

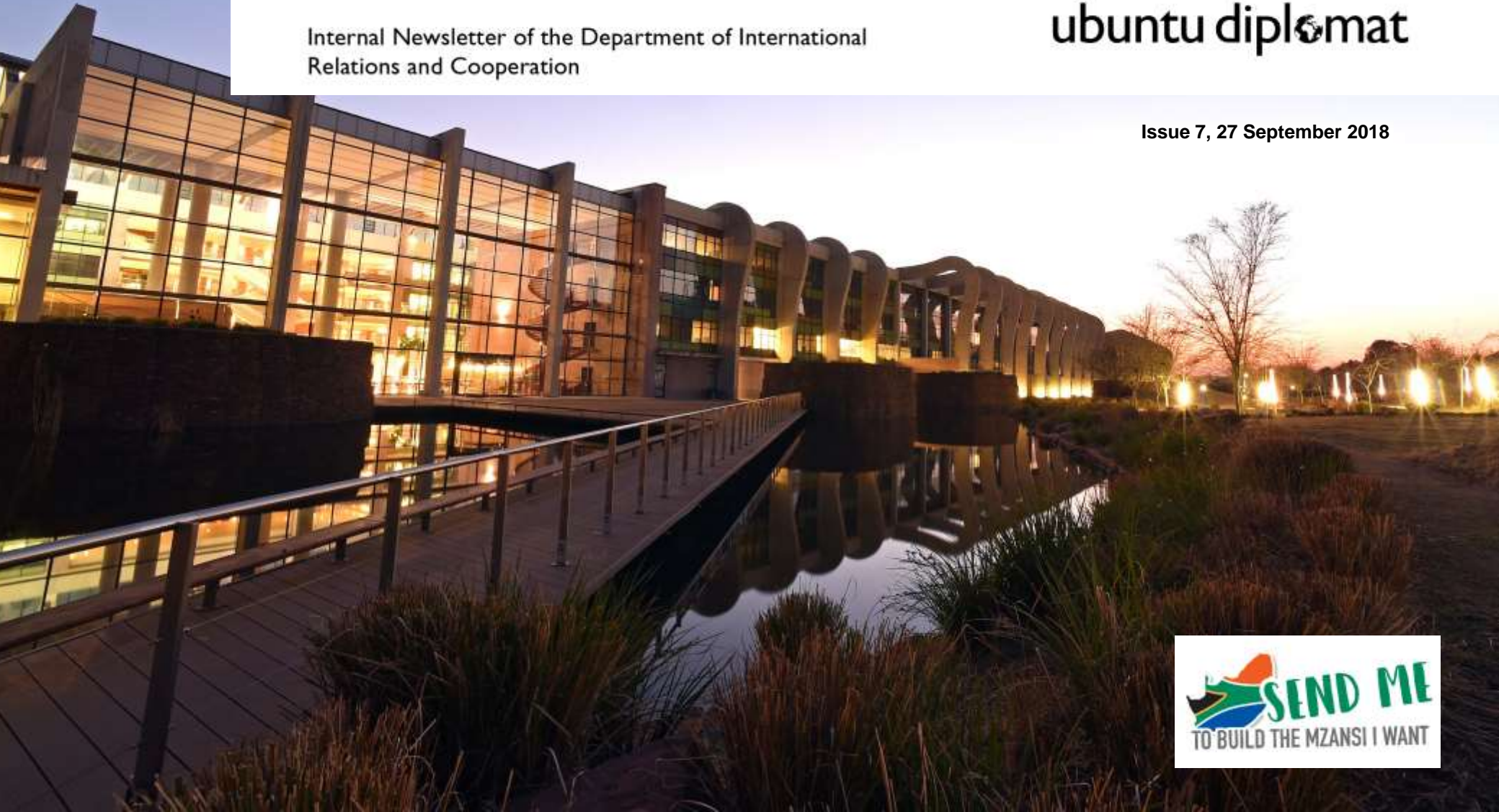
IT'S YOUR VOICE

Internal Newsletter of the Department of International Relations and Cooperation

ubuntu diplomat



Issue 7, 27 September 2018



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Editor's Letter

Dear Diplomats,

Welcome to the electronic edition of *It's your Voice*. In keeping with the times, DIRCO news will now reach you faster, more regularly and a mere click away. All DIRCO staff and missions abroad are invited to regularly contribute to this new platform to publicise the important work the department does – work that we all can be proud of.

