



STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE:

DIRECTORATE:

SOP Title <Name
the SOP>

Conducting of genealogical research for Traditional Leaders (Royal Families)

SOP Number:

<Provide the reference
number for the SOP>

SOP/01 of 2026

PURPOSE: <Explain the objective the SOP is intended to achieve>

To provide a step-by-step guideline in the conducting of genealogical research for Traditional Leaders.

SCOPE: <State the range of activities the SOP applies to as well as any imitations or exceptions>

The SOP is applicable to the processes and procedures for conducting genealogical research for Traditional Leaders with members of royal families and relevant departmental employees

RESPONSIBILITY: <State the officials, groups, contractors, & subcontractors, responsible for complying with the SOP>

<State the person or group responsible for assuring the appropriate officials are trained on the SOP>

Chief Director: Traditional Institutional Governance

Director: Traditional Research, Policy and Legislation Development

Deputy Director: Traditional Research, Policy and Legislation Development

Assistant Directors: Traditional Research, Policy and Legislation Development

Senior Admin Officer: Traditional Research, Policy and Legislation Development

End-User (Traditional Affairs Branch Staff – Head Office)

Regional Heads and Office Managers for Kingdoms

Secretaries of Traditional Councils

Royal Family Members

PROCEDURE: <Explain the procedure in simple steps. Describe what to do, not how to do it> <State who does each step & how it is recorded to be certain whoever is performing the procedure can prove that they have done it. Think about what is needed before the procedure is started so that the person performing the function can do it correctly the first time>

STANDARD OPERATING PROCEDURE: CONDUCTING OF GENEALOGICAL RESEARCH FOR TRADITIONAL LEADERS (ROYAL FAMILIES)

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1	Identify the traditional leadership to have the genealogical research conducted & customary laws of succession documented.	Check the departmental database for genealogies.	Deputy Director	1 working day	Departmental database for genealogies	Within 90 working days
		Consult with the Regional Heads to identify the royal families for the conducting of genealogical research & documenting customary laws of succession.	Deputy Director	3 working days	Emails	
		Write a request letter to the identified royal family for conducting genealogical research & documenting customary laws of succession.	Deputy Director	1 working day	Signed request letter. Email to royal family	
		Receive acceptance/ confirmation letters from the identified royal family	Deputy Director	1 working day	Acceptance/ confirmation letter from the identified royal family	
		Include the genealogical research to be conducted & customary laws of succession to be documented	Director	1 working day	Draft APP and AOP	

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		in the APP and AOP				
		Develop quarterly research plan & circulate schedule of consultations.	Director	3 working days	Quarterly research plan Emails	
		Disseminate information prior to conducting research to Regional Heads and DSCs.	Deputy Director	1 working day	Email	
2	Conducting of genealogical research and documenting customary laws of succession for the identified royal family	Develop research proposal	Deputy Director Assistant Directors	30 working days	Draft research proposal	
		Conduct desktop research				
		Present draft research proposal to the Chief Director for comments & inputs	Director Deputy Director	2 working days	Presentation on the draft research proposal	
		Incorporate the Chief Director's inputs in the final research	Director	3 working days	Final research proposal	
		Source literature information on historical background from archives.	Deputy Director Assistant Directors	1 working day	Draft notes	

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		Conduct research with the identified royal family to collect primary data.	Deputy Director Assistant Directors	1 working day1	Back-to-office report. Attendance register. Questionnaire. Notes/ recording of the interview.
		Analyse the collected secondary and primary data	Deputy Director Assistant Directors	5 working days	Draft analysis report
		Compile 1st draft genealogical research (graphical & narrative) reports.	Deputy Director Assistant Directors	30 working days	1 st Draft research report
		Present 1st draft genealogical research (graphical or narrative) reports to the Chief Director.	Director	2 working days	Presentation on the 1 st draft research report
		Incorporate the Chief Director's inputs in the final research report	Deputy Director Director	2 working days	Final research report
3	Dissemination of genealogical research report	Confirmation of genealogical research with the royal families.	Deputy Director Assistant Directors	1 working day	Attendance register

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		Issue a certificate	Deputy Director Assistant Directors	1 working day	Certificate	
4	Signing off	Signing off of genealogical research report & documented customary laws of succession.	Chief Director	1 working day	Signed research report Signed documented customary laws of succession	
5	Printing	Printing of genealogical research.	Assistant Directors	1 working day	Printed and laminated genealogical research	
6	Storage	Submission of genealogies to registry	Deputy Director	1 working day	Approved submission memo	
		Facilitate submission of the approved genealogical research to the Office of the Premier		3 working days	Memo	

REVIEW AND REVISION: <State how often the SOP is reviewed & under what circumstances it is to be revised>

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

CONTINGENCIES: <State what happens if the SOP cannot be followed & identify who needs to be notified>

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REFERENCES: <List related SOPs, any supporting documentation necessary to understand & correctly follow the procedure, including any applicable regulations & regulatory guidelines>

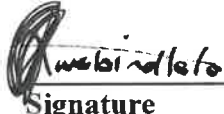
DEFINITIONS: <Define words and acronyms that people reading the SOP would not generally know and that would require clarification. If a definition is needed and one exists in the regulations, use the regulation definition>

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>

None

CERTIFICATION OF DUE PROCESS:

Prepared by:	T. Mataka		24/08/2026
	Name	Signature	Date
Certified by:	ML NGCAI		26/08/2026
	Name	Signature	Date
Programme Manager:	T.W. Gwebindlala		02/09/2026
	Name	Signature	Date
Chief Director: Strategy & Systems	Dr. S. Mditshwa		07 SEPTEMBER 2026
	Name	Signature	Date
Approval of SOP: Head of Department			08/09/2026
	Name	Signature	Date
Approval date		Commencement date	On date of approval
			Review date
			(Insert review date)