



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PERFORMANCE AGREEMENT FOR HEADS OF DEPARTMENT OF GOVERNMENT DEPARTMENTS AND GOVERNMENT COMPONENTS

Name of the Executive Authority	P DE LILLE
Name of the Head of Department	I FAZEL
HOD/DG Persal Number	27385973
Name of the Department	PUBLIC WORKS AND INFRASTRUCTURE
Province (if applicable)	HEAD OFFICE
Performance cycle	2020/21

Half-yearly Performance review & assessment date:	October 2020
Annual Performance assessment date:	April 2021

Dispute Resolution Mechanism

Any disputes about the nature of the HOD's PA, whether it relates to key responsibilities, priorities, methods of assessment in this agreement, shall be mediated by DG in the Presidency or the Minister of Public Service and Administration.

If, this mediation fails and the dispute remains unresolved at this level, the matter should, thereafter be referred to the Public Service Administration ("PSC").

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Signature: HOD

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Signature: Executive Authority



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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

Categories	Key Result Area	Batho Pele Principles	Weighting
	1. To provide strategic leadership and management to the Department, in order to ensure the realization of the seven Outcomes of the Strategic Plan and address COVID-19.	Innovation, Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	15%
	2. To coordinate the implementation of initiatives identified for DPWI to become a resilient, ethical and capable Department, including the modernisation of identified business processes to improve service delivery.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	15%
	3. To support the maintenance of a complete, accurate and GRAP compliant immovable asset register, together with the necessary property, building and land management data to adequately meet the service delivery objectives for the State.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%
	4. To facilitate the delivery of productive assets that are in accordance with a comprehensive needs assessment and in compliance with the SIDS methodology to contribute towards spatial transformation; job creation and skills development with specific reference to women, youth and persons with disabilities; poverty alleviation; and localization.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%
	5. To drive an efficient and competitive real estate portfolio through effective planning and informed investment decisions, in order to provide improved fit-for-purpose accommodation for User Departments, with specific reference to accessibility and quality delivery of accommodation needs for User Departments.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%
	6. To oversee the implementation of a Strategic Asset Lifecycle Management and Maintenance System of the real estate portfolio of DPWI.	Innovation, Consultation, Service Standards Access; Client Orientation and Customer Focus; Service Delivery Innovation	10%
	7. To provide leadership in the implementation of socio-economic initiatives to transform the built environment, inclusive of EPWP, social facilitation and job creation.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%

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	8	To guide the development of policy and legislative prescripts that transform and regulate the built environment and related infrastructure sectors.	Innovation, Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%
	9	To combat fraud and corruption and take all necessary steps to eliminate wasteful, fruitless and irregular expenditure within DPWI.	Consultation, Service Standards Access, Courtesy, Information, Openness and Transparency, Honesty and Integrity	10%
KRAs Total Weighting (contribute 40% towards the final score)				100%
Key Government Focus Areas	1.	Develop and implement an effective and efficient supply chain management system		20%
	2.	Support international and regional Integration programmes and commitments		20%
	3.	Implementation of the Minimum Information Security Standards (i.e. MISS) and overall accountability for security		20%
	4.	Transformation		20%
	5.	Integrated Governance		20%
Key Government Focus Areas: Total Weighting (contribute 20% towards the final score)				100%
Auditor General		This component will focus on measuring the extent of the departmental financial and legislative compliance. There should be no material findings on non-compliance with legislation and the financial statements should be free from material misstatements.		20%
Total Weighting: Auditors General Findings & Opinions (contribute 20% towards the final score)				20%
Organisational Performance		This component will focus on assessing the organisational performance based on the predetermine target in the Annual Performance Plan (APP) and the audited Annual Report (AR). This will be used to establish the extent in which the objectives in the APP has been achieved.		20%
Total weight: The organisational performance will contribute 20% towards the final score				20%


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Generic Management Competencies: Personal Development Plan

