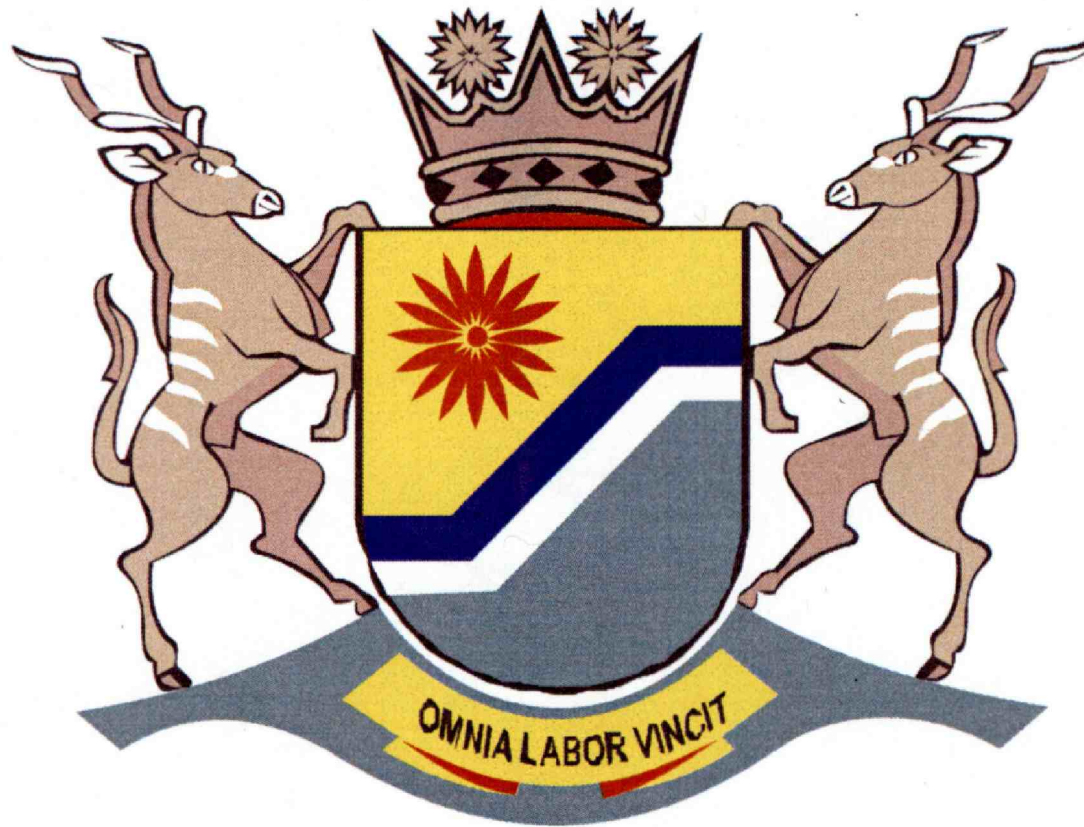


# Mpumalanga Provincial Government



## Department of Public, Works Roads and Transport

### RESEARCH POLICY

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Revision Date:.....	None
Issue: .....	1.0
Responsible Section.....	Policy, Research & Development
Approval Date.....	

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## ABBREVIATIONS AND DEFINITIONS

### Abbreviations

<b>DEPT</b>	Department,
<b>KPAs</b>	Key Performance Arrears,
<b>PPP</b>	Public Private Partnerships,
<b>NYDA</b>	National Youth Development Agency,

### Definitions

<b>Department</b>	Mpumalanga Department of Public Works, Roads and Transport,
<b>Chief Directorate</b>	Constitutes of more than one directorate and refers to a sub-programme e.g Integrated Planning
<b>Sections</b>	Refers to a business unit managed by a director also called a senior manager,
<b>Senior Manager</b>	Is the head of a business unit and is synonymously referred to as a director,
<b>Manager</b>	A manager is responsible for certain outputs within a directorate and does operational management, and in the context of this policy co-ordinates research work,
<b>Researcher</b>	The official collecting data in the field and writing research reports,
<b>Research unit</b>	The business unit responsible for research work,
<b>Commissioned Research</b>	Is research done by the research unit as requested by another chief-directorate or directorate,
<b>Pro-active research</b>	Is research conceptualized by a researcher with the purpose of improving service delivery
<b>Accounting Officer</b>	Refers to the Head of the Department of Public Roads and Transport,



