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ACKNOWLEDGEMENTS

The Department of the Premier, Provincial Government of the Western Cape would like to thank the following people for their valuable contribution to this work:

The M and E departmental staff in the Provincial Government of the Western Cape
The Southern Africa Labour and Development Research Unit (SALDRU) Mr. Faldie Esau
1. LIST OF DEPARTMENTS

DOA: Department of Agriculture
DOCS: Department of Community Safety
DCAS: Department of Cultural Affairs & Sport
DEDT: Department of Economic Development and Tourism
DEADP: Department of Environmental Affairs & Development Planning
DOE: Department of Education
DOH: Department of Health
DLGH: Department of Local Government and Housing
DTPW: Department of Transport and Public Works
DEPT: Department of Provincial Treasury
DSD: Department of Social Development

2. ACCRONYMS

ART: Anti-retroviral Treatment
CEMIS: Central Education Management Information System
CMATS: Correspondence Management Tracking System
COP: Community of Practice
DOPMS: Departmental Operations and Performance Management System
HOD: Head of Department
HSRC: Human Sciences Research Council
IT: Information Technology
MEDS: Micro Economic Development Strategy
MIS: Management Information System
MS: Microsoft
NAAIRS: National Automated Archival Information Retrieval System
NGO: Non-governmental Organisation
PALS: Public Access Library System
PGDS: Provincial Growth and Development Strategy
PGWC: Provincial Government of the Western Cape
PWMES: Provincial Wide Monitoring and Evaluation System
RBMandE: Results-Based Monitoring and Evaluation
RPM: Rational Portfolio Management
SALDRU: Southern Africa Labour and Development Research Unit
SPSS: Statistical Package for Social Sciences
UCT: University of Cape Town
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1. Key Findings

Section 1: Identification and description of departmental data sources in terms of requirements of data quality.

- In terms of additions and omissions, out of eleven provincial departments who were respondents, seven departments indicated that there were additions/omissions to the initial data sources provided by the departments while four departments indicated neither additions/omissions. Even though seven departments indicated that they had additions, no substantiation for these additions has been provided. An observation is that these seven departments are proactive and taking initiative in terms of the type of data sources that departments are investing in to track the specific departments’ progress in terms of the implementation of the Provincial Growth and Development Strategy (PGDS). This observation is not the only explanation, but a possible one in terms of the respondents’ responses.

- In terms of omissions, an observation is that only two departments (Health and Education) have alluded to omissions in this category. This could indicate that either departments have no omissions or that departments have not screened the provided data sources in an attempt to ascertain as to whether any of these data sources are still valid as provincial administrative data sources. The extension of the Data Assessment process in the 2009/2010 financial year will see more interaction with the identified data sources and those responsible for the maintenance of these data sources in an attempt to build capacity around this aspect.

- Four out of the eleven departments who participated in this study indicated that they own departmental metadata. The question could be raised as to how departments obtain crucial data relating to those strategies that departments are responsible for within the context of the PGDS.

Section 2: Research and Development

Rationale for Research and Development
The Research and Development section has been included in the Data Assessment Study as it could be regarded as another layer to the Data Assessment process.

- Out of the eleven departments who were respondents in the Data Assessment Study, one department has not provided any data in this regard.

- Overall, research projects conducted by provincial departments are conducted both internally and are outsourced.

- Both qualitative and quantitative methodologies are adopted by departments in terms of research projects.

- The most common applied formats in terms of research projects in provincial departments range from MS Word and Excel to statistical packages such as Stata and the Statistical Package for Social Sciences (SPSS).
Generally departments have commissioned research studies which are in line with the Lead Interventions as indicated in the PGDS.

The Department of Agriculture is the only department that has a departmental publications/reports register but it is not being circulated to other departments.

Section 3: Quality Dimensions of Data Sources

Within the context of the Provincial Wide Monitoring and Evaluation System (PWMES), the Data Assessment process is a subsidiary of the Indicator definition process. Based on this, it is crucial to take cognizance of the two key outcomes of the Data Assessment process:

1. Improved data quality management of the data sources for the PGDS indicators; and
2. Quality data sources to build into an integrated, information system for the PWMES.

The PWMES is committed to producing quality reporting data and it is in this light that departments were requested to indicate which quality dimensions are adhered to within the realm of provincial administrative data in the Provincial Government of the Western Cape. Guidance for this section to departments was taken from the quality dimensions and attributes contained in the South African Statistical Quality Assessment Framework (SASQAF) compiled by Statistics South Africa and which includes attributes of the dimensions of relevance, accuracy, timeliness, accessibility, interpretability, coherence, methodological soundness and integrity.

The following key observations are made for this section:

- Two of the eleven provincial departments who were respondents did not specify adherence to any quality dimensions. There may be reasons for this which will be explored as the Data Assessment process progresses.
- The findings of this study indicate that most of the provincial departments have adopted specific quality dimensions as part of their data collection process.
- Two of the eleven responding departments indicated adherence to other quality dimensions other than those listed above, but upon scrutiny of these dimensions the agreement is reached that these dimensions could be incorporated in the dimensions specified above.
- The findings of the Data Assessment Study indicate that most of the provincial departments have adopted specific quality dimensions as part of their data collection process.
- Provincial administrative data sources are commonly pitched at input and output levels and not at outcome and impact levels.
- In terms of Data and Information Management Systems residing within provincial departments, nine departments responded and provided an indication of the current departmental systems.
- Out of the eleven respondents, five indicated that they utilize statistical packages which range from the Statistical Package for Social Sciences (SPSS) and Stata to Excel and Agricultural Research Statistical packages.
2. Background

For the Western Cape Province, quality data is needed to track progress and to measure the outcome and impact of the programmes within the Provincial Growth and Development Strategy (PGDS) for the Western Cape Province. Quality data for the monitoring and evaluation of the performance of programmes within the PGDS is a critical element as it contributes to tracking the alignment of progress within programmes, project targets and milestones in terms of the implementation of the province’s PGDS. The benefits of quality data for the province can only be achieved if the data requirements and the construction of data sources are co-ordinated in a coherent manner amongst provincial government departments.

However, before such a process can be effectively co-ordinated, it is important to understand and articulate the context in which the provincial government departments compile and construct data sources. Hence, it is imperative as a departure point to firstly, identify and locate existing data sources constructed and most commonly used by provincial departments. Secondly, to assess and quality assure the existing departmental data in terms of the requirements of quality data as in the context of the principles and guidelines of the South African National Qualification Framework. Such a process will ensure the delivery of a core directory of common data sources for the PGDS. The common data sources would consist of provincial administrative data, national and official data sources owned amongst the data users and data producers within and outside of the province. This will serve as a departure point to operate from a ‘clean base’ for existing and construction of new data sets.

