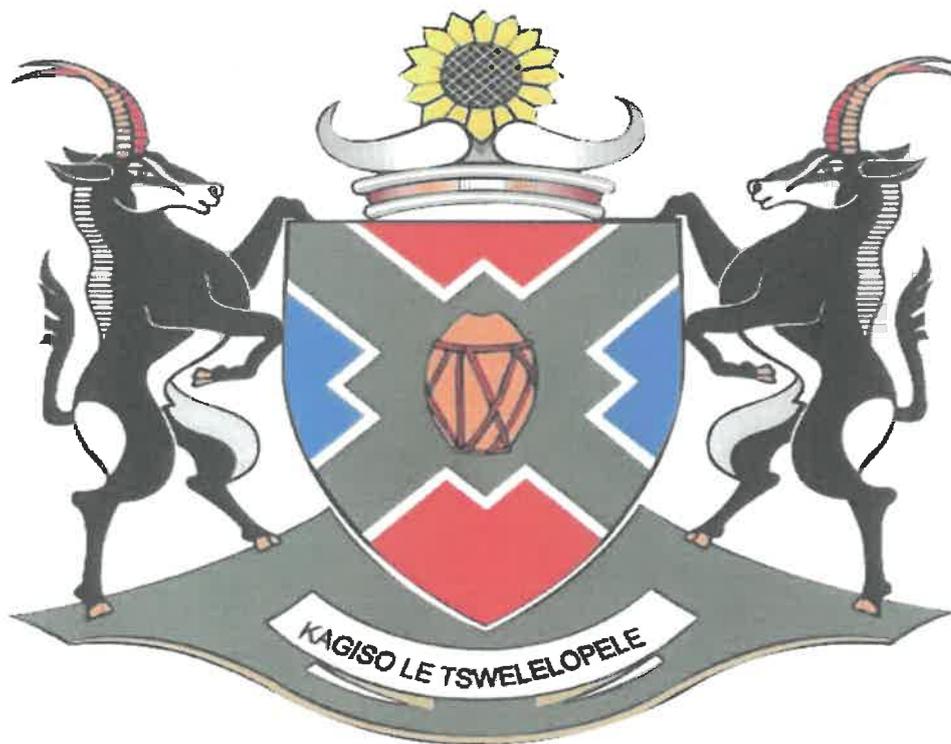


**NORTH WEST: PROVINCIAL PLANNING AND REPORTING GUIDELINES**  
**2024/25**



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## **Acronyms**

APP	Annual Performance Plan
DPME	Department/SOEs of Planning, Monitoring and Evaluation
EQPRS	electronic Quarterly Performance Reporting System
HOD	Head of Department/SOEs
KPA	Key Performance Area
OTP	Office of the Premier
PMES	Performance Monitoring and Evaluation System
POE	Portfolio of Evidence
PREP	Provincial Research and Evaluation Plan
QPR	Quarterly Performance Reporting
SOPA	State of the Province Address
SOE	State Owned Entity

## **1. INTRODUCTION**

1.1 Monitoring and Reporting on both financial and non-financial performance is important in measuring performance of government Department/SOEs and institutions. While financial information (expenditure and revenue) is critical in determining the costs and effectiveness of programmes, non-financial information is equally important in assessing progress towards predetermined service delivery or performance targets. Performance information allows for a results-based management approach, where results or performance can be measured in order to recognise success and failure and adjust strategy accordingly.

1.2 Measuring performance of government institutions is important to ensure that, among others:

1.2.1 Policy, planning, budgeting, and reporting are aligned to provide better service delivery.

1.2.2 Information is used strategically to improve public policy and funding choices and to enable accountability.

1.2.3 Budgets relates to measurable results.

1.2.4 The public gets value for money.

1.3 Performance reports provide progress on the implementation of an institution's plans.

### **1.4 Purpose of the Provincial Planning and Reporting Guidelines**

1.4.1 The purpose of the Provincial Planning and Reporting Guidelines is to:

1.4.1.1 Streamline reporting in the Province,

1.4.1.2 Outline quarterly and monthly reporting processes,

1.4.1.3 Communicate reporting timeframes and

1.4.1.4 Outline roles and responsibilities in monitoring and reporting.

### **1.5 Scope:**

1.5.1 The Provincial Planning and Reporting Guidelines are applicable to all Department/SOEs in the North West Province.

## **1.6 Compliance**

- 1.6.1 All departments/SOEs in the North West Province shall comply with the Provincial Reporting guidelines. Consequence management shall be effected on officials who contravene the Provincial Reporting Guidelines.

## **2. SUMMARY OF THE PERFORMANCE REPORTING GUIDELINE.**

- 2.1 The performance reporting guideline aims to improve reporting, transparency and enhance oversight over non-financial performance of Provincial Departments/SOEs. This requires Provincial Departments/SOEs to provide quarterly and monthly reports to Executive Authorities and Office of the Premier. The guidelines provide details on the nature and timing for submission of quarterly and monthly reports by Provincial Departments/SOEs.

