

**STANDARD OPERATING PROCEDURE**

**CHIEF DIRECTORATE: STRATEGY & SYSTEMS**

**DIRECTORATE: STRATEGIC MANAGEMENT & PLANNING**

SOP Title

**YOUTH MAINSTREAMING WITHIN THE MUNICIPALITIES AND DEPARTMENT**

SOP Number:

**SOP 09/12/2025**

**PURPOSE:**

To present the process followed in providing monitoring and support to municipalities on the implementation of National Youth Policy (NYP) 2020-2030 and mainstreaming youth plans, programmes and frameworks in the Department.

## **STANDARD OPERATING PROCEDURE: YOUTH MAINSTREAMING**

### **SCOPE:**

This SOP is to provide monitoring and support to the municipalities on the implementation of NYP 2020-2030 and conduct mainstreaming of youth into the departmental plans, programmes and frameworks through awareness sessions as well as contributing to new and reviewed policies.

### **RESPONSIBILITY:**

- Assistant Director: responsible for the monitoring and support of municipalities on the implementation of NYP and mainstreaming of youth in the departmental plans, programmes and frameworks through awareness sessions.
- Deputy Director: responsible for monitoring and reporting.
- Director: Strategic Management and Planning responsible for review of all reports and recommendation of deviation memoranda.
- Chief Directors: responsible for submission of quality checked performance reports, narrative reports and POE by the due dates.
- Head of Department and Municipal Managers: overall responsible for policy direction, decision-making and strategic leadership.

**STANDARD OPERATING PROCEDURE: YOUTH MAINSTREAMING**

**PROCEDURE:**

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1.	<b>Conduct Youth Mainstreaming in Municipalities</b>	Source dates from municipalities for conducting the monitoring and support sessions.	Assistant Director	Within a week	Emails	<b>Within a Quarter</b>
		Draft the memo and invitation letters for the sessions.	Assistant Director	Within a day	Memo Invitation letters	
		Request approval of the memo and invitation letters by HOD.	Chief Director	Seven working days.	Chief Director recommended memo and Invitation letters	
		HOD approves memoranda, invitation letters and feedback letters.	Head of Department	Seven days	Approved Memo and Invitation letters	
		Issue the approved invitation letters to the municipalities for the attention of the Municipal Managers.	Admin Officer	Within a day	Emails	
		Prepare the presentation for the sessions.	Assistant Director	Two days	Presentations	
		Arrange the logistics for the sessions	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers Catering order Agenda Attendance registers	
		Conduct sessions as per approved dates.	Assistant Director Deputy Director	Within a day	Attendance registers	
		Draft a report on the conducted sessions	Assistant Director Deputy Director	Within a week	Draft report Attendance register	

**STANDARD OPERATING PROCEDURE: YOUTH MAINSTREAMING**

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
		Request approval of the report on the conducted monitoring and support session	Director: Strategic Management and Planning	Three days	Approved report.	
		Facilitate the implementations of the recommendations.	Director: Strategic Management and Planning	Within a quarter	Approved reports.	
		Monitor implementation of IDPs to check if they are GEYODI inclusive	Assistant Director Deputy Director	Within a week	Approved report	
2.	<b>Conduct Youth Mainstreaming in the Department</b>	Ensure approval of Youth Policy	Assistant Director	Within a week	Approved Youth Policy	<b>Within a Quarter</b>
		Ensure approval of Terms of Reference (TOR) for Youth Development Forum (YDF)	Assistant Director	Within a week	Approved TOR	
		Source data from Human Resources Administration on young employees.	Assistant Director	Within a week	Emails	
		Conduct awareness of election of YDF in the department	Assistant Director	Within a week	Emails Did You Know	
		Inform GICTM of the intend to hold elections	Assistant Director	Within a day	Emails	
		Draft the memo and invitation letters for the sessions.	Assistant Director	Within a day	Memo Invitation letters	
		Request approval of the memo and invitation letters by HOD.	Chief Director	Seven working days.	Chief Director recommended memo and Invitation letters	
		HOD approves memoranda, invitation letters.	Head of Department	Within a week	Approved Memo and Invitation letters	
		Prepare the election ballot system with GICTM	Assistant Director	Within 3 days	Election ballot system report	

