



**planning, monitoring  
& evaluation**

Department:  
Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA



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**CIRCULAR NUMBER: 3 OF 2023**

**REFERENCE NO. 12/1/3/2/1/1**

**TO ALL: ACCOUNTING OFFICERS OF NATIONAL AND PROVINCIAL  
DEPARTMENTS, GOVERNMENT COMPONENTS AND CONSTITUTIONAL  
INSTITUTIONS**

**ACCOUNTING OFFICERS / AUTHORITIES OF SCHEDULE 3A AND 3C  
PUBLIC ENTITIES**

**PREPARATION FOR THE 2024/25 PLANNING CYCLE**

**1. PURPOSE**

- 1.1 The purpose of this circular is to provide guidance on emerging key government priority areas to be considered for the 2024/25 planning and reporting cycle, including the preparation of the 2024/25 Annual Performance Plans.

**2. BACKGROUND**

- 2.1 The National Development Plan 2030 (NDP) is the country's lodestar which serves as a guide and a pathway to achieving key development results by 2030. Over the past four financial years a number of planning reforms have been introduced to contribute to an improved integrated planning process critical for the attainment of NDP goals in an integrated, coordinated and collaborative manner. Planning is therefore a critical process undertaken by the state to realise the country's development results.
- 2.2 The Revised Framework for Strategic and Annual Performance Plans (2019) (RFSPAPP) provides planning principles, processes as well as guidance for the development and tabling of five-year Strategic Plans (SP) and Annual Performance Plan (APP) of national and provincial institutions.

- 2.3 Chapter 2 of the Revised Framework provides guidance on the alignment of institutional plans to the National Development Plan (NDP), Revised 2019-2024 Medium Term Strategic Framework (MTSF), the provincial medium and long-term plans, spatial development plans and other key government plans. It further outlines the timelines for submission of draft plans to oversight departments for public entities, centre of government institutions such as the Department of Planning, Monitoring and Evaluation (DPME) and Offices of the Premier. Chapters 3 and 4 of the Revised Framework outline core elements that institutions must consider when developing their institutional plans.
- 2.4 The 2024/25 financial year straddles the sixth administration (2019-2024) and the seventh administration (2024-2029) and the related medium-term plans. It also represents the last year of the current institutional planning cycle, which runs from 2020-2025. The DPME will provide detailed guidance on planning for the transition from the sixth to the seventh administration of government, taking into consideration the impact of the 2024 general elections on the 2024/25 APPs of national and provincial institutions. Guidance on the revision and re-tabling of 2024/25 APPs following the 2024 general elections and the new 2024-2029 MTSF will be provided during the course of 2023/24.
- 2.5 The DPME has further recommended that clusters introduce Planning Clusters during 2023/24 to serve as platforms to promote integrated planning and to strengthen the implementation of government priorities and programmes within clusters. Further information in this regard will be communicated in due course.
- 2.6 This circular (Circular 3 of 2023) outlines priorities to be considered by institutions in preparation for the 2024/25 planning cycle and in the development of the first draft APPs for 2024/25.

### 3. CONSIDERATIONS FOR THE 2024/25 PLANNING CYCLE

- 3.1. **National institutions** must consider the following key factors during planning for the 2024/25 planning cycle:

- 3.1.1. The Revised 2019-2024 Medium Term Strategic Framework (MTSF), which sets out priorities of the current administration, including priorities relating to women, youth and persons with disabilities. Although the 2019-2024 MTSF period ends following the national and provincial elections, institutions must continue to plan for and implement the relevant MTSF indicators and targets that will not be achieved in 2023/24;
- 3.1.2. Recent progress reports, including recommendations, on the implementation of the 2019-2024 MTSF; the 2020-2025 Strategic Plan Mid-Term Progress Reports; progress reports on performance for 2022/23 based on the audited Annual Report; as well as progress reports on Quarter 1 and Quarter 2 performance for 2023/24;
- 3.1.3. The State of the National Address (SONA) commitments, including key commitments to be announced in the 2024 SONA;
- 3.1.4. Priorities from the July 2023 FOSAD workshop and subsequent Cabinet Lekgotla;
- 3.1.5. The Energy Action Plan, the Economic Reconstruction and Recovery Plan (ERRP), and its review and relevant sector plans;
- 3.1.6. The 2024 Budget Prioritisation Framework (BPF), which facilitates and strengthens alignment between key national priorities and the national budget process;
- 3.1.7. Initiatives which contribute to spatial transformation as guided by the National Spatial Development Framework (NSDF);
- 3.1.8. Risk mitigation initiatives including risks identified in the Country Risk Report; Disaster Risk Reduction and obligations relating to the development of Disaster Management Plans;
- 3.1.9. Science Technology and Innovation (STI) priorities which are outlined in the Decadal Plan developed by the Department of Science and Innovation (DSI) to clarify the STI priorities supported by government for the period 2022 to 2032;