The Branch: Public Diplomacy (PD) aims to render specialist support to all the branches in DIRCO by providing services such as marketing, branding, media liaison, internal communication, social media editing and design and layout.

By attending the biweekly PD Forum on Mondays at 11:00, branch representatives are welcome to raise their requirements for any events planned. In this way, we'll also be able to maintain an updated departmental calendar, enhance planning and eliminate the clashing of events.

In September each year, South Africa celebrates Heritage Month, with Heritage Day falling on 24 September. The day is a reminder of the nation's cultural diversity and a chance to express national unity.

Against this background, DIRCO commemorated Casual Day as well as Heritage Day. See more in this edition.

Earlier this year, DIRCO launched the "Travel Smart with DIRCO" Campaign to highlight the consular services the department offers to distressed South Africans abroad and tips when travelling.



With an estimated 800 South African citizens in prisons abroad, all DIRCO staff members should become Travel Smart Ambassadors for South Africa.

MM

Mathapelo Monaisa



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Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA



Heritage Day

BRING AND BRAAI

The Office of the Chief Operations Officer invites
DIRCO officials to celebrate our South African heritage in style.

“The Year of Nelson Rholihlahla Mandela: Advancing
Transformation of South Africa’s Heritage Landscape”

Let’s braai! Bring your gas braai stand, picnic basket,
camp chairs, meat and refreshments.

Please note that no alcohol will be allowed.

Colleagues are welcome to perform poetry and traditional dance
and participate in indigenous games.

Prices to be won!!!

Contact person:

Glory Nkadimeng x 10549

Lebohang Mosupa x 18601

28 September 2018

**Library lawns and Amphitheatre,
OR Tambo Building**

11:00 – 16:00





Invitation

Date: 17 to 19 October 2018

Time: 09:00 to 16:00

Venue: Open space between Library and ICT

Health Screenings:

Health screenings by GEMS nurses
(Cholesterol, HIV counselling and testing,
Body Mass Index, blood glucose and blood pressure)

Service providers:

Dietician, optometrist, physiotherapist, audiologist,
podiatrist and massage therapists

Employee Health and Wellness (EHW) invites all officials to this year's annual wellness event from 17 to 19 October 2018. By undergoing the different health screenings, officials may become aware of any health issues they may have and prevent future illnesses.



DIRCO engages provincial investment promotion agencies

On 21 September 2018, the Directorate: Trade and Investment Promotion organised a meeting where provincial investment promotion agencies made presentations to the DIRCO Economic Diplomacy Contact Group.



Casual Day™

FRIDAY 7 SEPTEMBER 2018

On Friday, 7 September 2018, DIRCO officials participated in the annual Casual Day organised by the Chief Directorate: Transformation and Transversal Programmes.

Casual Day is South Africa's leading fundraising and awareness campaign for persons with disabilities and is the flagship project of the National Council of and for Persons with Disabilities.



DISABILITY DISCLOSURE



Disclosing Disability to an Employer: Why - When - and How

The White Paper on the Rights of Persons with Disabilities (WPRPD) approved in December 2015, is aimed at improving the lives of people with disabilities by protecting their rights to have access to employment, public entities, transportation, public accommodations and commercial facilities, telecommunications and more. It helps people with disabilities compete equally for employment and receive the accommodations and protection they need to work.

Principle of the WPRPD

The principle of the WPRPD is that an individual does not have to disclose a disability until reasonable accommodation is needed. However, disclosure is encouraged at any stage of employment.

For example:

- Employees will disclose a disability and request accommodations before performance problems arise, or at least before they become too serious;
- Some employees disclose disability during the application or interview process, the first day on the job, or years later;
- Job applicant who has great difficulty communicating and thinking on his/her feet, can request interview questions ahead of time;
- Some employees who have successfully worked for years without reasonable accommodations may find it necessary to disclose disability and ask for accommodation due to changes in their job, or changes in their disability.

What is Disability?