### **2.2 This document covers the following themes:**

- 2.2.1 Quarterly Performance Reporting
- 2.2.2 Monthly Performance Reporting
- 2.2.3 Planning process on Programme of Action
- 2.2.4 Data Management
- 2.2.5 Roles and Responsibilities
- 2.2.6 Reporting timeframes
- 2.2.7 Key issues to consider when preparing Performance Reports
- 2.2.8 Publication of 2024/25 - performance information.

## **3. QUARTERLY PERFORMANCE REPORTING**

### **3.1 Reporting requirements:**

- 3.1.1 The purpose of quarterly performance reports is to provide information on the overall progress made on the implementation of an institution's Annual Performance Plan, on a quarterly and annual basis.
- 3.1.2 Quarterly performance reports are based on **all** quarterly and annual targets set in the Annual Performance Plans.

- 3.1.3 Quarterly performance reports require institutions to review their performance over a three-month period, substantiate and communicate achievements, and indicate the actions that will be taken to ensure that implementation of the Annual Performance Plan remains on track.
- 3.1.4 It is essential that institutions ensure that data submitted in the quarterly performance reports is accurate and valid at the time of reporting.
- 3.1.5 Department/SOEs are expected to submit improvement plans based on under performance against quarterly targets
- 3.1.6 Progress on implementation of the improvement plans should be submitted on a monthly basis.

## **3.2 Reporting Mechanisms**

- 3.2.1 Quarterly reporting on Annual Performance Plans (APPs) will be undertaken using two reporting systems, that is:
  - 3.2.1.1 Provincial Monitoring and Evaluation System
  - 3.2.1.2 Electronic Quarterly Performance Reporting System
- 3.2.2 The Provincial Monitoring and Evaluation System (PM&ES) will be utilised for data gathering from different departmental/SOEs programme managers, data validation and storage of Portfolio of Evidence (POE's) by internal departmental/SOEs Monitoring and Evaluation (M&E) units.
- 3.2.3 The information/report must be signed off by Accounting Officer of respective department/SOEs.
- 3.2.4 Department of Planning, Monitoring & Evaluation (DPME) Electronic Quarterly Performance Reporting System (EQPRS) will be utilized by Departmental/SOE Coordinators and Head of Departments/SOEs (HOD's) to submit accurate and valid performance report to DPME.

**The report must be signed off by the HOD/CEO or Accounting Officer/Accounting Authority.**

**3.2.5 The process of Reporting is as follows:**

3.2.5.1 Programme Managers are expected to report progress against targets on the Provincial M&E System and attach evidence to substantiate performance.

3.2.5.1.1 POE's for non-achievement of targets is also expected.

3.2.5.1.2 POE's for indicators with high volume evidence (POE that cannot be scanned and uploaded on the system will be filed) will be reported using an index list which will outline the filing system at a departmental/SOEs level for purpose of verification.

3.2.5.2 Departmental/ SOEs Coordinators in collaboration with programme managers must ensure that data reported on the report on the Provincial Reporting System and EQPRS is aligned and must facilitate sign-off by the Accounting Officer/Accounting Authority.

3.2.6 Data reported by departments/SOEs must be validated at the time of reporting.

**3.3 Quarterly Reporting Analysis Criteria**

3.3.1 At the end of each quarter, performance would be assessed on whether the targets as set in the APP of the Departments/SOE have been achieved or not. The assessment of performance would be based on the **GR** methodology where **Green** indicates that the target has been achieved and **Red** means no achievement.



- 3.3.2 Data aggregation/analysis will be performed through the Annual Performance Plans, data analysis on Excel matrix. The Annual Performance Plans data Analysis Excel matrix is used to aggregate text, ratios and other complicated targets analysis.

### **3.4 Data Verification and Validation**

#### **3.4.1 Data Verification:**

- 3.4.1.1 Data verification to be conducted monthly by Programme Managers on a set timeframe as reflected in their respective departmental/SOEs reporting guideline.

#### **3.4.2 Data Validation:**

- 3.4.2.1 Data validation to be conducted quarterly by M&E officials on a set timeframe as reflected in their respective departmental/SOEs reporting guideline.

### **3.5 Performance Improvement Plan**

- 3.5.1 Departments/SOEs to implement, monitor and report monthly progress on the automated improvement plans with intention to keep track of progress and make up for underperformance.
- 3.5.2 Office of the Premier to analyse the improvement plan reports and include the analysis report as part of the quarterly reports

### **3.6 Spatial Data for Planning and Performance Reporting**

- 3.6.1 In an effort to enhance accountability and coordination, the MTSF (2019-2024) makes the collection and submission of Geospatial Information of all projects that can be located geo-spatially to DPME, mandatory. The geo-spatial referencing is being incorporated into strategic planning documents and is also being made part of the requirements for the assessment and the appropriateness of projects and tracking progress for interventions where required.