The current state of statistics is that there are not enough statistics to meet the needs of provincial government. Furthermore users claim that the data lack quality and that no common standards exists, many are irrelevant, mostly they are not comparable, many are produced by isolated producers and there are no shared standards and a lack of capacity to produce them. The consequence of this refers to the lack of reliable evidence in order to demonstrate to us how effective our programmes are to plan and make decisions.

An ultimate objective for the Provincial Wide Growth Development Strategy is to strengthen research capacity and data availability and reliability; and align provincial administrative data systems in the Western Cape. It would also have to be delivering common data sets that will ensure the use of consistent data availability and reliability for the purposes of effective monitoring.

It is important to understand that to achieve this objective is quite a challenging and costly exercise and hence the departure point would be to strategically influence the direction of improving the data quality management for the PGDS.

The Data Assessment process which has been conducted forms part of a series of processes designed and implemented by the Department of the Premier in an effort to institutionalize a Provincial-wide Monitoring and Evaluation System for the Western Cape Province.
1st Provincial M and E Audit
The Phase One M & E Provincial Audit Process served as the scoping exercise to contextualize the need for a Provincial Wide Monitoring and Evaluation System (PWMES) in the province. The information gathering process assumed the format of conversationalist interviews with the Heads of Department of all the provincial government departments as well as specific Directorates within the Department of the Premier who assumes the responsibility to monitor and evaluate. The purpose of these interviews was to develop an understanding of the challenges, obstacles, achievements and perceptions around M & E in departments and to gain an understanding of the M & E needs of each department in terms of:

1. What would be required to be monitored;
2. What processes exist to monitor information; and
3. To what extent the department is dependent on information or co-operation from other departments.

The main areas focused on by the Department of the Premier pertained to:

1. An outline of the key objectives of departments?
2. Initiatives/programmes/operations that departments wanted to see informed by more effective M & E (in order to support better resource allocation and achievement of goals)?
3. Barriers to effective M & E within or beyond departments?
4. Systems and/or data sets are available to support M & E within departments indicating data sets/indicators that are in routine use by departments as well as contact persons for access to this data?

The findings of the Phase 1 M & E Provincial Audit concluded that:

1. There is a variable record of M & E happening within provincial departments;
2. All departments acknowledged the need for M & E;
3. Most departments were able to give specific examples of where they believed more effective M & E would enable better decision-making and service delivery; and
4. A general endorsement across provincial departments for an M & E system from the centre of government (Department of the Premier) who should have assumed the leadership responsibility in terms of the M & E of the PGDS.

2nd Provincial M and E Audit
The Chief Directorate: Monitoring, Evaluation and Review (CD: M, E & R) embarked on the Phase 2 Monitoring and Evaluation Audit process, which was also a key deliverable within the design and establishment of the PWMES. The information gathered through the audit process:

1. Sketched a situational analysis of monitoring and evaluation within the various provincial departments;
2. Identified the critical areas of concern within these departments; and
3. Provided recommendations in terms of the Phase 2 M & E Provincial Audit process.
In terms of the process, the Directorate: Monitoring designed a questionnaire, which was used, as the Data Collection instrument and which was divided into the following sections:

**Section A** - this section of the questionnaire focused on the Institutional Capacity for M & E existing within the departments;

**Section B** - this section focused on the Internal Learning Network (ILN);

**Section C** - this section dealt with the role of M & E within departments; and

**Section D** - this section concentrated on the challenges with reference to Monitoring, Evaluation and Review within the various provincial government departments.

The findings of Phase 2 M and E Provincial Audit raised awareness in terms of:

- The need to improve the institutional capacity of monitoring and evaluation within provincial government.
- The need for quality data for evidence based planning to track and monitor progress, targets and milestones.
- The need to improve reporting mechanisms and information management systems.
- The need for integrated planning and integrated information architecture.
- The need for M and E capacity building.
- The need for co-ordination of coherence within research projects amongst provincial government departments.

**Data Assessment Process**

Why was the data assessment process undertaken? In order to provide reliable and sufficient baseline data for PGDS, it necessitated an assessment and certification of data sources commonly used in the province for the following reasons:

1. To understand the context of data for measurement and that good data are required for effective project design, monitoring and evaluation.
2. To identify and locate the most commonly used data sets within the province and to assess the data set according to the requirements of quality data, its usability, the frequency of use and the limitations and strengths of the design of the data set.
3. To understand the different baselines used and then to execute the process matching data sources to the compendium of indicators for the PGDS.
Project Objectives

The establishment of a Core Directory of common data sources for the PGDS entails the following six overarching aspects:

- Assessing the provincial administrative data sources using specific quality dimensions;
- Aligning common data sources and level of disaggregation to the PGDS;
- Establishing baselines and statistical evidence;
- Providing an increased contextual understanding of quality data through a practical application of an approach that adheres to quality standards and practices; and
- Building and strengthening statistical capacity on data quality processes in an attempt to improve the data quality management of provincial administrative data.

The Data Assessment Process will address the need for an improvement in the data quality of the provincial administrative data in the Provincial Government of the Western Cape through:

- Building and strengthening the statistical capacity within the province amongst government officials;
- Data users, producers and suppliers of the PGDS will benefit from the provision of baseline information for planning and measurement of performance over time;
- Data users and producers will understand the necessity to comprehend the data sources coherently;
- Eliminating the current status where data sets are used and disseminated in a piecemeal manner;
- Identifying programmes and collaborations to address the lack of statistical knowledge and skills within provincial government and local government; and
- Identifying the need for statistical units within the M and E units in provincial departments.

It is envisaged that the Data Assessment process would ultimately yield:

- Improved data quality management of the data sources for the PGDS Compendium of indicators;
- Quality Provincial administrative data sources, secondary data sources and official data sources for measurement;
- A clean baseline of for the PGDS; and
- A Core Directory of common data sources for the PGDS.
3. **Design and Methodology**

**Questionnaire Design**

The data collection instrument was a questionnaire designed and developed by the Directorate: Monitoring in collaboration with SALDRU. The questionnaire had the following range of answers:

- Yes or No
- Multiple options with one primary answer
- Open ended question
- Questions requesting departments to complete related tables with specific departmental information

The questionnaire was structured into the following sections in order to elicit the required information pertaining to Data Quality Management within the Provincial Government of the Western Cape.