The loss or elimination of opportunities to take part in the life of the community equitably with others, that is encountered by persons having physical, sensory, psychological, developmental, learning, neurological or other impairments, which may be permanent, temporary or episodic in nature, thereby causing activity limitations and participation restriction with the mainstream society.

The scope of protection for people with disabilities in the employment focuses on the effect of disability on the person in relation to the working environment, and not on the diagnosis of the impairment.



Disability can be:

- **Long- Term** (impairment that lasts or is likely to persist for at least twelve months). Short-term or temporary illness or injury is not disability.
- **Recurring Impairment** (one that is likely to occur again and to be substantially limiting. It includes a constant underlying condition, even if its effects on a person fluctuates).
- **Progressive conditions** (those that are likely to develop, change or occur). Persons with progressive conditions or illnesses are considered as people with disabilities once the impairment starts to be substantially limiting. However, progressive or recurring condition which have no overt symptoms or which do not substantially limit a person are not disabilities.

Impairment may be physical or mental and eventually substantially limiting. Mental impairment means a clinically recognised condition or illness that affects a person's thought process, judgement or emotions.

An assessment whether the effects of impairment are substantially limiting must consider if medical treatment or other devices would control or correct the impairment so that its adverse effects are prevented, removed or minimised.

Disability on the other hand is imposed by society when a person with physical, psychological, intellectual, neurological and/ sensory impairment is denied access to fulfil participation in all aspects of life, and when society fails to uphold the rights and specific needs of individual with impairments.

What is Disability Disclosure?

"Disclosure" is a voluntary notification by an employee to an employer that the employee has a disability. Disclosure is a responsibility for people who have non-evident disability. These disabilities may range from a minor sensory impairment, to epilepsy, hearing impairment, bipolar, etc. However, the most common non- evident disabilities are cognitive (such as dyslexia) or, more frequently, psychiatric. In simpler terms, it is declaring or giving out personal information about a disability.

It is important for the employee to provide information about the nature of the disability, the limitations involved, and how the disability affects the ability to learn and/ perform the job effectively. The employer has a right to know if a disability is involved when an employee asks for accommodation. Deciding if, when, and how to share disability-related information with a prospective or current employer can be overwhelming.

Are you in need of reasonable accommodation in the workplace due to a disability? Do you know what steps to take in order to get the process started? Disclosure is the first and sometimes the most difficult step. Just thinking about this can often cause anxiety and stress. So what exactly is disclosure?

There is no single right or wrong approach to disclosing a disability. The disability disclosure decision-making process requires answering a number of personal questions that may be different with each employment experience. Some of those questions may include the following:

- Do I have an obligation to disclose?
- When is the right time?
- How much medical information will I be required to provide?
- How will disclosing the information affect my employment?



Disclosure can be Quite Simple

- You can inform your employer that you need to talk about an adjustment or change that is essential for a reason related to a medical condition.
- You may use simple language to request reasonable accommodation.
- You do not have to mention the laws and legislations that governs disability or phrases such as "reasonable accommodation."

What are the Benefits of Disclosure?

If an employer knows about a disability, they can ensure the person is integrated into the workplace successfully. It also affords employers the opportunity to make important decisions about what conditions are most suitable for persons with disability.

The aim of reasonable accommodation is to reduce the impact of impairment of a person's capacity to fulfill the essential functions of the job.

An employer may adopt the cost-effective means that are consistent by effectively removing the barriers to performance.

It further affords employers the opportunity to have a discussion with the employee to establish potential risks and barriers so that reasonable accommodation and health and safety can be considered and measures can be implemented where required to the benefit of the employee and employer alike.

Legal Frameworks on Disability Management:

- Constitution of the Republic of South Africa, 1996;
- White Paper on the Integrated National Disability Strategy, 1997;
- White Paper on the Rights of Persons with Disabilities, 2015;
- UN Convention on the Rights of Persons with Disabilities, 2007;
- Departmental Policy on Disability Management, 2017;
- Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service;
- Technical Assistance Guide on the Employment of Persons with Disabilities; and
- Job Access Strategic Framework on Recruitment and Retention of Persons with Disabilities in the Public Service

For more information and declaration of your disability please do not hesitate to contact the Office of the Chief Operations Officer at:

Chief Directorate: Transformation and Transversal Programmes
Mr Ernest Mahalefa
Sub – Directorate: Disability Management
Ext: 11819 / Email: mahalefa@dirco.gov.za



ALBERTINA SISULU *Centenary* 2018



In 2018 South Africa will mark the centenary of the life of Albertina Sisulu, a fearless champion of democracy and human rights. The centenary celebrations will run for the entire year and will be marked by a series of commemorative events.