## **1. INTRODUCTION**

### **1.1. Policy Intent**

- 1.1.1. To provide a procedural framework for commissioned and proactive research,
- 1.1.2. To provide a standardized approach on the writing of research proposals and research reports,
- 1.1.3. To provide a regulatory framework on the management of partnerships,
- 1.1.4. To provide data and information on planning and policy interventions,

### **1.2. Problem**

- 1.2.1. There is no regulatory framework used by sections to communicate research projects to the Research and Policy unit,
- 1.2.2. There is no standardized format on customizing research proposals and reports on research projects,
- 1.2.3. Roles are not clearly set out for research officials,

## **2. OBJECTIVES**

- 2.1. To provide quality research to clients that will result in effective interventions in ensuring quality service delivery,
- 2.2. To analyze policies through research methods with the purpose of improving their effectiveness,
- 2.3. Provide data and information to the Dept to improve outputs,



### **3. REGULATORY FRAMEWORK**

- 3.1. National Land Transport Transition Act, 2000
- 3.2. Promotion of Access to Information Act, 2000
- 3.3. Government Immovable Asset Management Act, 2007
- 3.4. The National Road Traffic Act, 1996
- 3.5. Road Traffic Management Corporation Act, 1999
- 3.6. Public Finance Management Act, 1999
- 3.7. Mpumalanga Roads Act, 2008
- 3.8. 2009/2014 Research Agenda of the Mpumalanga Department of Public Works, Roads and Transport.

### **4. SCOPE OF APPLICABILITY**

- 4.1. To all client sections within the Dept,
- 4.2. To all local government structures in Mpumalanga where Memorandums of Understanding are entered into on transport and public works matters,

### **5. POLICY STATEMENTS**

#### **5.1. Proactive research**

- 5.1.1. Proactive research shall be research that is conceptualized and initiated by an individual researcher,
- 5.1.2. Proactive research shall be undertaken to monitor, or evaluate programs, projects or policies of the Dept,
- 5.1.3. Proactive research proposals shall be approved by the Senior Manager to comply with 1.1.2,
- 5.1.4. A researcher shall undertake one proactive research during a financial year,



## **5.2. Commissioned research**

- 5.2.1. Commissioned Research shall be research requested by other sections within the Dept,
- 5.2.2. In commissioning research the client shall fill in the Research Commission Forms as per **annexure A**,
- 5.2.3. A section shall not commission more than two research projects during a financial year,

## **5.3. Research project categories**

- 5.3.1. Research that does not exceed a year shall be categorized as a short term research project,
- 5.3.2. Research that is planned to be between a year and three years shall be categorized as a medium term research project,
- 5.3.3. Research that is planned to exceed three years shall be categorized as a long-term Research project,

## **5.4. Structure of the proposal and final report**

A research proposal and a final research report with the exclusion of an audio visual research shall be similarly or structured into the following titles or chapters,

- 5.4.1. Introduction
- 5.4.2. Background
- 5.4.3. Problem Statement
- 5.4.4. Purpose and Objectives
- 5.4.5. Hypothesis if applicable
- 5.4.6. Methodology
- 5.4.7. Data Codification
- 5.4.8. Analysis if applicable
- 5.4.9. Limitations and Delimitations
- 5.4.10. Recommendations and Conclusion

## **5.5. Operational time frames**

- 5.5.1. The completion of a proposal for a short term research project shall not exceed thirty days,
- 5.5.2. The completion of a proposal for a medium term research project shall not exceed forty days,
- 5.5.3. The completion of a proposal for a long term study project shall not exceed sixty days,
- 5.5.4. The manager shall not exceed seven days in effecting necessary changes in the proposals stipulated on 5.5.1 and 5.5.2,
- 5.5.5. Writing of a short term final report for a short term research project shall not exceed thirty days,
- 5.5.6. Writing of a medium term research project final report shall not exceed forty days,
- 5.5.7. Writing of a long term final research project shall not exceed fifty days,

## **5.6. Partnerships with the private sector**

- 5.6.1. Through partnerships the private sector shall be encouraged to fund research projects that will create job opportunities for the unemployed youth as a social responsibility exercise,
- 5.6.2. The private sector shall be mobilized to avail resources for research projects in rural arrears to facilitate infrastructure development,

## **5.7. Partnership with the NYDA**

- 5.7.1. A strategic partnership with the NYDA shall be established with the purpose of employing casual data collectors in various municipalities during survey research,
- 5.7.2. The NYDA shall be the beneficiary of the programs created through partnership with the private sector,



## **5.8. Partnerships with service providers**

- 5.8.1. Service providers shall be only sought where the research unit lacks skills or resources to undertake a particular project,
- 5.8.2. Service providers shall be obligated to impart their expertise to researchers in the Dept,
- 5.8.3. Black owned consultants shall be given preference as a Broad Based Black Economic Empowerment Initiative exercise,
- 5.8.4. Procurement of research work shall be in accordance to the Dept's supply chain policies.

