Tsengiwe Village, Cala
IKS Documentation Centre

Steering Committee Terms of Reference

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1. **BACKGROUND**

The IKS Documentation Centre is viewed as a pillar for the National Recordal System (NRS) Project in local and indigenous communities. The National Recordal System (NRS) initiative is undertaken by the Department of Science and Technology to enable communities, guilds and other holders of Indigenous Knowledge to record their knowledge holdings for the purpose of future economic benefit and social good. It is envisioned to be the leading Indigenous Knowledge Systems treasure hub through the recording, storing, management, maintenance, dissemination, and protection of IK for communal socio-economic development in South Africa. The NRS will be supported by National Indigenous Knowledge Management System (NIKMAS) which will comprise a semantic Digital Library with custom-developed metadata schemata and a sophisticated security model to protect, preserve IK, an advanced semantic search engine, a sophisticated catalogue system, and an overarching integration architecture that combines the subsystems into a coherent, fit for the purpose system.

The primary activities to take place at the principle IKS Documentation Centre include but are not limited to the following:

- To collect, document, and disseminate information on various components of indigenous knowledge within but not limited to the following themes: African Traditional medicine and indigenous foods;
- To research and mount displays on various aspects of IKS for example indigenous games linked to mathematics, fermentation of beer (linked to chemistry) and indigenous technologies and metallurgy, etc.
- To integrate IKS with other forms of knowledge including science as part of mainstreaming and valorization its significance and recognition in the knowledge economy;
- To conduct training programmes and design materials on IKS for development workers in IKS, practitioners and holders;
- To conduct interdisciplinary research on IKS;
- To develop cost-effective and reliable methodologies for recording indigenous knowledge;
- To assist in the formulation of policies and design technical assistance programmes based on indigenous knowledge.

The main responsibility of the IKSDCs is to engage with identified communities and facilitate and support IK recordal within the community. This is initialised when the community is assisted to form a community steering committee within a legal structure such as an NGO etc. The community steering committee responsibilities involves the identification of IK holders, and verification of IK holder information.
2. ROLE OF THE IKSDC COMMUNITY STEERING COMMITTEE

The generic functions of the IKSDC steering committee include having the responsibility to conduct advocacy (encouragement) work in terms of the project through a coordinated effort. This means that they will communicate to the communities on the progress of the project. All advocacy work should be coordinated through the Project Manager and the IKSDC Coordinator and stipulated in the business plan of the IKSDC. The appointment of the Community Steering Committee is on voluntary basis.

The role of the IKSDC Community Steering Committee is as follows:

- Identify IK holders and practitioners to be interviewed in the community.
- Decide on a strategy to collect IK in the community for example, first do a number of IK holder catalogues and then choose the IK holders and respective claims that will be recorded.
- Verify the data collected by the IK recorders to ensure its correctness
- Compile the data collected, fill in an information transfer agreement form that will indicate the data collected and transfer the recordings to the IKSDC.
- Ensure that the NRS community representative committee’s information is up to date at the IKSDC
- Ensure that the various outcomes of the project are achieved as indicated in the Business plan.
- Continuous monitoring of the implementation of the project and report on project to senior management and higher authorities.
- Submit a letter of approval/ endorsement on verification of IK data collected to the IKSDC after the verification process.
- Responds to any issue that has potential implications for the IKSDC and/or realisation of the outcomes of the project.
- Verify catalogued IK holder information and recorded community IK for upload to the IKSDC distributed NIKMAS server.

3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

The Steering Committee shall nominate certain critical positions (Chairperson, Deputy Chair and secretary) and set meeting dates. The Steering Committee Chairperson facilitates and presides over meetings, organising the members of the steering committee, acts as spokes person and signs all the information transfer agreements with the IKSDC. In the event that the Chairperson cannot attend a meeting the vice-chairperson – act on behalf of the chairman in his/her absence.

4. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Individual Steering Committee members have the following responsibilities:
• Secretary – takes minutes during meetings and notes the IK that has been verified for uploading to the IKSDC.
• Understands the goals, objectives, and desired outcomes of the project.
• Understands and represents the interests of project stakeholders.
• Takes a genuine interest in the project’s outcomes and overall success.
• Acts on opportunities to communicate positively about the project.
• Actively participates in meetings through attendance, discussion, and review of minutes; verification of collected IK and other Steering Committee documents.
• Supports open discussion and debate, and encourage fellow Steering Committee members to voice their insights.

5. GENERAL

All Steering Committee Members will be subjected to sign a non-disclosure agreement which specifies the terms of conditions for participating as a member of decision making power in the IKSDC project.

5.1 Membership

Note that project IK recorders, including the IKSDC Coordinator, **CANNOT** be members of the Steering Committee. (in EL you suggested that IKSDC can be a member and Secretary of this committee at USC. Does this mean that s/he not a member on this?) The Project Manager and IKSDC Coordinator must attend Steering Committee meetings to present information and answer questions where applicable. Other team members in the project may attend as well if they are presenting a report, taking minutes, or providing other administrative or logistical support to the Steering Committee.

Members of the Steering Committee are selected based on their specialist knowledge, ability to represent the interests of stakeholders, and ability to help resolves issues the project may face.

The table below lists the membership of the Steering Committee:

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<th>Name &amp; Title</th>
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Stepping Down

If for any reason a steering committee member is not able to fully participate then they certainly are free to step down. If a member is not active for a period of two months then the committee reserves the right to seek nominations to fill that position. Should that person become active again then they would certainly be welcome, but would require a nomination. Removing members for any reason
(inactivity, a person that counteract the goals of the project, etc...) requires a majority vote from the Community steering committee.

5.2 Quorum and Decision-making

<This section outlines how the Steering Committee will make decisions and the minimum number of members (or quorum) required for a decision to be valid.>

5.2.1 Quorum

The total number of Community Steering Members will be 7. A minimum number of 4 Steering Committee members are required for decision-making purposes. The quorum must include a minimum number of 2 from the DST or Fort Hare Steering Committee and a minimum number of stakeholders (who are these stakeholders?).

5.2.2 Decision-making Process

<This section describes the process the Steering Committee will use to make decisions. Options are as follows:

- **Unanimity**: everyone agrees to a given course of action.
- **Majority**: a course of action requires support from more than 50% members who attend the meeting if there is quorum.
- **2/3 Majority**: a course of action requires support from 2/3 of the members who attend the meeting if there is quorum.
- **Consensus**: a majority approve a given course of action, but that the minority agrees to go along with the course of action, potentially with some modifications.

5.3 Frequency of Meetings

Steering Committee meetings are ideally timed to be at key milestones, which are set out in the Project Plan. Other alternatives schedule alternatives are to meet monthly, quarterly, or according to another schedule set out by the Project Sponsor (DST).

The Steering Committee shall meet 3 times per quarter to verify the collected information collected by the IK recorders. The purpose of the meetings is outlined below:

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5.4 Agenda, Minutes, and Decision Papers

The IKSDC Coordinator shall be the Secretariat of all Steering Committee Meetings (How come s/he is if not a member? See your input earlier on). The IKSDC Coordinator will be responsible for sending a meeting package to members three to five business days in advance of a Steering Committee meeting.

The meeting package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for the project.
- Decision papers.
- Any other documents/information to be considered at the meeting.

5.5 Expenses

Travel expenses (kilometers travelled to meetings), will be paid for by the project through the IKSDC, as required and in keeping with the University of Fort Hare financial procedures.

The University of Fort Hare will not be liable for any additional expenses such as telephonic, travel and stipends or any other than stipulated in this Term of reference.

The Community Steering Committee members shall not be entitled to a stipend of R200 per quarterly verification meetings attended. There is no remuneration and any other additional benefits of whatsoever nature which are not specified in this Steering Committee Terms of Reference.