



EXPANDED PUBLIC WORKS PROGRAMME

**ENVIRONMENT & CULTURE SECTOR:
NATIONAL SECTOR COORDINATING COMMITTEE
(NSCC)
TERMS OF REFERENCE**

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1. BACKGROUND AND INTRODUCTION

Expanded Public Works Programme (EPWP) is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income. The EPWP advances the principle of government expenditure, across all three spheres, to provide employment opportunities and skills development to the unemployed.

The Draft Anti Poverty Strategy recommended a significant scaling up of public employment programmes in order to create more employment and income opportunities for the poor. The Environment and Culture sector (NSCC) is expected to contribute 350 000 Fulltime equivalents (FTEs) and 1 156 000 Work Opportunities (WO), through a number of programme to which the different reporting body contribute to this target across all spheres of government.

As part of a coordinated strategy to contribute towards the achievement of the overall targets, the Environment and Culture sector has established a number of committees through which to provide a platform to realize the objectives of the programme. One such committee is the NSCC, which is the highest decision-making body of the sector.

2. THE PURPOSE OF THE TERMS OF REFERENCE (ToR)

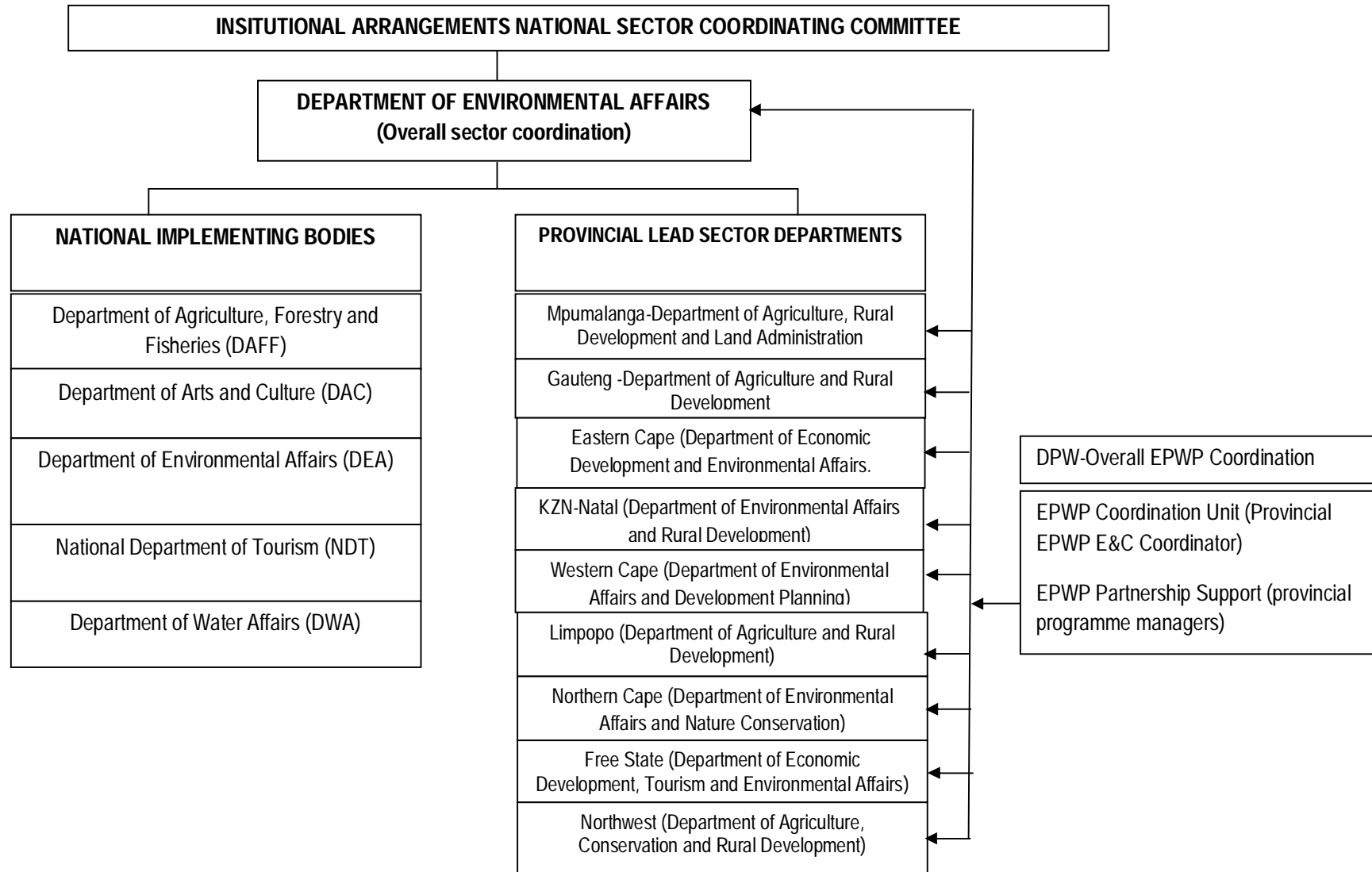
The E&C has established a number of committee through which the public bodies within the sector participate and make decisions for the common good of the sector. The purpose of this ToR is to clarify the roles of this committee and assign powers scope in terms of the powers of the committee.

