

- TO ALL : ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**
- : ACCOUNTING AUTHORITIES OF SCHEDULE 3A AND 3C PUBLIC ENTITIES**
- : HEAD OFFICIALS OF PROVINCIAL TREASURIES**

### **NATIONAL TREASURY INSTRUCTION NOTE NO. 33**

### **IMPLEMENTATION OF THE FRAMEWORK FOR STRATEGIC PLANS AND ANNUAL PERFORMANCE PLANS**

#### **1. PURPOSE**

The purpose of this Instruction Note is to clarify the implementation processes in respect of the Framework for Strategic Plans and Annual Performance Plans.

#### **2. IMPLEMENTATION CONSIDERATIONS**

- 2.1 During September 2010, the National Treasury issued the Framework for Strategic Plans and Annual Performance Plans. This Framework applies to all departments, constitutional institutions and public entities listed in Schedules 3A and 3C to the Public Finance Management Act (PFMA), 1999. The Framework is available on National Treasury's website and may be accessed via the link [www.treasury.gov.za/publications/guidelines](http://www.treasury.gov.za/publications/guidelines)
- 2.2 The Framework took effect during the 2011/12 financial year for national departments, constitutional institutions and Schedule 3A public entities, which in essence mean that the planning timelines outlined in Annexure A to the Framework are applicable in respect of the plans to be tabled during February 2012.
- 2.3 The Framework, however, took effect during the 2010/11 financial year for provincial departments and Schedule 3C public entities. Nevertheless, the planning timelines outlined in Annexure A to the Framework are also applicable to provincial departments and Schedule 3C public entities for plans to be tabled during February 2012.
- 2.4 All departments, constitutional institutions and Schedule 3A and 3C public entities are therefore required to produce Strategic Plans and Annual Performance Plans that fully comply with the mandatory requirements set out in the Framework.

2.5 Chapters 5 and 30 of the Treasury Regulations dealing with Strategic Plans are in the process of being amended to ensure consistency with the requirements of the Framework.

2.6 Whilst amendments to the Treasury Regulations are being finalised, departments, constitutional institutions and Schedule 3A and 3C public entities must, from this financial year (2011/12), develop their strategic plans, annual performance plans and quarterly performance reports in line with the mandatory requirements set out in the Framework.

### **3. APPLICABILITY**

3.1 This Instruction Note applies to all departments, constitutional institutions and public entities listed in Schedules 3A and 3C to the PFMA.

### **4. AUDITING OF THIS INSTRUCTION NOTE**

4.1 A copy of this Instruction Note will be forwarded to the Auditor-General to ensure that its contents are included in their audit scope.

### **5. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION NOTE**

5.1 Accounting officers of national departments are requested to please bring the contents of this Instruction Note to the attention of all Schedule 3A public entities reporting to their respective executive authorities.

5.2 Head Officials of Provincial Treasuries are requested to please bring the contents of this Instruction Note to the attention of all departments in their respective provinces with the request that the information contained therein be made known to Schedule 3C provincial public entities as well.

### **6. AUTHORITY FOR THIS INSTRUCTION NOTE AND EFFECTIVE DATE**

6.1 This Instruction Note is issued in terms of section 76(4)(g) of the Public Finance Management Act (PFMA) and takes effect from the date of issue.

### **7. CONTACT PERSONS**

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