



REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION (DPME)

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:  
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))  
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<p><b>Strategic Plans</b></p> <ul style="list-style-type: none"> <li>▪ DPME Capacity Development Strategy</li> <li>▪ DPME Knowledge Management Strategy</li> <li>▪ DPME Research Strategy</li> <li>▪ DPME Strategic Plans 2011-2012; 2012-2013; 2015-2020</li> <li>▪ Service Delivery Plan 2012 -2015</li> </ul>	Website & DPME
<p><b>Annual Reports</b></p> <ul style="list-style-type: none"> <li>▪ Annual Performance Plans: 2012-13; 2013-14; 2014-15; 2015-16</li> </ul>	Website & DPME
<p><b>National Planning Commission (NPC)</b></p> <ul style="list-style-type: none"> <li>▪ Media statement of the National Planning Commission: 2016</li> <li>▪ National Development Plan 2030 - Our future: make it work</li> <li>▪ National Planning Commission – Diagnostic Review</li> <li>▪ National Planning Commission discussion document: 2015 The role and effectiveness of planning and implications for the institutionalization of planning</li> <li>▪ NDP 2030 - Popular version including Translations</li> <li>▪ Revised Green Paper: National Planning Commission</li> <li>▪ Update on National Planning Commission</li> </ul>	NPC Website & DPME
<p><b>Medium Term Strategic Framework: 2014-2019</b></p> <ul style="list-style-type: none"> <li>▪ MTSF 2014-2019 - Summary</li> <li>▪ Outcome 1 Education MTSF Chapter</li> <li>▪ Outcome 2 Health MTSF Chapter</li> </ul>	Website & DPME

<ul style="list-style-type: none"> <li>▪ Outcome 3 Safety MTSF Chapter</li> <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>Website &amp; DPME</p>
<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> <li>▪ National Evaluation Plans 2012-13; 2013-14; 2014-15; 2015-16; 2016-17; 2017-18 to 2019-20.</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>	<p>Website &amp; DPME</p>

## Reports

- Annual report on the National Evaluation System 2013-14
- Annual report on Evaluations Compressed – 2013-14
- List of evaluations in the National Evaluation Plans – 2012-13; 2013-14; 2014-15
- Frontline Service Delivery Monitoring (FSDM) Program: Findings for the period April 2012 to December 2012
- FSDM Annual findings report 2013/14: findings for monitoring conducted April 2013
- FSDM program progress summary reports : 2011-12; 2012-13
- Management Performance Assessments for the 2012/13 financial year
- Mid-Term review of government priorities 2012
- MPAT report: 2011-12; 2012-13; 2013-14; 2014-15
- MPAT National Department's score cards
- MPAT Moderator reports
- MPAT Statistical analysis
- MPAT Level 4 departments
- MPAT National departmental synopsis
- Open day Operation Phakisa introduction posters 2014
- Panel of Professional Service Providers as at April 2015
- Provincial quarterly performance reports
- Presidential Hotline frequently asked questions
- Reports on Mexico study tour: August 2011
- Report on Asia study tour compressed: 2012
- Report launch and Stakeholder Discussion on Platinum and Passes: the impact of mining investments on education outcomes
- Regional approaches to food and water security in the face of climate challenges - Workshop held at DBSA, Midrand South Africa 23/24 May 2011
- Report on the assessment of government evaluation: diagnostic review of Early Childhood Development
- Report of the 1<sup>st</sup> International Knowledge Sharing Workshop
- Report of the 2<sup>nd</sup> International Knowledge Sharing Workshop
- Report of the 3<sup>rd</sup> International Knowledge Sharing Workshop
- Report of the 4<sup>th</sup> International Knowledge Sharing Workshop
- Report of the 5<sup>th</sup> International Knowledge Sharing Workshop
- Sanitation report
- State of SA's infrastructure report: 2012
- Status of evaluations as at January 2015
- State of Management practices in the Public Service: Results of Strengthening citizen-based monitoring symposium report

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- The Nuts and Bolts of M&E
- Twenty Year Review South Africa: 1994-2014
- Quarterly reports of non-financial (performance) information for the provincial departments of health, social development and agriculture
- Operation Phakisa progress reports:
  - marine protection services and governance
  - marine transport and manufacturing
  - marine transport dashboard
  - Ideal clinic South Africa
- Operation Phakisa offshore oil and gas exploration - unlocking the economic potential of SA's Oceans: Final Lab Report
- Operation Phakisa: ICT in Education
- Evaluation reports in the evaluation repository