- 3.6.2 Furthermore, in order to capture and create a provincial database on projects undertaken with spatial attributes, Office of the Premier has developed a Provincial GIS Web Application which hosts spatial and statistical information. The web application disseminates information in the form of interactive dashboards.
- 3.6.3 Provincial Departments/SOEs are therefore expected to indicate all projects to be undertaken in the approved APPs as per format of the projects template (see project template on Annexure A) and also expected to forward excel spreadsheet of the projects included in the approved APPs to the Directorate Provincial M&E System for importing in the Provincial GIS Web Application.

### **3.7 Infrastructure Project Reporting**

- 3.7.1 Performance of infrastructure projects will be reported through the National Treasury prescribed web-based Infrastructure Reporting Model (IRM) as regulated by Section 13 (1) (e) of the Division of Revenue Act (DoRA), Act 05 of 2023.
- 3.7.2 Provincial Departments are required to report progress on infrastructure projects on a monthly basis and submit to Provincial Treasury Narrative reports on infrastructure projects within 22 days after the end of each month in the IRM format.
- 3.7.3 The Office of the Premier will on quarterly basis analyse IRM data export and conduct physical on-site project visitation to monitor progress, verify data quality and reconcile reported project performance with on-site project performance.

### **3.8 Data Access and Sharing**

- 3.8.1 Office of the Premier has developed a Provincial GIS Web Application which host spatial and statistical information. The GIS Web Application disseminates information in the form of interactive dashboards. The North West Executive Management, North West Provincial Government

Employees and North West Citizens will be granted access to different spatial dashboards as per their individual roles respectively. Furthermore, departments/SOEs can share their spatial data with the public and other stakeholders by following the SASDI spatial data sharing processes. Please visit [www.sasdi.gov.za](http://www.sasdi.gov.za) for more information.

## **4. PROGRAMME OF ACTION (POA) PLANNING & REPORTING**

### **4.1 Coordination and Development of 2024/25 Programme of Action (POA)**

- 4.1.1 As part of ensuring integrated Planning, the Province holds Makgotla to guide and inform policy and the planning process of provincial administration in October and February.
- 4.1.2 In February of each year, Premier of the North West Province addresses all citizens of the province about government's plans of action for the year ahead.
- 4.1.3 The process for the development of the Premier's State of the Province Address (SOPA) is informed by the national and provincial priorities and further draws on the inputs and contributions from various departments in relation to their planned developmental interventions
- 4.1.4 Following Makgotla and SOPA the Office of the Premier initiates a process to ensure proper planning, implementation, and monitoring of pronouncements by departments.
- 4.1.5 Role of Planning Unit in POA Process Planning
  - 4.1.5.1 The Office of the Premier will then identify and package all sector specific pronouncements and resolutions into a standard template which will then be shared with Departments/SOEs
  - 4.1.5.2 Subsequently, OOP will formally request all the Departments/SOEs to populate the standard template with relevant information relating to planning, resourcing,

implementation of the 2024/25 Programme of Action and provide technical support by the 15th of March 2024.

- 4.1.5.3 Submission of signed off POA plans by the accounting officer to OOP for their records, automation, and performance monitoring by the 15<sup>th</sup> of March 2024.

#### **4.2 Process of Handling Queries on POA by Department/SOE**

The following process must be followed by Department/SOE that wish to have any pronouncement receded, reallocated, or raise any pronouncement related query by the 15<sup>th</sup> of March 2024.

- 4.2.1 Department is expected to identify those Deliverable on the POA and submit a signed letter by the HOD to DG through Provincial Planning Unit
- 4.2.2 Provincial Planning Unit to facilitate the process of queried POA injunctions and provide advice to the DG
- 4.2.3 DG to share with EXTECH for discussion and recommendation to G&A Cluster
- 4.2.4 G&A Cluster will deliberate and recommend to EXCO
- 4.2.5 EXCO will then take a resolution on the matter
- 4.2.6 Exco Support to communicate the EXCO resolutions to Departments through Planning Unit.

#### **4.3 Reporting of Programme of Action**

- 4.3.1 Departments/SOEs will be expected to report Programme of Action (POA) on monthly basis. Progress reported on the first (1<sup>st</sup>) two months of the quarter should contribute towards the achievement of the quarterly targeted milestones.
- 4.3.2 The progress reported on the last month of the quarter will be the output of the quarterly targeted milestone. Departments/SOEs are expected to upload Portfolio of Evidence (POE) at the end of each quarter against

the targeted milestone. Reporting will be done on the Provincial Monitoring and Evaluation System.