Section 1: Identification and description of provincial administrative data sources in terms of the requirements of Data quality;

Section 2: Research and Development; and

Section 3: Quality Dimensions of Data sources

**Sample Frame and Communication Process**

Eleven line departments participated in the Data Assessment process and the provincial M and E forum representative was the main respondent. Although the data assessment instrument was sent out to the Department of Provincial Treasury, they did not participate in the process. The Directorate: Monitoring formulated a letter that was sent to the Heads of Department (HODs) requesting them to assign an official (preferably the provincial M and E Forum representative) to assume the responsibility for the completion and return of the questionnaire. The HODs were also requested to sign off on the data collection instrument upon its return to the Chief Directorate: Monitoring, Evaluation and Review.
# CONTACT DETAILS OF THE RESPONDENTS

Table 1: Contact details of the Respondents

<table>
<thead>
<tr>
<th>Department</th>
<th>Directorate</th>
<th>Position of Respondent</th>
<th>Name of Respondent</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOA</td>
<td>Chief Directorate: Special Projects</td>
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<td>Jannie Roos</td>
<td><a href="mailto:jroos@elsenberg.com">jroos@elsenberg.com</a></td>
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<tr>
<td>DOCS</td>
<td>Directorate: Strategic Services &amp; Communication</td>
<td>Deputy Director</td>
<td>Lulama Stofile</td>
<td><a href="mailto:lstofile@pgwc.gov.za">lstofile@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DCAS</td>
<td>Office of the HOD</td>
<td>Deputy Director</td>
<td>Luyanda Qomfo</td>
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</tr>
<tr>
<td>DEDT</td>
<td>Strategic Co-ordination Unit</td>
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<tr>
<td>DEADP</td>
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<tr>
<td></td>
<td></td>
<td>Deputy Director</td>
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<td><a href="mailto:Jroelofs@pgwc.gov.za">Jroelofs@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DOH</td>
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<td>Director</td>
<td>Eugene Reynolds</td>
<td><a href="mailto:ereynolds@pgwc.gov.za">ereynolds@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DLGH</td>
<td>Directorate: Monitoring &amp; Evaluation</td>
<td>Director</td>
<td>Zahier Armien</td>
<td><a href="mailto:Zamien@pgwc.gov.za">Zamien@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DTPW</td>
<td>Project Office</td>
<td>Manager</td>
<td>Jan du Plessis</td>
<td><a href="mailto:jaduples@pgwc.gov.za">jaduples@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DSD</td>
<td>Directorate: Monitoring &amp; Evaluation</td>
<td>Deputy Director</td>
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<td><a href="mailto:Nmakena@pgwc.gov.za">Nmakena@pgwc.gov.za</a></td>
</tr>
<tr>
<td>DotP</td>
<td>Chief Directorate: Monitoring, Evaluation and Review</td>
<td>Director</td>
<td>Juanita Fennel</td>
<td><a href="mailto:jfennel@pgwc.gov.za">jfennel@pgwc.gov.za</a></td>
</tr>
</tbody>
</table>

The Provincial M and E Forum representative completed the questionnaire on behalf of the specific department. The rationale for requesting that the M and E Forum member assume the responsibility for the completion of the questionnaire was to ensure consistency and understanding of the information required. The details of the M and E Forum members are presented in the table above.

**Data Collection Process**

The Directorate: Monitoring commenced the process with a scoping exercise to determine the business and project needs for the assessment. On this basis, the methodology for the Data Assessment Study was chosen to be qualitative in nature. The method of data collection entailed a process whereby the instrument was sent to the provincial government departments via the electronic mail system.
• The first workshop was held with the Provincial M and E Forum members on 29 July 2008 with the purpose of presenting the objective and scope of the Data Assessment process.

• A second workshop was held with the Provincial M and E Forum members on 27 August 2008 to train the provincial M and E officials on how to complete the questionnaire. Part of the objective of this workshop was to ensure that the Provincial M and E Forum members, who acted as the main respondents to the questionnaire, understand the meaning and interpretation of each question within the questionnaire.

• A communiqué signed by the Deputy Director-General for the Branch: Governance and Integration was sent to all the Heads of Department within the Provincial Government of the Western Cape.

• Four weeks were allocated to the departments to complete the questionnaire.

• Another four weeks were granted to the departments as an extension.

• The questionnaires were completed either manually or electronically. All eleven provincial government departments who participated in the Data Assessment process returned the questionnaires via the electronic mail system and also provided signed copies of the Data Assessment Instrument by their respective Heads of Department as requested via a communiqué sent by the Deputy Director General to all HODs.

• The questionnaires were checked through a quality assurance process.

• Individual working sessions in a semi-structured format and follow up telephone calls to specific departments served as a verification process to rectify errors and fill the missing gaps within the questionnaires.
4. **Project and Structure**

The Chief Directorate: Monitoring, Evaluation and Review located in the Branch: Governance and Integration (Department of the Premier) despite having limited resources, assumed the challenge of conducting a Data Assessment process in an attempt to:

a. Improve the data quality management of data sources for the PGDS indicators through an assessment of the these data sources to meet the needs of policy makers; and

b. Establish baselines and statistical evidence to assess the performance of the Provincial Government of the Western Cape against the set strategic goals of the PGDS.

c. Produce a Core Directory of common data sources containing profiles of all current provincial administrative data sources linked to the overarching goals of the PGDS for the Western Cape Province.

The findings of this Data Assessment process will serve as a management instrument used within the Department of the Premier to:

- Build and strengthen the statistical capacity within the province amongst government officials;
- To benefit data users, producers and suppliers of the PGDS in terms of the provision of baseline information for planning; measurement of performance over time;
- To bring about an understanding amongst data users and producers in the PGWC regarding the necessity to comprehend the provincial administrative data sets coherently;
- To eliminate the current status where data sets are used and disseminated in a piecemeal manner;
- To identify programmes addressing the lack of statistical knowledge and skills within provincial government local government; and
- To identify the need for statistical units within the M and E units of provincial departments.

The Data Assessment Study is a practical application of a monitoring and evaluation process of collecting and interpreting data within the Provincial Government of the Western Cape and then evaluating the results for further review that could lead to strategic outcomes.

The in-house project team consisted of the following members:

Chief Director: Monitoring, Evaluation and Review: (Zeenat Ishmail) – Conceptualisation and configuration throughout the project phases.

Deputy Director: Monitoring (Rowina Wynford) – Questionnaire Design, Survey Research Operations, Data Collection, interpretation and report writing.

SALDRU (Faldie Esau) – Conceptualisation, Questionnaire Design and Editing of Report, capacity building provided throughout the duration of the project.

