwe ilungelo lokufikelela kwingxelo.

6.4 Isaziso sesigqibo

I-DPME ingaqinisekisa isigqibo sokuqala sesibheni esichasayo, okanye ibambela lesigqibo salo esitsha. Oku kufuneka kwenziwe *kwiintsuku ezingama-30* emva zokufunyanwa kwesibheni sangaphakathi, okanye *kwiintsuku ezi-5* emva kokuba kufunyanwe isaziso esibhaliweyo esimalunga nesibheni.

6.5 Isicelo kwiNkundla

Umenzi sicelo okanye umntu wesithathu owenza isibheni sangaphakathi esichasa isigqibo segosa elinika ulwazi ukwala isicelo selungelo lokufikelela, angenza isicelo enkundleni kuphela ukufumana

uncedo olufanelekileyo ngokwemimiselo yecandelo 82 (elinika umyalelo onubulungisa nolungileyo) emva kokuba isicelo siyiphelisile inkqubo yesibheni sangaphakathi. Umbheni, umntu wangaphakathi okanye umenzi sicelo uza kwaziswa ukuba angafaka isicelo esichasana nesigqibo enkundleni esingesibheni sangaphakathi *kwiintsuku ezingama-30* (ukuba isaziso kufuneka sinikezelwe kumntu wesithathu obandakanyekayo).

7. UHLAZIYWA KWENCWADI

Incwadi iza kuhlaziywa kunyaka wokuqala wokupapashwa kwayo okanye xa kukho utshintsho olukhulu kubume bomgqaqo-nkqubo oqinisekisa ukuba incwadi mayihlaziywe.

I-DPME iceba ukupapasha incwadi ngazo zonke iilwimi eziseMthethweni ezili-11.

8. UKUFUMANEKA KWENCWADI

Incwadi iza kufumaneka kwiindawo ezimisela nguMthetho i-Legal Deposit Act, nakwii-ofisi zeKomishini zamaLungelo Abantu boMzantsi Afrika (South African Human Rights Commission), nakwizakhiwo zeDPME. Incwadi izokwenziwa ifumaneka nakwiwebhusayithi yesebe: www.dpme.gov.za

C. ISICWANGCISO-GQINGA SE-DPME

1. UMBONO

Ukuphucula iziphumo nefuthe likarhulumente neziphumo nefuthe kuluntu.

2. UMNQOPHISO

Kukuqinisekisa ukuba kusetyenziswa uphuhliso kwimigomo yophuhliso neenjongo zikarhulumente njengoko kubethelwe kwi-National Development Plan (NDP) ngokuceba okuphumelelayo nokunamandla, ukubek' esweni, nokuphonononga kunye nokusebenzisa inkxaso.

3. IIMPAWU ZENTSULUNGEKO

Sakuhlala singumzekelo kwinkalo zonke ngalo lonke ixesha. Oku kuquka inkonzo ezibhekisele kubaxhasi (uMongameli, iSekela likaMongameli, uRhulumente noluntu) nokumamela abaxhasi bethu nokubaphatha ngesidima, imbeko, nangokuphendula, nangentlonipho. Kukwaquka nokuba lisebe elifundayo singenzi nje into enye oko xa kucacile ukuba ayisebezi loo nto.

Siza kuzama ukuba nemisebenzi yolawulo enenkqubela phambili kwakunye nokuthobelana nayo yonke imimiselo. Siza kuthathela izinto ezisisiko ingqalelo, ezifana nokungabi semva kwexesha ezintlanganisweni, ukuqhutywa kweentlanganiso ngempumelelo nokuphendulwa kwangexesha kwee-imeyile, imiyalezo yomnxeba nazo zonke izicelo kwangexesha. Siza kuqhuba nemisebenzi yolawulo lomgangatho ukuze siphumeze ixabiso lemali, ngempumelelo nangokusebenza. Siza kuba noxanduva kwaye senze izinto ngokucacileyo.

4. IZIGUNYAZISO EZISEMTHETHWENI NEZINYE

Uthumo iSebe lokuCeba, ukuBek' esweni noPhonongo luthatyathwe kwiCandelo 85(2)(b-c) 85(2)(b-c) womGaqo-siseko woMzantsi Afrika ochaza ukuba uMongameli ungunya lesigqeba kwamanye amalungu

eKhabhinethi ngokuphuhlisa nokusebenzisa umgaqo-nkqubo nokuququzelelwa kwemisebenzi yamasebe karhulumente nolawulo. Olu thumo lwe-DPME luye lwaphinda lwenziwa lwaluqilima nguMongameli ngo-2010, 2011, nango-2013 kwiNtetho yakhe yeSizwe (SONA). UmPhathiswa wokuCeba, ukuBeka eSweni nokuPhonononga naye wabeka umkhomba ndlela ocace gca okubonisa indlela yokusabela yezopolitiko efanele idityaniswe kumsebenzi we-DPME.

I-DPME yenza oku kungezantsi:

- Iququzelele izicwangciso zeSebe okanye iziVumelwano zokuHanjiswa kweeNkonzo ngezinto eziphambili okanye iziphumo zkaRhulumente ukubek'esweni nokuvavanya ukuphunyezwa kwezi zicwangciso;
- Ibek'esweni umsebenzi wamaSebe awodwa eSizwe nawePhondo kunye nooMasipala;
- Ibek'esweni ukuhanjiswa kwenkonzo eziphambili ;
- Yenza uvavanyo;
- Ikhuthaza imisebenzi emihle ye- M&E kuRhulumente.