3. GOVERNING LEGISLATION (DOCUMENTS)

The NSCC is the highest decision-making body of the E&C and it draws its scope, in terms of this scope, from the following policy framework:

- Constitution of the Republic of South Africa, Act 108 of 1996
- Cabinet Memo June 2009
- EPWP Phase II Business Plan, 2009
- National sector plan
- Ministerial Determination and Code of Good Practice
- Batho Pele Principles
- Cooperative Governance (Section 24 of the Constitution of the Republic of South Africa)

4. INSTITUTIONAL ARRANGEMENT



5. OBJECTIVES OF THE NATIONAL SECTOR COORDINATING COMMITTEE

- To make policy decisions in the framework of EPWP
- To provide strategic platform where issues pertaining to the Sector are addressed.
- To serve as an authoritative body in the coordination and reporting of Environment and Culture Sector programmes by national, provincial and municipal implementing bodies in South Africa
- To facilitate dialogue and create an enabling environment where sector progress in terms of allocated targets can be discussed by all implementing bodies
- To provide quarterly review of the sector performance, including, but not limited to, developments around training policy development and sectoral support in terms of enterprise development initiatives within the sector
- To create an enabling environment for information sharing between sector departments and other key stakeholders in the implementation of environment and culture sector programmes and to build lasting relationships between sector departments
- To identify strategic partners that could assist in unblocking of challenges and marketing of the sector in general

6. MEMBERSHIP

The following public bodies are automatic members of the NSCC:

- All national sector departments implementing Environment and Culture Sector Programmes (DWA, DEA, NDT, DAFF and DAC)
- All Provincial Lead Sector Departments tasked with the coordination of Environment and Culture activities at provincial levels
- All municipalities implementing Environment and Culture Sector Programmes at municipal levels
- Any potential department that have potential Environment and Culture Sector Programmes that can be reported to the sector
- State owned enterprises that implements EPWP Environment and Culture Sector Programmes

7. ROLES AND RESPONSIBILITIES OF ROLE PLAYERS

7.1 Department of Environmental Affairs

- Champion and provision of leadership of the Environment and Culture Sector in general (National, Provincial)
- Provide coordination support to Provincial Coordinating Departments

- Liaison with other departments and stakeholders in the sector
- In partnership with DPW, consult with the other public bodies in the sector, in the preparation of the sector plan to:
 - Identify areas for expansion of EPWP interventions
 - Set targets for expansion
 - Strategies for achieving the targets
 - Define common needs in the sector (e.g. sectoral training and qualifications frameworks, sectoral guidelines)
 - Monitoring implementation against the sectoral plan
 - Producing sector progress reports.

7.2 Department of Public Works

- Creating a supportive and enabling environment for the implementation of EPWP E&C projects
- Facilitate the alignment of activities of different public bodies in line with the common objectives of the sector
- Facilitating learning between public bodies on the implementation of projects and programmes by public bodies
- Provide monitoring, evaluating and reporting support to the Sector
- To provide support to the lead sector department in terms of coordination of the sector
- To provide guidance to the sector on strategic developments within EPWP
- To serve as a liaison between the sector and DPW internal stakeholders (M&E, Training and Enterprise development) and external stakeholders
- To lead the sector on the developments of sector-specific policies, e.g. wage incentive
- To provide quarterly reports in terms of performance by sector departments in the implementation of sector projects
- To facilitate unblocking of challenges experienced by all implementing bodies in the sector
- To guide the sector on opportunities for improvement and best practices.
- To advise the sector funding opportunities and report on the take-up in terms of the funds, by the sector public bodies
- To develop and implement policies for the management of training support and share the information with the sector.

