



Document Type:	Terms of Reference
Title:	<p>South African Marine Research and Exploration Forum (SAMREF)</p> <p>The Phakisa B3 Project</p> <p>Terms of Reference for the multi-stakeholder Forum and Steering Committee for Operation Phakisa's Oil & Gas Lab's "Initiative B3 – Exploiting the broader research opportunities presented by offshore oil and gas exploration".</p>

1 BACKGROUND AND PURPOSE

Government's Operation Phakisa Oceans Economy Lab took place from 8 July 2014 to 15 August 2014 in Durban comprising labs for Marine Infrastructure, Offshore Oil and Gas Exploration, Aquaculture and Marine Protection Services, and Ocean Governance.

The products of the 6-week Operation Phakisa Offshore Oil and Gas Exploration Lab are contained in a report dated 14 August 2014. One of these products was Initiative B3 – "Exploiting the broader research opportunities presented by offshore oil and gas exploration".

The overall objective for Initiative B3 is framed as a desired outcome as follows –

By 2024, South Africa's knowledge of its marine living natural resources, marine environment and ocean-related renewable energy resources is greatly enhanced through collaborative research with private sector exploration activities.

The primary objective of Project B3 is to grow public sector research on the marine and oceanic environment through the exploitation of new opportunities presented by private sector explorations and cruises undertaken on behalf of private sector extractive industries.

This objective will be pursued through the establishment of a brokerage service that will operate under the supervision of a new multi-sector platform, the South African Marine Research and Exploration Forum (SAMREF). The partnerships that would be established within the SAMREF framework could also enhance cooperation between the public and private sectors through the exchange of information and data on a voluntary basis. Operational support will be provided by a Secretariat. In order to measure progress in realising this overall objective, Key Performance Indicators will be used.

In addition to pursuing its primary purpose, SAMREF could also:

- Identify and take advantage of opportunities provided by oil and gas exploration activities and platforms, to gather important marine ecosystem data which would otherwise be difficult and expensive to obtain;
- Facilitate new collaborative offshore studies that would increase South Africa's state of knowledge of the offshore marine environment, related to renewable energy potential, marine biodiversity and ecology, climate change and ecosystem functioning;

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- Go some way towards mitigating the policy conflict between developing the oil and gas sector and the development of a low-carbon economy.

The project plan for project B3 envisages a high-level agreement being finalised between a representative of the relevant public research sector and a private sector association representing oil and gas companies that commission explorations, whose spare capacity is intended to be availed to public sector researchers. The forum is being established to oversee the implementation of this project.

This document provides the Terms of Reference for SAMREF.

2 THE SAMREF STRUCTURE

2.1 The Forum

The Forum will include representatives of all stakeholders with a direct interest in the operations that are covered by the scope of the project; specifically, this includes individuals nominated to represent the following key stakeholders:

- (i) **National Government** – the departments of Science and Technology (DST), Environmental Affairs (DEA), Energy (DoE), Agriculture, Forests and Fisheries (DAFF), and Mineral Resources (DMR), and the SA Navy;
- (ii) **State-Owned Enterprises (SOEs)** – the South African National Energy Development Institute (SANEDI), the Council for Scientific and Industrial Research (CSIR), the South African National Biodiversity Institute (SANBI), the Petroleum Agency of South Africa (PASA), the National Research Foundation (NRF), the South African Weather Service (SAWS);
- (iii) **Research Institutions** (+/- 4 members) – The key interested or affected research bodies possibly including, but not limited to, the South African Environmental Observation Network (SAEON), the South African Institute for Aquatic Biodiversity (SAIAB), the South African Network for Coastal and Oceanic Research (SANCOR), and the Global Change Science Committee (GCSC);
- (iv) **Oil and Gas industry associations** (+/- 3 members) – the key oil and gas companies and contractors involved in offshore exploration activities including, but not limited to, the Offshore Petroleum Association of South Africa (OPASA).
- (v) **Other private sector associations** (+/- 2 members) – key sectors involved in other offshore activities (fisheries, mining and tourism) including but not limited to the South African Deep Sea Trawling Industry Association (SADSTIA);

The Forum is the highest-level, overarching structure, meeting once a year (initially perhaps twice a year), to reflect on the implementation of the overall project and the performance of the secretariat, and to provide strategic guidance and facilitate problem solving as relevant.

2.2 The Steering Committee

The Forum will be supported by a Steering Committee (SC), with an executive function, consisting of the following core Forum members:

- one representative of the DST as chair;
- one representative each of the Departments of Science and Technology, Environmental Affairs and Mineral Resources (as the Oil and Gas Lab lead department);
- one representative from the NRF (as the host of the secretariat);
- one representative from OPASA (as central private sector stakeholder and funder of explorations); and

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- one member of the Secretariat.

The primary purpose of the Steering Committee is to oversee the performance of the Secretariat, though which the project is operationalised.

2.3 The Secretariat

The B3 Secretariat has been established as an operational division within the National Research Foundation, where it will be housed and supported for a five year period.

The Secretariat will consist of the NRF Knowledge Fields Development (KFD) who will provide the secretariat services and SAEON who will manage the establishment of the SAMREF project through workshops, stakeholder consultations and various reports. The Secretariat will have delegates serving in the B3 SC and will provide report backs at each SC meeting.

The B3 SC Secretariat will carry out all the work required to facilitate the efficient and effective performance of the SC, including: (i) Making and/or confirming logistical arrangements for SC meetings; (ii) Identifying convenient meeting dates with members; (iii) Timeously extending meeting invitations; (iv) Compiling and timeously circulation of meeting agenda and any relevant meeting documentation; (v) Compiling meeting minutes and timeously circulating these to members; (vi) Timeously following up on all meeting decisions with affected members; (vii) Providing any necessary advice and support to the SC Chair and members; and (viii) Monitoring, verifying and reporting progress in respect of meeting decisions.