D. IINKCUKACHA ZOQHAGAMSHELWANO

ITAYITILE	IINKCUKACHA ZOQHAGAMSHELWANO
IGOSA ELINIKA ULWAZI	<p>Nks. Mpumi Mpofu Umlawuli Jikelele Private Bag X944 Pretoria 0001</p> <p>OKANYE</p> <p>Union Buildings Government Avenue Pretoria</p> <p>Umnxeba #: +27 12 3120010</p>
IGOSA ELILISEKELA ELINIKA ULWAZI	<p>Mnu. Stanley Ntakumba Umlawuli Jikelele: PM&E Capacity Development Private Bag X944 Pretoria 0001</p> <p>Umnxeba #: +27 12 312 0202 Ifeksi #: 086 633 5877 i-imeyile: stanley@dpme.gov.za</p>
UMQUQUZELELI WE-PAIA	<p>Futhi Umlaw Umlawuli Jikelele: PM&E Policy Co-ordination Private Bag X944 Pretoria 0001</p> <p>Umnxeba #: +27 12 312 0207 Ifeksi #: 086 644 0319 i-imeyile: futhi@dpme.gov.za okanye paia@dpme.gov.za</p>
AMAGOSA ePAIA kumaSebe eDPME	<p>Isebe ngalinye liza kuchonga iGosa lePAIA lisebenze njengomntu onokuqhagamashelwa ngazo zonke izicelo zesebe ezinxulumene nePAIA ngenkcukacha</p>

E. IPROFAYILI YENKQUBO

ISICWANGCISO 1: ULAWULO		
Injongo	Isicwangciso sinoxanduva lokunikela ukhokelo lokubonelela nokulawula. Silungelelanisa sixhase ukuceba imisebenzi yesebe norhulumente; uphuhliso nolawulo lwecandelo nokomelezwa kwemigaqo-nkqubo karhulumente kusenzela imigomo yexesha elide, eliphakathi nelifutshane, ukusebenzisa ukubek' esweni nokuphuhlisa izicwangciso zongenelelo ukuxhasa unikezelo lweenkonzo.	
Injongo Yecandelo	Ukuqinisekisa ukuba isebe linokhokelo oluphumelelayo, ulawulo lwasezifisini nolawulo nokuqinisekisa ukuba liyavisisana nezinto ezibhaliweyo zokuwiswa komthetho. Esi sicwangciso sithetha nje yenziwe sesi sicwangciso zingaphantsi zilandelayo: <ul style="list-style-type: none"> ▪ Ukuxhaswa kwesigqeba; ▪ Uhlolo ziNcwadi lwangaPhakathi; 	
	IOifis yomLawuli Jikelele	<p><u>Injongo:</u> Ukubonelela ngenkxaso yesigqeba nokhokelo oluchuliweyo nolawulo lweSebe</p> <ul style="list-style-type: none"> ▪ Ukubonelela ngolawulo lwasezifisini nokuxhasa umPhathiswa noSekela mPhathiswa ▪ Ukuququzelela unikezelo lweenkonzo oluphuculiweyo ngokuthi kubekho ukubekwa esweni kwezinto ngabaphambili nangabahlali neenkqubo ezisebenzayo zokusabela kwizikhalazo ▪ Ukuququzelela nokuxhasa ukuphehlwa, ukuqokelela, ukufiekla nokusebenzisa ngexesha kobungqina obusemgangathweni ukuxhasa iPM&E esebeni nakuye wonke urhulumente ▪ Ukumisela uphuhliso nokumiselwa kwecebo nemigaqo-nkqubo yokunceda ulutsha ▪ Ukulawula isibonelelo seenkonzo zesemsebenzini kulo isebe ▪ Ukulawula isibonelelo seenkonzo zohlolo zincwadi lwangaphakathi ▪ Ukulawula nokumisela isibonelelo seenkonzo zokulawula ezezimali nezokuthenga izinto
ISICWANGCISO 2: UKUQUQUZELELWA KOKUCEBA KUKAZWELONKE		
Injongo	Injongo yeli sebe kukumisela amacebo amancinane nanabileyo kuye wonke urhulumente. Imisebenzi iquka: <ul style="list-style-type: none"> ➢ Ukumisela ukuceba kwexesha elide nokulungelelaniso lolwabiwo lohlahlo-lwabiwo mali kwizinto eziza kuqala zeNDP; ➢ Ukuphuhlisa nokusebenzisa izakhelo zokuceba nokuququzelela ukuba amacebo achuliweyo nawokusebenzi minyaka le avisisaniswe nezinto eziza kuqala zeMTSF; ➢ Ukuqhuba uhlolo lwefuthe lwezinto ezichaphazela ezintlalo noshishino kuwiso-mthetho olutsha nolukhoyo nemimiselo yokuqinisekisa ukuba izinto zivisisana ne-NDP nezinto ezithethela iziphumo ezingalindelekanga. 	
Isishankathelo Sisicwangciso	Ukuququzelelwa kokuceba	Ukumisela izinto zexesha eldie zokucabe nokuvisisanisa uhlahlo lwabiwo mali ne-NDP kuye wonke urhulumente
	Ukuvisisaniswa kwesicwangciso	Ukumisela nokuvisisanisa uhlahlo-lwabiwo mali nezakhelo zokuceba nokuququzelela ukuvisisaniswa kwamacebo achuliweyo namacebo aminyaka le okusebenza kwezinto eziza kuqala ze-MTSF
	Inkqubo zohlolo lwefuthe kwizinto ezichaphazela uluntu noqoqosho (SEIAS)	Ukuqhuba uhlolo lwefuthe kwizinto ezichaphazela abantu noshishino kwimithetho ewiswayo ekhoyo neitsha ukuqinisekisa ukuba zivisisana ne-NDP kwaye zithethelela iziphumo ezingalindelekanga