The project team held three working sessions to design the questionnaire.
5. Data Capturing, Data Analysis and Report Writing

Excel was used to do basic tabulations and cross tabulations on the dataset. Microsoft Excel can be utilised for further refinement of data and advanced statistical analysis. The Directorate: Monitoring designed the data-capturing tool and captured all data. Data conversion and analyses were done by the Directorate: Monitoring in collaboration with Saldru who also assisted with the editing of the report. Capacity building was also an essential element of this process and was provided by Saldru to the Directorate: Monitoring. The Data Assessment process was thus a joint initiative between the Department of the Premier and Saldru.
6. Results and Findings

Section 1: Identification and Description of Departmental Data Sources in terms of requirements of Data Quality

1.1 Are there any additions/omissions to the list of administrative data sources provided to departments? 1=Yes; 2=No

The background to this question relates to the M and E (Phases one and two) Audit processes as well as the Core Directory of Common Data Sources for the iKapa Growth and Development Strategy. The M and E Phase two Audit process provides an overview of provincial departments’ administrative data. The Core Directory of common data sources profiles each of these provincial administrative sources in terms of M and E purposes and attributes. Departments were thus asked to indicate as to whether there were any additions or omissions to the provided data sources as contained in the Core Directory of common data sources. The Core Directory of common data sources also takes into account administrative data and its potential to add value to and corroborate mainstream data where possible.

Table 2: Summary of Departmental additions/omissions

<table>
<thead>
<tr>
<th>Department</th>
<th>DPW&amp;T</th>
<th>DSD</th>
<th>DOE</th>
<th>LG&amp;H</th>
<th>DOH</th>
<th>DEDT</th>
<th>DEADP</th>
<th>DOA</th>
<th>DCAS</th>
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</tbody>
</table>

Departments

DPW&T: Public Works and Transport
DSD: Social Development
DOE: Education
LG&H: Local Government and Housing
DOH: Health
DoTP: Premier

In summary of the above table, it is noted that the following seven (7) provincial departments, Public Works and Transport, Social Development, Education, Health, Agriculture, Cultural Affairs and Sport and Community Safety indicated that there were additions/omissions to the initial data sources provided by the departments. This could point to the fact that departmental data sources have not remained dormant and that there have been additions/omissions; it indicates that departments are focusing on constructing provincial administrative data sources that contribute towards measuring the progress of the implementation of specific programmes within particular departments. The fact that there are four (4) departments where no additions/omissions are stipulated could either indicate that capacity building in terms of data sources are required or that the data sources that departments own are sufficient to measure results-based progress of programmes.
1.2 If additions, please list.

Table 3: Summary of Departments having additions:

<table>
<thead>
<tr>
<th>Department</th>
<th>DPW&amp;T</th>
<th>DSD</th>
<th>DOE</th>
<th>LG&amp;H</th>
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Departments
- DPW&T: Public Works and Transport
- DSD: Social Development
- DOE: Education
- LG&H: Local Government and Housing
- DOH: Health
- DEDT: Economic Development and Tourism
- DEADP: Environmental Affairs and Development Planning
- DOA: Agriculture
- DCAS: Cultural Affairs and Sport
- DCS: Community Safety
- DoTP: Premier

Seven (7) out of the ten (10) provincial government departments indicated that they have additions to the data sources provided in Section 1 of the Data Assessment Instrument. This indicates that provincial departments are becoming aware of the type of data sources that they invest in and also that specific provincial administrative data sources enhance the quality of the data that departments are using to track their progress in the implementation of the province’s Provincial Growth and Development Strategy (PGDS). The additions reflect that most of the data sources indicated by the departments relates to performance management data and are pitched at input/output levels.

Continuous capacity building on data quality within the context of the Provincial Wide Monitoring and Evaluation System for the Western Cape province and the adopted results-based approach, as channeled through the Provincial M and E Forum, has prompted departments to construct data sources as per the profiling approach adopted by the Department of the Premier. Some departments need ongoing capacity building along these lines and the recommendation is made for the Department of the Premier to collaborate with the relevant tertiary institutions with regard to the formalization of appropriate capacity building.

1.3 If omissions, please list

Summary of Departments who did not indicate omissions:

- Public Works and Transport;
- Social Development;
- Local Government and Housing;
- Economic Development and Tourism;
- Environmental Affairs and Development Planning;
- Agriculture;
- Cultural Affairs and Sport;
- Community Safety; and
The assumption is therefore that the status of these departments has not changed. The two (2) departments who indicated omissions are the Departments of Health and Education. The Department of Health proposed the ART (Anti Retroviral Treatment) System as an omission whilst the Department of Education refers to the following data sources as omissions: Teacher Supply and Demand Model, Educators and Staff, Feedback, Utilities, Document Management and the Sample Focus Programme. An observation is that these data sources/systems could have been absorbed in other integrated data sources/systems. The Chief Directorate: Monitoring, Evaluation and Review will in the 2009/2010 financial year embark on a one-on-one process with all provincial government departments in an attempt to influence the structured data sources in order to enhance the quality dimensions of provincial administrative data.

1.4 Departmental Metadata on Data Sources

Table 4: Summary of Departments collecting Metadata: x = Yes; blank = not indicated

<table>
<thead>
<tr>
<th>Department</th>
<th>PW&amp;T</th>
<th>DSD</th>
<th>DOE</th>
<th>LG&amp;H</th>
<th>DOH</th>
<th>DEDT</th>
<th>DEADP</th>
<th>DOA</th>
<th>DCAS</th>
<th>DCS</th>
<th>DoTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Response)</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Departments

- DPW&T: Public Works and Transport
- DSD: Social Development
- DOE: Education
- LG&H: Local Government and Housing
- DOH: Health
- DoTP: Premier

The following four (4) departments: Public Works and Transport, Education, Agriculture and Community Safety provided information in terms of their departmental metadata. This indicates that only these departments have metadata to substantiate the measurement of progress of its programmes to be implemented within the context of the Provincial Growth and Development Strategy. In the category, Methodology, departments indicated that their data sources are quantitative in nature. There are however departments who adopt both the quantitative as well as the qualitative approaches.

A concern is that some departments are not sure as to which specific Lead Interventions they are responsible for. This aspect needs to be addressed as a matter of urgency especially in the light of the fact that the Provincial Government of the Western Cape is currently in the Implementation phase of the province’s Provincial Growth and Development Strategy.

An observation is that the above-mentioned four departments, who provided information, completed all the categories around the acquisition of metadata relating to the specific departmental data sources.

