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Date : 06 FEBRUARY 2017
Leshupelo:
Umhla :
Datum :

Reference : H9.1/2016
Tshupelo :
Isalathiso :
Verwysings:

TO: ALL EMPLOYEES

RE: TRAINING ON PAIA AND PAJA: 23 & 24 FEBRUARY 2017

The above matter bears reference.

Kindly be informed that the Legal Services Unit will be conducting a training session on PAIA and PAJA:-

- 1. The Promotion of Access to Information Act, 2 of 2000 (PAIA)**
- 2. The Promotion of Administrative Justice Act, 3 of 2000 (PAJA)**

All officials are urged to attend the training session as it will contribute to a more efficient, effective and development oriented public service for all staff in the Office of the Premier.

Appended hereto, please find a copy of the daily schedules for all Units in Office of the Premier.

Your presence will be highly appreciated.

Yours sincerely

J. BEKEBEKE
DIRECTOR-GENERAL



SCHEDULE FOR TRAINING SESSION ON PAIA AND PAJA

DATE: 23 & 24 FEBRUARY 2017

VENUE: J.W. SAUER BUILDING
4TH FLOOR BOARDROOM
ROOM 406

TIME: 08:30 – 16:00

PROGRAMME 1: ADMINISTRATION	DATE	TIME
Premier Support Director General Support:- <ul style="list-style-type: none">▪ Security and Records▪ Management Provincial Council on Aids - Secretariat Executive Council Support Financial Management	23 February 2017	08:30 – 10:00
PROGRAMME 2: INSTITUTIONAL DEVELOPMENT	DATE	TIME
Strategic Human Resources:- <ul style="list-style-type: none">▪ Human Resource Administration▪ Efficiency Services▪ Labour Relations▪ Employee Health and wellness▪ Diversity Management Strategic Human Capital Development:- <ul style="list-style-type: none">▪ Human Resource Development and Transversal Coordination▪ Performance Management and Capacity Development	23 February 2017	14:30 – 16:00

PROGRAMME 3: POLICY AND GOVERNANCE	DATE	TIME
Inter-Governmental Relations Monitoring and Evaluation Provincial Policy Management:- <ul style="list-style-type: none"> ▪ Special Programmes ▪ Policy Coordination Research and Development 	24 February 2017	08:30 – 10:00
PROGRAMME 2: INSTITUTIONAL DEVELOPMENT	DATE	TIME
Legal Services Information Communication Services:- <ul style="list-style-type: none"> ▪ Information Technology and Infrastructure ▪ Communication services Programme Support	24 February 2017	14:30 – 16:00