



**co-operative governance
& traditional affairs**

**MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA**

DEPARTMENTAL STANDARD PROCEDURE ON MONTHLY AND QUARTELY PERFORMANCE

2018/19



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1. PREAMBLE

The Treasury Regulation (Section 5.3.1) states that the Accounting Officer of a institution must establish procedures for Monthly and Quarterly reporting to Executive Authority to facilitate effective performance monitoring and corrective action. It is against this background that the Department of Cooperative Governance and Traditional Affairs (Planning and Programme Management Directorate) develop the following standard procedures on Monthly and Quarterly Performance, signed by the Head of Department and Approved by MEC

2. PURPOSE

To ensure that all Departmental Programmes timeously submit accurate and validated performance information.

3. REGULATORY FRAMEWORK

- Treasury Regulation
- Framework for Managing programme Performance Information
- Provincial Framework on Monitoring and Evaluation
- Government –wide Monitoring and Evaluation Framework

4. DEFINITIONS

In this policy, unless the context otherwise indicates

"Accounting Officer" means the Head of Department

"Department" means the Mpumalanga Department of CoGTA

"Programmes" refers to Chief Directorates within the Department.

"Input" is what we use to do the work. (e.g. human and financial resources)

"Output" is what we produce / deliver.

"Outcome" is what we desire to achieve / expected to be achieved.

"Impact" is what we aim to change / is the result of achieving a specific outcome.

"Indicator" is a measure of performance.

“Performance target” is an expression of a specific level of performance that we aim to achieve at a given time.

“Performance Standard” is an expected level of Performance.

5. SCOPE OF APPLICATION

This policy applies to all officials of the Department.

6. POLICY GUIDELINES

6.1 All Department programmes must submit Monthly and Quarterly Performance Reports on the fifth day of the next month, following the end of a Month and the Quarter to the Planning and Programme Management. Month and Quarterly Performance Reports must be submitted on both electronic and hard copy which must be signed off by both the Director and the Chief Director. Late or non-submission of such report is not acceptable and will lead to disciplinary charges. No stories to be narrated on the Actual Output column, other than the actual achievement/ output against planned output/ target (avoid reporting on activities and processes done towards achievement strictly report on the Actual Output achieved)

6.2 Upon submission of such report, the Planning and Programme Management Directorate (Monitoring and Evaluation Unit) must compare/ check alignment of such reports with the Annual Performance Plan relating to the Performance Indicators, Quarterly Targets and Outputs. The M&E unit analyze the performance of each and every programme, check progress performance (actual achievement) against planned outputs and targets to determine if a programme has progressed/

failed in their monthly/ quarterly performance. Departmental Core programmes must be able to provide supporting documents on all output to verify the actual achievement reported. Visit to Departmental Project Sites must be undertaken by the internal M&E unit to compare and verify information provided through Performance Reports and supporting document on a monthly and Quarterly basis. Project photos must be attached as an addition to supporting documents (Evidence based reporting).

6.3 The M&E unit must upon finalization of the Performance Analysis Report, provide feedback to Programmes in the form of interaction/ engagement

with individual programmes to agree and confirm the Analysis Report.

Programmes must further confirm the correctness of both the consolidated

Departmental Performance Report and the Performance Analysis report in writing to the M&E unit.

6.4 The Planning and Programme Management (M&E unit) must convene Departmental Quarterly Performance Review Session for Programmes to present their Quarterly Performance and Quarterly Performance Analysis Report to both the HOD and MEC (this is a statutory obligation)

6.5 The Consolidated Departmental Monthly and Quarterly Performance Report must be presented to the HOD for approval prior submission to Provincial Treasury, Premier's Office (Macro-Planning) and Legislature. HOD's approval must be obtained two (2) days prior the submission deadline which is normally given as the 15th of the following month after the Quarter.

7. POLICY IMPLEMENTATION

In turning around the current situation relating to inconsistent, invalid, inaccurate and incomplete reporting by Departmental Programmes, the Planning and Programme Management Directorate (M&E unit) must on a quarterly basis convene workshop with Departmental Programmes(SMS,MMS and JMS) to ensure quality Departmental Performance Reporting. The workshop must focus on Monitoring & Evaluation issues, relating to among others:

- Performance Reporting Format/ Template and what it requires of Programme/ Departments, as prescribed by Treasury
- Understanding of M&E terminology (e.g. inputs, outputs, indicators, outcomes and impacts)
- Monitoring and Evaluation Tools.
- Performance Audit issues
- National M & E Framework in support of Co-operative Governance
- Provincial M & E Framework

8. GRIEVANCE PROCEDURE

Any unfair or inconsistent application of the policy should be dealt with in line with the grievance procedure or dispute resolution procedures.

9. REVIEW OF POLICY

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts.

10. CONTRAVENTIONS

Any person who contravenes or fail to comply with any provision of this policy may be subjected to disciplinary Action

THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER

APPROVED/ ~~NOT APPROVED~~



MR TP NYONI
HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE: 29/03/2018