A recommendation is made that the proposed one-one-one process with the Provincial government departments for the 2009/2010 financial year be commenced with these departments.
Section 2: Research and Development

2.1 What research projects have Departments conducted? Were projects outsourced or conducted internally?

2.2 Research in terms of the methodology applied and the format of the research.

Table 5: Summary of PGWC Research studies undertaken since 2004 inclusive of applied Methodology and Format

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount of Research Projects conducted (since 2004)</th>
<th>Internally</th>
<th>Outsourced</th>
<th>Most common applied Methodology</th>
<th>Most common applied Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td>8</td>
<td>2</td>
<td>6</td>
<td>Qualitative &amp; Quantitative</td>
<td>MS Word</td>
</tr>
<tr>
<td>DSD</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>Mostly quantitative</td>
<td>Excel, Access and SPSS</td>
</tr>
<tr>
<td>DOE</td>
<td>24</td>
<td>14</td>
<td>10</td>
<td>Qualitative &amp; Quantitative</td>
<td>Excel, SPSS</td>
</tr>
<tr>
<td>LG&amp;H</td>
<td>8</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>Ms Word</td>
</tr>
<tr>
<td>DOH</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>EADP</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Qualitative and Quantitative</td>
<td>..</td>
</tr>
<tr>
<td>DEDT</td>
<td>31 studies relating to Micro Economic Development Strategy (MEDS)</td>
<td>0</td>
<td>31</td>
<td>Qualitative</td>
<td>Acrobat with tables</td>
</tr>
<tr>
<td>DCS</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>Qualitative and Quantitative</td>
<td>..</td>
</tr>
<tr>
<td>DCAS</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>Qualitative</td>
<td>..</td>
</tr>
<tr>
<td>DOA</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Qualitative and Quantitative</td>
<td>Excel, Access and specialized research data processing formats</td>
</tr>
<tr>
<td>DotP</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>Qualitative and Quantitative</td>
<td>Excel, Stata, Ms Word</td>
</tr>
</tbody>
</table>

.. Not indicated

Departments
DPW&T: Public Works and Transport  DEDT: Economic Development and Tourism
DSD: Social Development  DEADP: Environmental Affairs and Development Planning
DOE: Education  DOA: Agriculture
LG&H: Local Government and Housing  DCAS: Cultural Affairs and Sport
DOH: Health  DCS: Community Safety
DotP: Premier
The data in Table 4 above reflect the departments’ responses to 2 separate questions as is stated in 2.1 and 2.2 above. The questions appear separately in the Data Assessment Questionnaire. The responses are however written up as a combination as they complement each other.

The purpose of this section of the Data Assessment instrument is to elicit from departments as to what research currently resides within the Provincial Government of the Western Cape and also whether this research is shared amongst departments in an attempt to avoid duplication of research studies. The above table further focuses on the most common methodologies applied in conducting the respective research studies as well as the most commonly applied format. It is also imperative that departmental research be commissioned in such a way that all research addresses specific areas contained within the Growth and Development Strategy.

**The Department of Public Works and Transport** has conducted eight research studies over the period 2006 – 2008. Six of these studies were outsourced to a range of research service providers whilst the BRT research study was undertaken both internally and outsourced. It is also essential to mention that although six of the research studies were conducted externally, in some cases the department undertook the research study, but the service provider compiled the report. In terms of methodology, both qualitative and quantitative methodologies are used and the most common format applied is Ms Word.

**The Department of Social Development** conducted four research studies, which were mostly conducted internally. The State of the Population Report for the Western Cape was conducted internally with the Human Sciences Research Council (HSRC) assuming the responsibility for the compilation of the report. Mostly quantitative research methodologies are used and formats utilized by the department include Excel, Access and SPSS.

**The Department of Education** registered twenty-four research studies undertaken of which ten were outsourced. Quite a few of the internal research studies were conducted in collaboration with the National Department of Education. Methodologies used included quantitative as well as qualitative and formats used are Excel and SPSS.

**The Department of Local Government and Housing** conducted eight research studies and no indication is given as to whether these studies were outsourced or conducted internally. This department has not indicated methodologies used and the format used is MS Word.

**The Department of Health** has not indicated any research studies conducted by the department for the requested time period. No methodologies or formats are stipulated.

**The Department of Environmental Affairs and Development Planning** registered its Sustainable Development Report, which is a current research study being undertaken and which has been outsourced. Mostly quantitative and qualitative research methodologies are used and no formats are indicated.

**The Department of Economic Development and Tourism** has registered thirty-one research studies conducted and which has been outsourced to various researchers who are supervised by the Micro Economic Development Strategy (MEDS) Oversight Committee. Qualitative research methodologies are mainly used and the format of these research studies is Acrobat with tables.
The Department of Community Safety has registered nine research studies of which all have been outsourced to various research organizations. Research methodologies are qualitative and quantitative in nature and the department has not registered any formats.

The Department of Cultural Affairs and Sport has registered five research studies, conducted within the department of which four were outsourced. Qualitative research methodologies are used and no formats have been indicated by the department.

The Department of Agriculture has registered one research study, but this study has been ongoing since 2004. The study is being undertaken internally. Both qualitative and quantitative research methodologies are utilized and formats include Excel, Access and specialized research data processing formats.

The Department of the Premier has registered seven research studies that were all undertaken internally. Qualitative and quantitative research methodologies are applied and formats include Excel, Stata and MS Word.

In terms of the outsourcing of research studies within Provincial Government Departments of the Western Cape, it could on the one hand point to a lack of capacity and time within certain provincial departments to conduct departmental research. On the other hand, the outsourcing could also indicate that there is a very close collaboration between the Provincial Government of the Western Cape, the independent research agencies and the Universities. A wealth of research has been conducted in terms of the Provincial Growth and Development Strategy and this reflects the substantiation of the development trajectory occurring within the different sectors of the PGWC. It also reflects that research around the PGDS has particularly taken place within the past decade and that, with the large number of outsourcing of research studies in the province by departments, a host of research agencies across the board have participated in research stemming from the goals of the PGDS.

In terms of the methodologies applied and the most commonly applied formats, the following serves as observations:

- Most departments indicated that in terms of the methodology applied; qualitative as well as quantitative methodologies were used with a few research studies adopting both the qualitative as well as the quantitative methodologies.
- In terms of format, this ranged from across the MS suite and more specifically Excel and MS Word. In some instances, the SPSS package was quoted as a format. The Access package was also frequently mentioned.
- Table 4 above reflects that for the Provincial Government of the Western Cape since 2004, ninety-eight (98) Research studies have been commissioned.

Table 5 aligns the research studies with the Indicators, Lead Interventions and Legacy Projects that the Research within the Provincial Government of the Western Cape addresses.

