



Terms of reference: Reference Group for development of new number plates and associated systems in Gauteng Province

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1. DEFINITIONS

In this Terms of Reference –

1.1 “GDRT” means the Gauteng Department of Roads and Transport;

1.2 “HOD” means the Head of Department of GDRT;

1.3 “MEC” means the GPG Member of the Executive Council for Roads and Transport;

1.4 “Project” means the Gauteng Department of Roads and Transport’s project to develop a new number plate and associated systems running up to December 2023.

1.5 “TOR” means Terms of Reference; and

1.6 “TRG” means Technical Reference Group.

2. PURPOSE

The purpose of the TOR is to regulate the establishment, functioning and the work of the Technical Reference Group (TRG) in support of the PROJECT.

3. THE ROLE OF THE TECHNICAL REFERENCE GROUP

3.1 The role of the Technical Reference Group is to provide technical advice to the PROJECT on matters relating to:

3.1.1 Maximisation of security features to the entire number plate value chain;

3.1.2 Improve alignment with national standards, and international standards where warranted;

3.1.3 Minimisation of production costs of new number plates;

3.1.4 Identification of necessary regulatory amendments to improve enforceability of regulations;

3.1.5 Maximisation of local content in the production of number plates; and

3.1.6 Identify necessary training required for all involved in the number plate value chain.

4. COMPOSITION OF THE TRG

4.1 The TRG shall be composed of:

- 4.1.1 the GDRT officials appointed by the HOD, as delegated by the MEC responsible for regulation of number plate matters;
- 4.1.2 Invited blank number plate manufacturers in Gauteng Province;
- 4.1.3 Invited number plate embossers in Gauteng Province;
- 4.1.4 South African Bureau of Standards (SABS);
- 4.1.5 The Road Traffic Management Corporation (RTMC);
- 4.1.6 Gauteng Province Department of Community Safety;
- 4.1.7 South African Police Service (SAPS);
- 4.1.8 South African National Roads Agency SOC Ltd (SANRAL);
- 4.1.9 Gauteng Government e-Government and the Departmental IT section; and
- 4.1.10 The Council for Scientific and Industrial Research (CSIR).

4.2 Each organisation will be requested by the HOD to nominate at least one representative at an appropriate level of seniority.

- 4.2.1 A register of individual members will be maintained by the secretariat.
- 4.2.2 Each organisation reserves the right to change its representatives with written notice to the secretariat.

4.3 Roles and responsibilities of the members of the TRG.

A member must:

- 4.3.1 attend the TGR meetings as and when required;
- 4.3.2 be punctual for meetings and stay for the duration of a meeting;
- 4.3.3 prepare properly for each meeting by studying the agenda and reports;
- 4.3.4 declare any personal interest that may infringe or may reasonably be deemed to infringe her or his impartiality in any matter pertaining to her or his duties as a member;

- 4.3.5 partake in each decision taken at a Technical Reference Group meeting;
- 4.3.6 refrain from infringing on the rights of other members or participants; and
- 4.3.7 respect the chairperson and all participants in the meeting.

4.4 The Chairperson of the TRG

- 4.4.1 The Chairperson of the TRG shall be appointed by the HOD.
- 4.4.2 The Chairperson shall be an official of the GDRT.
- 4.4.3 The HOD may use his/her discretion to appoint a Deputy Chairperson (who shall also be an official of the GDRT), should it be necessary, or the need arise.
- 4.4.4 An official appointed by the Chairperson may chair the meeting in his/her absence.

4.5 The roles and responsibilities of the Chairperson

The chairperson is a TRG member and has the same powers and duties as a member. In addition, the chairperson has a role:

- 4.5.1 to provide leadership and direction to the TRG to facilitate its proper functioning;
- 4.5.2 to ensure that the TRG's business is conducted in an orderly fashion;
- 4.5.3 to ensure that members obtain a fair participation in each meeting;
- 4.5.4 to ensure that the work of the TRG is consistent with its agreed responsibilities set and terms of reference, and that issues of interest to other relevant committees or to the wider government are appropriately referred;
- 4.5.5 to ensure advice given by the TRG is clear and unambiguous, and that responsibility for taking forward action points is properly allocated;
- 4.5.6 to consult with other relevant government programmes as necessary;
- 4.5.7 to invite other role players if it's deemed that they will add value to the development of number plates;
- 4.5.8 to ensure representation of points of view in the proceedings of the TRG meetings;
- 4.5.9 to determine in consultation with the committee secretariat the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each; and
- 4.5.10 to monitor the implementation of agreements and action points from previous meetings.

5. THE MANAGEMENT AND/OR ADMINISTRATION OF THE TECHNICAL REFERENCE

- 5.1 The CSIR shall be responsible for the secretariat and record keeping of the meetings and the work of the Technical Reference Group.
- 5.2 The CSIR shall further be responsible for secretariat and record keeping of the permanent and/or ad-hoc working groups established by the Technical Reference Group.

6. POWERS OF THE TECHNICAL REFERENCE GROUP

6.1 The TRG's powers and limitations are as follows:

- 6.1.1 The TRG is limited to providing technical advice as necessary to the PROJECT, through written submissions or verbal submission for noting, as necessary.
- 6.1.2 The TRG shall not have any decision-making powers but make recommendations to the HOD responsible for regulation of number plate matters.
- 6.1.3 The recommendations will be done through the HOD's Technical Forum or delegated departmental protocols and processes.
- 6.1.4 The authority and/powers on regulation of number plate matters shall remain with the MEC for traffic matters and the delegated functions to the HOD GDRT.
- 6.1.5 The Technical Reference Group shall not replace the management and administration of number plate regulation matters by the GDRT.

6. THE SECRETARIAT

The Technical Reference Group Secretariat must:

- 7.1 Provide all secretarial, logistical and other administrative services to TRG;
- 7.2 Perform all administrative and secretarial tasks;
- 7.3 Forward the notice of each meeting of the TRG to all members no later than five working days prior to the date of the meeting. The notice shall confirm the venue, time, date and agenda and include the documents for discussion compile an agenda of items to be discussed for each meeting in consultation with the Chairperson;
- 7.4 Record and minute proceedings at TRG meetings;
- 7.5 Circulate minutes of each TRG meeting to all members and submit those minutes to the next meeting for adoption;

7.6 Comply with the provisions of the Protection of Personal Information Act (Act 4 of 2013); and

7.7 Comply with the provisions of the National Archives Act 43 of 1996, its regulations and directives issued by National Archives.

7. MEETINGS

7.1 Frequency

7.1.1 An ordinary TRG will be convened once every two months during the course of the PROJECT.

7.1.2 The Chairperson may convene an extraordinary meeting in consultation with other members.

8. TERMINATION OF THE TRG

8.1 The TRG shall cease to exist:

8.1.1 At the end of the PROJECT; or

8.1.2 Upon written instruction from the HOD before the end of the PROJECT.

9. TECHNICAL REFERENCE GROUP APPROVAL

The terms of reference of the Technical Reference Group were approved by the HOD:
Department of Roads and Transport

on 1 (day) of June (month) 2023 (year),
at JHB (place), and will be of effect
from 1/6/2023 (date)



Dr Thulani Mdadane

HOD: Department of Roads and Transport