



May 2006

dfa **INow**

Your voice to be heard



President Thabo Mbeki bids farewell to Ambassador BIL Modise

More pictures on page 6

A DIPLOMATIC WELCOME COLLEAGUES. It is with great anticipation that we welcome you to the new look *dfa Now* which will now come out monthly. Firstly, the *dfa Now* would like to wish Ambassador Modise well on his retirement. He did us all proud and set an example worth duplicating by all of us in doing our work, daily. Go well Ambassador!

The *dfa Now* has been re-worked so that it deals with both policy and personnel issues. In the past this newsletter dealt with policy and administrative issues only. It will from now onwards also include personnel issues, corporate service matters, useful information and personnel views on departmental issues - through letters to the editor. Starting with this edition, the newsletter will also be available in hardcopy! Policy, political and administrative issues will still be a part of the issues discussed in the *dfa Now* – as this newsletter is a useful platform for explaining DFA policy and actions to staff. You are invited to forward your views, contributions, feedback and suggestions.

INTRODUCING 'CHANGE MANAGEMENT COMMITTEE'

The Department has put together a committee made up of representatives of all Branches. The main tasks of the committee are to communicate and monitor developments around change projects undertaken in the Department. All these projects are meant to improve the working conditions of all of us within the Department. The committee is rightfully named 'Change Management Committee' because it is here to manage change on behalf of the entire Department and ensure that change happens at a rate and impact that is accommodating to all of us. For more information on upcoming projects, please refer to change projects inside.

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The views expressed in this newsletter do not necessarily reflect those of the DFA or the editors. The deadline for contributions is 2 June 2006. Contributions may be sent to cbe300 or mokhetheap@foreign.gov.za

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Info Corner

Taxation of Funeral Benefits

The Government Employee Pension Fund (GEPF) provides Funeral Benefits to all its contributing members who were still in the employ of the government after 01 December 2002. The Funeral Benefits are payable within a short period after a properly completed claim has been lodged. These Funeral Benefits are taxable in terms of the South African Revenue Services (SARS) Income Tax Act.

Due to the GEPF and SARS having been electronically interfaced, all claims submitted to the GEPF will be sent to SARS to request a tax directive just as is the case with all other benefits paid out by the GEPF. Should SARS grant a tax directive, a funeral benefit will be paid out to the member after the taxes owed have been settled with SARS.

SARS will deduct any tax amounts outstanding by a member should that member lodge a claim while there are amounts outstanding. In a worst-case scenario, most

or the entire benefit that was due to the member would be deducted by SARS if such member's tax obligations are not in order. In some instances, a member's tax matters may delay the payment of benefits if such member's tax directive has been declined. In both the case of a delayed payment and that of a deduction of taxes owed by the member, the member concerned will have to contact SARS directly for clarification and resolution. The GEPF will not be able to assist members in this regard as tax matters are confidential.

Should there be a delay in the payment of Funeral Benefits, whether as a result of a tax directive or not, interest will not be payable on such a delay. The law with regards to interest on late payment of benefits does not apply to Funeral Benefits.

It is therefore in the interest of the member to ensure that his or her tax obligations are settled and his or her tax details are in order. ▶

Martin Mmutlana – GEPF



Minister of Foreign Affairs, Dr Nkosazana Dlamini Zuma accompanied by the Director-General, Dr Ayanda Ntsaluba (left) and Chief Director, Ambassador Mbulelo Rakwena (right back), in Rio de Janeiro on 30 March 2006 for the Third Meeting of the Trilateral Commission of the IBSA Dialogue Forum

The 3rd Ministerial Trilateral Commission of the IBSA Dialogue Forum took place in Rio de Janeiro, Brazil, from 28 – 30 March 2006. Led by Foreign Affairs Minister Dr Nkosazana Dlamini Zuma, the South African delegation included the Director-General of Foreign Affairs, Dr Ayanda Ntsaluba and several other senior officials from the Departments of Foreign Affairs; Trade and Industry; Transport; Communications; Science and Technology; Minerals and Energy; and Agriculture.