ISICWANGCISO 3: UKUCEBA ICANDELO NOKUBEKA ESWEN

Injongo	Esi sicwangciso siphuhlisa size silawula iiplani zecandelo size siqinise imigaqo-nkqubo karhulumente yomnyano ibe nemigomo yexesha elide, eliphakathi nelifutsha; kubekwe esweni ukusetyenziswa kwezicwangciso zongenelelo zikarhulumente ukuze kuxhaswe ukunikezelwa kweenkonzo.	
Isishankathelo Sisecwangciso	Esi sicwangciso silawul size siququzelele ukuceba nokubeka esweni; ukuceba kwasentlalweni nokubeka esweni; ukhuseleko nokuplana kukazwelonke nokubeka esweni; ukuxhasa uphuhliso nokusebenza kongenelelo lweenkcukacha okuchuliweyo namaceba kwiindawo eziza kuqala.	
	Ukuceba ezoqoqosho nohlolo	<ul style="list-style-type: none"> ▪ Injongo kukuhambisela phambili ukuceba nokubeka esweni uqoqosho lupeha nto leyo eza khawulezisa ukukhula nokutyala imali ukuze intswela-ngqesho nokungalinga kuphunguke; ▪ Ukuxhasa ukuceba nokubeka esweni ubuxhakaxhaka bezakhelo zezoqoqosho okuyilelwe ukuxhasa iinjongo zezakhelo zoqoqosho eziyilelwe ukuxhasa iinjongo zelizwe zezoqoqosho nentlalo zexesha eliphakathi nelide; ▪ Ukuququzelela, ukuceba nokubeka esweni uphuhliso oluluqilima lwasezilalni nokuze kwenziwe le nto ifunwa kuzwelonke yokuba kukhulwe macala onke nokutya kufikelele kubo bonke.
	Ukuceba ezentlalo nohlolo	<ul style="list-style-type: none"> ▪ Ukuxhasa ukucebela uqeqesho lwabo baphuma esikolweni kunye nemfundo esisiseko ▪ Ukuphuhlisa nokuthi maxa athile kuhlolwe icandelo lezeMpilo leMTSF ▪ Ukuceba ngokweenkcukacha kwi-ECD, isini, ukhuseleko lwasekuhlaleni kunye namacandelo okuvisisaniswa kwabantu ▪ Ukuvalwa kwezikhweu, ukulungiswa koorhulumente bamakhaya, ukwakha indalo esingqongileyo, ukwakha iizinto zokusebenza zendalo esingqongileyo ukuphucula iziko, ukuqhutywa kwezoqoqosho kuye kwiimarike ezifanelekileyo ezifuna kutyalwe imali ngokugqalileyo ukubuyele kwiiprojekthi zikarhulumente
	Ukhuseleko nokuceba kwezizwe ngezizwe nohlolo	<ul style="list-style-type: none"> ▪ Ukuqhuba uphando olujoliswe noluxhasa izinto eziza kuqala zikarhulumente ngokuphathelele iziPhumo 3; ▪ Ukuxhasa uphuhliso nokusetyenziswa kobuchule obuneenkukacha bongenelelo neengcebo ezingundoqo kwiindawo eziza kuqala; ▪ Ukumisela iOperation Phakisa kwiindawo ezithile ezichongiweyo eziza kuqala.

ISICWANGCISO 4: UKUBEKA ESWENI ICANDELO LIKARHULUMENTE KUNYE NOKUPHULISA ISAKHONO

Injongo	Injongo yeli sebe kukuxhasa nokumisela kweNDP/MTSF ngokubeka esweni nokuphucula isakhono samaziko karhulumente ukuphuhlisa nokusebenzisa amaceba nokunikela iinkonzo.	
Isishankathelo Sisecwangciso	Olona xanduva lwele sebe kukuphonononga, ukubeka esweni nokuxhasa ukusetyenziswa kwe-MTSF iziphumo 9 nese-12 kunye nokusebenzisa ungenelelo ukuxhasa nokuvula ukusebenza; ukuququzela isakhono sezicwangciso zophuhliso ukuqinisekisa uphuhliso oluphumelelayo nokusetyenziswa kwemigaqo-nkqubo ye-PM&E; izixhobo, iinkqubo nezikhokelo kurhulumente.	
	Iinkonzo zikarhulumente uhlolo nengxaso	Injongo yesi sicwangciso singaphantsi kukuhlola ngokutsha, ukubeka esweni nokuxhasa ukusetyenziswe kweziphumo 12 ze-MTSF nokusetyenziswa kongenelelo lokuxhasa nokuvula indlela yokusebenza

	Urhulemente wamakhaya uhlolo nengxaso	Injongo yesi sicwangciso singaphantsi kukuhlolisisa, ukubeka esweni nokuxhasa ukusetyenziswa kweziphumo 9 ze-MTSF nokusebenzisa ungenelelo lokuxhasa nokuvula indlela yokusebenza
	Uphuhliso lwezakhono	Ukuququzelela izicwangciso zophuhliso lobugcisa ukuqinisekisa ukuba kukho uphuhliso olusebenzayo nokusebenza kwe-PM&E imigaqo, izixhobo, iinkqubo kunye nezikhokelo kurhulumente