**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

**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

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<p>service delivery: the case of Ladybrand Magistrate Court</p> <ul style="list-style-type: none"> <li>▪ Improvements through sustainability: how to avoid regression</li> <li>▪ Improvements project at the Dilopye Clinic</li> <li>▪ MPAT Case Studies 2011; 2012 &amp; 2013</li> <li>▪ Optimizing stakeholder involvement in service delivery – the case of Upington Home Affairs</li> <li>▪ Presidential Frontline Service Delivery: Complaints and complements management system of Mamelodi Regional Hospital in Gauteng Province</li> <li>▪ Provincial implementation of FSDM program in the Free State Province</li> <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; Tshwana; 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>	<p>Website &amp; DPME</p>
<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</li> </ul>	<p>Website &amp; DPME</p>

**Guidelines**

- Communication of evaluation results
- Content focus of Offices of the Premier in M&E
- Concept for national evaluation plan
- Guideline to outcome approach
- Guideline to outcomes coordination - 2014
- Guideline for planning of new implementation programs
- Guideline for inception phase of evaluations
- Guideline for peer reviews
- Guideline on design evaluation
- Frontline Service Delivery Monitoring (FSDM) visit guidelines
- Functions of an M&E component in national government departments
- FSDM questionnaire guideline
- FSDM improvements monitoring guideline
- FSDM scores consolidation guideline: 2015-16
- FSDM guideline on joint annual planning for 2015/16
- FSDM sector fact sheets for 2017-2018
- Generic functions of monitoring and evaluation components in the Offices of the Premier
- Generic roles and organizational design considerations for M&E components in provincial government departments Terms of reference for National M&E Forums
- Guideline on the diagnostic development
- Guideline on implementation evaluation
- Guideline on impact evaluation
- Guideline on evaluation synthesis
- Guideline on economic evaluation
- Guideline on the process for implementing Management Performance Assessment Tool (MPAT) in national departments
- Guideline on the recruitment and selection processes in DPME
- Guideline for Internal Audit Activity – MPAT
- How to develop a Provincial Evaluation Plan
- How to develop a management response to an evaluation report
- How to develop an improvement plan to address evaluation recommendations
- Improving the operation of M&E in Offices of the Premier
- Job evaluation guideline
- Management Performance Assessment Tool (MPAT) Implementation Guide
- MTEF guideline

<ul style="list-style-type: none"> <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> <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> <li>▪ Terms of reference for evaluation steering committees</li> <li>▪ The role of Offices of the Premier in GWME: a good practice guide</li> <li>▪ Departmental evaluation plan: 2016/17 – 2019/20</li> <li>▪ Toolkit for addressing evaluation standard in the management performance assessment tool</li> <li>▪ Guideline on quality assessment of evaluations</li> <li>▪ How to develop actionable recommendations</li> <li>▪ MPAT 2016 standards</li> <li>▪ Frontline Service Delivery Monitoring (FSDM) Operational Guidelines (2017 – 2018)</li> <li>▪ How to develop measureable standards and use them for delivering quality frontline services</li> </ul>	
<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>▪ Planning, Monitoring and Evaluation System Assessment Tool</li> <li>▪ Management performance assessment tools (2012 – 2016)</li> <li>▪ FSDM assessment tool: 2017-2018</li> </ul>	<p>Website &amp; DPME</p>
<p><b>Outcomes Delivery Agreements (2010-2014)</b></p> <ul style="list-style-type: none"> <li>▪ Outcome 1: Education</li> <li>▪ Outcome 2: A long and Healthy life for all South Africans</li> <li>▪ Outcome 3: Safety and Security</li> <li>▪ Outcome 4: Employment</li> <li>▪ Outcome 5: Skills</li> <li>▪ Outcome 6: Infrastructure</li> <li>▪ Outcome 7: Rural Development</li> <li>▪ Outcome 8: Human Settlement</li> <li>▪ Outcome 9: A responsive, accountable, effective and efficient local government system</li> <li>▪ Outcome 10: Environment</li> <li>▪ Outcome 11: International Relations</li> </ul>	<p>Website &amp; DPME</p>





