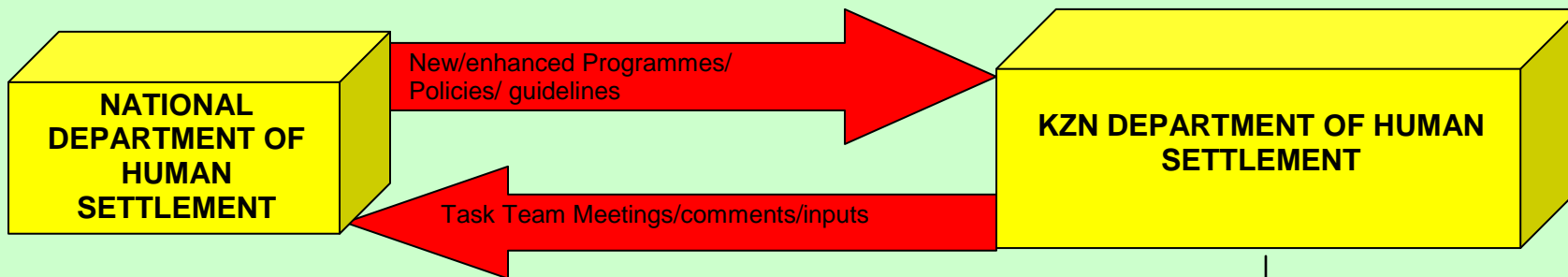
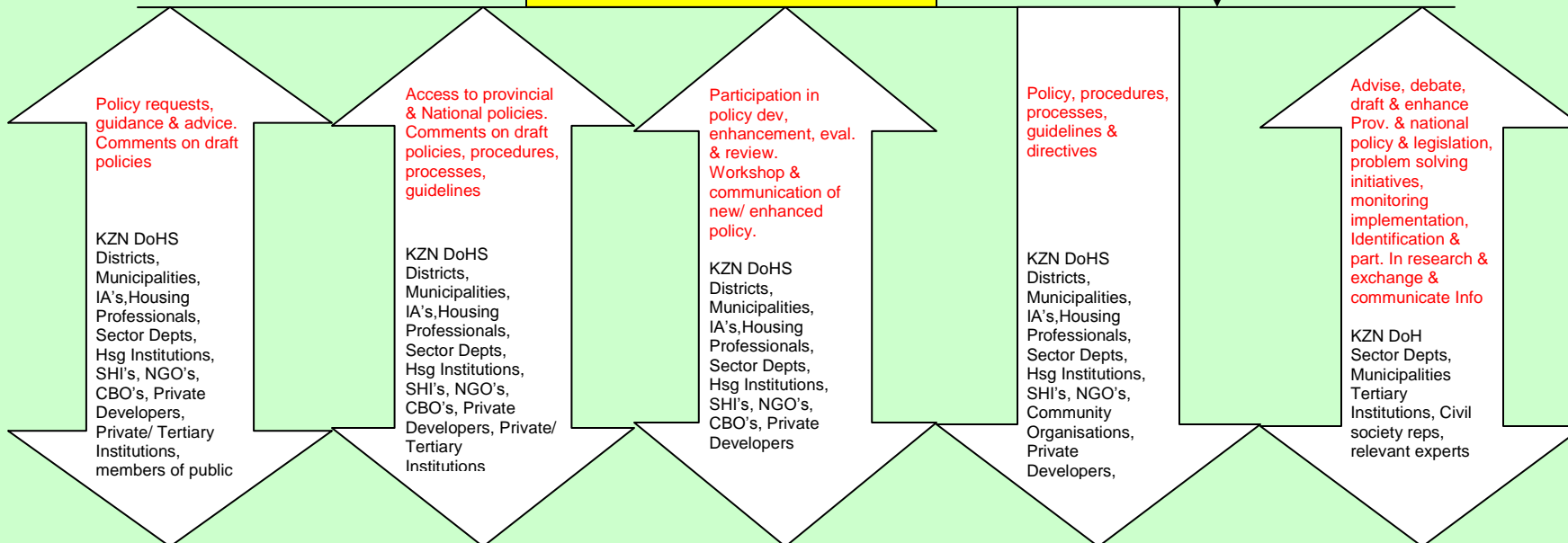