3 ROLES AND RESPONSIBILITIES WITHIN THE STEERING COMMITTEE (SC)

3.1 Department of Science and Technology (DST)

During the Operation Phakisa initiative, the DST was appointed lead department for initiative B3, and in that capacity chairs both the Forum and the Steering Committee, supported in this by the Secretariat.

3.2 Members of the SC

Apart from actively contributing in any way reasonably possible to the success of Initiative B3, all B3 SC participants are required to:

- Provide the B3 SC Secretariat with up to date contact details;
- Provide the B3 SC Secretary with up to date contact details for all known key stakeholders to be included in the Initiative B3 stakeholder database;
- Continuously engage with the stakeholders they represent in order to fulfil the role and responsibility of the B3 SC with respect to, among others, guiding the work of the SAMREF Secretariat, providing technical input, providing sectoral access, providing sectoral feedback, and monitoring and reporting progress;
- Identify and submit for discussion any issue that falls within the focus of the B3 SC;
- Identify and submit for possible discussion all significant planned activities that may have relevance to Initiative B3, especially those that may have an impact on - or be of specific interest to - one or more other B3 SC members or their constituencies;
- Read all documentation circulated with the meeting agendas; and
- Gain any necessary mandates for positions in respect of documentation circulated with the meeting agenda.

4 B3 STEERING COMMITTEE FUNCTIONS

In order to meet the above objective, the Steering Committee will be responsible for the following –

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4.1 Guiding the work of the B3 Secretariat

The B3 SC is responsible for guiding the work of the Secretariat on behalf of the Forum.

4.2 Providing technical input

The B3 SC is responsible for ensuring that Initiative B3 is properly informed with the latest relevant scientific, technology, research and exploration information available.

4.3 Providing sectoral access

The B3 SC is responsible for ensuring that Initiative B3 has easy access to all significant interested and affected parties through its members.

4.4 Providing sectoral feedback

The B3 SC is responsible for ensuring that Initiative B3 is made fully aware of all sector positions, concerns, suggestions, proposals, aspirations, expectations, etc. as well as any changes in this regard.

4.5 Monitoring and Reporting Progress

The B3 SC is responsible for providing input to and approving all project progress reports and presentations including any high-level briefings to the President, Cabinet Ministers and/or Directors-General.

4.6 Guiding the Project Management Team

The B3 SC is responsible for overseeing and advising the project management team to be known as the Phakisa B3 Project Management Team in the execution of its tasks

5 METHOD OF WORK

In order to meet the above objective, the B3 SC will be guided by the following method of work.

5.1 Fostering friendly relations

B3 SC meeting agenda will allow sufficient time within meetings for informal interactions between members to allow for the building of peer networks and friendships.

5.2 Assisting and supporting one another

B3 SC meeting agenda will provide space for members to raise issues of concern or challenges with a view to agreeing proactive means of assistance and support in dealing with the concerns or challenges.

5.3 Informing one another of, and consulting one another on, matters of common interest

B3 SC meeting agenda will provide space for members to inform one another of, and consult one another on, matters of common interest.

5.4 Coordinating actions with one another

All significant planned activities that may have relevance to Initiative B3, especially those that may have an impact on or be of specific interest to one or more other B3 SC members or their constituencies, must be noted for possible discussion within B3 SC meetings.

5.5 Adhering to agreed procedures

The work of the B3 SC will be conducted in accordance with the procedures set out in these terms of reference.

5.6 Avoiding shortfalls and pitfalls

Based on past experience with structures of this nature, the B3 SC Chairperson and members must actively guard against the following shortfalls and/or pitfalls:

- (i) The use of B3 SC meetings as the sole means of stakeholder engagement;

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- (ii) The use of B3 SC meetings as a platform for members' initiatives only, i.e. excluding important B3-relevant initiatives undertaken by stakeholders that are not B3 SC members;
- (iii) The filling of the B3 SC meeting agenda with items of only passing or peripheral interest;
- (iv) Allowing meetings to become purely administrative exercises with little, if any, chance for real discussion, joint problem-solving, debate and/or information sharing and awareness-raising.

6 B3 SC MEETINGS

In order to efficiently and effectively deliver on its objective, B3 SC meetings will be held at specific B3 implementation milestones as agreed by the members or at least twice in each calendar year. The specific times of the meetings will be discussed and tentatively agreed at the first B3 SC meeting.

Special and/or extraordinary B3 SC meetings may be called by the Chairperson if the Chairperson has gained approval for such meetings from at least 50% of the B3 SC members.

Meetings should have duration of no more than 4 hours.

B3 SC meetings will be hosted by the B3 SC members at suitable venues that facilitate the maximum participation by members.

7 DECISIONS

The B3 SC will make every reasonable attempt to reach consensus. Alternatively, or in the case of a deadlock, a decision may be referred to the Operation Phakisa Ministerial Coordinating Committee for a decision.

8 TENURE

The Forum and the Steering Committee is being established on a pilot basis for five years from 2016 to 2020. A decision to suspend it at that time or earlier may be made by the Operation Phakisa Ministerial Coordinating Committee, and an extension beyond that time will be dependent on the willingness of the DST to continue supporting and hosting the project. The Forum itself may at any time make any recommendations in this regard to suspension or continuation, but any decision in this regard requires concurrence from the DST and the Coordinating Committee.

9 REVISION AND CONFIRMATION OF ToR

The ToR will be approved by the Forum at its establishment in January 2016, and will be submitted to the Ministerial Coordinating Committee for information before then or soon thereafter. The Forum may amend the ToR according to the agreed process.