



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

PERFORMANCE INFORMATION MANAGEMENT POLICY


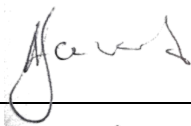

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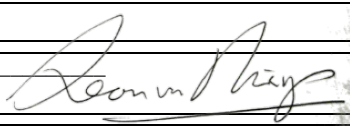
APPROVAL	
The signatories hereof, confirm their acceptance of the content and authorize the adopt the thereof	
Signature Chairperson – Audit & Risk Committee	Date 29 April 2026
Signature Chairperson of Council 	Date 29 April 2026

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1. DEFINITIONS AND ABBREVIATIONS

“**Accounting Authority**” means the controlling body appointed in terms of section 49 of the Public Finance Management Act 1 of 1999 (as amended by Act 29 of 1999), which in the case of the NFVF is the Council.

“**Audit & Risk Committee**” means the sub-committee of the Council, duly appointed by the Council and charged with oversight responsibilities over internal and external audit functions, risk management, financial reporting and other matters as outlined in the PFMA and Treasury Regulations.

ABBREVIATIONS

AGSA - Auditor General South Africa

APP - Annual Performance Plan

APR – Annual Performance Report

AR – Annual Report

CEO - Chief Executive Officer

CFO - Chief Financial Officer

DQA – Data Quality Assessment

DPME – Department of Performance Monitoring and Evaluation

ELT – Extended Leadership Team

FMPPI - Framework for Managing Programme Performance Information

HOD - Head of Department

IA – Internal Audit

M&E - Monitoring and Evaluation

MTEF – Medium Term Expenditure Framework

MTSF - Medium-Term Strategic Framework

NDP – National Development Plan

NFVF - National Film and Video Foundation

NT - National Treasury

PFMA – Public Finance Management Act

POE - Portfolio of Evidence

SP – Strategic Plan

TID - Technical Indicator Description

2. INTRODUCTION

The Council of the National Film and Video Foundation resolves in terms of Section 38 (1)(b) of the PFMA to adopt the following policy as the Performance Information Policy.

3. BACKGROUND AND PURPOSE

This policy seeks to establish a clear framework for performance management wholistically. The performance management process exists to ensure that the organisation effectively sets goals during its planning cycle, measures performance, verifies the accuracy of performance reports/information, assesses risk controls in systems, and ensures alignment between strategic plans, budgets, and reporting. The performance management process focuses on the four cardinal areas of planning, monitoring, reviewing and reporting.

In keeping with the relevant frameworks and policies (see Section 5), the scope of performance management assesses the following:

- **Usefulness:** The relevance, measurability and consistency of the performance indicators alongside the strategic plan
- **Reliability:** The accuracy, validity and substantiveness of the reported information
- **Compliance:** The degree to which performance management processes follow relevant legislation and internal policies
- **Effectiveness:** The entity's ability to achieve intended APP targets and significant gaps

The policy ensures that performance information collected, verified and reported through the performance management process is:

- Relevant;
- Accurate;
- Reliable;
- Verifiable;
- Timely; and
- Aligned to the strategic mandate.

4. SCOPE

This policy applies to:

- All NFVF employees involved in planning, monitoring, evaluation, reporting, or auditing performance information.
- All functional units responsible for grant management, programme implementation, and performance tracking.
- All implementing partners, beneficiaries, and service providers funded and/or appointed by the Entity.

5. LEGISLATIVE POLICY FRAMEWORK

This policy is informed by the following legislation and government frameworks:

- The Constitution of the Republic of South Africa
- Public Finance Management Act (PFMA), 1999
- Treasury Regulations (2005)
- Framework for Managing Programme Performance Information (FMPPI), 2007
- National Treasury: Framework for Strategic and Annual Performance Plans, 2020
- Public Audit Act (PAA)
- Auditor-General South Africa (AGSA) Guidance on Predetermined Objectives
- National Treasury Annual Report Preparation Guidelines
- Guidance as per Guideline on the preparation of Quarterly Reports for Public Entities and Constitutional Institutions
- Section 3.6.1 Guidelines for National Quarterly Performance Reporting (2020-21)

6. POLICY PRINCIPLES

Performance management within the NFVF must adhere to the following principles:

6.1 Alignment

All performance indicators and targets must be aligned to:

- 6.1.1** The NFVF's enabling legislation and mandate
- 6.1.2** The Strategic Plan
- 6.1.3** The Annual Performance Plan (APP)
- 6.1.4** Funding programme objectives
- 6.1.5** The Medium-Term Strategic Framework (where applicable)

6.2 SMART Compliance

Indicators and targets as set at the beginning of the planning cycle which define key performance indicators (KPIs) must be:

6.2.1 Specific

6.2.2 Measurable

6.2.3 Achievable

6.2.4 Relevant

6.2.5 Time-bound

6.3 Integrity & Reliability

Performance information must withstand audit scrutiny and be supported by clearly defined, **technical indicator descriptions (TIDs)**, and **portfolio of evidence (PoE)** requirements.

7. PERFORMANCE INFORMATION MANAGEMENT CYCLE

The NFVF follows a continuous cycle to ensure accountability and transparency in the funding process and all other related operational matters pertaining to the entity. The cycle includes the following phases as detailed in the table below:

Table 1: Performance Information Management Cycle

	Objective	Period/Frequency	Key Role Players
Planning	Defining indicators and targets in the Strategic Plan (5-year) and Annual Performance Plan (APP).	Strategic Plan (SP): Every 5 years	Management Council Facilitator
		Annual Performance Plan (APP): Annually 1 st Draft: Q3 (October) Final: Q4 (January)	Staff Management Council Facilitator
Implementation/Budgeting	Linking funding allocations to specific	Q4 (February/March)	Management

	performance targets.		
Monitoring	Continuous tracking of fund utilization and project progress	Quarterly	Management Internal Audit
Reporting	Monthly, quarterly, and annual reporting on whether targets were met	Monthly	Managers, Finance, Heads of Department, CFO, CEO
		Quarterly	Management, Internal Audit, Audit & Risk Committee (ARC) Council
		Annual	Management AGSA Audit & Risk Committee (ARC) Council

8. ROLES AND RESPONSIBILITIES

8.1 Council

8.1.1 Approves the Strategic Plan, APP and quarterly performance reports.

8.1.2 Ensures adequate oversight of performance monitoring and evaluation.

8.2 Accounting Officer (CEO)

8.2.1 Ensures compliance with legislative frameworks.

8.2.2 Establishes internal controls to ensure data integrity.

8.2.3 Submits performance reports to the Executive Authority and National Treasury.

8.3 Executive Management (MANCO)

8.3.1 Oversees performance planning, monitoring, and reporting within business units.

8.3.2 Ensures programme-level indicators are clearly defined and consistently measured.

8.4 Monitoring and Evaluation Unit (Office of the CEO)

8.4.1 Leads performance planning, indicator development, and verification processes.

8.4.2 Develops indicator descriptions and PoE frameworks

8.4.3 Conducts data quality assessments and onsite verifications.

8.4.4 Consolidates quarterly and annual performance reports.

8.5 Programme Management Units

8.5.1 Maintain accurate and timely programme performance records.

8.5.2 Ensure compliance by beneficiaries and implementing partners.

8.5.3 Submit validated performance evidence to the M&E Unit.

8.6 Internal Audit

8.6.1 Conducts quarterly and annual audits of performance information.

8.6.2 Reviews the effectiveness of internal controls relating to performance data.

8.7 Implementing Partners / Beneficiaries

8.7.1 Provide accurate programme performance data as contractually required.

8.7.2 Maintain auditable records

9. PERFORMANCE PLANNING

9.1 Performance indicators must be developed in line with:

9.1.1 NFVF's mandate

9.1.2 Programme theory of change

9.1.3 NDP priorities

9.1.5 FMPPI and NT Planning Framework

9.2 Indicator Development

Each indicator must have a **Technical Indicator Description (TID)** outlining:

9.2.1 Purpose

9.2.2 Data source

9.2.3 Method of calculation

9.2.4 Type of indicator (output/outcome)

9.2.5 Reporting frequency

9.2.6 Baseline and target-setting method

9.2.7 Portfolio of Evidence requirements

10. PERFORMANCE MONITORING

10.1 Ongoing Monitoring

10.1.1 Each department must develop implementation plans for their programmes

10.1.2 Implementation of plans must be monitored pro-actively, through ELT meetings facilitated by the CEO's Office to measure progress towards the achievement of planned targets so that monitoring findings can be used to improve performance, future planning and budgeting.