3.2. **Provincial institutions** must consider the following key factors during planning for the 2024/25 planning cycle:

- 3.2.1. The Revised 2019-2024 Medium Term Strategic Framework (MTSF), which sets out priorities of the current administration, including priorities relating to women, youth and persons with disabilities. Although the 2019-2024 MTSF period ends following the national and provincial elections, institutions must continue to plan for and

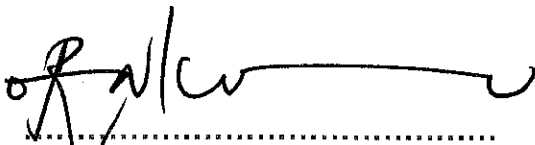
implement the relevant MTSF indicators and targets that will not be achieved in 2023/24;

- 3.2.2. Recent progress reports, including recommendations, on the implementation of the 2019-2024 MTSF; the 2020-2025 Strategic Plan Mid-Term Progress Reports; progress reports on performance for 2022/23 based on the audited Annual Report; as well as progress reports on Quarter 1 and Quarter 2 performance for 2023/24;
- 3.2.3. Provincial medium and long-term development plans and spatial development plans;
- 3.2.4. Delivery priorities adopted by Provincial Executive Councils and relevant priorities of the cabinet lekgotla.
- 3.2.5. Commitments outlined in the State of the Province Address (SOPA)
- 3.2.6. Initiatives which contribute to spatial transformation as guided by the National Spatial Development Framework (NSDF), approved by cabinet in 2022;
- 3.2.7. Risk mitigation initiatives including risks identified in the Country Risk Report that are relevant to the province; Disaster Risk Reduction and obligations relating to the development of Disaster Management Plans;
- 3.2.1. The Energy Action Plan and relevant sector plans.
- 3.3. The APPs of national and provincial institutions must also include reference to the environmental factors, data, trends, challenges, research findings or evaluations relating to the institution's operating environment which must inform the institution's plan. Reference must also be made to interventions that promote gender equality, youth development and the development and protection of the rights of persons with disabilities. The Technical Indicator Descriptions (TIDs) should specify targets for women, youth and persons with disabilities.
- 3.4. The following annexures must be included in the Annual Performance Plans:
  - 3.4.1 A table reflecting catalytic projects, including infrastructure projects located within a specific metropolitan or district municipality, reflecting the allocated budget and the roles and responsibilities of stakeholders within the project. This is intended to support the District Development Model (DDM) and the development of One Plans;
  - 3.4.2 Revisions to the 2020-2025 Strategic Plan, where applicable;
  - 3.4.3 Conditional grants, where applicable; and
  - 3.4.4 Consolidated indicators, where applicable.

- 3.5. National institutions must submit the draft 2024/25 APPs to DPME and oversight departments of public entities by 31 October 2023.
- 3.6. Provincial institutions must submit their draft plans to the Offices of the Premier by 15 October 2023.
- 3.7. The assessment of draft 2024/25 APPs will focus on the key areas highlighted in this Circular.

For any enquiries, institutions are advised to contact DPME through the following email addresses: the National Planning Processes email: [nmtp@dpme.gov.za](mailto:nmtp@dpme.gov.za) (for National Institutions) or the Provincial Planning Processes email: [pmtp@dpme.gov.za](mailto:pmtp@dpme.gov.za) (for Provincial Institutions).

Kind regards



Dr Robert Nkuna

Director-General: DPME

DATE: 23/08/2023