4.3.3 Department/SOEs to upload POE of completed injunctions as per means of verification

4.3.4 Internal M&E officials are expected to ensure that reported information is validated before sign-off by HOD/AA. **The quarterly report for submission must be signed by accounting officers/accounting authorities of respective departments/SOEs.**

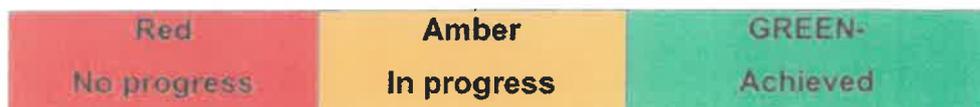
#### 4.4 POA Report Analysis Criteria

##### 4.4.1 Monthly assessment

4.4.1.1 At the end of each of the first two months of the quarter, progress will be assessed based on the activities undertaken towards the achievement of the milestones.

##### 4.4.2 Quarterly assessment

4.4.2.1 At the end of each quarter, performance would be assessed on whether the targeted milestone has been completed, in progress or no progress registered. The assessment of Departmental/SOEs performance would be based on the **RAG** methodology where **Red** means no progress, **Amber** in progress and **Green** indicates that the target has been achieved/completed.



##### 4.4.3 Verification of POA key-deliverables (Completed)

4.4.3.1 All completed key deliverables are expected to be verified by internal departmental/SOEs M&E officials. Provincial M&E will conduct verification on sampled completed key deliverables and submitted Portfolio of Evidence to validate performance reported

## **5. DATA MANAGEMENT AND PROTOCOL**

### **5.1 Access to Provincial M&E System**

5.1.1 The Provincial M&E System access is granted to all active Programme Managers/sub-Programme Managers or Reporting champions as nominated for reporting by Departments/SOEs. The nominated officials are granted editing rights in order to report outputs on the system. Other Programme Managers/sub-programme managers that are not responsible for reporting may be granted read-only access upon request.

5.1.2 Provincial M&E officials and Departmental/SOEs M&E officials within Departments/SOEs are granted editing rights to perform quality assurance activities only using unique credentials only for quality assurance, therefore M&E units do not have rights to capture reporting outputs.

5.1.3 Every after three (3) years, the PMES unit conducts a system audit (clean-up) to verify active system users and remove unactive users.

### **5.2 Access to DPME EQPRS**

5.2.1 DPME EQPR system access is granted to 6 officials within the Departments/SOEs, namely:

5.2.1.1 Data capturers (4),

5.2.1.2 Departmental/SOEs Coordinators (1)

5.2.1.3 Accounting Officer/Accounting Authority (AO/AA).

5.2.2 Departmental/SOEs coordinators and data capturers are granted editing rights to capture outputs and HODs are granted read-only rights to evaluate outputs captured and sign-off.

### **5.3 Data Archiving**

5.3.1 The data stored on the Provincial M&E System is backed-up on a regular basis. Furthermore, the documents are kept on the system for a long-term and can be accessible at any time.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1. Role of Department of Planning, Monitoring and Evaluation (DPME)**

6.1.1 The eQPRS is administered by DPME.

#### **6.1.2 The DPME is responsible for the following functions:**

6.1.2.1 Grant eQPRS access rights to approved users.

6.1.2.2 Issue the Guideline for Implementation of Provincial Quarterly Performance Reports.

6.1.2.3 Set quarterly reporting timeframes on the eQPRS.

6.1.2.4 Provide technical support on eQPRS.

### **6.2 Role of Office of the Premier**

6.2.1 The Provincial M&E system is administered by Office of the Premier (Directorate: PMES).

#### **6.2.2 Provincial Monitoring and Reporting System (PM&ES) Directorate**

6.2.2.1 PM&ES is responsible for ensuring a smooth implementation of the eQPRS in the province. It has to also ensure that the annual, quarterly targets contained in the Annual Performance Plans of provincial departments/SOEs are reflected in the eQPRS when reporting.

6.2.2.2 The unit is responsible for storing planning data from provincial departments/SOEs using approved data collection tools for Programme of Action (POA) and APP

##### **6.2.2.3. The Directorate is responsible for the following functions:**

6.2.2.3.1. Automation of approved POA and APP on the Provincial M&E System.

6.2.2.3.2 Communicate reporting processes and timeframes to departments/SOEs during the reporting periods.

6.2.2.3.3. Develop infographics dashboards.

6.2.2.3.4 Provide technical support on Provincial M&E System

**6.2.3 Performance Monitoring and Reporting (PMR) Directorate**

6.2.3.1 PMR is responsible for the monitoring and reporting of Provincial performance with reference to the Strategic Plan, Annual Performance Plan, POA and other reports as required.

6.2.3.2 PMR performs the following functions upon receipts of performance reports:

6.2.3.2.1 Check reported information for accuracy, relevance and coherence of performance reports/ data submitted by provincial departments/SOEs.