THE PURPOSE OF THE MEETING was to review progress of the work of the Trilateral Commission in preparation for the first IBSA Summit, to be held in Brasilia, Brazil, in September 2006. The decision to convene the IBSA Summit was conceived at the IBSA Heads of State meeting that took place on the margins of the UN Millennium Review Summit in New York in September 2005. In prepara-

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The Third India-Brazil-South Africa (IBSA) Ministerial Trilateral Commission

Rio De Janeiro, Brazil, 28-30 March 2006

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tion for the forthcoming Summit, it was agreed that key deliverables for the Summit should include: - the establishment of a multidisciplinary sectoral working group to work on a strategy on alternative sources of energy; a proposal on concrete programmes to advance the Memorandum of Understanding on Air Services Agreement as well a proposal on maritime transport; establishment of a Working Group Climate Change so as to afford continued engagement on the matter including the Gleneagles agenda.

The Senior Officials meeting from 28 – 29 March 2006 preceded the Ministerial session to mainly review the progress reports and provide a way forward for the five working groups, namely: Information Society; Trade and Investment; Transport; Energy; and Science and Technology. Furthermore, the IBSA Business Council, which was launched last year in Cape Town, convened a parallel session to the Senior Officials meeting on 29 March 2006 to review progress of the Council and also craft a programme of action for 2006/7.

IMPORTANT MECHANISM

They reaffirmed the IBSA Dialogue Forum as an important mechanism for political consultations and co-ordination as well as for strengthening co-operation in sectoral areas and to improve economic relations among the three countries. At their meeting, the Ministers discussed a wide range of critical global issues and reconfirmed their shared vision and determination to play a constructive role in international affairs and to maintain friendly relations with all countries of the South and North. They confirmed their support for a strong multilateral system as a means towards addressing issues of global concern, in particular the pre-eminent role of the United Nations in the maintenance of international peace and security and the promotion of sustainable development.

In her address to the Summit, Minister Dlamini Zuma raised a number of pertinent issues. She commended the progress made by the IBSA Dialogue Forum in light of the fact that this trilateral co-operation is in its third year of existence. The Minister reiter-

... *interaction with the business sector, the Minister stressed the importance of bringing the economies of the IBSA countries closer through trade.*

The Minister also highlighted the need for the IBSA Dialogue Forum to engage in proper evaluation of its current work and future plans.

And furthermore stressed the significance of the IBSA Summit to each member country's region.

ated the importance of the principles of IBSA, which are mainly: deeper trilateral consultations and enhancement of common positions in the multilateral fora, and commitment to fight against poverty within and beyond borders of the three countries. While acknowledging the existing sound government-to-government relations, the Minister noted that IBSA should spread its relevance to business, academia and all other organs of civil society. She also emphasised the need to strengthen the existing cultural and social ties and to build on shared historical experiences, as relations between people have the potential to surpass those created between government institutions that tend to come and go.

An IBSA Business Forum took place on 29 March 2006 in Rio de Janeiro as a parallel event to the Ministers' Summit. Welcoming the interaction with the business sector, the Minister stressed the importance of bringing the economies of the IBSA countries closer through trade. The Minister also highlighted the need for the IBSA Dialogue Forum to engage in proper evaluation of its current work and future plans. And furthermore stressed the significance of the IBSA Summit to each member country's region.

In line with the three countries' multilateral co-operation the Ministers voiced their concern on unintended negative consequences to the devel-

oping countries of the EU's Registration, Evaluation and Authorisation of Chemicals (REACH) Legislation. In this regard the Ministers undertook to work together and jointly to address the challenges posed by REACH and also resolved to make all efforts to co-operate in a co-ordinated manner regarding REACH.

The Ministers reviewed and adopted progress reports of the following IBSA Working Groups:

The Trade and Investment working group agreed on the following programme: Information sharing SMME co-operation; the need to work towards the finalisation of a trilateral FTA, and the need to consider finalising customs co-operation among the three countries and report on this at the IBSA Summit in September 2006. The WG agreed to look at the commercial aspects in the development of renewable energy sources. The WG will meet in June 2006 in Brazil

The Information Society working group mainly agreed on the need to continue developing the already online IBSA Website - (www.ibsa-trilateral.org). South Africa hosts the Website, and Brazil will host an E-Government Workshop in June 2006.