CHIEF DIRECTORATE: UKUBEKA ESWENI KWANGAPHAMBILI NOKWABAHLALI

Injongo	Injongo yesi sicwangciso kukuququzelela ukuphuculwa kokunikezelwa kweenkonzo ngokuba izinto zihlolwe nabaphambili nangabahlali kuze kubekho iinkqubo esebenzayo yokusabela izikhalo nokuzicombulula	
Isishwankathelo Secandelo	Olona xanduva luyintloko lwesicwangciso kukwandisa nokulondolozwa kohlolo lwabangaphambili inkqubo ezikwaziyo ukuqinisekisa ukusebenza kukarhulumente nokusebenzisa ungenelelo oluchuliweyo ukuphucula indlela yokusebenza; nokuzinzisa, ukuququzelela nokunabisa ukuhlolwa kwabahlali noluntu nekqubo yocombululo lwengxaki zabahlali.	
	Uhlolo lwabangaphambili nengxaso	Injongo kukuxhasa nokulawula imisebenzi yokuhlolwa kwezinto ngabaphambili kujongwa izinto eziziintloko kwezopolitiko; kuquka iiziCwangciso zikaMongameli zokuBeka esweni; ukuthabatha ukubeka esweni kokuqinisekisa kuxhaswa iindawo eziza kuqala ze-DPME; ukusebenza ne-PMI ukuyila nokusebenzisa ungenelelo ukuvula imiqobo yokunikezelwa kweenkonzo.
	Uhlolo lukaMongameli nabahlali	Injongo kukumisela, ukuququzelela nokuhambisela phambili ukuhlolwa kwezinto ngabahlali noluntu; ukulawula i-Presidential Hotline; ukulawula nokuhambisela phambili inkqubo yokulawula izikhalazo kurhulumente.

ISICWANGCISO 5: IINKQUBO NOLWAZI LWENKQUBO

Injongo	Injongo yesi sicwangciso kukuququzelela nokuxhasa ukuphehlwa, ukubunjwa, ukufikelela nokusebenzisa ngokusexesha ubungqina obusemgangathweni ukuxhasa i-PM&E kwisebe kuye wonke urhulumente	
Isishwankathelo Secandelo	Ukuququzelela nokuxhasa inkqubo kazwelonke eqinisekisa ukusebenzisa ubungqina obuvela kuhloko lwesiqhelo nolusemgangathweni lwemigaqo-nkqubo karhulumente, izicwangciso neenkqubo; ukubonelela ulawulo oluzinzileyo nolunolwazi lokuxhasa uphuhliso nokulondolozwa ubungqina obusekela ukuba kukhuthaze iimigaqo-nkqubo, ukusetyenziswa ukubekwa esweni; ukubonelela ngenkcazelo efike ngexesha neqinisekisiweyo ukuxhasa ukuceba, ukubeka esweni nokuphonononga	
	Uphononongo	Ukuququzelela nokuxhasa inkqubo kazwelonke yokubeka esweni eqinisekisa ukuba kusetyenziswa ubungqina obuvela kuhloko oluthe rhoqo nolusemgangathweni lwezicwangciso eziza kuqala zikarhulumente neenkqubo.
	Ulawulo lophando nolwazi	Ukubonelela ngenxaso yokulawula uphando nolwazi lokuxhasa uphuhliso nolondolo olusekelwe kubungqina obuxhasa ukuceba, uphuhliso lwemigaqo-nkqubo, ukusetyenziswa nokubekwa esweni nokuhloliswa.
	Ukuqokelelwa nokuhlalutywa kwengcazelo	Ukubonelela ngenkcazelo esemgangathweni, efike ngexesha neqinisekisiweyo kunye nohlolo lwenkcazelo ukuze kuxhawe ukuceba, ukubeka esweni nokuphonononga

ISICWANGCISO 6: IINKQUBO ZOBUNGQINA NOLWAZI

Injongo	Injongo yesi sicwangciso kukuququzelela uphuhliso nokumisela amacebo okunceda ulutsha nemigaqo-nkqubo.
Isishwankathelo Secandelo	Uphuhliso nokuhlolwa ngokutsha kwe-National Youth Policy (NYP); ukuphuhliswa kwesakhelo se-se-M&E ukwenzela ukusebenza kwe-NYP; ukuqinisekisa ukuba i-NYP iyabonakala kuwiso-mthetho oluhambisana nooku, imimiselo nemigaqo-nkqubo; ukubonelela ngolongamelo lwe-NYP; ukuqinisekisa ukuba i-NYDA izicwangciso zayo nemisebenzi yayo zivisisana ne-MTEF nezinto eziza kuqala ze-NYP; ukubonelela ngenkxaso yobugcisa neenkonzelo zamacebiso kwiinkokelo zezopolitiko nemicimbi emacala onke neyamacala amabini yezizwe ngezizwe yolutsha enokuthanani nokuphuhliswa kolutsha (iSADC, iAU, iUN, iCommonwealth, iBRICS, iY20, iIBSA)

F. IINGXELO EZIGCINWE YI-DPME

Le nxenye yomgaqo-nkqubo ithetha ngezibonelelelo zecandelo 14(1)(d) loMthetho we-PAIA, ochaza ukuba i-DPME kufuneka inike iinkcukacha zeengxelo ezikuyo ukuze kuphunyezwe izicelo zokufikelela kulwazi eziqokelelwe zaze zagcinwa li-DPME. Ezinye zezi ngxelo ziyafumaneka ngokuzenzekelayo ze ezinye zifune ukwenziwa ngaphambi kokuba zingenziwa zifumaneka.

- (i) Iingxelo ezifumaneka ngokuzenzekelayo – icandelo 14(1)(e)
- Isicwangciso-qhinga
 - Iingxelo zoNyaka
 - UMgaqo-nkqubo uMisela uWiso-mthetho
 - Izikhokelo zoMgaqo-nkqubo
 - Iingxelo
 - Iincwadi
 - Isifundo zoPhando
 - Iincwadi
 - I-Template
 - Izikhokelo
 - Inkcukacha zoMsebenzi oqhulathwe kwiNkqubo
 - Inkcukacha ezimalunga nezithuba ezipapashiwe
 - Nayiphi na enye incwadi elungiselelwe ukubonwa luluntu.