No	Core Management Competencies (CMCs)	Process Competencies (PCs)	Dev. Required	
			CMCs	PCs
			Yes/No	Yes/No
1	Strategic Capability and Leadership	<ul style="list-style-type: none"> • Gives direction to team in realising the organisation's strategic objectives annually; • Impacts positively on team morale, sense of belonging and participation monthly; • Develops detailed action plans to execute strategic initiatives biannually; • Assists in defining performance measures to evaluate the success of strategies biannually; • Achieves strategic objectives against specified performance measures annually; • Translates strategies into action plans annually • Secures co-operation from colleagues and team members; • Seeks mutual benefit/win-win outcomes for all concerned; • Supports stakeholders in achieving their goals quarterly; • Inspires staff with own behavior – "walks the talk"; • Manages and calculates risks monthly; • Communicates strategic plan to the organisation annually; • Utilises strategic planning methods and tools. 	N	
2	Programme and Project Management	<ul style="list-style-type: none"> • Establishes broad stakeholder involvement and communicates the project status and key milestones monthly; • Defines roles and responsibilities for project team members and clearly communicates expectations monthly; • Balances quality of work with deadlines and budget monthly; • Identifies and manages risks to the project by assessing potential risks and building contingencies into project plan monthly; • Uses computer software programmes to help manage project as required; • Sets and manages service level agreements with contractors monthly. 	N	
3	Financial Management	<ul style="list-style-type: none"> • Demonstrates knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate; • Develop risk management systems, manage and monitors financial risk monthly • Continuously looks for new opportunities to obtain and save funds; • Prepares financial reports and guidelines based on prescribed format within 5 days of request; • Understands and weighs up financial implications of propositions; • Understands, analyses and monitors financial reports monthly; • Allocates resources to establish goals and objectives biannually; • Aligns expenditure to cash flow projections monthly; • Develops corrective measures/actions to ensure alignment of budget to financial resources; • Prepares own budget in line with the strategic objectives of the organisation annually; • Effective financial planning alignment to organisational goals; 	N	


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		<ul style="list-style-type: none"> • Effective utilization of financial resources and show compliance to PFMA and input on monthly basis; • 100% expenditure on budget; • Reduce audit queries by 25%; • Prioritise responses to audit queries and provide answers and information requested by auditors within 3 days; • Monitor expenditure vs. budget and ensure money is well spent on budgeted items on a monthly basis; • Produce all required inputs for departmental strategic plan and annual report and any other reports of the department within 5 days of request ; 		
4	Change Management	<ul style="list-style-type: none"> • Performs analysis to determine the impact of changes in the social, political and economic environment; on an ongoing basis; • Keeps self and others calm and focused during times of change or ambiguity; • Initiates, supports and encourages new ideas; • Volunteers to lead change efforts outside of own work team; • Consults and persuades all the relevant stakeholders of the need for change; • Inspires and builds commitment within own area for the change by explaining the benefits of change, and the process of implementing the change; • Coaches colleagues on how to manage change; • Proactively seeks new opportunities for change; • Identifies and assists in resolving resistance to change with stakeholders; • Designs specific projects to enable changes that are aligned to the organisational objectives; • Uses the political, legislative and regulatory processes of the Public Service to drive and implement change efforts. 	N	
5	People Management and Empowerment	<ul style="list-style-type: none"> • Explains potential impact of problems to own working environment; • Demonstrates logical problem solving approach and provides rationale for proposed solutions; • Determines root causes of problems and evaluates whether solutions address root causes; • Demonstrates objectivity, thoroughness, insight fullness, and probing behaviours when approaching problems; • Demonstrates the ability to break down complex problems into manageable parts and identify solutions. 	N	
Other Development Required				
1				
2				
3				

Signature (HOD):_

Date: __28 October 2020

Signature (EA):

Date: 29.10.2020

****certain HODs at provincial departments would not have any activities that relates to this area. In that case the weight of the other areas must be adjusted to ensure that it adds up to 100%***

