



**Department:
Planning, Monitoring and Evaluation**

DRAFT IMPROVEMENT PLAN AND REPORTING TEMPLATE FOR IMPLEMENTATION EVALUATION OF GOVERNMENT BUSINESS INCENTIVES

Title of Evaluation	Implementation Evaluation of Government Business Incentives	Date of Approval of Evaluation Report	14 September 2018
Name of Lead Department	Department of Planning, Monitoring and Evaluation (DPME)	Date of Approval of Improvement Plan	
Contact Person	Mr Rudi Dicks	Position	Outcome Facilitator: Outcome 4
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Date of Report				
Reporting Cycle (Mark with an X)	<table border="1" style="display: inline-table;"> <tr> <td>January - June</td> <td style="text-align: center;">-</td> <td>July-December</td> </tr> </table>	January - June	-	July-December
January - June	-	July-December		

A Governance of the incentives system

Improvement Objective 1		Governance of the incentive system enhanced to improve policy certainty, efficiencies and ensure effective utilisation of incentives ¹ .				
Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
1.1 An Inter-departmental Incentives Coordinating Committee(IDICC) is established	H	1.1.1 Prepare terms of reference for approval by Cabinet	DPME in collaboration with the lead departments	28 February 2019	DPME APP	
		1.1.2 Appoint members to the IDICC	DPME in collaboration with the lead departments	29 March 2019		
		1.1.3 Identify and appoint a technical working group to support the IDICC	DPME	29 March 2019		
		1.1.4 IDICC TOR approved by Cabinet	DPME	30 May 2019		
1.2 An approved National Incentives Policy Framework	H	1.2.1 Draft a concept note	IDICC	28 February 2019	DPME APP	
		1.2.2 Prepare and adopt terms of reference to appoint a service provider	IDICC	30 March 2019		
		1.2.3 Appoint a service provider	DPME in collaboration with	30 May 2019		
		1.2.4 Develop the National Incentives Policy Framework in consultation with stakeholders	IDICC	30 April 2019		
		Present the draft policy framework to the Economic Cluster for comment	IDICC	30 October 2019		

¹ These structures should add value and not add a layer of bureaucracy

Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
		Approval of the Policy by Cabinet	IDICC	30 November 2019		
		Publish framework	IDICC and DPME	30 January 2020		
1.3 An approved Communication Plan	H	1.3.1 Prepare communication plan directed to the incentives stakeholders that introduces the new incentives system for public release.	IDICC	30 September 2019		
		Approval by Cabinet	IDICC	30 November 2019	NT APP	
1.4 A central register of all beneficiary firms is developed	H	Develop a concept note (this will outline how it is rolled out)with a template	National Treasury (NT)	30 April 2019		
		Stakeholder workshop to comment on the concept note and develop the template	NT	May 2019		
		Finalise the template	NT	May 2019		
		Identify provisions in the legislature and policies to enable this to happen	IDICC in consultation with NT and SARS	May 2019		
		Review the legislation	NT	30 February		
1.5 Online grant and document management system is developed and implemented	H	Identify the dti as the department to pilot the system	NT, IDICC		NT APP	
		Develop a TOR to procure the system	IDICC			
		Procure the service provider	IDICC			
		Pilot the system	IDICC			
		Review and approve the online system				
		Phased out roll out to all departments				