10.1.3 The Manager in the CEO's Office is to ensure that ELT meetings take place the half-way mark of the quarter and the beginning of the last month in the quarter, to mitigate against targets not being achieved in the quarter they have been planned to take place in.

10.1.4 Monitoring must be planned and conducted continuously by collecting data on specified indicators, verifying, storing the data, analysing and reporting the findings.

10.1.5 Departments and implementing partners must track performance in real time.

10.1.6 M&E must conduct routine data quality assessments (DQAs).

11. PERFORMANCE REPORTING

11.1 Quarterly Performance Reporting

11.1.1 Departments quarterly performance reports must give information about progress on the implementation of the APP on a quarterly basis, with reference to performance against output.

11.1.2 Heads of Departments with the support of Managers responsible for related targets and budgets are required to:

- (i) review their performance over a three-month period.
- (ii) substantiate and communicate achievements; and
- (iii) indicate the actions that will be taken to ensure that implementation of the APP remains on track.

All departments must ensure that reported performance information is supported by sufficient and appropriate evidence.

All departments must submit quarterly performance information and appropriate evidence to M&E within 5 working days after quarter-end.

M&E must consolidate reports and submit to Internal Auditors within 10 working days.

11.1.3 Quarterly Performance Reports must be signed off by the Chief Financial Officer, Accounting Officer and Accounting Authority and submitted in the format required, to the Executive Authority and National Treasury within 30 days after the end of each quarter.

11.2 Annual Reporting

Accounting Officer must prepare annual performance report (APR) as per section 40(3)(a) of the PFMA

11.2.1 Annual Performance Report (included in the annual report) must be prepared based on principles and guidance as per the National Treasury annual report guidelines.

11.2.2 Annual Performance Report (APR) must be audit-ready and include audited performance indicators.

11.2.3 Annual Performance Report (APR) must be approved by Council and signed by the Chairperson of Council before submission to Auditor General for Audit purposes.

11.3 External Reporting

Procedures for the submission of quarterly reports

Quarterly Performance Report must be submitted within 30 days after the end of each quarter and the reported information must be valid at the time of reporting

The reporting process is as follows:

- (i) Quarterly Performance Report must be compiled according to the Quarterly Performance Reports Guidelines issued by the DPME.
- (ii) Quarterly Performance Report must provide information about progress against the targets in the APP and must be approved by the Accounting Officer and submitted to the Executive Authority and oversight institutions.

Performance information must be submitted to:

- Executive Authority (Department of Sport, Arts and Culture)
- National Treasury (NT)
- Auditor General of South Africa (AGSA)
- Any oversight structure (e.g., Portfolio Committee)

12. PORTFOLIO OF EVIDENCE (POE)

12.1 Requirements

12.1.1 Evidence must be authentic, relevant, and logically linked to the indicator.

12.1.2 PoE must be securely stored in an electronic repository.

12.1.3 Each indicator must have an evidence checklist.

12.2 Evidence Validation

12.2.1 Internal Auditors should perform a walkthrough on the reported achievements for validation purposes before submission to any governance structure i.e. Audit and Risk Committee (ARC), Council and Auditor General South Africa (AGSA).

13. RISK MANAGEMENT PROCESS TOWARDS THE ACHIEVEMENT OF PLANNED PERFORMANCE

The Annual Performance Plan (APP) must include updated information about the following:

- (i) Key risks which may affect successful achievement of the programme's outcomes.
- (ii) Unintended consequences of the programme's outcomes.
- (iii) Assumptions underlying the achievement of the outcomes.
- (iv) Credible measures to mitigate identified risks.

14. DATA MANAGEMENT

Quality must be ensured through the CRAFT criteria: Completeness

- Reliability
- Accuracy
- Frequency
- Timeliness

15. CONSEQUENCE MANAGEMENT

Failure to submit accurate performance information constitutes misconduct under PFMA . The NFVF may in terms of the Human Resource Manual take disciplinary action against any official who is in violation of this policy.

16. POLICY REVIEW

This policy must be reviewed every three (3) years or when changes occur in legislation or reporting frameworks.