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Addendum A: Annual integrated reporting process

1. Reporting brief: Performance information

The report on how Stellenbosch University (SU) performed in pursuing its strategic goals and objectives will consist of a high-level overview of actions taken to achieve each goal. Where relevant, strategic management indicators (SMIs) will be used to show the extent to which a specific goal/objective was achieved, or not achieved due to circumstances. Where risks were experienced, their mitigation will also be discussed.

The Annual Integrated Report 2020 will present the information as an integrated content element on performance according to the University's six strategic themes. To accomplish this, the editors will extract the most salient material from the four reports presented to Council by the Rector in 2020, which the environment heads will be asked to consider and approve by the end of January 2021.

Actions required by environment heads, and **deadlines**, are as follows:

- The environment heads are to submit a short list of action highlights for 2020 according to the core strategic themes as presented in their environment plans by **18 December 2020**.
- According to these lists, the editors will select information from the four reports to Council and draft a performance report according to the six core strategic themes.
- Statistics will be requested and inserted as they become available, where relevant, or as required by the DHET. The key strategic indicators (strategic management indicators) will be used to assess the University's progress towards its goals.
- The draft performance report will be presented to the environment heads by **20 January 2021** for review and approval.
- The environment heads will also be requested to add information about the University's future outlook under the subheading "Moving forward" under each strategic theme.
- Environment heads are to return the finalised and approved report to the editors (lizevorster@gmail.com, with a copy to mattievdmerwe@gmail.com) by **29 January 2021**.

2. Content plan

CONTENT ELEMENT	REPORT CHAPTER	TOPIC AND WORD COUNT	STAFF INVOLVED IN SUPPLYING CONTENT
OUR <IR> JOURNEY	Our journey towards integrated reporting	700 words Basis of presentation (new information) Scope and boundaries Approving the report	Corporate Communication and Marketing Division (CCMD) (editor will update)
	Foreword by the Chancellor	About the higher education environment in which the University operates 700 words	CCMD (Desmond Thompson to assist) Submit report on or before 17 February 2021
EXTERNAL ENVIRONMENT	Report of the chair of Council	Important resolutions and new policies approved by Council in 2020 1 000+ words	Chair of Council in collaboration with the CCMD (Desmond Thompson) Submit report on or before 17 February 2021
	Our governance structure		Registrar and Deputy Registrar: Institutional Secretariat
	The University Council	Constitution of University Council (per election or appointment body): Name of member, age, qualifications, term of office, membership of committees See 2019 report, DHET requirements in <i>Government Gazette</i> No. 37726, and King IV	Registrar
	Council's statement on corporate governance	See 2019 report, DHET requirements in <i>Government Gazette</i> No. 37726, and King IV	Registrar and Deputy Registrar: Institutional Secretariat Submit on or before 18 December 2020 Introduction Table of attendance of Council and Council committee meetings
GOVERNANCE			

			<p>Function and composition of committees of Council</p> <p>[Information already requested]</p> <p>Registrar and Control Officer: Reporting under King IV</p> <p>Chief Director of Finance: Financial and corporate management Tendering and purchasing procedures report (requested from Purchasing Division)</p> <p>Vice-Rector (Learning and Teaching): Student participation</p> <p>TIC chair (Jerall Toi): Technology and information governance Protecting personal information under POPIA</p> <p>Legal Services: Compliance with laws, codes, regulations and standards PAIA</p>
	Report of Senate	See 2019 report and DHET requirements in <i>Government Gazette</i> No. 37726	Registrar Submit by 29 January 2021
	Report of the Institutional Forum	700 words See 2019 report and DHET requirements in <i>Government Gazette</i> No. 37726	Chair: IF Separate request to chair Submit by 29 January 2021
PERFORMANCE	Rector's report	Covers the following material matters: Institutional sustainability (COVID-19 risks) Transformation PLUS future outlook PLUS a self-evaluation	Rector and CCMD (Desmond Thompson to assist) Submit report on or before 17 February 2021

	SU's financial capital overview	See <i>Government Gazette</i> No. 37726	Chief Director of Finance Director of Financial Services
	Integrated performance report according to the six core strategic themes	10 000-12 000 words NB: Information and statistics on our staff profile will be requested separately (Senior Director: Information Governance) and added when available	In collaboration with CCMD Environment heads submit a list of action highlights of 2020 according to the core strategic themes by 18 December 2020
	Statistics	See <i>Government Gazette</i> No. 37726 DHET requires statistics on staff, students, Council targets and strategic management indicators Additional data requested as required	Senior Director: Information Governance: (See statistics table under heading 3 below) Supplied when available and audited Please let the editors know when to expect the required data tables.
RISKS	Risk exposure, evaluation and management	See <i>Government Gazette</i> No. 37726, and the <IR> framework	Chair of Risk Committee, with the assistance of CCMD (editor) [Information already supplied]
	The University acknowledges excellence	See <i>Government Gazette</i> No. 37726	Registrar and CCMD: Honorary degrees and portraits Chancellor's Medal Pro Bene Merito Medal Human Resources: Chancellor's Awards
	Financial report		Chief Operating Officer/ Chief Director: Finance

3. Table of statistics required by the DHET

[Editor: As we collaborate closely with the Information Governance Division in drafting the report, further statistics may be requested as needed.]

WHAT	WHERE IN 2019 REPORT	PERSON RESPONSIBLE
Strategic management indicators of SU	p. 41	Wilhelm Uys
Ministerial enrolment and effectiveness targets [DHET requirement] <i>[Success target the same as module success rate in L&T]</i>	p. 17	Leon Eygelaar
Composition of student body by faculty and level of study, June 2020 [DHET requirement]	p. 53	Leon Eygelaar
Qualifications awarded by type, April 2021, June [DHET requirement]	p. 57	Leon Eygelaar
Composition and size of student body by gender, June [DHET requirement]	p. 57	Leon Eygelaar
Composition and size of student body by race, June [DHET requirement]	p. 57	Leon Eygelaar
Composition and size of student body by home language, June [DHET requirement]	p. 57	Leon Eygelaar
Composition and size of student body by SA province, June [DHET requirement]	p. 57	Leon Eygelaar
Composition and size of student body by nationality, June	p. 57	Leon Eygelaar
Employment equity profile of academic staff, June [DHET requirement]	p. 61	René Robbertze
Employment equity profile of administrative staff, June [DHET requirement]	p. 62	René Robbertze

Sources

- Stellenbosch University 2019. *Stellenbosch University Strategic Framework 2019–2024*
Available at bottom of page on <https://www.sun.ac.za/english/about-us/strategic-documents>

- *Government Gazette*, 9 June 2014, No. 37726
<https://archive.opengazettes.org.za/archive/ZA/2014/government-gazette-ZA-vol-588-no-37726-dated-2014-06-09.pdf>
- International Integrated Reporting Council 2013. *The International <IR> Framework*
<http://integratedreporting.org/resource/international-ir-framework/>
- *King Report on Corporate Governance in South Africa, 2016*
Available at <https://integratedreportingsa.org/king-iv-report-on-corporate-governance/>
- *Stellenbosch University Institutional Plan 2020–2025*