

**Terms of Reference for the Advisory Group
of South Africa**
**Fiscal Openness Accelerator project – Fiscal Transparency and Public Participation
IBP/GIFT Public Participation Pilot Project**
June 2020

These terms of reference will govern the organization and operation of the Advisory Group (AG) that will be integrated in each participant country, as part of the Public Participation Pilot Project funded by the US Department of State and OGP Multi-Donor Trust Fund.

1. Integration of the Advisory Group

The AG is composed by representatives of:

- **National Treasury** represented by the Budget Reform Department through Prudence Cele and Sheila Thipe
- **Ministry for the Public Service & Administration**, represented by the Chief Directorate of Public Participation and Social Dialogue (PPSD), Technical Lead for the African Peer Review Mechanism (APRM) and the Open Government Partnership (OGP) Kgothatso Semela Serote
- **Ministry of the Presidency, Department of Planning, Monitoring and Evaluation** represented by Lindsay Martin and Maribe Mamabolo
- **Human Sciences Research Council** represented by Gary Pienaar (or Narnia Bohler-Muller as alternate)
- **Imali Yethu** represented by Zukiswa Kota
- **Budget Justice Coalition** represented by Andile Cele
- **Interim Steering Committee on GBVF (UNICEF)** represented by Miriam Mangera
- **Studies in Poverty and Inequality Studies (SPII)'s Chiawelo Budgeting for Change (CBC)** represented by Sacha Knox
- **Gender Based Violence Network** represented by Lindelwa Nxumalo

The civil society representatives were selected based on an open call published by the National Treasury on January 30, 2020, inviting groups or coalition of civil society with an interest in budgeting and fiscal policy matters to be part of a 3-year pilot project for public participation in fiscal policies. Based on the received applications, the following organizations and coalitions were selected, with one identified representative.

2. Observers and special invitees.

The AG members can invite representatives of the civil society organizations, governments and international organizations who could contribute with relevant experience, as well as specialists. All guests will have the right to speak.

Recurrent special invited organizations include:

- **Auditor General** represented by the Institutional Cooperation Department through Siyanda Saki and Jan van Schalkwyk
- **Cooperative Governance & Traditional Affairs** represented by Coretta Makhaza and Boitumelo Diale
- **City of Johannesburg** represented by Manenzhe Manenzhe; C. Khanyisile, and IDP and Business Planning, Noxolo Mabuza

3. Objective of the Advisory Group

The AG will have the role of providing the National Treasury with feedback and recommendations on the selection, design and implementation of the participation mechanism to be adopted, as well as in any evaluation process.

4. Functions of the Advisory Group

The AG will fulfil at least the following functions:

- Meet once a month and additional related to deliverables, in-person and/or in remote meetings;
- Submit proposals and formulate recommendations, comments and suggestions;
- Create working groups to follow up on decisions and actions;
- Keep minutes of the meetings and decisions;
- Define additional functions as decided by the AG and amend the present ToR if required and,
- Maintain communication with IBP/GIFT, via the GIFT Network Director.

5. Functions of government representatives

- Call for the meetings, particularly through the Budget Reform Department of the National Treasury;
- Inform the National Treasury about the recommendations, proposals and feedback from the AG;
- Provide information, explanations, documented responses and informed feedback to the members of the AG;
- Promote timely, objective, respectful and direct communication and coordination with the members of the AG.

6. Functions of Civil Society Representatives in the Advisory Group

- Serve as a liaison between other civil society organizations and their constituencies interested in the public participation process in the budget process in their country;
- Carry the voice of CSOs that are interested in the project;
- Encourage timely, objective, respectful and direct communication and coordination with the members of the AG.

7. Deadlines and Processes

The call to meetings of the AG will be made at least one week in advance, sending at the same time the proposed draft agenda. At the beginning of each meeting, a member of the AG will be appointed to formulate the corresponding minutes. After the meeting, once a first draft of the minutes has been sent to the rest of the members, the members of the AG will have five days to comment on them. If no comments are received within the indicated period, the minutes will be understood as approved. The approved minutes must be published on the portal established for such purpose.

8. Requirements to Session

For a meeting to be valid, there must be a quorum with the presence (physical or virtual, by remote means) of at least two government institutions representatives and two representatives of civil society.

9. Decisions

As a general rule, the AG will make its decisions by consensus, with one vote per institution. A deadlock breaking mechanism will be an approval by at least 70 percent of the organizations of the AG.