The Science and Technology working group will, during 2006/7, focus on the following issues: firstly, pursuing the research and development agenda in the areas of TB, Malaria, HIV-Aids and Vaccines, the WG should work together with the Working Group on Health. Secondly, on co-operation in the areas of Biotechnology; Nanosciences; and Oceanographic, Antarctic Research, Climate Change, research on renewable energy (biofuels), etc. And, on convening a meeting in South Africa before the September Summit to review and craft the way-forward in terms of their 2005/7 Programme of Action.

The IBSA countries' three national carriers, Air India, VARIG and SAA, met under the auspices of the Transport working group. The carriers agreed to explore the possibility of a co-operation arrangement on the India/South Africa/Brazil routes. Air India and VARIG agreed to explore the possibility of a co-operative arrangement to enhance air-links between India and Brazil through Europe; and SAA agreed to examine



Minister of Foreign Affairs (South Africa), Dr Nkosazana Dlamini Zuma together with Minister of State for External Affairs (India), Mr Anand Sharma, (left) and Minister of External Relations (Brazil), Mr Celso Amorim (right) in Rio de Janeiro on 30 March 2006 for the Third Meeting of the Trilateral Commission of the IBSA Dialogue Forum

the extension of their current code-share arrangement between South Africa and Brazil to India. The WG further agreed, among other issues, to:

- Facilitate air transport passenger transit through the review of visa requirements for passengers travelling between IBSA territories;
- Partner on air traffic control systems and technology sharing; and
- Transfer skills and share knowledge in aviation accident and incident investigation systems.
- On the maritime front the three countries agreed to negotiate and finalise a trilateral agreement on Maritime Transport. To expedite the above issues, South Africa will host the Working Group's meeting in April 2006.

With regards the Energy working group:

- India will host the second technical meeting of the Energy Working group in June this year, to which Indian Oil Corporation (India), PetroSA (South Africa) and Petrobras (Brazil), will also be invited; and

- The three countries will promote the production and use of Biofuels as environmentally friendly and sustainable fuels.

The Ministers officially launched a working group on Social Issues, as a follow-up to the Seminar on Economic Development and Social Equity, held in Rio de Janeiro, from 3 – 4 August, 2005. They also expressed their intention to establish as soon as possible a working group on Public Administration. The progress reports of other Working Groups such as Health; Tourism; Agriculture; Education; Cultural Issues; and Defence were also considered and adopted.

Other issues that the Ministers discussed include:

- The commitments of the Millennium Review Summit;
- A balanced reform of the United Nations;
- Need for improved South-South co-operation;
- Support to NEPAD goals;
- Support to South American integration;

- Co-operation to counter International Terrorism;
- Commitment to Disarmament, Non-proliferation and Arms Control;
- The situation in the Middle East;
- Issues of International Trade;
- Issues relating to the International Financial System;
- Commitment to Sustainable Development;
- Issues of Environment and Climate Change; and
- Commitment to the IBSA Facility Fund for Alleviation of Poverty and Hunger.

To take forward the work of the IBSA Dialogue Forum the Ministers tasked the three countries to prepare for the forthcoming G8 Summit in Russia to which the IBSA countries have been invited. The Summit will, among other issues, focus on the issues of energy. To ensure that IBSA countries have a consolidated input for the G8 Summit and also have a clear agenda for the IBSA Summit in September 2006, Brazil will host an IBSA Focal Points meeting in Brasilia in June 2006. ▸

Halala, go well Chief! A fitting farewell to Ambassador BIL Modise ...