## **5.9. Partnership with tertiary institutions**

- 5.9.1. There shall be strategic research partnerships with tertiary institutions to share knowledge in research,
- 5.9.2. Every year a research seminar shall be held and planned with a particular tertiary institution as a knowledge empowerment exercise,

## **5.10. Seminars and conferences**

- 5.10.1. There shall be mini-seminars organized annually the Policy and Research section by held every fortnight to sharpen the analytic skills of researchers,
- 5.10.2. Researchers shall during a financial year attend one national seminar or conference organized by an accredited institution with the purpose of intellectual growth,
- 5.10.3. Researchers shall endeavor to present a paper during each of the seminars or conferences stipulated in 5.10.2

## **5.11. Confidential research**

- 5.11.1. There shall be research classified as confidential and shall be classified as such by the Dept's Accounting Officer,



## **5.12. Intellectuality**

5.12.1. The Research unit shall continuously strive to inculcate and maintain an intellectual organizational sub-culture within its respective business unit,

## **5.13. Ethics**

5.13.1. Doctoring of data shall be regarded as an offense,

5.13.2. Respondents shall not be coerced in participating in research projects but requested to partake on voluntarily basis,

5.13.3. Where responses are classified as confidential the research findings thereof shall be filed and published as per the advise of the accounting officer of the Dept,

5.13.4. Respondents shall be informed of the purpose of any research in which they participate,

5.13.5. Research methods shall not perpetuate racism, tribalism or sexism.

5.13.6. Women and the disabled shall not be stigmatized through data collection techniques or any other research concept,

5.13.7. During field work researchers shall not wear any material symbolizing or representing a particular political party and neither do work for such a party,

## **6. ROLES AND RESPONSIBILITY**

### **6.1. The Senior Manager**

6.1.1. Shall establish and manage academic partnerships.,

6.1.2. Shall draft a research Agenda after each MTSF period,

6.1.3. Shall facilitate the review of this Research Policy,

6.1.4. Shall provide theoretical guidance to researchers on conference or seminar papers,



- 6.1.5. Shall advice on the theoretical paradigms to be applied on research reports,
- 6.1.6. Shall present not less than two papers to the Departmental Newsletter for publication and at least one paper for national publication,
- 6.1.7. Shall edit papers for publication on the Departmental newsletter and other publications,
- 6.1.8. Shall chair seminars and conferences hosted by the Research and Policy Section,
- 6.1.9. Shall represent the Department in national and International research forums,

## **6.2. The Manager**

- 6.2.1. Shall manage operational processes of projects,
- 6.2.2. Ensure compliance of project expenditure to be compliant with the PFMA,
- 6.2.3. Proof read proposals and final reports,
- 6.2.4. Shall edit research proposals and reports,
- 6.2.5. Shall advise researchers on the appropriate methodologies to be used,
- 6.2.6. Shall organize research quarterly seminars,
- 6.2.7. Shall represent the Research Unit in Provincial forums,
- 6.2.8. Shall manage the orientation of data collectors in administering questionnaires,





### 6.3. The Researcher

- 6.3.1. Shall manage data collectors and collect data,
- 6.3.2. Shall write commissioned and proactive research proposals and reports,
- 6.3.3. Shall present papers in seminars or conferences,
- 6.3.4. Shall analyze policies through research or narrative methods,

## 7. MONITORING AND EVALUATION

The Policy, Research and Development section shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.

## 8. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organizational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

## 9. APPROVAL

APPROVED

  
\_\_\_\_\_  
**KM MOHLASEDI**  
**HEAD OF DEPARTMENT**

DATE : 2012/2/22



## RESEARCH COMMISSIONING TEMPLATE

NAME OF SECTION \_\_\_\_\_

[illegible]

DATE OF SUBMISSION \_\_\_\_\_

NAME OF COMMISSIONING OFFICIAL \_\_\_\_\_

**SIGNATURE OF COMMISSIONING  
OFFICIAL**