Table 6: Alignment of departmental research studies to Indicators, Lead Interventions and Legacy Projects.
<table>
<thead>
<tr>
<th>Department</th>
<th>No. of Research Studies</th>
<th>Indicators</th>
<th>Lead Interventions</th>
<th>Legacy projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td>8</td>
<td>- Average household income&lt;br&gt;- Literacy levels&lt;br&gt;- Average household expenditure on public transport&lt;br&gt;- Access to employment opportunities&lt;br&gt;- Service Delivery</td>
<td>- Integrated Transport&lt;br&gt;- Property Development&lt;br&gt;- Skills Development</td>
<td>2010</td>
</tr>
<tr>
<td>DSD</td>
<td>4</td>
<td>- Demographic indicators: child mortality, child maltreatment, foreign-born population: population, population aging, adults population, HIV/AIDS population and development population education.</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>DOE</td>
<td>24</td>
<td>- No. of learners obtaining acceptable outcomes for Gr 3 &amp; 6&lt;br&gt;- Literacy rate&lt;br&gt;- Effective implementation of government services&lt;br&gt;- No. of persons receiving skills training by duration&lt;br&gt;- No. of no-fee schools by geographical location&lt;br&gt;- No. of beneficiaries at no-fee schools&lt;br&gt;- Skills development</td>
<td>- Equal and caring society&lt;br&gt;- Poverty Eradication&lt;br&gt;- Ensure effective governance and institutional strengthening</td>
<td>Skills Development and Education&lt;br&gt;Job Creation&lt;br&gt;Fighting Poverty</td>
</tr>
<tr>
<td>DOH</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>DEADP</td>
<td>1</td>
<td>All indicators aligned as per the Compendium of Indicators for the PGDS</td>
<td>Appropriate Lead Interventions</td>
<td>Appropriate Legacy projects</td>
</tr>
<tr>
<td>DEDT</td>
<td>31 MEDS Research Studies</td>
<td>- Increasing growth&lt;br&gt;- Facilitating employment&lt;br&gt;- Enhancing equity</td>
<td>- Path Supporters, Path Breakers, Path Shapers and Path Consolidators</td>
<td>Evidence based research for Sector Development</td>
</tr>
<tr>
<td>Department</td>
<td>Code</td>
<td>Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCS</td>
<td>9</td>
<td>Community perception of crime, Service Delivery, Child abuse, Firearms insurance, Community perception of crime, Evidence based information, Impact of gangs, Child safety, Volunteer participation in combating crime</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCAS</td>
<td>5</td>
<td>Mass participation of disadvantaged communities, Talent identification, Healthy lifestyle initiatives, Job creation opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOA</td>
<td>1</td>
<td>..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DotP</td>
<td>7</td>
<td>Effective implementation of government programmes and services, Public opinion of government services, Increased joint projects between provincial and local government, No. of budget spent on Gender, Youth and Disability sub-programmes per department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Governance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

.. Not Indicated

**Departments**

- DPW&T: Public Works and Transport
- DEDT: Economic Development and Tourism
- DSD: Social Development
- DEADP: Environmental Affairs and Development Planning
- DOE: Education
- DOA: Agriculture
The Data Assessment Questionnaire has not emphatically requested titles of research studies. The responses from provincial government departments reflected in the above table demonstrates that most, if not all, research undertaken by the various departments, have carefully selected departmental research to be conducted in alignment to the departmental progress indicators, which could be linked to the Compendium of Indicators as contained in the PGDS as well as the Indicator Framework for the Lead Interventions. An observation from the responses in the above table is that most departments have commissioned departmental research studies in alignment to both the Lead Interventions and the Legacy projects of the PGDS.

2.3 Does your department have a Register of Publications/Reports?

<table>
<thead>
<tr>
<th>Response</th>
<th>PW&amp;T</th>
<th>DSD</th>
<th>DOE</th>
<th>LG&amp;H</th>
<th>DOH</th>
<th>DEDT</th>
<th>DEADP</th>
<th>DOA</th>
<th>DCAS</th>
<th>DCS</th>
<th>DotP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>10</td>
</tr>
</tbody>
</table>

**Departments**
- DPW&T: Public Works and Transport
- DSD: Social Development
- DOE: Education
- LG&H: Local Government and Housing
- DOH: Health
- DotP: Premier
- DEDT: Economic Development and Tourism
- DEADP: Environmental Affairs and Development Planning
- DOA: Agriculture
- DCAS: Cultural Affairs and Sport
- DCS: Community Safety

The departmental responses in the above table reflect that the majority of provincial government departments in the Western Cape Provincial Government do not have a Publications/Reports Register. A point to note from the responses is that the following six departments have indicated that they are planning to compile a register: the departments of Public Works and Transport, Education, Environmental Affairs and Development Planning, Cultural Affairs and Sport, Community Safety and the Premier.

A recommendation with regard to the responses in the above table is for the Department of the Premier, through the Provincial M and E Forum, and in terms of strategic guidance to encourage the above-mentioned departments to compile a departmental Register of their research studies. Only one department, the Department of Agriculture, has indicated that they have a Publications/Report Register.
2.4 Is this Register circulated to other provincial government departments?

Table 8: Summary of circulation of Publications/Reports Register to other provincial government departments

<table>
<thead>
<tr>
<th>Response</th>
<th>PW&amp;T</th>
<th>DSD</th>
<th>DOE</th>
<th>LG&amp;H</th>
<th>DOH</th>
<th>DEDT</th>
<th>DEADP</th>
<th>DOA</th>
<th>DCAS</th>
<th>DCS</th>
<th>DotP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>11</td>
</tr>
</tbody>
</table>

Departments
PW&T: Public Works and Transport
DSD: Social Development
DOE: Education
LG&H: Local Government and Housing
DOH: Health
DotP: Premier

Table 7 above indicates that the Department of Agriculture (see Table 6), who is the only department that has a Publications Register, does not circulate this Register to the rest of the PGWC. The other departments, who participated in the Data Assessment process, do not have a Publications Register.

It would serve as a knowledge asset for the PGWC if it sports a Publications Register for the ninety-eight (98) Research Studies (including future research studies to be commissioned within provincial government) which has been undertaken across the spectrum of the PGWC.

A recommendation emanating from this report is for the Department of Agriculture to set a precedent and circulate their Publications Register to the other provincial departments. The Department of the Premier should act as the enabler to facilitate a Community of Practice (COP) across the PGWC which, in turn, would contribute to the maintenance and sustainability of the Provincial Wide Monitoring and Evaluation System (PWMES).

