

# CAPE HIGHER EDUCATION CONSORTIUM / WESTERN CAPE GOVERNMENT

## JOINT TASK TEAM

### PROGRAMME OF ACTION

AUGUST 2015

#### 1. INTRODUCTION

This document updates the 2012 - 2013 CHEC / WCG Programme of Action by drawing on discussions held at the Strategic Planning meeting of the Joint Task Team (JTT) on 25 February 2015. This review meeting was precipitated by the adoption of a revised Provincial strategic plan (Provincial Strategic Plan 2014 – 2019) and the need to reflect on the grant-making criteria and processes of the JTT.

The partnership between CHEC and the WCG, formalised in the Memorandum of Understanding in October 2006, has provided a structured framework for engagement where expertise, research and innovative practices are shared for the benefit of both the Province and the universities.

As indicated in the first Programme of Action, lessons learned about collaboration include the importance of identifying areas of common interest as well as specific concrete projects that are of benefit to all stakeholders. In addition, it has been recognised that opportunities are needed to discuss and clearly articulate common objectives and to plan the activities that will ensure that these objectives are met. For all initiatives, there should be mutual agreement on outcomes and the identification of champions who can drive projects from inception to completion.

The 2012 Programme of Action focused on four areas of strategic importance identified through careful analysis of the work of the WCG and CHEC universities in line with their own visions and strategic plans.

These four strategic areas were:

1. Climate change / sustainability and adaptation
2. Innovation for social inclusion
3. Education and training
4. Strengthening Higher Education in the Western Cape

The main aims of the JTT's Strategic Planning meeting held in February 2015 was to provide an opportunity to re-assess the focus areas selected in 2012 / 2013 in the light of changes to the WCG's strategic areas, and to reflect on the mechanisms used and processes followed in calling for and reviewing proposals for grants. In addition, the discussions at this meeting highlighted critical lessons learned for tracking and monitoring submissions and for reporting, disseminating and optimizing research findings. These are all reflected in this Programme of Action and the associated documents.

#### 2. THEMATIC FOCUS AREAS FOR 2015 PROGRAMME OF ACTION

Following a consideration of the five strategic goals of the WCG as presented at the Strategic Planning meeting on 25 February 2015, the four focus areas included in the Joint Task Team's 2012 Programme of Action were re-aligned as listed below:

1. Resilience, Human Settlements and Climate Change
2. Digital Innovation for Inclusive Development
3. Social Inclusion, Youth and Skills Development
4. Knowledge Partnerships.

### **3. THE JOINT RESEARCH PROGRAMME**

#### **3.1 Two types of project grants**

Two broad types of projects were identified for funding:

- **Institutional project grants** where each university will be allocated R 100 000 in line with the first three thematic areas listed above.

Each university may decide how to allocate their budget internally. In the past, the average project budget has been R 50 000.

- **A collaborative project allocation of R 100 000** where more than one university works together on a project.

(The JTT will consider budgets for initiatives under the fourth theme, Knowledge Partnerships, separately.)

#### **3.2 Calls for proposals**

The call for project proposals is attached to this document for circulation within the universities (Appendix 1).

Proposals / application forms for these grants need to be submitted on the relevant templates also attached (Appendices 2 and 3).

#### **3.3 The selection process**

The process of selection of the institutional projects will follow the two-step process used previously, i.e. an internal review process will be followed with the selected proposals being presented for final review and approval at the Joint Task Team meeting to be held on Friday 30 October 2015.

The process of selection of the collaborative project requires the lead researcher to submit the application forms to [eileen@chec.ac.za](mailto:eileen@chec.ac.za) by Monday 26 October 2015 for discussion and approval at the Joint Task Team meeting to be held on Friday 30 October 2015.

#### **3.4 Database**

The database of proposals submitted and grants awarded begun in 2014 will be extended. This database is designed to assist in the overall tracking of grants awarded and reports completed.

#### **3.5 Reporting on projects**

A set of guidelines for reporting on projects has been developed and is attached to these documents (Appendix 4). This includes a cover page, an abstract, a budget that reflects the actual spend against the anticipated spend, the length of the report and the areas that should be given greater emphasis. The latter includes recommendations for follow-up action: policy development, implementation and further research required.

### **3.6 Dissemination strategy**

The dissemination strategy for projects funded in 2013 and 24 includes:  
a newsletter on the CHEC website – see link below

<http://www.chec.ac.za/files/CHEC%20Newsletter%201%20June%202015.pdf>

and presentations of selected project reports (across themes) to wider audiences. Two such presentations are being planned for the second semester in 2015.