B Integrated Incentives Monitoring, Evaluation and Reporting System

Improvement Objective 2		Improved reporting system, development of minimum requirements for reporting and development of a comprehensive Monitoring & Evaluation Framework				
Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
1.1 Effective reporting system	H	1.1.1 Develop an electronic system that includes a reporting template that can be used horizontally and vertically (internal or procure)	DPME	30 May 2019	DPME APP	
		1.1.2 Selection and appointment of incentives reporting co-ordinators within departments	Relevant departments			
1.2 Minimum requirements for reporting	H	1.2.1 Stakeholder engagement and benchmarking	NT, DPME	30 May 2019	DPME APP	
		1.2.2 Develop a minimum reporting standard	NT, DPME			
		1.2.3 Approval of the standard	IGICC			
1.3 Comprehensive Monitoring & Evaluation Framework	H	1.3.1 Stakeholder engagement	DPME	30 September 2019	DPME APP	
		1.3.2 Develop a comprehensive M&E framework (departments and SETAs)	DPME, DHET			
		1.3.3. Develop a common budget and programme reporting framework for all SETAs	DHET, NT			
		1.3.4 Approval of M&E framework	IGICC			
1.4 Publishing evaluations	H	1.4.1. Create space or link on existing website where all ex-ante assessments and ex-post evaluations are made public	DPME	30 Nov 2019	DPME APP	

C Policy and Legislation

Improvement Objective 3	Enhanced application of the Public Finance Management Act and the National Incentive Policy Framework to achieve better budgeting, disbursement of funds, mitigation of risks and achievement of policy objectives in an efficient and effective manner
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Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
1.1 Practice note on management of government incentives in terms of the PFMA	H	1.1.1 Set up a task team	NT & AG	Jan 2019	NT, AG APP	
		1.1.2 Develop Terms of Reference for the Task Team	NT & AG	Feb 2019		
		1.1.3 Develop concept paper	NT & AG	Feb 2019		
		1.1.4 Consultative workshop	(NT & AG)	Mar 2019		
		1.1.5 Produce 1 st draft	(NT & AG)	Apr 2019		
		1.1.6 Circulate the draft for comments	(NT & AG)	Apr 2019		
		1.1.7 Develop 2 nd draft	(NT & AG)	Apr 2019		
		1.1.8 Approval	DG NT	May 2019		
1.2 Guideline on cost-benefit analysis methodology for new government incentives	H	1.2.1 Establish DPME & NT task team to develop Terms of Reference for the Task Team	NT & DPME	Mar 2019	NT & DPME APP	
		1.2.2 Develop concept paper	NT & DPME	Apr 2019		
		1.2.3 Consultative workshop	(NT & DPME)	Apr 2019		
		1.2.4 Produce 1 st draft	(NT & DPME)	May 2019		
		1.2.5 Circulate the draft for comments	(NT & DPME)	Jun 2019		
		1.2.6 Develop 2 nd draft for approval	(NT & DPME) DG DPME	Jul 2019		
		1.2.7 Approval		August 2019		

D Institutional coordination

Improvement Objective 4		Institutional coordination to improve the review of elements of the incentive system				
Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
1.1 All tax incentives reviewed		Identification of incentives	NT & SARS	Mar 2019	NT & SARS APP	
		Create an inventory of incentives costing more than R100 million a year,	NT & SARS			
		Prioritise incentives that have not been subjected to an independent evaluation before	NT & SARS	May 2019		
		Review steering committee	NT & SARS	Jul 2019		
		Terms of Reference	NT & SARS	Aug 2019		
		Appointment of the service provider	NT & SARS			
		1 st Draft review	NT & SARS	Oct 2019		
		Validation workshop	NT & SARS	Nov 2019		
		Final draft for approval	NT & SARS			
		Approval	NT & SARS	Mar 2020		
1.2 Overall support offerings for commercialisat	H	Review Steering committee	DST & DTI	Apr 2019	DST & DTI, APP	

Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	Person/institution responsible	By when? (Deadline)	Embedded where	Current situation/ Progress Report
ion of R&D reviewed		Develop Terms of Reference for the Task Team	DST & DTI	May 2019		
		Develop concept paper		Jun 2019		
		Consultative workshop		Aug 2019		
		Produce 1 st draft		Oct 2019		
		Circulate the draft for comments		Nov 2019		
		1.2.8 Approval	DST DG	Dec 2019		

Signed:

Ms Nompumelelo Mpofo
Director-General
DPME