Section 3: Quality Dimensions of Provincial Data Sources

3.1 Please indicate which dimensions of quality as indicated below is applied to your department’s data sources and research projects.

Attributes of each quality dimension were stipulated and Departments were requested to indicate which attributes specific departments adhered to.

Table 9: Status of Quality Dimensions of PGWC Administrative Data Sources

<table>
<thead>
<tr>
<th>Department</th>
<th>Relevance</th>
<th>Accuracy</th>
<th>Timeliness</th>
<th>Accessibility</th>
<th>Interpretability</th>
<th>Coherence</th>
<th>Methodological Soundness</th>
<th>Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSD</td>
<td>5</td>
<td>4</td>
<td>6</td>
<td>9</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>
The section focuses on the application of the attributes of quality dimensions related to the provincial administrative data currently residing in the Provincial Government departments. The exercise was not intended to be a scoring exercise, but merely an assessment of the number of attributes adhered to by Provincial Government departments within the specific quality dimensions. This exercise was simply undertaken to simulate at a superficial level, the adherence to quality dimensions of data sources within the specific provincial government departments.

The Data Assessment process had its origins in the two M and E Audits that were conducted by the Chief Directorate: Monitoring, Evaluation and Review during the 2004/05 and 2006/07 financial years. In terms of the Data Collection process, the conceptual framework for the PWMES for the Western Cape, which is based on a Results Based Monitoring and Evaluation System (RBM and E) aims to guide, co-ordinate, align and strengthen efforts amongst government departments. Within this context of the RBM and E system for the PWMES, monitoring is defined as the ongoing recording and interpretation of information relevant to the objectives and expected outcomes, by developing measurable indicators and relevant data and information, for the purpose of evaluation. Evaluation is defined as the assessment of performance against agreed upon objectives, for the purposes of review.

As the Provincial Government of the Western Cape is committed to communicating quality data and information to its stakeholders, the data assessment processes for the Provincial Wide Monitoring and Evaluation System (PWMES) is being designed as a phased approach via the technical stakeholder engagements promoted through the Provincial M and E Forum.

As is indicated in the above-mentioned table, the Departments of Local Government and Housing and Environmental Affairs and Development Planning did not specify adherence to any of the specified quality dimensions.

<table>
<thead>
<tr>
<th>Departments</th>
<th>DOE</th>
<th>LG&amp;H</th>
<th>DEDT</th>
<th>DCS</th>
<th>DCAS</th>
<th>DOA</th>
<th>DotP</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW&amp;T: Public Works and Transport</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>DSD: Social Development</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DOE: Education</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>LG&amp;H: Local Government and Housing</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DOH: Health</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DotP: Premier</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

[Blank indicates that no attributes were indicated]
dimensions. There may be specific reasons for this which will be explored as the data assessment process for the Western Cape Province is further explored in the upcoming financial year.

Observations:

- The Department of Public Works and Transport indicates 18 attributes in an arbitrary fashion in the Quality Dimensions displayed above. The attributes, Accessibility and Coherence appear to have highest level of adherence.

- The Department of Social Development indicates 43 attributes in the Quality Dimensions which are adhered to by this department. The attributes, Timeliness, Interpretability, Coherence, Methodological Soundness and Integrity display high levels of adherence.

- The Department of Education indicates 32 attributes which are adhered to as regard Quality Dimensions. The attributes, Relevance and Interpretability displays high levels of adherence.

- The Department of Health indicates adherence to 34 attributes and the attributes, Accessibility and Interpretability display high levels of adherence.

- The Department of Economic Development and Tourism indicates that they adhere to 35 attributes as regards its Quality Dimensions. Relevance and Coherence are the common quality dimensions to which there is the greatest amount of adherence.

- The Department of Community Safety indicates adherence to 44 attributes. Dimension with the greatest amount of adherence in this department relates to, Accuracy, Timeliness, Interpretability and Integrity.

- The Department of Cultural Affairs and Sport indicates adherence to 7 attributes. None of the quality dimensions are rated high in this department.

- The Department of Agriculture adheres to 32 attributes in terms of quality dimensions. Relevance, Timeliness, Interpretability and Coherence are the quality dimensions rated high for this department.

- The Department of the Premier adheres to 35 attributes which is arbitrarily displayed with Interpretability rated as the highest quality dimension.

<table>
<thead>
<tr>
<th>Status of Quality Dimensions PGWC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
</tr>
</tbody>
</table>

Department of the Premier in collaboration with SALDRU
In the diagram above, it is evident that in terms of quality dimensions applied to the administrative data sources within the Provincial Government of the Western Cape, the attributes of Accessibility and Coherence appears to be largely institutionalised throughout the Provincial Administration.

In all essence, it would be fair to deduce that the majority of departments in the Provincial Government of the Western Cape are institutionalising quality standards and dimensions as part of their Data Collection process. In order for the PWMES to function optimally, the data sources attached to the Monitoring and Results Frameworks of all of the PWMES products need to be of the highest quality if government is to measure its progress relating to government programmes.

In terms of the observations mentioned above, the recommendation is made that there be a focus on those departments who need to upgrade their quality dimensions in the next financial year and to bring these departments to focus on institutionalizing quality dimensions into their provincial administrative data sources.

3.2 Does the department adhere to any other (formalized) Quality Dimensions not listed above?

This question attempts to elicit a status snapshot as to whether there are any other quality dimensions or attributes of quality dimensions that are adhered to within PGWC in terms of data quality. The only departments who responded to the above question were the Departments of Social Development and Health.

The Department of Health speaks about Completeness, Timeliness and Accuracy, but this is already contained the Quality Dimensions indicated in the previous question.

In terms of the other departments, no other additional quality dimensions were indicated.

3.3 At what level is your departmental data located? (× = level)

Table 10: Summary of levels of located departmental data within PGWC

<table>
<thead>
<tr>
<th>Department</th>
<th>Data Source</th>
<th>Input</th>
<th>Output</th>
<th>Outcome</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td>RPM</td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livelink</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSD</td>
<td>District Offices</td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NGOs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOE</td>
<td>Online CEMIS survey</td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EduInfo Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOH</td>
<td></td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEDT</td>
<td>DOPMS</td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMATS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tourist Guide Database</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Touch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOA</td>
<td>Spatial analysis data</td>
<td>×</td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In terms of those departments who responded to the above question, it is obvious that most of the departmental data sources are located within the input and output categories. This indicates that departments are at this stage of the Data Management process, not pitching their provincial administrative data sources at the outcome and impact levels. It is suggested that the Cluster Review system be one of the contributors to the achievement of outcomes and impacts.