6.2.3.2.2 Send reports with comments to provincial departments/SOEs for correction.

6.2.3.2.3 Consolidate provincial performance reports.

6.2.3.2.4 Validate POA completed injunctions and the POE thereof.

6.2.3.2.5 Conduct site verifications particularly on completed pronouncements/Makgotla resolutions on infrastructure projects

**6.2.4 Research and Evaluation Directorate**

6.2.4.1 The role of Research and Evaluation Directorate is to coordinate and manage research and evaluation in the province. This is undertaken through the coordination and development of the Provincial Research and Evaluation Plan (PREP) in consultation with the departments/SOEs and public entities. The development of the agenda must be aligned to National and Provincial priorities i.e., NDP, MTSF, State of the Province Address (SOPA), Departmental/SOEs Strategic Plans and Budget Speeches and most importantly, provide insight and Innovative solutions to challenges of poverty, unemployment, economic growth and inequality.

- 6.2.4.2 The departmental research and evaluation plan must undergo the following process: go through the departmental technical working group, after analysing the alignment of government priorities. After which the DEP is sub-mitted to OOP Research and Evaluation and it needs to go through the Provincial Research and Evaluation Technical Working Group.
- 6.2.4.3 The Provincial Research and Evaluation Plan is submitted to the Director-General for adoption, Broader-Extech for endorsement, Governance and Administration Cluster then finally to EXCO for approval.
- 6.2.4.4 The unit monitors and reports on the implementation of the Provincial Research Agenda and Evaluation Plan. The performance reports relating to the Agenda are to be submitted on a bi-annual basis and the process follows this sequence:
  - 6.2.4.4.1 Departments/SOEs to develop and submit research and evaluation project proposals.
  - 6.2.4.4.2 Once approved, the departments/SOEs develops research and evaluation project implementation plans which will form part of the Provincial Research Agenda and the Evaluation Plan.
  - 6.2.4.4.3 Directorate Research and Evaluation automate the project implementation plans on the Provincial M&E system for departments/SOEs to report progress monthly.
  - 6.2.4.4.4 Departments/SOEs submit progress reports on their projects that form part of PREP
  - 6.2.4.4.5 Research and Evaluation Directorate quality checks comprehensiveness and coherence of the bi-annual reports.
  - 6.2.4.4.6 Directorate consolidates the reports from departments and public entities.

- 6.2.4.4.7 Prepares a submission for DG's approval and present to EXCO
- 6.2.4.4.8 Upload/publish the consolidated report on the Provincial Monitoring and Evaluation System
- 6.2.4.4.9 With respect to evaluation plan project, the directorate submit quarterly progress reports to DPME.

### **6.2.5 Role of Provincial Planning and Support**

- 6.2.5.1 Provincial Planning and Support is responsible to coordinate the development of POA by identifying and packaging all sector specific pronouncements and resolutions into a standard template.
- 6.2.5.2 Provincial Planning and Support is also responsible to facilitate the process of queried POA injections

### **6.3 Role of Provincial Departments/SOEs.**

- 6.3.1 The Departments/SOEs are expected to develop departmental/SOEs performance policy and guidelines and report on non-financial information against Annual Performance Plan (APP) targets. Departments/SOEs are also to report non-financial performance in the annual report.
- 6.3.2 The departmental/SOEs reporting guidelines must include data validation protocols which must firstly be undertaken by Programme Managers before finalising their reports on the Provincial M&E System as per timeframes of the Provincial Reporting Guidelines, and final validation protocols by internal M&E Units as per timeframes in the 2023/24 Guideline for Provincial QPR.
- 6.3.3 Provincial departments/SOEs must identify key officials responsible for quarterly performance reporting to be provided with access to the Electronic Quarterly Reporting System (eQPRS). These officials include:

- 6.3.3.1 Data Capturer /Programme Manager
- 6.3.3.2 Departmental/SOEs Coordinator/ Departmental/SOEs M&E Official
- 6.3.3.3 Accounting Officer/ Accounting Authority

#### **6.3.4 Role of Data Capturers, Programme and Sub-Programme Managers**

- 6.3.4.1 Data Capturers/Programme Managers have the following responsibilities:
  - 6.3.4.1.1 Capture performance indicators in the eQPRS
  - 6.3.4.1.2 Add programmes/sub-programmes (based on the approved uniform budget programme structure) on the system.
  - 6.3.4.1.3 Configure all annual and quarterly targets in the eQPRS.
  - 6.3.4.1.4 Capture required fields such as performance targets, outputs, and reasons for deviations, corrective measures, etc.
  - 6.3.4.1.5 Ensure that data captured is accurate, valid, relevant and coherent.
  - 6.3.4.1.6 Save completed performance data for verification by the Departmental/SOEs Coordinator.
  - 6.3.4.1.7 Populate outputs of indicators on the Provincial M&E Reporting System.
  - 6.3.4.1.8 Effect changes proposed by Departmental/SOEs M&E officials and OTP Coordinators.
  - 6.3.4.1.9 Save corrected and complete report on the M&E system.