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No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
		Issue the approved invitation letters to the young employees, South African Youth Council and Office of the Premier: Youth Strategy Coordinator.	Admin Officer	Within a day	Emails	
		Prepare the presentation for the election sessions.	Assistant Director	Two days	Presentations	
		Arrange the logistics for the election.	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers Catering order Agenda Attendance registers	
		Conduct election as per approved dates.	Assistant Director Deputy Director	Within a day	Attendance registers	
		Draft memo and appointment letters of the Executive Committee and Conveners on the conducted election.	Assistant Director Deputy Director	Within a week	Draft memo. Attendance register.	
		Request approval of the memo and signing of the appointment letters of the Executive Committee and Conveners on the conducted election.	Director: Strategic Management and Planning	Three days	Approved memo	
		Facilitate the induction session.	Assistant Director Deputy Director	Within a month	Attendance register. Approved reports.	
		Review of the TOR	Assistant Director YDF	Within quarter	Reviewed TOR	
		Submit reviewed TOR for approval	Assistant Director	Within the quarter	Approved TOR	

**STANDARD OPERATING PROCEDURE: YOUTH MAINSTREAMING**

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
			Deputy Director Director Chief Director			
		Draft YDF Action Plan	YDF Assistant Director Deputy Director	Within quarter	YDF Action Plan	
		Facilitate the approval of the YDF Action Plan by HOD	Assistant Director Deputy Director Director Chief Director	Within quarter	Approved YDF Action Plan	
		Facilitate quarterly meetings with HOD and YDF on the implementation of the YDF Action Plan	Assistant Director Deputy Director Director Chief Director	Within quarter	Attendance register Minutes	
		Implement YDF Action Plan	YDF Assistant Director	Within quarter	YDF Action Plan	
		Report on YDF Action Plan implementation.	YDF Assistant Director Deputy Director	Within quarter	YDF Action Plan Implementation Report	
		Facilitate feedback on the YDF Action Plan implementation report	Assistant Director Deputy Director	Within quarter	Feedback report	
		Monitor implementation of gender, responsive, planning, budgeting, Monitoring Evaluation and Auditing Framework (GRPBMEA)	Assistant Director Deputy Director	Three weeks	Approved report	

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**REVIEW AND REVISION:**

The SOP will be reviewed as and when there are changes to the Government systems and related legislations.

**CONTINGENCIES:**

Task Name	Risk Description	Probability (H/M/L)	Impact (H / M / L)	Control Description	Consulted party
Non implementation of the recommendations	Non-compliance to the NYP and mainstreaming equity targets	M	M	Providing support and constant monitoring the implementation of the recommendations	Municipal Manager Head of Department

**REFERENCES:**

TYPE OF REFERENCE	REFERENCE
Policies	<ul style="list-style-type: none"> <li>National Youth Policy 2020-2030</li> <li>Departmental Youth Policy 2023</li> </ul>
Frameworks	<ul style="list-style-type: none"> <li>Terms of Reference for the Youth Development Forum (YDF)</li> </ul>
Act / Legislation	<ul style="list-style-type: none"> <li>Constitution of the Republic of South Africa of 1996, Chapter Two (2): Bill of Rights.</li> </ul>

## STANDARD OPERATING PROCEDURE: YOUTH MAINSTREAMING

### DEFINITIONS

#### Acronyms:

**National Youth Policy: NYP**

**Head of Department: HOD**

**Terms of Reference: TOR**

**Youth Development Forum: YDF**

#### Definitions and Key Terms:

**Youth Mainstreaming** - means purposely integrating young people's rights, needs, and perspectives into all policies, programs, and planning across the Department.

**Youth Empowerment** - is a process where young people are encouraged to take charge of their lives. It aims at improving the quality of life.


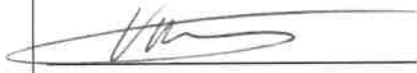
**Youth Development** - “an intentional comprehensive approach that provides space, opportunities and support for young people to maximize their individual and collective creative energies for personal development as well as development of the broader society of which they are an integral part”.

**Youth Coordination** - involves key aspects like program development, advocacy, stakeholder collaboration, support, logistics, administration and mentoring.

**ATTACHMENTS:** *<Attach any documents used in support of the SOP, e.g. flowcharts & work instructions>*

**HISTORY OF CHANGE:** *<State in sufficient detail what changes were made what parts of the SOP were effected & when the changes become effective>*

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<b>CERTIFICATION OF DUE PROCESS:</b>				
Prepared by:	<u>N.Nkonya</u> Name	 Signature	<u>24/04/2026</u> Date	
Certified by:	<u>W.V. GALLI</u> Name	 Signature	<u>24/04/2026</u> Date	
Approval of SOP:			<u>HOD</u> Delegated Authority	Date <u>20/08/2026</u>
Approval date	Commencement date	Review date		
<b>REVISION HISTORY</b>				
Revision Ref No.	Approved/ Rescinded	Date	Authority	Resolution Number or Minutes Reference

