



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

OFFICE OF THE
ADMINISTRATOR

2013 -05- 22

SECTION 100 (1) (b)
CONSTITUTION OF SA
LDPW

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Reference : 2/7/5

Enquiry : Seboko M

TO : THE ACCOUNTING OFFICER-SECTION 100 (1) (b)

FROM : MR. T MALELE
GENERAL MANAGER STRATEGIC MANAGEMENT

DATE : 24 APRIL 2013

SUBJECT : REQUEST FOR THE APPROVAL OF THE DEPARTMENTAL RESEARCH
AND DEVELOPMENT AGENDA TERMS OF REFERENCE (TOR).

1. PURPOSE

The purpose of this memo is to request the Accounting Officer-Section 100 (1) (b) to approve the Departmental Research and Development Agenda Terms of Reference. Your attention is drawn to the fact that this is the second submission as the TORs were amended due to the publishing of the Provincial R&D Guidelines document and is herewith attached.

2. BACKGROUND

2.1 South Africa is a developmental state characterized by an active role in guiding economic development and using the resources of the country to meet the needs of the people. A developmental state tries to balance economic growth and social development. It uses state resources and state influence to attack poverty and expand economic opportunities. The above indicated outcomes of a developmental state are dependent on the state intellectual capital to embark on research projects to improve the country productivity level and service delivery.

2.2 Government-wide monitoring and evaluation framework created a platform for innovative engagement on different ways to render public services more efficiently, and effectively through transparent processes that promotes accountability. The provincial Office of the Premier took advantage of these initiatives, by establishing the Limpopo Research Forum comprised of provincial government departments and representatives

from local institutions of higher learning. Government departments are encouraged to establish Research and Development Units and Committees within their structures. Furthermore the Provincial Research and Development Guidelines document sets out criteria for establishing departmental research and development committees and ethics committees. Our department embraced this request by establishing the Departmental Research and Development Committee and Ethics Committee coordinated through Monitoring and Evaluation Directorate.

3. DISCUSSIONS

3.1 Our department is entrusted with the responsibility to manage the provincial infrastructure. Infrastructure development is one of government priority in fighting poverty and unemployment. More money is invested within the infrastructure portfolio. This calls for new infrastructure construction modalities to accelerate infrastructure delivery. In order for the department to match its allocated task, human development programmes need to take a center stage. The scenario creates a dire need for new knowledge in construction and project management. Employees should be encouraged to embark on research projects to improve service delivery within the infrastructure environment

3.2 The department receives applications from students and external individuals requesting permission to conduct research in the department but many of them are denied this opportunity due to lack of policies to regulate the initiative. In respond to this need, the Departmental Research and Development Committee has developed a draft Terms of Reference document to give guidelines on how to handle research project in the department.

4. LEGISLATIVE MANDATES

- 4.1 One of the South African Qualification Authority Act (1995) objectives is to contribute to the full personal development of each learner and the social and economic development of the nation at large.
- 4.2 The Policy Framework on Government Wide Monitoring and Evaluation System (2007:5) states that the overarching GWME system aims "to provide an integrated, encompassing framework for M&E principles, practices and standards to be used throughout Government, and function as an apex-level information system which draws from the component systems in the framework to deliver useful M&E products for its users".
- 4.3 The National Evaluation Policy Framework (2011) provides a good platform for government departments to conduct programme performance evaluations as a means to improve service delivery, promote accountability and transparency in the public service.

5. FINANCIAL IMPLICATION

There is no financial implication associated with this activity.

6. RECOMMENDATION

It is recommended that the Accounting Officer-Section 100 (1) (b) approves the attached Departmental Research and Development Committee Terms of Reference.


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MR T MALELE
GM STRATEGIC MANAGEMENT


.....
DATE

Recommended / Not ~~Recommended~~


.....
MR MADIDIMALO CHAMAANO
HEAD OF DEPARTMENT


.....
DATE

Approved / Not ~~Approved~~


.....
ACCOUNTING OFFICER SECTION 100(1) (b)


.....
DATE



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

REF:2/7/1

LDPW

Departmental Research and
Development
Committees

Version: 001
Revision: 000

DEPARTMENTAL RESEARCH AND DEVELOPMENT COMMITTEES

1. List of delegates serving on Research and Development Committee:

	Surname and Initials	Programme
1.	Seboko MM	Strategic Management (M&E)
2.	Manamela MP	Strategic Management (M&E)
3.	Mphelo T	Property and Facilities Management
4.	Mabasa H	Construction Management
5.	Gomba M	EPWP
6.	Sehlapelo E	Corporate Services
7.	Makgobotloane	Finance
8.	Shai S	Sekhukhune District
9.	Legodi B	Waterberg District
10.	Modiba M	Capricorn District
11.	Mugwedi T	Vhembe District
12.	Ngwana D	Mopani District

2. List of delegates serving on Ethics Committee:

	Surname and Initials	Role	Institution
1.	Seboko MM	Chairperson	LDPW
2.	Manamela MP	Secretariat	LDPW
3.	Baloyi T	Legal Practitioner	LDPW
4.	Makhonza L	Psychologist	LDPW
5.	Prof O. Mtapuri	Research Expert	UNILIM (Edupark)
6.	Dr S. Balkaran	Research Expert	TUT (Polokwane)
7.	Pastor R. Phatudi	Community Rep.	Religious group

.....P.P. B.N. Magongwe.....