WORKPLAN

KEY RESULT AREAS	KEY ACTIVITIES	WEIGHT	PERFORMANCE MEASURES/STANDARD		RESOURCE REQUIRED	ENABLING CONDITION
			TARGET DATE	INDICATOR / TARGET		
1. To provide strategic leadership and management to the Department, in order to ensure the realization of the seven Outcomes of the Strategic Plan and address COVID-19.	To provide strategic leadership and managing the Department towards a Clean Audit.	5%	31 March 2021	Improved Audit Outcome on the Department's Annual Performance and non-compliance with key legislation.	Internal Audit M&E Compliance unit	Management Support
	To oversee and regularly monitor and report on the implementation of the Strategic Plan by DPWI and its Entities	3%	PFMA stipulated	Quarterly and Annual Performance Reports submitted in compliance with PFMA requirements.	GRC M&E Monitoring and Evaluation System	Management Support
	To oversee the Identification and provision of sites to be used for COVID-19 isolation and quarantine facilities.	2%	As and when required	Updated Master List provided to DoH.	REMS COVID-19 Steerco	Compliance with the terms of the Protocol Agreement and recommendations of the NCCC
	To facilitate the provision of COVID-19 EPWP participants through contracted NPOs across the country	3%	31 March 2021	EPWP screeners provided to DOH and EPWP participants to support the GBV program.	EPWP	DoH Support Implementation Agent Capacity EPWP Policy Frameworks
2. To coordinate the implementation of initiatives identified for DPWI to become a resilient, ethical and capable Department, including the modernisation of identified business processes to improve service delivery.	Total weight for the KRA	15%				
	To initiate the programme for the modernisation of business processes across the Department	4%	31 March 2021	Modernisation Programme conceptualized and TOR, Project Plans & Budgets approved.	PMO CS ICT Systems Management	Benchmarking Research Conducted Coordination between all Branches Management Support
	To monitor compliance with payment of service providers within 30 days	5%	31 March 2021	100% payment of compliant invoices within 30 days.	Management SCM Finance ICT Systems	Timeous submission of compliant invoices by service providers upon completion of work
	To introduce an initiative for DPWI to become a resilient, ethical and capable Department.	3%	31 March 2021	Change Management and Ethics Plan developed	CS GRC Management	Management Support





	To guide the establishment of a Consequence Management Unit within the Department	3%	31 March 2021	Consequence Management and Compliance/Governance Unit established.	CS Systems GRC Budget	Budget Management Support
3. To support the maintenance of a complete, accurate and GRAP compliant immovable asset register, together with the necessary property, building and land management data to adequately meet the service delivery objectives for the State.	Total weight for the KRA	15%				
	To provide support in maintaining a GRAP compliant Immovable Asset Register (IAR)	5%	31 March 2021	Improved audit outcome and compliance on Asset Register.	REIS ICT Systems GRAP & GIS resources	Management Support Vacancies Filled
	To provide guidance and support on disposal of Immovable assets for socio-economic purpose	10%	31 March 2021	Properties for Human Settlements, Land Reform and Socio-Economic Purposes released.	REIS ICT Systems IAR	Support from Provincial Departments, DHS, DRDLR, and municipalities Accurate IAR
4. To facilitate the delivery of productive assets that are in accordance with a comprehensive needs assessment and in compliance with the SIDS methodology to contribute towards spatial transformation; job creation and skills development with specific reference to women, youth and persons with disabilities; poverty alleviation; and localization.	Total weight for the KRA	10%				
	To oversee the assessment of all new construction projects in accordance with the SIDS Methodology.	2%	31 March 2021	SIDS methodology implemented on all new projects.	SCM CPM Project Managers	Revision of Procurement Criteria Best construction development practices
	To oversee the implementation of construction programmes according to approved criteria.	4%	31 March 2021	Projects completed within time and budget improved.	SCM CPM Project Managers	Revision of Procurement Criteria Best construction development practices
5. To drive an efficient and competitive real estate portfolio through effective planning and informed investment decisions, in order to provide improved fit-for-purpose accommodation for User Departments, with specific reference to accessibility and quality delivery of accommodation needs for User Departments.	To oversee adequate coordination and management of DPWI Special Integrated Projects (SIPs) implementation	4%	31 March 2021	DPWI SIPs resourced and initiated.	PMO CS ISA Project Teams Budget	Support from ISA Infrastructure Development Act
	Total Weight for the KRA	10%				
	To facilitate the provision of functional, value-for-money and fit-for-purpose lease portfolio for the User Departments.	4%	31 March 2021	Accommodation procured in line with prescripts, norms & standards, User Requirements and market related rates.	REMS SCM	Efficient Bid Specification, Evaluation and Adjudication. User Department Support
	To facilitate the optimization of the property portfolio for new revenue generation and cost savings.	3%	31 March 2021	Revenue Generation and Unutilized Property Strategy developed.	REIS Finance	Accurate IAR Human Resources
	To guide the Department's response to COVID-19 through	3%	31 March 2021	Private quarantine facilities sourced in compliance with	SCM & Finance expertise and systems	Compliance with the terms of the Protocol