3.4 What Data Management and IT/Management Information Systems currently reside within your department [Departments were requested to list these]

Table 11: Data Management and IT/MIS currently residing within PGWC

<table>
<thead>
<tr>
<th>Department</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td>• RPM</td>
</tr>
<tr>
<td></td>
<td>• Livelink</td>
</tr>
<tr>
<td></td>
<td>• Infrastructure Reporting Model</td>
</tr>
<tr>
<td></td>
<td>• In-year Monitoring of revenue</td>
</tr>
<tr>
<td></td>
<td>• Quarterly Performance Reporting Model</td>
</tr>
<tr>
<td>DSD</td>
<td>• Knowledge Management</td>
</tr>
<tr>
<td></td>
<td>• M and E Directorate database</td>
</tr>
<tr>
<td>DOE</td>
<td>• CEMIS</td>
</tr>
<tr>
<td>DOH</td>
<td>• Sinjani system</td>
</tr>
<tr>
<td></td>
<td>• Business Intelligence System</td>
</tr>
<tr>
<td>DEDT</td>
<td>• DOPMS</td>
</tr>
<tr>
<td></td>
<td>• CMATS</td>
</tr>
<tr>
<td></td>
<td>• Tourist Guide Database</td>
</tr>
<tr>
<td></td>
<td>• In-Touch</td>
</tr>
<tr>
<td>DCS</td>
<td>• Q-DRIVE</td>
</tr>
<tr>
<td></td>
<td>• Various databases on Excel and Access</td>
</tr>
<tr>
<td>DCAS</td>
<td>• Issue Management System</td>
</tr>
<tr>
<td></td>
<td>• PALS</td>
</tr>
<tr>
<td></td>
<td>• NAAIRS</td>
</tr>
<tr>
<td>DOA</td>
<td>• Spatial analysis Data Management</td>
</tr>
<tr>
<td></td>
<td>• Project Information Management System</td>
</tr>
<tr>
<td>DotP</td>
<td>• Integrated Reporting system</td>
</tr>
</tbody>
</table>
The responses displayed in Table 10 reflect that these Data Management and Information Technology (IT)/Management Information Systems (MIS) appear to be the main provincial administrative data systems that are currently residing within the Provincial Government of the Western Cape and which are profiled in the PWMES deliverable called Profiling Administrative Data (Part 2: December 2008).

What is relevant is that more detail is required at departmental level with regard to IT/MIS as indicated by the departments concerned. In addition, it would be good to know if all the mentioned systems are windows-based or not; are they customized or not and if they are – then there is a need to consider compatibility issues.

The Departments of Local Government and Housing and Environmental Affairs and Development Planning did not register any IT/MIS for these departments at this stage. This needs to be investigated further as there is no doubt that a provincial government department does own an IT/MIS of some kind or another. The matter will be followed through with the departments during Phase Two of the PGWC Data Assessment process.

3.5 Does your Department make use of Statistical Packages? ( × = level)

Table 12: PGWC Departments making use of Statistical Packages

<table>
<thead>
<tr>
<th>Department</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW&amp;T</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DSD</td>
<td>×</td>
<td></td>
</tr>
<tr>
<td>DOE</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>LG&amp;H</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DOH</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DEADP</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DEDT</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DCS</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DCAS</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DOA</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>DotP</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
Table 11 reflects that five provincial government departments make use of Statistical packages and six departments do not. This will be explored further in detail in Phase Two of the Data Assessment Process for the Provincial Government of the Western Cape.

3.6 Which Statistical Packages does your department currently make use of?

Table 13: Statistical Packages utilized within Provincial Government departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Statistical Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSD</td>
<td>Statistical Package for Social Scientists (SPSS)</td>
</tr>
<tr>
<td>DOE</td>
<td>SPSS</td>
</tr>
<tr>
<td>DOH</td>
<td>Excel</td>
</tr>
<tr>
<td>DOA</td>
<td>Agricultural Research Statistical packages</td>
</tr>
<tr>
<td>DotP</td>
<td>SPSS and STATA</td>
</tr>
</tbody>
</table>

Table 12 indicates that three out of the five departments mentioned, make use of the SPSS. Interesting to note is that the Department of Health has registered the Excel package as their statistical tool. One could however assume that a number of departments are using Excel as an analysis tool, but strangely, this has not been registered in the responses during the Data Assessment study. It would also be useful if one could profile the data contained in the Agricultural Research Statistics packages.

Broadly it appears that not many provincial departments utilize statistical packages. This will constitute an area for focus in terms of capacity building and one could use the Community of Practice (COP) to encourage more provincial departments to make use of statistical packages with regard to their analysis of the effectiveness of government programmes.
7. Conclusion

One of the objectives of the Provincial Growth and Development Strategy is to strengthen research capacity, data availability and reliability and to align data systems in the Provincial Government of the Western Cape. The PGDS would also have to ensure the use of consistent data availability and reliability for the purposes of effective monitoring. It is thus important to understand that the ultimate objective of the Data Assessment process is to improve the data quality management amongst provincial government departments in the Western Cape. This will then lead to the delivery of common data sets that will ensure the use of consistent data availability and reliability for the purposes of effective monitoring.

In lieu of the above, it is thus essential to understand that the Data Assessment process will yield the following:

1. A Directory of the research studies conducted within the Provincial Government of the Western Cape.
2. An assessment of the quality of the provincial administrative data.
3. Information that will inform the Business Requirement Specification for the Provincial wide Monitoring and Evaluation System for the Western Cape.

These products serve as the prelude to carve the way for an overall improvement in the quality of provincial administrative data in the quest to measure progress relating to specific government programmes.
8. Recommendations

1. A one-on-one process is conducted with specific provincial government departments with the purpose of influencing structured data sources in order to enhance the quality dimensions of provincial administrative data.

2. The Department of the Premier is to promote a Register of departmental publications/reports for commissioned research studies and to facilitate a Community of Practice (COP) across provincial departments in order to circulate these registers inter-departmentally. These should include Annual Performance Plans as well as Annual Reports.

3. The findings of the Data Assessment process reveal that most of the departmental data sources are located within the input and output categories. This indicates that departments are not pitching their provincial administrative data sources at the outcome and impact levels. The recommendation is that the Cluster Review system be one of the contributors to the achievement of outcomes and impacts.

4. The findings of this report indicate that not many provincial departments utilize statistical packages for data analysis purposes. This constitutes a focus area in terms of capacity building. The recommendation is that all provincial departments be encouraged through a Community of Practice to be capacitated in the use of statistical packages.

Ongoing capacity building in terms of adherence to the results-based monitoring and evaluation approach will be structured through the Provincial M and E Forum meetings.