DoJ&CD/GTZ Delivering Justice and Services: OPERATIONAL PLAN for 2007 (last update 25 June 2007)

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Black = ongoing; Blue = finished; Red = critical; green = updated

No	Intended Change	Suitable Activity	Possible neg/pos effects in system?	Respon-sibility	Timeframe		Role-player	Comments
					Plan	Revised		
1	MONITORING AND EVALUATION / promoted aspect: Project Steering							
	More information from evaluations available	1.1 Apply tool to ascertain evaluation data and use data to adjust project strategies and actions at National Provincial and local spheres.

Use standard reporting format as recommended in the Rapid Assessment Report and ensure confidentiality of data.

1.2 Share information and assessment with respective Departments.

1.3 Strengthen M&E and steering competence of DoJ&CD by developing a data base of evaluation reports for all spheres of government. | Negative reactions

Possible starting point for sub-PAJA implementation projects | SM, GTZ | 1.1 Ongoing

1.2 Ongoing

1.3 April 2007 | | DoJ&CD/ GTZ, Public Service in general | |

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2		**TRAINING / promoted aspect Ability to write reasons**						
	Improved compliance with s5 of the PAJA (right to reasons)	2.1 Conceptualise a sector related x day workshop on writing reasons		2.1 LJ	2.1 Feb 2007	Sept. 2007	DoJ&CD/ GTZ, SAMDI	
		2.2 Develop training material		2.2 LJ and Consultant, TR	2.2 March 2007	Oct. 2007		
		2.3 Conduct up to 3 training courses (i.e. for sectors such as HR, Agriculture and Social Development)		2.3 SM, LJ	2.3 April-Nov 2007	Dec. 2007		
		2.4 Train SAMDI associated trainer accordingly.		2.4 SM, LJ	2.4 Dec 2007 as the latest	Dec. 2007		
3		**NETWORKS (NGO's, LA forums, SALGA etc….) / promoted aspect: PAJA Initiatives**						
	Networks initiate own internal activities to improve PAJA implementation.	3.1 Identify appropriate networks.		SM, GTZ	Ongoing Process		NGOs, Provin-ces, Munici-palities (all not yet deter-mined)	
		3.2 Provide training to interested networks (NGO training) pro-actively.						
		3.3 Provide demand oriented Project services.						
		3.4 Explore and utilize IT aided PAJA systems provided by University of Pretoria for Multi Purpose Community Centres (MPCC)						

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4	**WORKFLOW WITHIN THE PUBLIC SERVICE / promoted aspect: PAJA Compliance**							
	PAJA compliance of workflows improved	4.1 Demand driven Project activities 1. Conduct Baseline studies to benchmark compliance 2. Assist to develop strategies and action plans deduced from Baseline study 3. Assist implementation strategies and action plans ie. develop and revise manuals on demand 4.2 Support initiated change management process. 4.3 Implement PAJA in the national DoJ&CD and the Regions to improve PAJA complying workflows. 4.4 Implement the PAJA in the Masters workflows 4.5 Approach the Doj&CD procurement section to initiate PAJA implementation	Ascertain of additional Baseline data for Project steering purposes	SM, GTZ SM	Activities on demand 15 July 2007		Munici-palities, Provincial and National Departments	Owner-ship of pro-cesses lies at provin-ces, local and national depart-ments

5	Public relations / promoted aspect: Recognition of the Project and its Roleplayers						
	The Project and its role players are better recognised in the DoJ and other relevant Departments	5.1 Celebrate mile stones of Project components i.e. final development of sector specific material in form of brochures and/or cartoons and/or posters (public awareness) etc.		SM, LJ, OS	5.1 Ongoing 5.2 until Dec. 2006		DoJ&CD
		5.2 Hold Seminars on PAJA related subjects i.e. 'Relationship between PAJA and the Labour Law'.		SM, LJ, OS	5.3 Until Dec 2006 5.4 ongoing		Internet Unit of DoJ&CD
		5.3 Revise project web page		SM, LJ	5.5 Dec. 2007		
		5.4 Issue up to 4 e-Newsletters		SM' LJ			
		5.5 Award best practices on PAJA implementation		OS, SC, SM, LJ	5.6 Aug. 2007		OS
		5.6 Apply for an intern to improve project capacity		OS			
6	Commitment of Departments / promoted aspect: Secure cooperation						
	Sustainable PAJA implementation	6.1 Develop Agreements on implementation level that outlines co operations expected from all stake holders		SM, LJ			
		6.2 Address Department of Home Affairs through DPSA to infuse the PAJA implementation in Home Affairs action plans.		SM, LJ			

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7	Awareness WITHIN THE PUBLIC SERVICE/ promoted aspect: Commitment							
	PAJA initiatives in Departments and Local Municipalities do need a lesser degree of follow up thru the Project management.	7.1 Giving presentations on PAJA at dep. top management meetings to enable departments to respond to issues pertaining to this subject when the campaign is implemented. 7.2 Giving presentations on PAJA with Director-Generals in the Offices of the Premier to seek support in implementing the act at the provincial level. 7.3 Distributing the PAJA newsletter and other crucial print material (information poster, leaflet, booklets including the implementation guidelines) to government employees 7.4 Distributing the PAJA e-newsletter to all government administrators, legal advisors, internal communicators, stakeholders and so forth. 7.5 Development of specific user-friendly publicity material (e.g. brochure, simplified guide)		DOJ/CD and GTZ	Ongoing			

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		7.6 Order and distribute 5000 copies of the 3 Acts booklets		SC	August 2007			
8	PUBLIC AWARENESS / promoted aspect: Exercise of Rights							
	Reasons of administrative decisions are more frequently requested by members of the public.	8.1 Conducting provincial road shows in conjunction with civil society organisations representing communities (including rural). 8.2 Outreach campaign on PAJA: do exhibitions during departmental *Izimbizo* and budget votes, Rand Easter Show and Pretoria Show (as part of departmental exhibition) and other important events to disseminate information materials (brochures, posters, booklets). 8.3 Implementing radio campaign (phone-in programmes) as part of the road shows alluded to above, to be inclusive of community radio stations.		DOJ/CD and GTZ	Ongoing			

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		8.3 Evaluation exercises to review the implementation of PAJA with stakeholders in the public service and within municipalities.						