Indlela yokufikelela kwiiNkqubo zokuFumaneka ngokuZenzekelayo

ICandelo 15 loMthetho limisela ukuba i-DPME kufuneka ipapashe uluhlu lwamaxwebhu kwiGazethi kaRhulumente ukuba zifumaneka ngokuzenzekelayo kwisebe. Akuyomfuneko ukuba kugcwaliswe IFOMU A emiselweyo xa ufumana ilungelo lokufikelela kwiingxelo ezinjalo. Umenzi sicelo akalindelekanga ukuba ahlawule umrhumo, ngaphandle kokuba kwenziwe inani elikhulu leekopi. Zonke ii-ofisi zeDPME kufuneka linike ilungelo lokufikelela kwiingxelo ezifumaneka ngokuzenzekelayo. Iingxelo ezigcinwe kwiCandelo loLondolozo lweNkcukacha eziBalulekileyo loMzantsi Afrika ngoba ulondolozo luzakwenziwa lufumaneke ngokuhambelana nemithetho yokuhlola efanelekileyo:

- UMthetho i-Promotion of Access to Information Act (uMthetho Nomb. 2 ka-2000)
- UMthetho wokuKhuselwa koLwazi (uMthetho Nomb. 84 ka-1982);
- UMthetho weSizwe wokuLondolozwa kweNkcukacha namaXwebhu oMzantsi Afrika (i-National Archives and Records of South Africa Act (uMthetho Nomb. 42 ka-1996 – uMthetho i-NASA)

(ii) Ingxelo yoLawulo

ICANDELO	IMIBA & IINDIDI	IYAFUMANEKA NGOKUZENZEKELAYO	IYAFUMANEKA XA UYICELA	IKHUSELWE
I-Ofisi yeGosa eliyiNtloko eliNika uLwazi (OCIC)	Ulawulo lwezimali		✓	
	Imimiselo kaNondyebo	✓		
	Incawdi yenkqubo yezimali	✓		
	Izikhokelo zeMTEF	✓		
ULawulo lwaBasebenzi	Amaxwebhu ethenda		✓	
	Imigaqo-nkqubo eyahlukahlukeneyo	✓		
	Inkqubo-qhinga	✓		
	Izikhokelo ezingokuqesha nenkqubo yokukhetha kwiDPME	✓		
	Isikhokelo sovavanyo lomsebenzi	✓		
	Izakiwo zesebe		✓	
	Ukumiselwa kwabasebenzi		✓	
	lifayile zemali enikelwe imfundo		✓	
	Ukukhetha			✓
	Inombo yomsebenzi Persal			✓
	lifayile zenkcukacha zabasebenzi			✓
	Izivumelwano zomsebenzi			✓
	lingxelo zovavanyo lomsebenzi			✓
	lifayile zekhefu			✓
	lifayili zomvuzo			✓
	lifayile yezaluleko			✓
Ingqesho			✓	
Isaziso Memoranda			✓	
ICANDELO	IMIBA & IINDIDI	IYAFUMANEKA NGOKUZENZEKELAYO	IFUMANEKA NGESICELO	IKHUSELWE
Uphicotho-zincwadi lwangaPhakathi	lileta			
	Imigaqo-nkqubo nenkqubo yencwadi	✓		
	Izakiwo namaxwebhu esicwangciso	✓		
	lingxelo zonyaka	✓		
	Imbalelwano nabaxhasi bangaphakathi nabangaphandle		✓	

	lingxelo zonyaka zophico-zincwadi		✓	
Unxibelelwano	INGxelo yoNyaka yeDPME	✓		
	Ukukhutshwa kweengxelo	✓		
ULawulo loMngcipheko	Isikhokelo solawulo lomngcipheko	✓		
	Inkqubo-qhinga yolawulo loMngcipheko	✓		
	Umgaqo-nkqubo wolawulo lomngcipheko	✓		
	Inkqubo-qhinga yokuthintela urhwaphilizo	✓		
	Ingxelo echasene nobuqhetseba nophando lorhwaphilizo		✓	

(iii) IiNkonzo zoLuntu ezingeNgqesho

IMIBA NEENDIDI	IYAFUMANEKA NGOKUZENZEKELAYO	IFUMANEKA NGESICELO	IKHUSELWE
Imbalelwano nabaxhasi bangaphakathi		✓	
Izivumelwano zeNqanaba leeNkonzo		✓	
Inkcukacha zomsebenzi nemibandela yezabasebenzi		✓	
Amaxwebhu ezezimali kunye neengxelo		✓	
Ijesta yolawulo lwe-asethi		✓	
Izakhiwo namaxwebhu okucwancgisa		✓	
Amaxwebhu eentengonamaxwebhu enkqubo yokuthenga		✓	
lingxelo zophuhliso lwabasebenzi		✓	
Izicelo zemali yokufunda neengxelo zemfundo ephakamileyo		✓	
Amaxwebhu okulawula abakhoyo emsebenzini		✓	
Imibuzo nempendulo zophicotho-zincwadi		✓	
Imibuzo neempendulo zasepalamente		✓	
Iimpendulo nentuthuzelo –ngcebiso yeKhondo		✓	

(iii) Ukupapashwa kwamaxwebhu eDPME

IMIBA NEENDIDI	IYAFUMANEKA NGOKUZENZEKELAYO	IFUMANEKA NGESICELO	IKHUSELWE
Isikhokelo soMthetho	✓		
Izikhokelo zoMgaqo-nkqubo	✓		
Izikhokelo neMigaqo	✓		
Izixhobo neeNcwadi	✓		
lingxelo	✓		

Ukunikezwa okuqhelekileyo	✓		
Izalathisi zokuPhuhlisa 2007; 2009; 2010; 2011; nango-2012		✓	
IsiCwangciso-qhinga sowama-2010/11 – 2013/14		✓	
UkuLawulwa nokuVavanywa koMsebenzi		✓	
Isaziso seKhabhinethi			✓
Izivumelwano zo zokuGqitywa koMsebenzi			✓
Izivumelwano zikaMphathiswa zokweNziwa koMzebenzi			✓
INgxelo yokuPhonononga iXesha eliPhakathi			✓

G. ISIKHOKELO SEKOMISHINI YAMALUNGELO ABANTU

Icandelo 10 loMthetho i-Promotion of Access to Information Act (PAIA), 2000 (uMthetho 2 ka 2000) libalula ukuba iKomishini yoMzantsi Afrika yamaLungelo Abantu (South African Human Rights Commission (SAHRC) kufuneka ithobele izikhokelo ezilula nezinokuqondwa lula zokuba isetyenziswa njani iPAIA. Isikhokelo siqulethe ulwazi olunjalo njengoko kunokufunwa ngumntu ofuna ukusebenzisa naliphi na ilungelo njengoko kulindelekile kuMthetho.