#### **6.3.5 Role of Departmental/SOE Monitoring and Evaluation (M&E) Officials**

- 6.3.5.1 Departmental/SOE M&E officials are responsible to consolidate data on the specific data collection tools shared by Office of the Premier (OTP)

6.3.5.2 The officials are also expected to coordinate programme and sub-programme managers to report indicator outputs on the Provincial M&E Reporting System.

6.3.5.3 Departmental/SOEs M&E officials are expected to verify and validate reported outputs and provide advice to managers on how to improve the quality of report. M&E officials are expected to perform the following activities:

6.3.5.3.1 Verify the data submitted by the Data Capturer/programme manager to ensure accuracy, validity, and relevance.

6.3.5.3.2 Submit completed performance data in the eQPRS to the responsible National Departments/SOEs with concurrent functions and the Office of the Premier for oversight.

6.3.5.3.3 Amend the data captured based on the inputs from the National Departments/SOEs with concurrent functions and Offices of the Premier.

6.3.5.3.4 Submit for approval and sign –off by HOD.

### **6.3.6 Role of Head of Departments/Accounting Authority**

6.3.6.1 HODs/AAs have the following responsibilities:

6.3.6.1.1 Approval of captured targets as reflected in the Annual Performance Plan and quarterly performance reports.

6.3.6.1.2 HODs/AAs are expected to verify authenticity of their departmental/SOEs reports before they can be approved and signed-off.

6.3.6.1.3 Sign off on final reported data by attaching an approval certificate on the provincial and EQPRS system.

6.3.6.1.4 Sign off monthly POA reports.

6.3.6.1.5 When the HOD/AA approves the report on the systems, he/she will also be approving publication of the same report on the websites of Offices of the Premier and National Departments/SOEs with concurrent functions (where applicable).

### **6.3.7 Role of Provincial Internal Auditors**

6.3.7.1 Provincial Internal Audit is mandated to assist accounting officers in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

6.3.7.2 The controls subject to evaluation in the area of performance information encompass the following:

[a] the reliability and integrity of operational information;

6.3.7.3 Provincial Internal Audit function uses the risk management strategy developed by the departmental/SOEs management to direct internal audit effort and priority and to determine the skills required of managers and staff to improve controls and to manage these risks.

6.3.7.4 Based on the above, Provincial Internal Audit include the audits of performance information into their operational plans to evaluate the reliability and integrity of the reported performance.

## 7. REPORTING DATES

7.1 Quarterly reporting on the systems will be undertaken by Departments/SOEs as per reporting timeframes outlined below. Departmental/SOEs Programme Managers are expected to report on indicator achievements and attach evidence to substantiate these on the PME System while Departmental/SOEs EQPRS Coordinators will report on DPME EQPR System. An allowance of two days has been allocated for departmental/SOEs coordinators to transfer APP's outputs reported by managers on the Provincial M&E System to DPME EQPRS.

### 7.1.2 Quarterly Reporting Timeframes

Quarterly Reporting	
	<b>Phase 1:</b>
First Quarter: Ending June 2024	Wed, 10 Jul 2024
Second Quarter: Ending Sept 2024	Wed, 09 Oct 2024
Third Quarter: Ending Dec 2024	Fri, 10 Jan 2025
Fourth Quarter: Ending March 2025	Wed, 09 Apr 2025

7.1.2.1 Departmental/SOEs M&E Units are expected to follow the reporting flow stages/phases as per the table below until sign-off of the quarterly data.

Phase	Provincial M&E System	eQPRS (DPME System)
<p><b>Phase 1</b> (This phase will be conducted for 2 weeks)</p>	<ul style="list-style-type: none"> <li>● Programme Managers, Sub-Programme Manager and Reporting Champions will populate the validated quarterly outputs of the indicators targeted for the quarter and provide reasons for deviation together with corrective action were deviation is identified</li> <li>● Proof of Evidence for both targeted indicator achievement and non-achievement should be attached to the respective indicator as part of authenticating the indicator performance for the quarter</li> </ul>	<ul style="list-style-type: none"> <li>● Data Capturers are expected to capture the validated outputs of the respective indicators targeted for the quarter and provide reasons for deviation together with corrective action were deviation is identified</li> <li>● Departmental/SOEs Coordinators expected to verify the captured data and submit it for further data verification by both National Oversight and Provincial Coordinators</li> </ul>
<p><b>Phase 2</b> (This phase will be conducted for 1 week)</p>	<ul style="list-style-type: none"> <li>● Provincial Coordinators and Internal departmental/SOEs M&amp;E Officials are expected to verify the data captured and provide comments on how to improve the identified data discrepancies to the Programme and Sub-Programme Manager to effect changes through the Provincial Reporting System.</li> </ul>	<ul style="list-style-type: none"> <li>● National Overseers and Provincial Coordinators will verify the data captured and provide comments on how to improve the identified data discrepancies to the Departmental/SOEs Coordinators through EQPRS.</li> </ul>
<p><b>Phase 3</b></p>	<ul style="list-style-type: none"> <li>● Programme Managers and Sub-Programme managers are expected to amend the</li> </ul>	<ul style="list-style-type: none"> <li>● Departmental/SOEs Coordinators, with assistance of Programme Managers and Sub-Programme</li> </ul>