ACCOUNTING OFFICER SECTION 100 (1) (b)

28/May/13...

DATE



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

REF:2/7/1

LDPW

Departmental Research and
Development Agenda
ToR

Version: 001
Revision: 000

**DEPARTMENTAL RESEARCH AND DEVELOPMENT AGENDA TERMS OF
REFERENCE**

DEPARTMENTAL RESEARCH AND DEVELOPMENT AGENDA TERMS OF REFERENCE

1. INTRODUCTION

The Office of the Premier (OTP) Planning Unit has established the provincial research forum named Limpopo Research Forum (LRF). This forum was established with the aim of infusing research and development activities within the provincial government structures. Secondly it aims at improving the intellectual capital in the provincial administration. OTP requested all departments to establish Research and Development Units and Committees within their structures, and appoint one person to represent the department at the Provincial Research & Development meetings.

2. PURPOSE

The purpose of Departmental Research and Development Committee is to inculcate the culture of learning and participation in human development endeavors by coordinating the implementation of all research activities taking place in the department through:

- 2.1 Conducting regular research committee sessions. NB. to discuss service delivery improvement initiatives.
- 2.2 Liaising with the Provincial Research Forum to share information.
- 2.3 Liaising with the Provincial Research Observatory to expand more knowledge on Research.
- 2.4 Liaising with Limpopo Infrastructure Professions Forum (LIP-Forum) to expand more knowledge on infrastructure delivery in the province.

3. SCOPE OF APPLICATION

The scope of application will cover all programmes at all service points i.e Head Office, District Offices and Cost Centers. External researchers with topics of interest in LDPW will be subjected to a review by the Departmental Research Committee before permission is granted. The research projects should be convergent to the vision of the department i.e biased towards infrastructure delivery and / or building / land provision.

4. DEPARTMENTAL RESEARCH AND DEVELOPMENT AGENDA STRUCTURE

Departmental Research Agenda structure is divided into the following committees as per the Provincial Research and Development Guidelines:

- Departmental Research and Development Committee.
- Departmental Research and Development Ethics Committee.

4.1 Departmental Research and Development Committee is comprised as follows:

The Chairperson shall be the Senior Manager Monitoring and Evaluation.
Secretariat shall be M&E Unit (Evaluation Sub-Directorate).

	PROGRAMME	ALLOCATED NUMBER
1.	Monitoring and Evaluation	2
2.	Properties & Facility Mngt H/O	1
3.	Construction Management H/O	1
4.	Corporate Services H/O	1
5.	Finance H/O	1
6.	EPWP H/O	1
7.	Sekhukhune District	1
8.	Waterberg District	1
9.	Capricorn District	1
10.	Vhembe District	1
11.	Mopani District	1
	Total	12-members

4.2 The Departmental Research and Development Ethics Committee

The committee is comprised as follows:

	ROLE	INSTITUTION
1.	Chairperson and Secretariat	LDPW
2.	Legal Practitioner	LDPW
3.	Psychologist / Social Worker	LDPW
4.	Qualitative & Quantitative Researcher	UNILIM (Edupark)
5.	Qualitative & Quantitative Researcher	TUT(Polokwane)
6.	Community Representative	Religious Group
	Total	7-members

5. RESPONSIBILITIES

As the Provincial Research and Development Guidelines document does not give the clear distinctions with regard to the role and functions of Research and Development Committee and the Ethics Committee, therefore the followings responsibilities will cut across the two committees.

- 5.1 Ensure that research projects are well coordinated in the department.
- 5.2 The committee shall serve as a panel for all proposed research projects to be undertaken in the department (from internal staff and external students or any individual) and make recommendations to the Head of Department.
- 5.3 Ensure that research projects conform to professional research ethics.
- 5.4 Serve as a panel for all proposed service delivery improvement programmes and new systems to be introduced in the department.

- 5.5 Give inputs to strategic planning sessions.
- 5.6 Ensure that all best practice initiatives are incorporated in the planning documents viz: Service / Performance Standards, SDIP, APPs etc.
- 5.7 Cross-pollinate best practice initiatives organization-wide.
- 5.8 Critique the in-house research data gathering tools.
- 5.9 Advise and update the HOD on the latest development within the built industry –public sector environment.

6. MEETINGS

- 6.1 Meetings shall be held on quarterly basis and as and when is necessary.
- 6.2 The quorum will be constituted of 9- committee members plus the Chairperson or his / her delegate.
- 6.3 Special meetings to review applications for proposed research projects in the department shall comprise of three (3) head office committee members consisting of one (1) Human Resource Development, one (1) Innovation & Knowledge Management and one (1) Monitoring and Evaluation and at least four (4) Ethics Committee members.
- 6.4 The frequency of special meetings will depend on the number of applications at the point in time.
- 6.5 Special meetings will be facilitated by HRD in consultation with the Research and Development Committee Chairperson.

Approved / ~~Not Approved~~

P.P. B.N. Magesingh
ACCOUNTING OFFICER SECTION 100(1) (b)

DATE 28 May 2013