Imibuzo emalunga nesi sikhokelo ingabhekiswa kwi:

The South African Human Rights Commission

PAIA Unit (The Research and Document Department)

Private Bag X2700

HOUGHTON

2041

Umnxeba: +27 11 484 8300

Ifeksi: +27 11 484 1360

Iwebhusayithi: www.sahrc.org.za

i-imeyile: paia@sahrc.org.za



planning, monitoring & evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

ISIHLOMELO 2

ISEBE LOCWANGCISO, UKUBEK'ESWENI NOVAVANYO

IFOMU A

ISICELO SOKUFIKELELA KWINGXELO YEQUMRHU LOLUNTU

ICandelo 18(1) loMthetho iPromotion of Access to Information Act, 2000 (uMthetho 2 ka-2000) [iMimiselo 2]

ILUNGISELELWE UKUSETYENZISWA LISEBE

Inombolo yesalathisi: _____

Ifunyenwe ngu: _____

Chaza igama nefani leGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi

(umhla) _____

indawo) _____

Isicelo somrhumo (ukuba ukhona): R _____

Idiphozithi (ukuba ikhona): R _____

Umrhumo welungelo: R _____

Utyikityo leGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi: _____

linkcukacha zequmrhu loluntu

IGosa eliNika iuLwazi: Nks. Mpumi Mpofu (UMLawuli Jikele)

okanye

IGosa eliliSekela eliNika uLwazi: Mnu. Stanley Ntakumba (UMLawuli Jikele)

Department of Planning, Monitoring and Evaluation

Private Bag X944

Pretoria

0001

South Africa

Inombolo yoMnxeba: +27 12 312 0202

Inombolo yeFeksi: +27 086 683 5677

www.dpme.gov.za

paia@dpme.gov.za

B. IINKCUKACHA ZOMNTU OCELA UKUBA NELUNGELO KWINGXELO

- a) Iinkcukacha zomntu ocela ilungelo lokufikelela kwingxelo kufuneka abhalwe ngezantsi.
- b) Kufanelel kunikwe idilesi kunye/ okanye inombolo yefeksi eMzantsi Afrika apho kufanele zithunyelwe khona inkcukacha.
- c) Ubungqina besikhundla apho isicelo senziwe khona, ukuba kufabelekile, kufanele buqhotyoshelwe.

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

Idilesi yepos: _____

Inombolo yefeksi: _____

Inombolo yomnxeba: _____

Idilesi ye-imeyile: _____

Ukulungela oko xa besenziwa isicelo, xa besisenziwa egameni lomnye umntu _____

C. IINKCUKACHA ZOMNTU ISICELO ESENGIWA EGAMENI LAKHE

Eli candelo kufuneka ligcwaliswe KUPHELA ukuba isicelo senkcukacha senziwe egameni lomnye umntu

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

D. IINKCUKACHA ZENGELO

- a) Nika iinkcukacha ezipheleleyo zerekhodi kwilungelo lokufikelela kwingxelo ecelwayo, kuquka inombolo yesalathisi ukuba uyakwazi oko, ukuvumela irekhodi ekhethiweyo.
- b) Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwenye ifoliyo (folio) ze uyiqhoboshele kule fom.
- c) Umenzi sicelo kufuneka atykitye zonke ii-foliyo (folios) ezongezelelekileyo.

1. Ingcaciso yengxelo, okanye inxalenye enxulumene nerekhodi: _____

2. Inombolo yesalathisi, ukuba ikhona: _____

3. Naziphi na ezinye inkcukacha zerekhodi: _____

E. IMIRHUMO

- a) Isicelo selungelo lokufikela kwingxelo, ngaphandle kwenrekhodi eliqulethe inkcukacha ezingomntu, siza kuthathelwa ingqalelo kuphela emva kokuba kuhlawlwe umrhumo wesicelo .
- b) Uzokwaziswa ngemali efunekayo njengomrhumo wesicelo.
- c) Imirhumo enokuhlawulwa ngelungelo lokufikelela kwingxelo ixhomekeke kwindlela ilungelo lokufikelela efunwe ngayo nexesha elaneleyo elifunekayo lokuphanda, nokulungiselelwa kwerekhodi.
- d) Ukuba uselungelweni lokukhululwa ekuhlawuleni nawuphi na umrhumo, nceda uchaze izizathu zokukhululwa.

Izizathu zokuvunyelwa ukuba uhlawule imirhumo: _____

F. IFOMU YELUNGELO LOKUFIEKELA KWINGXELO

Ukuba uthintelwa kukukhubazeka ukuze ukubeni ufunde, jonga okanye umamele irekhodi engendlela yokufikela elungiselelwe ukususela ku- 1ukuya ku- 4ngezantsi, chaza ukukhubzeka kwakho ze uchaze indlela ekufuneka ibe ngayo irekhodi.

Phawula ngo-X kwibhokisi efanelekileyo.