Annexure 1: CONSULTATION PROCESS



Nature/ Purpose of Consultation

**S
t
a
k
e
h
o
l
d
e
r
s**



**TELEPHONE
FACSIMILE
E-MAIL
REGULAR MAIL**

WEBSITE

**WORKSHOPS
TASK TEAMS
INFORMATION /
DEBATE SESSIONS**

**POLICY
COMMUNIQUE**

THINK TANKS

Method of Consultation

Annexure 2: LIST OF TARGET GROUPS/STAKEHOLDERS

- A. KWAZULU-NATAL DEPARTMENT OF HOUSING:**
- B. MUNICIPALITIES:**
- C. DISTRICT MUNICIPALITIES:**
- D. IMPLEMENTING AGENTS/ HOUSING PROFESSIONALS:**
- E. SECTOR DEPARTMENTS:**
- F. HOUSING INSTITUTIONS**
- G. SOCIAL HOUSING INSTITUTIONS:**
- H. NON-GOVERNMENTAL ORGANISATIONS(NGO):**
- I. COMMUNITY-BASED ORGANISATIONS(CBO):**
- J. PRIVATE/TERTIARY INSTITUTIONS:**



KZN Human Settlements
uMnyango Wezokuhlaliswa
Kwabantu
ISIFUNDAZWE SAKWAZULU-NATALI

Annexure 3

DRAFT TERMS OF REFERENCE

KWAZULU-NATAL HUMAN SETTLEMENT THINK-TANK

1. MISSION

To ensure sustainable human settlements for all citizens in KwaZulu-Natal in an efficient and integrated manner.

2. OBJECTIVES

- a. Expedite service delivery
- b. Integrated development initiatives
- c. Improved delivery vehicle
- d. Improve the lives of citizens

3. ROLES AND RESPONSIBILITIES (Terms of Reference)

- a. Advise HOD and MEC responsible for human settlements on legislative, policy and implementation issues, and best practice on human settlements.
- b. Debate issues relating to the above, including but not limited to:
 - i. existing provincial and national legislation and policies
 - ii. draft provincial and national legislation and policies
 - iii. efficiency and enhancements to procedures and processes
- c. Engage in problem solving initiatives relating to human settlement projects.
- d. Monitoring implementation of integrated sustainable human settlement strategy.
- e. Identification of and participation in research initiatives required
- f. Exchange and communicate information relating to the development of sustainable human settlements

4. OPERATIONAL MATTERS

a. Composition

- i. General

- (1) Members of the Think-Tank should collectively have the qualifications, experience and expertise to review and evaluate the scientific, medical, legal, social and ethical aspects of research proposals.
- (2) Appointment on to the Think-Tank will be by nomination and co-option. The total number of members will depend on the nature of human settlement and related issues being addressed
- (3) At least two experts in the field should attend the meeting. Such experts may be government or non-government representatives. In the case of non-government representatives, these shall be identified and invited on an *ad-hoc* basis, depending on the nature of human settlement or related matters. Attendance by such non-governmental representative shall be purely on a voluntary basis.

ii. Chair

- (1) Department of Human Settlements Chairperson;

iii. Two Deputy Chairs;

- (1) Chief Operations Officer : KZNH
- (2) General Manager: Planning and Development (KZNH)

iv. Members

- (1) Social Cluster Sector Departments: At least one knowledgeable representative from each department at management level
- (2) Tertiary Institutions
- (3) Experts in the relevant field
- (4) Civil society representatives, where applicable

v. Secretariat

- (1) Department of Human Settlements (HEAC secretariat?)

b. Quorum / Voting

The Committee will make its decisions at announced meetings at which at **least a quorum of 50% plus one is present**. Scheduled meetings will only be conducted when a quorum is present. Co-opted members are included in the decision on the quorum. Decisions will be determined by consensus (general agreement). Where general agreement does not exist, consensus will be undermined and the decision will be arrived at by vote.

c. Conflict of interest

d. Administration

i. Frequency of Meetings

- (1) At least quarterly, or as deemed necessary

ii. Logistics

- (1) Meetings will be scheduled to be **held on the first Tuesday of each quarter, unless otherwise notified.** Members will be notified of the scheduled dates no later than one calendar week prior to the meeting.
- (2) The Minutes of meetings and the agenda will be circulated to members at least 7 days prior to the meeting.