



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Arts and Culture

TERMS OF REFERENCE FOR THE APPOINTMENT AND ENGAGEMENT OF A HERITAGE PANEL TO ASSIST THE NHC ON HERITAGE MATTERS

1. BACKGROUND TO NATIONAL HERITAGE COUNCIL

- 1.1. The National Heritage Council (“**NHC**”) is a juristic entity established in terms of Section 3 of the National Heritage Act No. 11 of 1999, as amended (“**the Act**”).
- 1.2. The Minister of Arts and Culture (“**the Minister**”), now referred to as the Minister of Sports, Arts and Culture, has, in terms of Section 5(1)(a) of the Act, appointed members of the Republic of South Africa into the Council of the NHC (“**the Council**”) to manage the affairs of the NHC, in terms of the Act and regulations made in terms of the Act, from time to time, and in accordance with good corporate governance principles.
- 1.3. The broad mandate of the Council of the NHC is derived from the Objectives and Functions outlined in sections 4 and 10 of the Act respectively. Given the wide mandate of heritage issues, the NHC is

entrusted to deal with amid inadequate capacity to meet external demands and thus needs support to advise the public on all areas of heritage. To mitigate on this inadequacy, a Panel of Experts in different disciplines, would need to be appointed to assist management to discharge its functions and duties effectively through informed and quality assured research outputs.

- 1.4. Once appointed, the support that NHC may request Panel members to undertake, individually or collectively, could include representing the organisation in key forums, as it may deem fit and appropriate for and on its behalf.

2. PURPOSE

The NHC seeks the expertise of professionals, preferably experts in the different disciplines within the Heritage sector to serve as members of the Heritage Panel, which t will assist the NHC to advance its mandate, especially in the areas of policy, research and content development of heritage programmes.

3. ROLE AND SCOPE OF WORK

The specific task and assignment of the Members of the Panel will include, but is not limited to, the following:

- 3.1 Provide expert advice and technical expertise on existing heritage programmes and projects, towards contributing to their development and implementation;

- 3.2 Provide guidance and assistance in conducting research and development of publications, including draft policy frameworks, when it is deemed necessary;
- 3.3 Assist with the consolidation of information and material into publishable or broadcast format;
- 3.4 Review and ensure quality assurance of work produced, including research work and publications, regarding the development and implementation of heritage programmes and projects;
- 3.5 Conduct research and develop concept documents as assigned for consideration by the NHC;
- 3.6 Undertake professional transcription, proofreading, editing and curatorial services;
- 3.7 Conduct specialised research in the field of Communications and Marketing as assigned by the NHC in relation to the Heritage Sector. This may include market research, consumer behaviour, market trends, brand evaluation, etc;
- 3.7 Undertake cartographic and Geographic Information System (GIS) related services;

4. COMPOSITION

4.1 The Heritage Panel of experts on heritage programmes shall be constituted by between six (6) to ten (10) members who are experts from diverse disciplines with bias on heritage, research writing and editing skills, and publication record.

4.2 Members of the Panel shall be selected through an open public process through the media for applications to be submitted to NHC.

5. SUPPORT, RESOURCES AND CONDITIONS

5.1. The Executive Office would be responsible for approving all requisitions for services by any of the Members of the Panel and Heritage Unit will serve as the Secretariat and provide administrative support to the Panel as and when required. Resources will be allocated to support the operational mandate and activities of the Panel.

5.2. Work may not necessarily be shared equally amongst members but shall be apportioned to the Panel members individually or in groups in line with each panel member's fields of expertise and experience as and when services are required by units within the NHC.

5.3. Produced material shall be owned by the NHC and not by the individual experts although they shall be acknowledged.

5.4. The NHC may at its discretion consider any other matter that enriches its legislative mandate.

6. REMUNERATION

- 6.1 Members of the Panel will be remunerated in terms of the prescribed fee structure as would be determined by the NHC in line with National Treasury Imperatives as pronounced and communicated to the entity from time to time.
- 6.2 Payment will be effected after satisfactory delivery of services and product/s that would have been mutually agreed to by contracting parties, to the satisfaction of the NHC or its end-users.
- 6.3. Members of the Panel shall not become, and shall be debarred from claiming to be employees of the NHC.
- 6.4 Should the NHC deem it fit for any of the members to travel for and on its behalf using their own mode of transportation, such members may submit such claims for processing and payment as per NHC policy on travel and subsistence.

7. FORMAT OF ENGAGEMENT

Upon acceptance to serve on the Panel, each member will be required to sign a Service Level Agreement or Contract in order to formalise the work relations and engagement with the NHC.

For further information please feel free to contact Ms Matanato Ngwaila at the following telephone numbers:

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Applications should be sent for attention at:

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