



Preparing for the ECD Function shift

Frequently Asked Questions

1. Which structures do we need in the province?

To guide the function shift process, the following structures have been set-up at a national level and needs to be replicated at a provincial level:

Structure	Purpose
Inter-departmental Project Management Team	Managing the function shift process within the province and ensure that there is alignment between the technical teams.
Legal and Contracts Technical Team	An inter-departmental team to focus on the legislative and contractual implications of the function shift.
Human resources and Labour Relations Technical Team	An inter-departmental team to focus on the Human Resources and Labour Relations implications of the function shift and the assets linked to key personnel to be transferred from PDSD to PEDs.
Finance and Budgets Technical Team	An inter-departmental team to focus on the financial and budgetary implications of the function shift.
Infrastructure Technical Team	An inter-departmental team to focus on the infrastructure related implications of the function shift.
Data, Information Monitoring and Evaluation Technical Team	An inter-departmental team to focus on the data, information, monitoring and evaluation implications of the function shift.
Communication and Stakeholder Engagement Technical Team	An inter-departmental team to focus on the communication and stakeholder engagement implications of the function shift.
Programme Implementation Technical Team	An inter-departmental team to focus on the ECD programme implementation implications of the function shift.

The national teams will hold regular inter-provincial meetings with the provincial teams to guide them on the activities that they need to undertake and receive updates on the progress in the province. In between these meetings with national teams, the inter-departmental technical teams in each province are encouraged to meet regularly to operationally manage the delivery of their respective milestones. They will provide regular progress updates to the inter-departmental Project Management Team of their province. The Inter-provincial Project Management Team will in turn provide progress updates to the National Inter-departmental Project Management Team. Reporting will be based on the standard reporting template that has been developed and circulated.



2. Who should be represented on the different structures?

Structure	Chairperson	Representation
Inter-departmental Project Management Team	The DDGs appointed to lead the function shift in the PED and PDSD	The technical team chairpersons.
Legal and Contracts Technical Team	The senior managers responsible for legislative services.	The legal representatives in the PED and PDSD.
Human resources and Labour Relations Technical Team	The senior managers responsible for Human Resources and Labour Relations	The Human Resources and Labour Relations colleagues in the PED and PDSD
Finance and Budgets Technical Team	The CFOs	The finance and budget colleagues in the PED and PDSD
Infrastructure Technical Team	The senior managers responsible for Infrastructure	The infrastructure colleagues in the PED and PDSD
Data, Information Monitoring and Evaluation Technical Team	The senior managers responsible for Data, Information, Monitoring and Evaluation	The data, information and strategic planning colleagues in the PED and PDSD
Communication and Stakeholder Engagement Technical Team	The Head Communicators	The communication colleagues in the PED and PDSD
Programme Implementation Technical Team	The senior managers responsible for ECD line function.	The ECD line function in the PED and PDSD

3. What activities do the technical teams need to do?

Attached to this document is an activity tracker which indicates the activities which each technical team will need to engage in. The activity tracker also provides the expected start date and deadline for each activity. The national technical teams will be expecting progress updates in line with this activity tracker and will hold provinces accountable for reaching the deadlines.



4. How frequently should the structure meet?

Structure	Meeting Frequency
Inter-departmental Project Management Team	Bi-weekly
Legal and Contracts Technical Team	Weekly
Human resources and Labour Relations Technical Team	Weekly
Finance and Budgets Technical Team	Weekly
Infrastructure Technical Team	Weekly
Data, Information Monitoring and Evaluation Technical Team	Weekly
Communication and Stakeholder Engagement Technical Team	Weekly
Programme Implementation Technical Team	Weekly

5. Where do we get the information on the scope of the ECD function?

The GTAC team did a comprehensive scoping of the ECD function at a national and provincial level. All the information that they gathered are contained in the Diagnostic Report. Provinces should use this report as a reference document to serve as the basis of their engagement with their DSD colleagues.

6. If we need technical assistance, who can we contact?

The national technical teams are best suited to assist with any technical questions that the provincial technical teams may have. Provincial teams are encouraged to raise these questions in the inter-provincial meetings because they may be to the benefit of other provinces. The GTAC technical advisors are also represented in the inter-provincial structures and can provide additional guidance and advice if need be.

7. Additional resources:

Here are links to various resources that can be useful in the function shift process:

1. The Diagnostic Report: [Link](#)
2. The Activity Tracker: [Link](#)
3. The Terms of Reference for the Inter-departmental technical teams: [Link](#)
4. The NMOG/ PMOG guideline documents from DPSA: [Link](#)
5. National Treasury Handbook for Function Shifts: [Link](#)
6. The Terms of Reference for the Inter-departmental technical teams: [Link](#)
7. The Terms of Reference for the Inter-departmental Project Management Team: [Link](#)