A Woman of Fortitude

#MaSisulu100


<https://www.gov.za/masisulu100>



APPROVED 2018/19 ANNUAL PLAN

ANNUAL TARGETS	FINANCIAL IMPLICATIONS	QUARTERLY TARGETS			
		Q1 TARGETS	Q2 TARGETS	Q3 TARGETS	Q4 TARGETS
ACTION: xxxxxxxxxxxxx					
4 x Abode	\$400.00	ABC	DEF	GHI	KLM
3 x Fghijk	€900.00	NOP	NO TARGET	QPR	VWXY

2018/19 QUARTER 2 PERFORMANCE REPORT

ANNUAL TARGETS	Q2 TARGETS	ACTUAL ACHIEVEMENTS			
		ACHIEVED	REASONS FOR VARIANCE	CORRECTIVE ACTIONS	EVIDENCE
ACTION: xxxxxxxxxxxxx					
4 x Abode	DEF	EVENT: DATE: OUTCOME:			
3 x Fghijk	NO TARGET FOR Q2				

Create a Q2 Reporting Template from the approved 2018/19 Annual Plan

Populate cells as per the Quarter 2 (1 Jul. – 30 Sep. 2018) achievements

Embed approved evidence for each achieved target

Quality assure the Q2 Performance Report

The Annual Targets, Quarterly Targets and Actions must be **exactly the same (word for word)** as on the approved 2018/19 Annual Plan.

The **sequence** of the Annual Targets should also be **exactly the same** as on the approved 2018/19 Annual Plan.

Should a Target be unachieved, a Reason for Variance and Corrective Action must be stipulated.

Should an additional achievement be reported on, a Reason for Variance must be stipulated.

Refer to the Reporting Dummy Guide on your SharePoint site.

Evidence in a form of a report must be **approved at a relevant level**.

An acting letter must be enclosed, if the signatory is acting.

Refer to the Evidence Framework on your SharePoint site on what constitutes evidence.

There must be a **correlation** between the Target, Achievement and Evidence.

The **Outcome narrative** in the "Achieved" column should reflect **outputs and outcomes and not only activities**.

Activities are not achievements.

Refer to the Quality Assurance Checklist on your SharePoint site on how to quality assure.



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Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Business Unit: Strategic Planning, Monitoring and Evaluation (SPME)
Office of the Chief Operations Officer (COO)



Calendar

28 September	DIRCO Heritage Day celebrations, OR Tambo Building
4 – 5 October	Review Panel Workshop for Think Tanks on SA's Foreign Policy
6 October	SADC Games, Rietondale Sports Grounds, Pretoria
6 – 7 October	Tokyo International Conference of African Development (TICAD) Tokyo, Japan
8 – 10 October	13th Japan-South Africa Partnership Forum Meeting Tokyo, Japan
8 – 16 October	Budget Mid-term Review Programme
12 October	Quarter 2 Branch Reports due!
17 – 19 October	Health and Wellness Days
21 – 25 October	Heads of Mission Conference
26 – 27 October	South Africa's International Investment Conference
30 October – 1 November	20th Meeting of the IORA Committee of Senior Officials (CSO) and the 18th Meeting of the IORA Council of Ministers, Durban
31 October	Mid-term assessments due!



Travel Smart with DIRCO

YES

NO

Travel Tips



Know the contact details of the SA Embassy at your destination



Know the laws and rules of the country of destination



Valid passport and correct visa



Health and travel insurance



Travel advisory of the country you are travelling to

#TravelSmartWithDIRCO

Contributions can be sent to:
Mathapelo Monaisa @ MonaisaM@dirco.gov.za or Busisiwe Kubheka @ KubhekaB@dirco.gov.za



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Department:
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REPUBLIC OF SOUTH AFRICA