6. To oversee the implementation of a Strategic Asset Lifecycle Management and Maintenance System of the real estate portfolio of DPWI.	<p>identification and provision of private quarantine facilities, as mandated by the Disaster Management Act and related Regulations</p> <p>Total Weight for the KRA</p>	10%	31 March 2021	Maintenance Strategy developed and implemented.	REMS COVID-19 Steerco	Agreement and recommendations of the NCCC DoH Support
To oversee the development and implementation of a scheduled maintenance strategy that is linked to condition assessment and lifecycle management for DPWI Assets	To oversee the development and implementation of a maintenance plan per project/programme and that maintenance is undertaken in accordance with the approved plan.	3%	31 March 2021	Maintenance Plans developed and implemented.	FM CPM SCM ICT Systems Budget	- Alternative, revenue generating best practice
To provide leadership for the Resource Efficiency in State-owned Buildings Strategic Integrated Project (SIP) - (PV & Water Saving Project)	To provide leadership for the Resource Efficiency in State-owned Buildings Strategic Integrated Project (SIP) - (PV & Water Saving Project)	4%	31 March 2021	Energy & Water Savings targets realized and resource efficiency SIP initiated.	FM SCM PMO ICT Systems Budget	Term Contracts Call Centre
7. To provide leadership in the implementation of socio-economic initiatives to transform the built environment, inclusive of EPWP, social facilitation and job creation.	<p>Total Weight for the KRA</p> <p>To monitor and evaluate the implementation of PEPs within the EPWP</p> <p>To provide leadership in the establishment and consolidation of the NPO Programme within EPWP</p> <p>To facilitate the finalisation of the PEP Strategy that incorporates the new approaches of social facilitation, skills development and</p>	10%	31 March 2021	Incentive agreements signed and grant allocation disbursed.	EPWP Data Resources Capacity & Budget	Approved Shared Energy Efficiency Contracts Approved Shared Water Efficiency Contract TOR, SIP Plans & Budgets, Project Reports approved and implemented.
		2%	31 March 2021	NPO Programme consolidated within the EPWP	EPWP Data Resources Capacity & Budget	Compliance with Legislative Prescripts EPWP Frameworks and Guidelines
		3%	31 March 2021	PEP Strategy finalized	EPWP Data Resources Capacity & Budget	Compliance with Legislative Prescripts EPWP Frameworks and Guidelines
		5%	31 March 2021			Compliance with Legislative Prescripts EPWP Frameworks and Guidelines