Ukukhubazeka Indlela ekufuneka ibe ngayo irekhodi

AMANQAKU:

- a) Ukuthobelana nesicelo sakho sokufikelela ngendlela ebaluliweyo kungaxhomekeka kwindlela efumaneka ngayo irekhodi.
- b) Ukufikelela kwifomu eceliweyo kungangavunywa kwiimeko ezithile. Kwimeko enjalo uzokwaziswa ukuba ilungelo lizonikezelwa ngenye indlela.
- c) Umrhumo omele ukuhlawulwa ngokufikelela kwingxelo, ukuba ukhona, kuza kumiselwa ngendlela isicelo esicelwe ngayo.

1. Ukuba ingxelo ingendlela bhaliweyo okanye eshicilelweyo:

Ikopi yengxelo Ukuhlolwa kwengxelo

2. Ukuba ingxelo inemifanekiso ebonakalayo (ebandakanya iifoto, izilayidi (slides), iirekhodi zevido izinto ezirekhodiweyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl)

Jonga imifanekiso Ikopi yemifanekiso Ukukhutselwa kwemifanekiso

3. Ukuba ingxelo inamagama abhaliweyo okanye inkcukacha ingakho ngendlela evakalayo

Mamela kwifilimu yebhanyabhanya elinesandi (soundtrack)/ okanye kwikhasethi evakalayo (audio cassette) Uguqulo olushicilelweyo * (olubhaliweyo okanye uxwebhu olushicilelweyo)

4. Ukuba ingxelo igcinwe ekhompyutheni okanye kumatshini engendlela enokufundeka:

Ikopi eshicilelweyo yengxelo Ikopi eshicilelweyo yenkcukacha evela kwingxelo Ikopi yekhompyutha engendlela enokufundeka

Isaziso yokuba ingxelo ayifumaneki ngolwimi oluthandayo, ilungelo lokufikelela inganikwa ngolwimi elingayo ingxelo.

Ukuba ucela ikopi okanye ukukhutshelwa kwengxelo (ngentla), ingaba ufuna ikopi yakho okanye ukhutshelo luposwe? EWE HAYI

5. Ungayithanda ibe ngaluphi ulwimi ingxelo?

G. ISAZISO SESIGQIBO MALUNGA NESICELO SELUNGELO

Uzokwaziswa ukuba isicelo sakho samkelwe/ okanye asamkelwanga. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uchaze loo ndlela ze unike iinkcukacha ukuze kuthotyelwane nesicelo sakho.

Ungathanda ukwazisa ngayiphi indlela ngesigqibo esimalunga nesicelo sokufikelela kwingxelo?

Ityikitywe e _____ ngolusuku _____ luka _____ 20 _____

Utyikityo lomenzi sicelo/ okanye lomntu isicelo esenziwa egameni lakhe.



ISEBE LOCWANGCOSO, UKUBEK'ESWENI NOVAVANYO

IMIRHUMO EMISELWEYO MALUNGA NAMAQUMRHU OLUNTU

1. Umrhumo wekopi yencwadi njengoko kulindeleke imimiselo 5(c) yi-R0.60 ngekopi nganye ekotshiweyo kwiphepha elingu-A4 okanye ngenxa yoko.

 2. Imirhumo yokuveliswa kwakhona okubhekiselwa kuko kummiselo 7(1) ingolu hlobo lulandelayo:

	R
(a) ngekopi nganye ekotshiweyo kwiphepha elibhulu obuyi- A4-okanye ngenxayoko	0.60
(b) ngekopi nganye eshicilelweyo kwiphepha elingu-A4-okanye inxaleye yayo esekhomyutheni okanye kumatshini ikwindlela enokufundeka	0.40
(c) yekopi esekhomyutheni engendlela enokufundeka	
(i) CD/DVD	40.00
(d) (i) ukukhutsehwa kwemifanekiso ebonakalayo, kwiphepha elibukhulu obuyi-A4-okanye ngenxa yoko	22.00
(ii) ngekopi yemifanekiso ebonakalayo	60.00
(e) (i) ukukhutshelwa kwecwecwe elivakalayo, elinobngakanani obuyi- A4-okanye ngenxa yoko	12.00
(ii) yekopi yecwecwe elivakalayo	17.00

 3. Umrhumo wesicelo uhlawulwa nguye wonke umenzi sicelo, ngaphandle komenzi sicelo buqu, okubhekiselwa kuye kwimimiselo 7(2) ingu:
- | | |
|--|--------------|
| | 35.00 |
|--|--------------|
-
- 4.1 Umrhumo welungeloohlawulwa ngumezini sicelo okubhekiselwa kuye kummiselo 7(3) ikumi ngolu hlobo lulandelayo:

	R
(a) ngekopi nganye ekhutshelweyo yephepha elibukhulu obuyi- A4-okanye inxalenye yoko	0.60
(b) ngekopi nganye ekotshiweyo kwiphepha elibhulu obuyi- A4 okanye inxalenye yayo esekhomyutheni okanye kumatshini ikwindlela enokufundeka	0.40
(c) ngekopi esekhomyutheni engendlela enokufundeka	
(i) I-CD/DVD	40.00
(d) (i) ukukhutsehwa kwemifanekiso ebonakalayo, kwiphepha elibukhulu obuyi A4-okanye inxalenye yoko	22.00
(ii) ngekopi yemifanekiso ebonakalayo	60.00
(e) ukukhutshelwa kwecwecwe elivakalayo	
(i) ngephepha elibukhulu obuyi- A4-okanye inxalenye yoko	12.00
(ii) yekopi yecwecwe elivakalayo	17.00
(f) ukukhangela nokulungiselela ingxelo yokubhengeza	15.00
Ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efuneka kuphando nolungiselelo olunjalo	

 - 4.2 Ngeenjongo zeCandelo 22(2) loMthetho, okulandelayo kubhekiselela:
 - (a) iyure ezintandathu njengoko iyure ekufuneka zigqithwe ngaphambi kokuba kuhlawulwe idiphozithi.
 - (b) isiqingatha esinye somrhumo welungelo uhlawulwa ngumenzi sicelo njengediphozithi.