Towards an improved relationship between management, employees and trade unions



The Director-General, Dr Ayanda Ntsaluba, hosted the Secretaries of the Department for lunch at Lombardy Estates, Pretoria. Here the DG is interacting with the secretaries

SOUTH AFRICA AND THE DEPARTMENT HAVE COME A LONG WAY since workers in America organised strikes on 1 May 1886 in support of an eight-hour working day. 1 May is celebrated world wide as a workers' day and is an official public holiday in South Africa. The country's constitution and many other laws advance and protect the rights and interests of workers. Contrary to popular belief, the right to fair labour practices that is enshrined in the Constitution is about fairness to both employees and employers. The Constitution recognises that employers and employees have different interests and at times, conflicting interests. It seeks to secure a balance of the interests of both parties. These rights are further elaborated upon in the Labour Relations Act of 1995. Other laws that regulate the workplace and deal with the rights of workers include the Basic Conditions

of Employment Act, the Public Service Act, the Occupational Health and Safety Act, the Promotion of Administration Act, the Employment Equity Act and the Skills Development Act.

The Department of Foreign Affairs, like other Government departments, is bound by the Constitution, especially section 195 on the basic values and principles that governs the public service. These principles include the promotion and maintenance of high professional ethics, efficient and economic use of state resources and the cultivation of good human resource management. In terms of the Public Service Act, the Director-General is responsible for the efficient management and administration of the Department, including the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of State property.

As a prerequisite towards a cordial relationship between management, employees and trade unions the Department observes the country's labour laws and the various collective agreements entered into at the Public Service Central Bargaining Council (PSSBC) and the General Public Service Sectoral Bargaining Council (GPSSBC). On issues that are not negotiated centrally or in the sector, the Department can enter into collective agreements with the unions through the Departmental Bargaining Chamber (DBC). There are three unions that are members of the DBC. The DBC replaced the old Departmental Bargaining Council. These unions, the PSA, NEHAWU and SASAWU meet with management representatives every quarter under the auspices of the General Public Service Sectoral Bargaining Council of which the DBC is a chamber. The DBC is a

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The DFA, Secretaries Lunch – 16 November 2005. Lombardy Estates, Pretoria. One of the examples of improving relations between management, staff and unions



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collective bargaining forum for employees and management in the Department. In addition to the DBC, unions in the Department engage with management through the Consultative Working Group. Bilateral meetings are also held for sharing information as well as for consultative purposes. In the past year, the unions have been consulted in the development of a number of HR as well as Corporate Services policies.

Despite the existence of these structures, there is a need that is recognised by both management and the unions for more dialogue to take place amongst the parties to clarify certain issues that affect the relationship. These issues revolve around the right of management to run the affairs of the Department in the most effective and efficient manner taking into account the applicable rules including legislation.

Unions on the other hand have a duty to ensure that the collective interests of their members are not harmed by management decisions. Unions may therefore seek to be involved in the decision-making processes affecting the interests of their members. It is important to note that this may be interpreted as an encroachment on the management's right to manage. It therefore becomes necessary that a common understanding is reached on the kind of labour relations system that is appropriate to the Department given its own unique culture. This would entail a shared labour relations vision and policy framework for the Department in order to make clear the kind of labour relations environment that everyone ascribes to as well as the rules of engagement. In this regard, the Labour Relations Directorate has organised a Relationship Building Workshop that will be attended by Senior Managers including the Director-General and representatives of all the three unions. The workshop is scheduled to take place on 25-26 April 2006. The workshop will afford an opportunity to management, employees and trade unions to express their views on matters affecting the relationship between the relevant stakeholders. It will be facilitated by a highly acclaimed labour relations mediator in the country.

The Directorate will also continue with the programme to educate and share information with employees regarding their rights and obligations. Information sessions will be organised in the respective Branches to the benefit of everyone in the Department. ▸

Mbulelo Bungane – Labour Relations

THE DFA IS MOVING to an improved and a more worker-friendly computer environment in the near future. Currently there are problems with the existing Computers and computer environment. To address these problems the ICT Chief Directorate came up with the MASTER SYSTEMS PLAN (MSP) that will be implemented over three years. Under this plan there are four major projects, namely:

- VOIP Global Network
- Windows 2003 Advanced Server
- Data Warehouse / Business Intelligence
- Business Process Management (DIAP & CAS Workflow)

The reason for the MSP is to address the following: Obsolete infrastructure, Mixed environment of NT and UNIX platforms, Limited and poor Internet access, Poor connectivity for the Missions, Outdated Telex system, Multiple logon credentials, Reactive management of ICT infrastructure, Business process that are manual and not optimised, Department's business units working in silos. Poor ICT response, Manual and laborious ICT procurement process, Multiple versions of data (information), Lack of data (information) analysis tools, Operational issues – Head Office and Missions