<b>Phase</b>	<b>Provincial M&amp;E System</b>	<b>eQPRS (DPME System)</b>
(This phase will be conducted for 1 week)	reported data captured based on the inputs provided by both Provincial Coordinators and respective Internal Departmental/SOEs M&E Officials in order to authenticate the report before being approved and signed off by HOD/Accounting Officers	Managers are expected to amend the data captured based on the inputs provided by both National Oversight and Provincial Coordinators in order to ensure that reported data is authentic. <ul style="list-style-type: none"> <li>Departmental/SOEs Coordinators are expected to submit the authenticated quarterly report to HODs/Accounting Officers for Approval and Sign-off through EQPRS</li> </ul>
Phase 4 (This phase will be conducted for 3 Days)	<ul style="list-style-type: none"> <li>Head of Department/SOEs (HOD) approve and sign off the quarterly report manually.</li> </ul>	<ul style="list-style-type: none"> <li>HOD/Accounting Officers are expected to approve and sign off the quarterly report through EQPRS.</li> </ul>

### 7.1.3 Monthly Reporting Timeframes

<b>Monthly Reporting</b>	
April 2024	Friday, 10 May 2024
May 2024	Friday, 14 June 2024
June 2024	Friday, 12 July 2024
July 2024	Monday, 12 August 2024
August 2024	Friday, 13 September 2024
September 2024	Friday, 11 October 2024
October 2024	Friday, 08 November 2024
November 2024	Friday, 13 December 2024
December 2024	Friday, 10 January 2025
January 2025	Friday, 14 February 2025
February 2024	Friday, 14 March 2025
March 2025	Friday, 11 April 2025

**7.1.4 In order to align with the above dates, Departmental/SOEs M&E Units are expected to develop their internal departmental/SOEs reporting schedule taking into consideration reporting dates stated in both Provincial M&E Reporting Guideline and eQPR Reporting Guideline.**

## **8. KEY ISSUES TO CONSIDER WHEN PREPARING PERFORMANCE REPORTS**

8.1 The following are important things to remember when completing performance information. In order to produce reports of good quality, certain criterion has to be met. The following are some of the requirements that have to be met:

### **8.2 Quality Criteria**

8.2.1 Reports should adhere to the following quality criterion:

8.2.1.1 **Completeness** – All reports should be fully populated with performance information and no gaps or areas required to be populated submitted with no information. In areas where no information was updated for the quarter, the departments/SOEs should give a status stating: “*no progress*”

8.2.1.2 **Correct formats** – All reports should comply with the format outlined in the PME Reporting Guideline.

8.2.1.3 **Consistency** – All targets within the reports should be reported in a similar way that is formatted in a consistent way.

8.2.1.4 **Validity** – The information submitted by departments/SOEs should truly represent the objective that they are supposed to measure. Provision of POE will assist in validating the achievement outlined in reports.

8.2.1.5 **Timeliness** – The delay between the reference point to which the information pertains, and the date on which the information becomes available as well as across the activities within the value chain. All reports should be received at a given date outlined in the PME Reporting Guideline.

8.2.1.6 **Accuracy** – The degree to which the output correctly describes the phenomena it was designed to measure. All reports submitted requires following an accountability flow system in order to ensure a process of validation and information that represents how close a measurement comes to a true value.

### **8.3 Reasons of deviation and remedial actions**

8.3.1 Departments/SOEs should state their reason for deviation and remedial action as follows:

8.3.1.1 Where there is no progress registered or

8.3.1.2 non-achievement of targets set.

8.3.1.3 Over-achievement on set targets.

8.3.2 Departments/SOEs should avoid using internal matters which are within their control as reasons for deviations. Remedial actions produced should address the reasons for deviation.

### **8.4 Portfolio of Evidence (POE)**

8.4.1 POE should be produced as proof of achievement of the reported output against the set target. Provincial Departments/SOEs have to avail POEs as evidence of performance and non-performance against set targets for all indicators. It is important for Provincial Departments/SOEs to produce POE in line with the description given in the Annual Performance Plan Technical Indicator Description (TID's) section.

