

Branch: IMS	Note: Published KPIs are for public information purposes only, certain information may be excluded from the published version due to security reasons
Technical indicator descriptions	Borderline Surveys
Target title for 2015/16	Identify the title of the target
APP 2.2.4	1 Survey of borderline communities conducted
Indicator / Measure title	Identify the title of the indicator
	Number of surveys of borderline communities conducted
Short definition	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	The indicator is attempting to identify persons who live along the borderline in our neighboring countries and walk across the borderline to attend schools, clinics, social gatherings and other activities without valid documentation and without being processed through a designated Port of Entry as per section 9 of the Immigration Act. Between 2000 - 5000 respondents constitutes one survey even if made up from different areas.
Purpose/importance	Explain what the indicator is intended to show and why it is important
	The indicator is intended to take details of these individuals so as to get further information on such persons so that a better way of monitoring and regulating their movement can be considered.
Source documentation/information used	Describe where the information comes from i.e. source of information that is used as a basis for actual performance achievements
	Information has been obtained from other government departments over concerns that nationals from Lesotho have entered RSA for years at borderline crossing points with no valid documents and this is part of how such persons live. As part of their daily lives they cross into South Africa for schooling and other forms of sustenance. Survey questionnaire, analysis and report.

Description of the source	A description of where the information originates from - by indicating name of responsible unit, person/designation etc.
	Chief Director: Inspectorate.
Description of processing activities (where applicable).	Document the understanding for the performance processing for each target
	See activity sheet
Standard Operating Procedure	For each indicator or target indicate the standard operating procedure (where applicable)
	Approved SOP available
System used	Name of system used to process performance information
	Hard copy documents, NIIS System, MCS and Hanis.
Type of system	Electronic or manual
	Electronic, manual
Method of calculation	Describe clearly and specifically how the indicator is calculated
	The indicator will be measured by appointment letters going to team members of the survey team and minutes of meetings. Confirmation of flight bookings and travel to borderline areas by km claims. Survey forms completed and photo and fingerprint of each respondent attached to completed form - accompanied by the data from the case management system. The conducting of the survey in the identified area comprising of between 2000 - 5000 respondents.
Baseline calculated against	Indicate the performance as at the end of previous financial year
	1 Survey conducted in 2014/15
Availability of total	The total population refers to the number and / or list of all members in a defined group. (If the

population	indicator is a rate or percentage, indicate the numerator)
	List of all the respondents
Unit of measure	In what unit will the indicator be captured? (percentage/number/currency)
	Number
Data limitations	Identify any limitation with the indicator data, including factors that might be beyond the DHA's control
	NA
Output reporting	Indicate responsibilities regarding output reporting, archiving, key steps iro reporting, data extraction, calculation and the checking thereof (where applicable)
	1. Who is responsible for reporting at business level?
	DDG: IMS (Deputy Director-General Immigration Services)
	2. Who archives the reports i.e. the person the AG will be in touch with for any form of business related reporting / Where can the collated information be found? / operational reporting level
	Chief Director: Inspectorate.
	3. Activities/steps that goes into reporting at business level?
	Quarterly reporting as part of M&E process, annual progress reporting against planned target - reports submitted to Directorate M&E as part of quality assurance for quarterly reviews and annual report Annual progress reporting against planned target
	4. Who extracts data and frequency? (Designation of official)
	ASD:Joint Operations
	5. Who checks data extraction? (Designation of official)
	DD:Joint Operations
	6. Who does the calculation? (Designation of official)

	ASD:Joint Operations
	7. Who checks the calculation? (Designation of official)
	DD:Joint Operations
Frequency of reporting on this indicator	Indicate: e.g. monthly, quarterly and annually
	Quarterly and annually
Desired performance	Identify whether actual performance that is higher or lower than the targeted performance is desirable
	One survey conducted comprising of a minimum 2000 - 5000 persons maximum.
New indicator:	Identifies whether the indicator is new, has significantly changed, or continues without change from the previous year.
	No
Calculation type:	Identifies whether the reported performance is cumulative, or non-cumulative
	Non-cumulative
Type of indicator:	Identifies whether the indicator is measuring inputs, activities, outputs, outcomes or impact, or some other dimension of performance such as efficiency, economy or equity.
	Activity (target)

	<b>Key activity list (sheet):</b>			
Annual Target	1 Survey of borderline communities conducted			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity	% weight for each activity (importance of activity in relation to achieving the target)
1	Project Team to conduct survey established - and areas to survey confirmed	CD:Inspectorate	Minutes of meeting and attendance.	10%
2	Visit to identified areas and meeting with local government structures in the areas	CD: Inspectorate	Minutes from meetings - proof of travel	20%
3	Survey sheets developed and NIIS entry system developed	DD: Joint Operations	Manual sheets and NIIS entry database	10%
4	Travel to identified areas to conduct interviews and capture data of respondents	CD:I and project team members	Captured data on forms, fingerprint sheets and photos of each respondent	40%
5	Check the data captured on departmental systems	DD: Joint Operations	Response sheets from Departmental systems	10%
6	Complete a full report for presentation to EXCO and MMM for consideration.	CD: Inspectorate	PowerPoint presentation and narrative, minutes of meetings final submission for Minister's consideration	10%

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