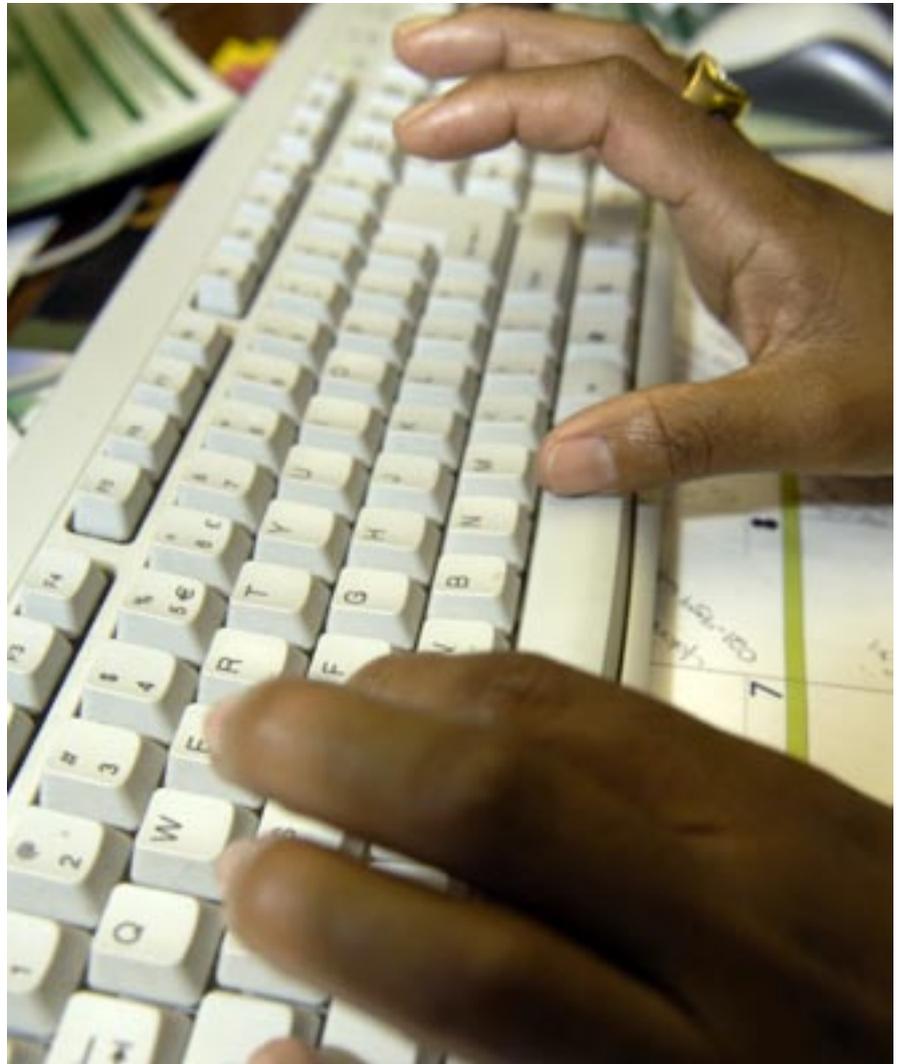
WHAT IS VOIP?

- Global network connectivity on one infrastructure carrying both data (information) and voice
- VoIP allows organisations to integrate their telephone, e-mail and other applications to take advantage of the benefits of unified messaging.
- Provides the vehicle for effective communication and collaboration.

WHAT ARE THE BENEFITS FOR THE USER?

- Always available and secure connectivity between head office and missions
- Secure internet access for all users
- Improved telephony system with billing management
- Proactive and centralised management of the infrastructure

Information Communication Technology (ICT) Projects



- Reduced DFA – DFA telephone costs
- Reduced travelling cost for ICT support

WHAT IS THE IMPACT TO THE USER?

Need for:

- time to change telephone handsets
- time for user training
- minimised disruption for cabling, electrical and building work
- minimised downtime

WHAT IS WINDOWS 2003 ADVANCED SERVER PROJECT?