### **8.5 Narrative Reports**

8.5.1 A narrative report reflecting actual service delivery information in addition to the core set of performance indicators reported in the Quarterly Performance Report must be attached into the system.

### **8.6 Amendment of Annual Performance Plan on the System**

8.6.1 The following should be considered when populating the amendments to the Annual Performance Plan on eQPRS:

8.6.1.1 In the instance where a performance indicator is amended, the previous version of the performance indicator (based on the originally tabled Annual Performance Plan) must not be deleted from the eQPRS. The amended performance indicator must be captured into the eQPRS with the related performance targets.

8.6.1.2 In the instance where performance targets are amended, the previous version of the performance targets (based on the originally tabled Annual Performance Plan) must not be deleted from the eQPRS. The performance indicator must be recaptured into the eQPRS with the amended performance targets.

## **8.7 Oversight Integration**

8.7.1 HODs and senior management to play an oversight role on SOEs by ensuring that assessments are made during phase 2 of APP quarterly reports

8.7.2 HODs to share performance reports presented at Broader Extech with their Executive authorities before EXCO meetings.

8.7.3 Office of the Premier to collaborate with COGTA on monitoring of municipal performance

## **8.8 Other Points to Remember**

8.8.1 Ensure that the targets in the quarterly performance reporting system are the same as the targets that are in the tabled Annual Performance Plan.

8.8.2 Ensure that annual planned target columns and the quarterly planned targets for all four quarters are accurately completed when submitting the first quarter information in July.

8.8.2 Ensure that all new users are registered on the system for access and navigation.

8.8.3 The system will close on the submission date as prescribed in both the Provincial and National Reporting Guidelines for the Implementation of Provincial Quarterly Performance Reports. Therefore, late submission of information is non-compliance.

8.8.4 In cases where an Annual Performance Plan is amended in year, a departments/SOEs must send a request to DPME through the Office of the Premier to amend the Annual Performance Plan on the eQPRS. A request must be accompanied by a tabled revised Annual Performance Plan indicating specific amendments and proof of tabling of the Annual Performance Plan at Legislature.

8.8.6 This will ensure that there is a record on the eQPRS for all changes to the Annual Performance Plan and will enable departments/SOEs to report on both the originally tabled Annual Performance Plan and the re-tabled Annual Performance Plan, as per the Annual Reporting Guideline requirements.



M.P. MOGOTLHE

DIRECTOR GENERAL: OFFICE OF THE PREMIER

DATE: 20/05/2024



**POA Planning Template**

No.	SOPA	DELIVERABLE	DEPTS	BUDGET	JOBS	TIME FRAME	Location

**POA template-required information**

- **Key Deliverable:** Outline what they seek to deliver with respect to each pronouncement i.e. Annual target, Quarterly targets
- **Resources (Budget allocation):** Reflect resources that will be required to ensure implementation of the pronouncement. i.e. budget, human resources, physical resources.
- **Job creation:** Reflect job creation targets that are going to be created. i.e. total number of jobs to be created, type of jobs created.
- **Timeframes:** Reflect on the time frame in terms of start and ending dates.
- **Beneficiaries:** Reflect on the beneficiaries of the pronouncement. And specifically, the number of women, youth, people living disabilities targeted.
- **Dependencies:** Reflect all relevant dependencies/stakeholders who contribute to the institution’s ability to achieve its planned deliverables and outcomes.
- **Location:** Reflect on information such as locality and GPS coordinates

**Job Creation Template**

Clusters	Departments	ANNUAL TARGET	OUTPUT	Gender		Permanent Jobs	Temporary Jobs			
				Male	Female		Leamerships	Internships	Casual	
GOVERNANCE & ADMINISTRATION CLUSTER	OOP									
	COGTA									
	HUMAN SETTLEMENT									
	CSTM									
SOCIAL CLUSTER	SOC DEV									
	EDUCATION									
	HEALTH									
	ACSR									
EID CLUSTER	PROVINCIAL TREASURY									
	DEDECT									
	DARD									
	PWR									
PROVINCIAL TOTAL										

### 3. Provincial Research and Evaluation Plan template

Department/SOEs	Planned R&E Project/Topic	Costs/Value	Project Year	Service Provider/In-house/Outsource	Progress/Achievement	Reason for Deviation	Remedial Action	Impact

### 4. NARRATIVE SUMMARY REPORT TEMPLATE

#### 4.1 Introduction And Background

The Department/SOEs of ----- responds to Outcome -----

- (Mention the Outcome in Full)
- **Mention the Output/s in full**
- **Mention the Sub-output/outcome in full**

#### 4.2 Projects Implemented during the Quarter-----

Name	Budget	Total Expenditure

#### 4.3 Highlights on achievements

#### 4.4 Summary of key challenges

#### 4.5 What will be done differently to address those challenges?

#### 4.6 Recommendations