

TERMS OF REFERENCE FOR THE PROVINCIAL GOVERNMENT ECONOMISTS FORUM

INTRODUCTION

In accordance with a meeting of provincial government economists held on 1 and 2 October 2009, it was agreed to establish the Provincial Government Economist Forum on the basis of the terms and reference set out below.

VISION OF THE FORUM

To support provincial government in its drive to accelerate socio economic development and improve service delivery through sound and relevant economic research.

MISSION OF THE FORUM

To act as a voice that raises the visibility and relevance of provincial government economists.

AIM OF THE FORUM

To demonstrating the value and impact of economists in provincial and local economic and public sector policy research, analysis and advice.

OBJECTIVES OF THE FORUM

- 1) Provide a platform for networking among the provincial government economists and economic practitioners within local government institutions, provincial government entities and chambers of business.
- 2) Serve as a venue for exchange of information and sharing of experience on strategies, approaches and measures to promote economic development and growth and service delivery,
- 3) To provide updates from various economic institutions and economists on economic and financial matters,
- 4) To discuss national and international best practices,
- 5) To promote a constructive and inclusive approach to develop joint solutions to common challenges,

- 6) The development of a new generation of provincial government economists,
- 7) To promote collaboration with scholars and stakeholders everywhere,
- 8) Suggest programmers and projects to be undertaken by the Forum and its members;
and
- 9) To act as a collective interest group to enhance the status and influence of provincial government economists.

Forum membership

Primary Membership

Any economic practitioner operating within Provincial Government Departments or Provincial Legislatures can be a member of the forum.

Secondary membership

Any economic practitioner operating within Local Government or Provincial and Local Government Entities can be a member of the forum.

Membership is not restricted to any particular number of practitioners per department or entity.

Accountability

The members of the forum are responsible and accountable to their respective departments or entities.

The forum will interact closely with all relevant stakeholders via the Secretariat.

Administration

The Forum shall have the power to undertake all actions necessary to achieve its objectives, as delegated by the members of the forum

Members, departments or entities participating in the Forum shall not be required to pay any subscription in terms of this participation.

The Forum shall not manage any funds.

Members shall use own funding sources to pay for their participation in the forum.

Meetings

The Forum shall meet at least once per year.

The Steering Committee may meet as many times as necessary but at least once per quarter.

Notice of the yearly meeting shall be given to members as least one month before the dates of such a meeting.

The quorum for any meeting of the Forum shall be fifty percent of the participating members.

Decisions

Decisions shall be taken on the basis of general consensus by those present at the meeting/s.

Where general consensus cannot be obtained, voting of primary members shall occur by a show of hands. Matters shall be decided by a majority vote of the members represented.

If one member differs from the consensus position taken by the forum then they should remain part of the Forum, but their consensus position should be noted.

The Forum will not be bound by the decisions of the Forum Executive Committee, but will take such decisions seriously and will make all efforts to meet such decisions.

Election of Chairpersons, Vice-Chairperson and Secretariat

On the adoption of this Terms of Reference the Forum shall elect a Chairperson, vice – chairperson and Secretariat from among the members represented.

The Chairperson, Vice Chairperson and Secretariat should be elected annually from the date of the adoption of these Terms of reference.

The duties of the Chairperson and in his/her absence the Vice Chairperson shall be:

- Convene and chair meetings of the Forum and Executive Committee.

- Ensure that all members and/or stakeholders are participants of the Forum

- Act as the Forum’s official spokesperson

The duties of the Secretariat shall be:

- Provide Secretariat support services for the Forum e.g. arranging logistics for the forum including the quarterly steering committee meetings, taking and distribution of minutes, attendance registers etc.

Sub-committees

The Forum shall elect a Steering Committee comprising of a

Chairman and Vice Chairman (x2)

One Representative of each Province (x7)

There will also be a number of subcommittees chaired by one of the provincial representatives. Each subcommittee will deal with a specific issue as identified by the Forum. Subcommittees will deal with issues such as the following:

Cooperation with National and Local Stakeholders

Data and Data Sources

Training and Development of Members

Quality and Methodologies or Research

Marketing of Forum and Member Activities

Partnerships

Resignation

Participating members may resign by giving written notice to the Chairperson explaining the reasons for resignation of which the Chairperson will make it known to the rest of the forum members and the Secretariat shall record such decisions and notices for record purposes

Dissolution

The Forum shall be dissolved by a ballot where not less than a two –thirds majority of participating members vote in favour of dissolution.

Amending TOR

This TOR may be altered, added to or amended by resolution of one less than two thirds of the total number of participating members.