- Upgrading of NT and UNIX system

- to Microsoft Windows Advanced Server 2003, Windows XP
- Desktop, Microsoft Office 2003 technologies

WHAT ARE THE BENEFITS FOR THE USER?

- Standardised user environment
- New official communicator application, replacing the UNIX telex system;
- a single logon to the network resources and internet;
- Single domain for the whole department;
- Controlled access to shared services;

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- Proactive management of the infrastructure;
- Single access point to the department's internal information;
- Managed security and access control on classified documents;
- Integrated systems

WHAT IS THE IMPACT TO THE USER?

Need for:

- time to migrate computers
- time for user training
- Occasional request for action by user

WHAT IS DATA WAREHOUSE / BUSINESS INTELLIGENCE?

- An executive business analysis and reporting tool for HR and Finance.

WHAT ARE THE BENEFITS FOR THE USER?

- Executive business decision and

analytical tool

- Controlled access to information by topic and in various format
- Collaborative information building
- Sharing of information
- Central repository of data
- Intelligent reporting

WHAT IS THE IMPACT TO THE USER?

Need for:

- time required for user acceptance testing
- time required to configure computers
- time required for user training

WHAT IS BPM?

- Automation of business process providing optimised workflow with built-in business rule

WHAT ARE THE BENEFITS TO THE USER?

- Mapped and documented business process



Security Projects: UPGRADING OF SECURITY SYSTEMS IN DFA

CURRENT STATE AND IMPACT TO THE USER

The Department is presently occupying seven different buildings throughout Pretoria. Security is conducted manually in all these buildings. We have experienced theft of computers in the recent past and this resulted in plenty of inconveniences to the Users. Furthermore, officials were not able to fully perform their duties and there was a state of insecurity and loss of work hours.

WHAT IS BEING DONE TO ADDRESS THE SITUATION

The current state necessitated the upgrading of security in the Department. Directorate: Security has embarked on a security systems upgrading project in order to address the above-mentioned issues. This project involves the installation of an access control system (use of swipe cards), cameras, burglar alarms, metal detectors and other security equipment). The project will make use of electronic and technological devices to enhance security.

IMPACT ON THE USER WHEN WORK IS DONE

There would be minimal impact to the User when the project is implemented. Officials will be informed beforehand of any aspect that will impact on them and any actions that needs to be taken at that stage. Everyone entering our premises after the activation of the access control system will have to use a swipe card to gain entry.

BENEFITS FOR THE USER IN THE FUTURE

The security upgrading will enhance the Department's state of security and officials will work in a more secure environment. These measures will prevent intrusion and detect suspicious activities within the buildings. There will be no unauthorised access to DFA buildings, as only people who have been provided with access will gain entry. Most of the security systems will be automated and the response will be prompted immediately for detection of any security breach.

IMPLEMENTATION TIMEFRAMES:

Project will be implemented in phases, with all phases to be completed by end of August 2006

Phase 1: Tulbagh Park - April to May 2006

Phase 2: Hamilton 110, Gilboa House & Sancardia - May to July 2006

Phase 3: Hatfield Court, FSI and Dip. Guest House - July to August 2006.

Babini Vantyu – Security

- Automated workflow;
- Streamlined functions within the unit;
- Simplified hand over process because information is well kept/ managed;
- Simplified trend analysis
- Intelligent reporting

WHAT IS THE IMPACT TO THE USER?

Need for:

- assigning of process champions and ownership of processes by respective Units
- time required for user acceptance and testing
- time required to configure computers
- time required for user training

NB: Further communication will take place on e-mail as the projects continue. ▶

Lillian Phahla – ICT Business Information Planning & Intergration

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Moloto J (Mr)	Director Dep Minister	mzz002
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A.P. Makodi	SASAWU	hzc370
Viljoen Diedre	PSA	kaa200

SECURITY

Vantyu B	Director	
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Gama Thandi (Ms)	NDT	
Balios Mark (Mr)	Microsoft	
Sutherland Neal (Mr)	Dimension Data	
Pather Kriba (Ms)	Dimension Data	

Where were u ...?