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	job creation within the infrastructure lifecycle.	Total Weight for the KRA	10%				
8.	To guide the development of policy and legislative prescripts that transform and regulate the built environment and related infrastructure sectors.	To provide strategic guidance on research in the development of policies and legislation for the built environment and related infrastructure sectors: - Development of the Expropriation Bill - Development of Public Works General Laws and Repeal Bill - Amended Construction Industry Development Board (CIDB) Act - Amended Council for the Built Environment (CBE) Act - Regulations for the Infrastructure Development Act and GIAMA	2% 2% 2% 2% 2%	31 March 2021 31 March 2021 31 March 2021 31 March 2021 31 March 2021	Expropriation Bill introduced to Parliament Public Works General Laws and Repeal Policy document developed for approval CBE Policy document developed for approval CIDB Policy document developed for approval Regulations for the Infrastructure Development Act and GIAMA Policy document developed for approval	Policy and Research Branch CIDB PICC TTT REIS Human Resources (including Researchers to perform desktop analysis and interpretation, develop SEIAs and Administration Staff) Financial Resources	Broad consensus on policy positions by stakeholders
	Total Weight for the KRA	10%					
9.	To combat fraud and corruption and take all necessary steps to eliminate wasteful, fruitless and irregular expenditure within DPWI.	To oversee the initiation of investigations within 30 days in respect of validated allegations To facilitate the institutionalization of business systems and processes which detect and prevent fraud and corruption; and strengthening the Anti-Fraud and Corruption Strategy of the Department To facilitate the institutionalization of business systems and processes to monitor expenditure and compliance with the PFMA	4% 3% 3%	31 March 2021 31 March 2021 31 March 2021	100% investigations initiated within 30 days in respect of validated allegations Systems implemented Business systems implemented	GRC State Securities Agents GRC SCM ICT Finance SCM ICT	Management support Management Support Management Support
	Total Weight for the KRA	10%					

ANNEXURE C 2

PERSONAL DEVELOPMENTAL PLAN

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1.			

Signature (HOD):  Date: 28 October 2020

Signature (EA):  Date: 29.10.2020

KEY GOVERNMENT FOCUS AREAS: SUPPLY CHAIN MANAGEMENT SYSTEM

KEY GOVERNMENT FOCUS AREA	KEY FOCUS AREA ACTIVITIES	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
Develop and implement an effective and efficient supply chain management system	Ensure that the number of procurement transactions are managed	Annual	10% reduction in the total number of procurement transactions below R500K by the end of the financial year (31 March)	8145 procurement transactions below R500K	Human Resources Budget ICT Systems	Effective Demand and Acquisition Management. PFMA & NT prescripts. Dedicated Demand Management Unit to be established
	Ensure that the nature of procurement spend is managed	Annual	10% reduction in the value of procurement spend under R500K	R613 760 251,83 procurement transactions below R500K	Human Resources Budget ICT Systems	Effective Demand and Acquisition Management. PFMA & NT prescripts. Dedicated Demand Management Unit to be established
	Ensure that there is savings on procurement spend	Annual	5% saving on annual procurement spend	Current cost of specific goods and/or services	Human Resources Budget ICT Systems	Effective Demand and Acquisition Management. PFMA & NT prescripts. Implementation and Enforcement of Preferential Procurement Regulations 2017 to give effect to negotiations of prices with bidders.
	Ensure that procurement planning is managed	Annual	The finalisation of tender awards within an average of 60 days from the date bids close	On average, tenders take 119 days to be awarded	Human Resources Budget ICT Systems	Expeditious Evaluation of Tender Offers & Scheduling of Bid Committee meetings


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KEY GOVERNMENT FOCUS AREA	KEY FOCUS AREA ACTIVITIES	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
						Positive Market Response National Treasury Prescripts External Dependencies (Consultants' Risk Reports, SSA Security Clearance & Client Confirmation of funds)
	Ensure that SCM risk management is performed	Annual	Risk response plans for the top 5 SCM risks developed	Risk Response Mitigation Plan	Human Resources Budget ICT Systems	Effective Demand and Acquisition Management. PFMA & NT prescripts.
	Ensure that the department pays all compliant supplier invoices within 30 days of receipt of invoice	Annual	100% of compliant supplier invoices paid within 30 days of receipt of invoice.	Average supplier payment days	Human Resources Budget ICT Systems	Compliant supplier invoices received. Electronic systems (Reapatala) in place to facilitate and track payments