7.3 National sector departments

- To provide support by participating and contributing to the achievement of the objectives of the sector through:
 - ✓ implementation of programmes and reporting thereof
 - ✓ identify and address challenges experienced, remedial strategy and source support where required from the sector (DEA, DPW etc)
- To identify and report on possible expansion areas for their programmes

7.4 Provincial coordinating departments

- To serve as a leader and the champion of the Environment and Culture Sector at provincial level

- To report progress on the coordination and participation of provincial sector departments and municipalities in the provincial sector committees
- To provide quarterly reports in terms of the implementation of sector projects, challenges encountered and remedial strategy and source support required from DPW and/ DEA at provincial levels
- To report on the expansion programmes of the sector at the provincial and municipal level

7.5 Organized Local government (SALGA)

- Serve as a champion of the Sector at local government level
- Represent issues pertaining to local government in so far as the Sector is concerned
- Advise on appropriate strategies in dealing with local government

8. GOVERNANCE OF THE SECTOR

8.1. Resolution taken at the sector meeting

- All resolutions taken at the National Sector Coordinating Committee shall be binding to all sector departments, unless agreed otherwise.
- All actions points allocated to individual public bodies, as part of resolutions taken in the meetings, shall be reported to the sector in the following quarterly sector meeting.
- The Lead sector Department and DPW may provide assistance, where such is required to source intervention from senior management of public body, where it is proving difficult to receive support.

8.2. Secretariat support

The Department of Environment Affairs through the Directorate EPWP Coordination and Programme Evaluation shall be responsible for:

- ✓ the issuing of the agenda and sourcing of inputs from all participating departments,
- ✓ drafting and distribution of the minutes,
- ✓ in consultation with DPW, prepare an annual meetings schedule and circulate to all sector public bodies and oversee the logistics connected to the convening of the quarterly National Sector Coordinating Committee Meetings.

8.2.1. Logistics for the drafting and issuing of the minutes

- The Department of Environmental Affairs will issue a first draft of the minutes within 10 working days after the NSCC Meeting. Sector departments and provinces are required to make their inputs within 5 working days after the initial issue of the first draft. The final draft minutes will be issued 10 days after the inputs have been incorporated
- The minutes which will be approved at the next NSCC meeting will serve as official records of decisions made and shall be binding to all sector departments and provinces. No further inputs will be accommodated after the final version has been approved and distributed

8.2.2. Drafting and issuing of the agenda

- The DEA, in partnership with EPWP: Environment and Culture Directorate shall circulate the draft agenda 30 days before the National Sector Coordinating Committee meeting for inputs. Sector Departments will have to provide their inputs within 5 days after-which the final agenda shall be distributed within 5 days before the meeting
- No additional items will be accommodated into the agenda after the final agenda has been distributed to allow for better preparation and sufficient time to adequately discuss the agenda issues in the meeting without clouding them with side-issues.

8.2.3. Reporting templates and presentations

- DEA, in consultation with DPW, will prepare standardized template, as may be necessary, which will be used in the meetings by all public bodies. These templates shall be circulated for comments before they can be finalized.
- All reports shall be sent to the Department of Environmental Affairs at least two working days before the NSCC meeting.
- Presentations made at the NSCC will be distributed by DEA to all sector Departments within 3 working days after the meeting.

9. ENVIRONMENT AND CULTURE SECTOR STRATEGIC PLANNING

- The third quarter meetings shall take the form of a strategic planning session for the following year of implementation with the following goals and objectives:
 - To put together a strategic plan for sector coordination and reporting for all provinces in the quest to unblock bottlenecks experienced by each lead sector department at provincial level

- The strategic plan will consider all challenges experienced by each sector lead department and pave a way forward on how to streamline coordination across all provinces in South Africa
- The strategic plan shall outline all challenges and required interventions that will inform the strategic plan of the lead sector department and DPW's EPWP Coordination and Reporting Support Unit.