 - 4.3 Eyona ntlawulo yokuthemela into ngeposi ihlawulwa xa ikopi yengxelo kufuneka iposelwe kumenzi sicelo

 - 4.4 Umrhumo wesibheno uhlawulwa malunga nokufakwa kwesibheno sangaphakathi ngumenzi sicelo ngokumalunga nokwaliwa kwelungelo lesicelo njengoko kucingwa kwicandelo 75(3)(a) loMthetho
- | | |
|--|--------------|
| | 50.00 |
|--|--------------|



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

ISEBE LOCWANGCISO, UKUBEKESWENI NOVAVANYO

IFOMU B

ISAZISO SESIBHENO SANGAPHAKATHI

**ICandelo 75 loMthetho i-Promotion of Access to Information Act, 2000 (uMthetho 2 ka-2000)
[UMmiselo 8]**

A. Iinkcukacha zequmrhu loluntu:

IGosa eliNika uLwazi: Nks. Mpumi Mpoofu (UMLawuli Jikelele)

okanye

IGosa eliliSekela eliNika uLwazi: Mnu. Stanley Ntakumba (UMLawuli Jikelele)

**Department of Planning, Monitoring and Evaluation
Private Bag X944
Pretoria
0001
South Africa**

Inombolo yomnxeba: +27 12 312 0202

Inombolo yefeksi: +27 086 683 5677

www.dpme.gov.za

paia@dpme.gov.za

B. Iinkcukacha zomenzi sicelo/ okanye umntu wesithathu obandakanyekayo owenze isibheno sangaphakathi

- a) *Iinkcukacha zomntu owenza isibheno sangaphakathi kufuneka zibhalwe apha ngezantsi.*
 b) *Ubungqina besikhundlaxapho isibheno senziwe khona. Ukuba kufanelekile, kufuneka ziqhotyoshelwe.*
 c) *Ukuba umbheningumntu wesithathu, kwaye anganguye umntu obecele iinkcukacha ekuqaleni, iinkcukacha zomenzi sicelo kufuneka zibhalwe apha ngezants ku- C*

Igama elipheleleyo nefani: _____

Inombolo yesaziso: _____

Idilesi yeposi: _____

Inombolo yefeksi: _____

Inombolo yomnxeba: _____

Idilesi ye-imeyile: _____

Ukulungela oko xa bekusenziwa isicelo egameni lomnye umntu: _____

C. Iinkcukacha zomenzi sicelo:

Eli candela kufuneka ligcwaliswe KUPHELA ukuba ukuntu wesithathu obandakanyekayo (ngaphandle komenzi sicelo) yenza isibheni sangaphakathi.

Igama elipheleleyo nefani: _____

Inombolo yesaziso: _____

D. Isigqibo esimalunga nokwenziwa kwezibheni zangaphakathi:

Phawula ngo-X isigqibo esimalunga nokwenziwa kwesibheni sangaphakathi kwibhokisi efanelekileyo	
	Ukungavunywa kwesicelo sokufikelela.
	Isigqibo esimalunga nomrhumo omiselwe ngokwecandelo 22 loMthetho.
	Isigqibo esimalunga nokwandiswa kwexesha lokujongana nesicelo ngokwemimiselo yecandelo 26(1) yoMthetho.
	Isigqibo ngokwemimiselo yecandelo 29(3) yoMthetho wokwala ilungelo kwiform esicelwe ngumenzi sicelo.
	Isigqibo sokunika isicelo selungelo.

E. Izizathu zesibheni:

Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwifoliyo (folio) eyahlukeneyo ze uyiqhoboshele kule fom. Kufuneka utyikitye zonke iifoliyo (folio) ezongezelelekileyo.

Xela izizathu ezisekelwele kuzo isibheni sangaphakathi _____

Xela uchaze naziphi na iinkcukacha ezinxulumene nokwenziwa kwesigqibo _____

F. Isaziso sesigqibo sesibheni:

Uzokwaziswa ngembalelwano ngesigqibo esingezibheni sakho sangaphakathi. Ukuba ungathanda ukwaziswa ngenye indlela, nceda uyichaze indlela ze unike neenkukacha ezifanelekileyo ukuze kuthotyelwane nesicelo sakho.

Xela indlela: _____

Iinkcukacha zendlela: _____

Ityikitywe e _____ ngalo mhla ka _____ 20 _____

Utyikityo lombheni _____

ILUNGISELELWE UKUSETYENZISWA LISEBE:

INGXELO ESEMTHETHWENI YESIBHENO ESINGAPHAKATHI

Isibheno sifunyenwe ngo _____ (umhla)

ngu (isikhundla, igama nefani leGosa eliNika ulwazi/isigqibo seGosa eliliSekela eliNika ulwazi).

Isibheno esiphelekwa zizizathu ukulungiselela iGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi, nalapho kufanelekileyo, iinkcukacha zayo namphi na umntu wesithathu obandakanyekayo kulowo okanye amaxwebhu abhekisela kuye, sifakwe liGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi

ISIPHUMO KWISIBHENO: _____

ISIGQIBO SEGOSA ELINIKA ULWAZI/IGOSA ELILISEKELAELINIKA ULWAZI:

Iqinisekisiwe: _____

Isigqibo esitsha esibanjelweyo: _____

Isigqibo esitsha: _____

ISIPHATHA MANDLA ESIFANELEKILEYO

UMHLA

IFUNYENWE LIGOSA ELINIKA ULWAZI/IGOSA ELILISEKELA ELINIKA ULWAZI KWISIPHATHA MANDLA ESIFANELEKILEYO (UMHLA): _____