Signature (HOD):  Date: 28 October 2020

Signature (EA):  Date: 29.10.2020

KEY GOVERNMENT FOCUS AREAS: DIVERSITY MANAGEMENT AND TRANSFORMATION

KEY GOVERNMENT FOCUS AREAS	KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
Develop and implement an efficient and effective diversity management and transformation system	Ensure that equity targets are met 50% representation of women at SMS	Annual	At least a 1% increase in the representation of persons with disabilities for departments with representation below 1%	37% representation of women at SMS	Dedicated Project Manager	Adhering to EE Policy and EE Plan
	2% representation of persons with disabilities across all levels Attraction of youth into the Public Service		At least 20% increase in the representation of women at SMS for departments below 30%; 5% for departments between 30% and 40% and 3% for departments between 41% and 49% At least 30% of the staff in the department is comprised of youth	1.27% representation of persons with disabilities across all levels 35% the staff in the department is comprised of youth		
	Ensure that reasonable accommodation is provided to employees with disabilities and employees with small children	Annual	Report on the number of work related assistive devices provided in the department. Report on reasonable accommodation measures provided in the department.	Number of Department of Public Works and Infrastructure employees with disabilities = 68 at 1.27% 3 = Zoom text software computer 1 = Appointed sign language interpreter 1 = Hearing Aid 2 audit reports conducted in terms on physical environment - analysis the current status of reasonable accommodation measures provided in the Department.	SCM Dedicated Project Manager	Management Support



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	Ensure that reports have disaggregated data to show beneficiaries in terms of age, race, disability and gender	Annual	Reports with disaggregated data	Current status of reports in the department	Statistics from all Branches	EE Policy Guidelines
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Signature (HOD):

Date: 28 October 2020

Signature (EA): P. de Lille

Date: 29.10.2020

INTEGRATED GOVERNANCE

KEY GOVERNMENT FOCUS AREAS	KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
Integrated Governance	Ensure the provision of principles of good cooperative governance across the three spheres of government.	Ongoing	Oversight provided to all Departmental Governance Structures	EXCO, MINTOP, MINMEC, Technical MinMEC	Financial and human resources	Support from Management and Staff.
	Ensure implementation of Cluster Programmes of Action (PoA).	Ongoing	DPWI matters in Cluster POAs successfully implemented.	FOSAD Cabinet Clusters	Financial and human resources	Support from Management and Staff.
	Support the Minister to participate in Inter-Ministerial Committees (IMC)	Ongoing	Minister adequately briefed, prepared and advised on IMC matters.	IMC Technical IMC	Financial and human resources	Support from Management and Staff.

Signature (HOD):



Date: 28 October 2020

Signature (EA):



Date: 29.10.2020

KEY GOVERNMENT FOCUS AREAS: INTERNATIONAL AND REGIONAL INTEGRATION

KEY GOVERNMENT FOCUS AREAS	KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
International and Regional Integration programmes and commitments	Support the maintenance of the Commonwealth War Graves	31 March 2021	Maintenance of the Commonwealth War Graves supported	552 grave sites	Financial and human resources	Cooperation and support from regional and international stakeholders
	Facilitate technical assistance for the construction of foreign and other special projects	31 March 2021	Technical assistance for the construction of foreign and other special projects facilitated	1 project completed	Financial and human resources	Cooperation and support from regional and international stakeholders

Signature (HOD):



Date: 28 October 2020

Signature (EA):



Date: 29.10.2020

KEY GOVERNMENT FOCUS AREAS: MINIMUM INFORMATION SECURITY STANDARDS (I.E. MISS)

KEY GOVERNMENT FOCUS AREAS	KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		BASELINE DATA	RESOURCE REQUIRED	ENABLING CONDITION
		TARGET DATE	INDICATOR / TARGET			
Minimum Information Security Standards (i.e. MISS)	Management, classification and protection of information in compliance with MISS.	Annually	Information security measures provided, administrated and maintained.	Information Security Policy in place.	Financial and human resources	Support from Management and Staff.
	Management and maintenance of physical security measures in DPWI offices for the protection of personnel and assets.	Bi-annually	Physical security measures provided, administrated and maintained.	Physical security measures installed at all regional and national office.	Financial and human resources	Support from Management and Staff.
	Security screening/vetting for employees and contractors dealing with sensitive information and/or National Key Points.	Bi-annually	Employees and contractors dealing with sensitive information screened, vetted and categorized.	Security screening/vetting conducted for employees and contractors	Financial and human resources	Support from Management and Staff.

Signature (HOD):



Date: 28 October 2020

Signature (EA):



Date: 29.10.2020