

ANNUAL CALENDAR 2017/18

JANUARY 2017	FEBRUARY 2017	MARCH 2017
01: New Year's day : Announcement of 2016 Matric Due date: 3 rd qtr NSLA Report 09: Schools reopening for Term 1 16: EMC 16-20: Branches Qtrly meetings 24-25: 3 rd Quarter Performance Review 26: CEM 28-29: CEM 31: Due date - final APP2017/18 31: TMC 31: Due date -3 rd qtr report to Oversight : SMC : Budget Committee : Depart Perform Managmnt Comm(DPMC) : Branch Perf. Moderation Comm(BPMC) : Audit Steering Committee : Risk Management Committee : Skills Development Committee : National adjudication - NTA	06: EMC Due date: Jan Monthly Report HEDCOM 06-10: Branch meetings week 28: TMC : National Prize Awarding Ceremony - NTA : Audit Steering Committee : Risk Management Committee	06: Due date - Feb. Monthly Report 06: EMC 06-10: Branch meetings week 08-09: HEDCOM – Finance sub-com 09: CEM 28: TMC 31: Term 1 ends Due date - Term 1 Reports (schools) : Audit Steering Committee : Risk Management Committee
APRIL 2017	MAY 2017	JUNE 2017
03: Due date: Circuit 4 th qtr Reports EMC 03-07: Branch meetings week 06: Due date -Districts 4 th qtr Reports 07: Due date -March Monthly Report Due date - Districts 4 th Quarter Reprts 08: Due date 4 th QPR to DPME 10-11: HEDCOM 14: Public Holiday (Good Friday) 17: Public Holiday (Family day) 18: Schools reopening for Term 2 20: Due date - A/R2016-17 inputs 20 21: 4 th qtr Performance review 27: Due date - 4 th qtr report to Oversight 29: TMC : SMC : Budget Committee : DPMC : BPMC : Audit Steering Committee : Risk Management Committee : Skills Development Committee	01: Public Holiday (Workers day) 02-05: Branch meetings week 05: Due date: April Monthly Report 08: EMC 18-19: CEM 29: TMC 30-31: Departmental Stratplan 31: Due date: AR2016-17 to AGSA : Audit Steering Committee : Risk Management Committee	05: EMC Due date: May report 05-09: Branch meetings week 13-15: Branches Strat plans 14-15: HEDCOM – Finance sub-com 16 th Public holiday (Youth day) 19: HEDCOM 22: ICT Steering Committee 27: TMC 30: Term 2 ends Due date: term 2 reports : Audit Steering Committee : Risk Management Committee

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JULY 2017	AUGUST 2017	SEPTEMBER 2017
03: Due date: Circuit Reports EMC 03-07: Branch meetings week 05: Due date 1 st qtr District Reports Due date: June Monthly Report 06: Due date Branch Q1 Reports 07: Due date: 1 st QPR to DPME 24: Schools reopening for Term 3 20: CEM 26-27: 1 st qtr Performance Review 29: TMC 27: Due date- 1 st draft of APP 31: Due date - 1 st qtr report to Oversight	01-04: Branch meetings week 07: EMC 08: Due date - July Monthly Report 09: Public Holiday (Women's day) 14-15: HEDCOM 23-24: HEDCOM – Finance sub-com 29: TMC	04: EMC 04-08: Branch meetings week 06: Due date - Aug. Report 11-22: Districts Strat plans 4-15: CEM 21: ICT Steering Committee 24: Public Holiday (Heritage day) 26: TMC 29: Term 3 ends Due date - Term 3 school reports
OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017
02: EMC 02-06: Branch meetings week 03: Due date - Circuits 2 nd qtr reports Due date - Sept. Monthly Report 04: Due date - District Q2 Reports 05: Due date - Branch Q2 Reports 07: Due date - 2 nd QPR to DPME 09: Schools reopening for Term 4 16: HEDCOM 25- 26: 2 nd Quarter performance Review. 31: TMC Due date - 2 nd draft of APP to Oversight Due date - 2 nd qtr report to Oversight : SMC : Budget Committee : DPMC : BPMC :Audit Steering Committee :Risk Management Committee :Skills Development Committee	01-02: HEDCOM – Finance sub-com 06: Due date - Oct. Monthly Report 06: EMC 06-10: Branch meetings week 09: CEM 28: TMC 29: ICT Steering Committee : Audit Steering Committee : Risk Management Committee	04: EMC 04-05: HEDCOM 04-08: Branch meetings week 05: Due date – Nov. Report 08: Term 4 Ends: Schools Due date - Schools 3 rd qtr. Reports 12: TMC Due date - Circuits 3 rd qtr reports 14: Due date - Districts 3 rd qtr reports 15: Branch 3 rd Quarter Perf. Report December Monthly Report : Audit Steering Committee : Risk Management Committee
JANUARY 2018	FEBRUARY 2018	MAR CH 2018
15: EMC 15-19: Branch meetings week 24 – 25: 3 rd Quarter Perf. Review 30: TMC	05: Due date - Jan. Monthly Report EMC 05-09: Branch meetings week 27: TMC	05: Due date - Feb. Monthly Report EMC 05-09: Branch meetings week 20: ICT Steering Committee

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<p>31: Due date -final draft of APP Due date - 3rd qtr report to Oversight : SMC : Budget Committee : DPMC : BPMC : Audit Steering Committee : Risk Management Committee : Skills Development Committee</p>	<p>:Audit Steering Committee :Risk Management Committee</p>	<p>27: TMC : Audit Steering Committee : Risk Management Committee</p>
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PROTOCOL AND PRECEDENCE:

The Annual Calendar has been crafted on the following principles:

1. Scheduled internal meetings take the following precedence, unless advised otherwise:
 - 1.1 Strategic Planning Session/s;
 - 1.2 Quarterly Performance Review Session/s;
 - 1.3 Executive Management Committee (EMC) meetings
 - 1.4 Branch, Sub-Branch, Directorate, District and Sectional meetings.
2. Meetings by outside bodies/structures should be cleared against this Calendar before any decisions are taken.
3. Consolidated Branch Quarterly and Annual Reports should be submitted to SGM: QA & Education Planning on the dates indicated on the calendar.
4. A schedule for submission by Sub-branch heads and Senior Managers should be worked out by branch heads to ensure adherence to the calendar time frames and such schedule should be communicated to all within the Branch
5. Quarterly Branch meetings are mandatory and minutes of such meetings should be kept as evidence