

Water Sector Leadership Group

Generic Terms of Reference for Strategic Task Teams

Criteria for Establishment of Strategic Task Teams

Strategic Task Teams will only be established when the following criteria are met:

- An issue of critical strategic importance is identified that needs urgent consideration by the sector
- It is of national importance
- It requires a collaborative effort, either in terms of consultation, implementation, or both
- There is at least one designated “champion” in place that is in a position to provide overall leadership to the STT. This should be an official of some sort, although not necessarily restricted to government institutions.

Purpose

Strategic Task Teams will be required to deliberate on the subject matter, as defined in their specific terms of reference and make recommendations to the WSLG Exco and thereafter to the WSLG. They are not decision making bodies per se but, as the name implies, will preside over matters of a highly strategic nature that are of national importance.

Initiation of STTs

STTs can be initiated by the WSLG or the WSLG Exco. This can be motivated by a particular organization, or individual within it, but via either of these two structures.

Terms of Reference

In general, terms of reference of STTs will be developed by the WSLG Exco however a degree of consultation with the STT, once established, may also be necessary and indeed in most cases essential.

Modus Operandi

STTs are sector structures and will work in a collaborative manner. Decisions will generally be by consensus.

Membership

Membership of STTs should be broadly representative of the key role players in the sector but this will need to be adjusted to accommodate the particular requirements of

the subject matter. Key sectors and institutions would typically include the following (this list is not intended to be exhaustive):

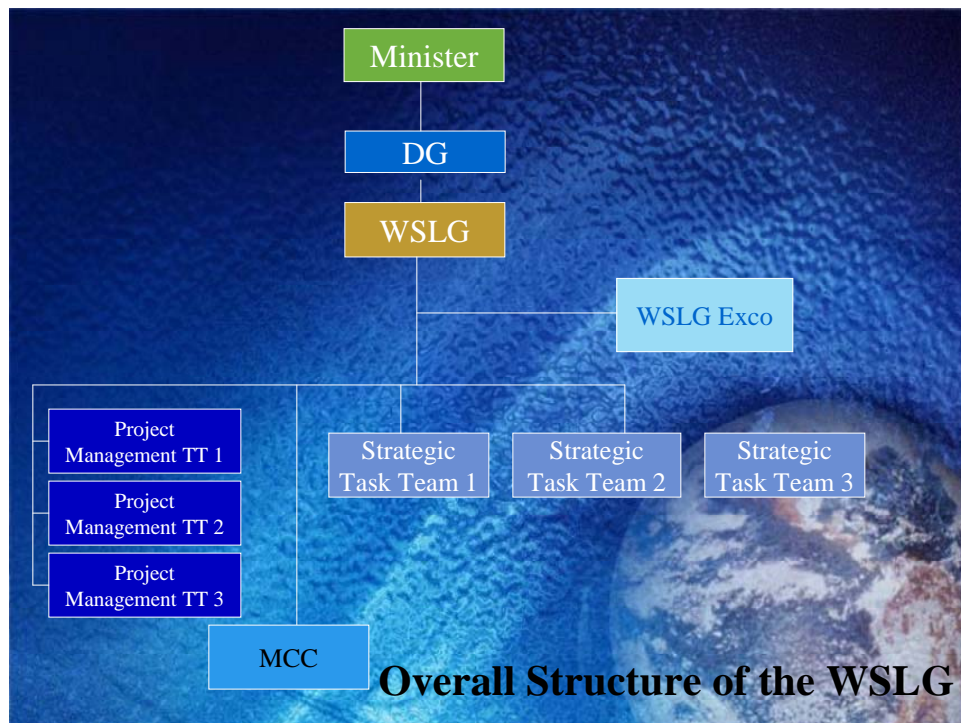
- DWAF
- DPLG
- Donors
- The private sector
- Agriculture
- Mining
- Civil society
- Eskom
- SAAWU
- Research institutions
- Other government departments

STTs will elect their own chairperson.

In order to enhance their effectiveness, STTs may also nominate specific individuals to become members. If payment to individuals is necessitated, then this will be arranged in consultation between the STT Champion and DWAF.

STTs will also have the authority to co-opt members on an ad hoc basis when needed.

Structure



The relationships between STTs and other WSLG structures are illustrated in the figure above.

Linkages

In general, the WSLG Exco will play the role of ensuring appropriate linkages between STTs so as to ensure that opportunities for synergy are achieved and unnecessary duplication is avoided. In some cases however the work of particular STTs may be so closely related that some sort of formal interaction between them may be necessitated.

Frequency of Meetings

Meetings will occur as and when needed by STT members however ideally there should be some synchronization with WSLG and WSLG Exco meetings so as to ensure timeous reporting and feedback.

Agendas

Once STTs have been set up, they should develop a workplan to guide their activities. This will inform structuring of the agenda. The draft workplan should be submitted to Exco for its comments.

Reporting

STTs will be required to prepare progress reports to the WSLG Exco, which meets on a quarterly basis. Recommendations from STTs should be channelled via the Exco prior to presentation to the WSLG. On occasions, STT champions will be expected to attend and present to WSLG and Exco meetings

Venue for Meetings

The venue for meetings will be determined by the members but should be in a central and accessible venue

Secretariat

STTs should make their own arrangements in terms of budget allocation however overall coordination and progress monitoring will rest with SCU. "Overall coordination" in this context means ensuring that the meetings are prepared and Progress Reports are prepared and tabled at EXCO meetings. Other activities related to the STTs should be budgeted for by Champions in their annual work plans.

