

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

RESEARCH POLICY

Issue:2.0
Responsible Section.....Policy Development and Research
Approval Date..... 03/06/2024

102

TABLE OF CONTENT

Item / Topic	Page
Abbreviation	2
Definition	3
Objectives	4
Regulatory Framework	4
Scope of Application	5
Policy Statement	5
Roles and Responsibilities	6
Monitoring and Evaluation	7
Policy Review	7
Deviations	8
Implementation Date	8
Approved	8
Annexure A	9
Annexure B	10

ABBREVIATIONS

- DPME : Department of planning, monitoring & Evaluation
- PFMA : Public Finance Management Act of 2002
- PPP : Public Private Partnerships
- MSTF : Medium Term Strategic Framework



Page 2 of 11

DEFINITIONS

Accounting Officer	Means	a person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) and includes any person acting as the Accounting Officer;
Chief Directorate	Means	Constitutes of more than one directorate and refers to a sub-programmes e.g. Integrated Planning
Commissioned research	Means	Research implemented on request
Department	Means	Mpumalanga Provincial Department of Public Works, Roads and Transport;
Chief Director	Means	A person responsible for more than one directorate, in the context of this policy refers to Integrated Planning
Director	Means	The strategic head of directorate and synonymously referred to as a Director
Deputy Director	Means	A person responsible for sub-directorate for a certain output within a directorate and in the context of this policy coordinates research work.
Pro-active research	Means	Research conceptualized by a researcher with the purpose of improving service delivery
Researcher	Means	The official collecting data in the field, analysing data and writing research reports
Research unit	Means	A sub-directorate responsible for research work.

VA

1. INTRODUCTION

The research policy seeks to coordinate the development of research services through commissioned and proactive research work that is reliable, timely and credible data information and various types of evidence required to facilitate informed decisions.

Research is a systematic investigation of a problem with the aim of producing new knowledge or understanding. Localizing the MTSF in the context of research refers to the process of taking into account the National, provincial and local context in sourcing, generating and assembling research evidence to support the implementation and achievement of the MTSF.

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 Department to improve outputs,
- 2.4 To align research directorate's plans to the current MTSF and Government priorities
- 2.5 To build links between researchers and policy makers
- 2.6 To enable access to key research and knowledge products to inform policy; and
- 2.7 Refine the evidence dissemination strategy with the objective of improving an overall knowledge sharing culture

3. REGULATORY FRAMEWORK

- 3.1. Infrastructure development act, 2014 (Act no. 23 of 2014)
- 3.2. National land transport Act, 2009 (Act no. 5 of 2009)
- 3.3. Promotion of Access to Information Act, 2000 (Act no.2 of 2000)
- 3.4. Government Immovable Asset Management Act, 2007 (Act no.19 of 2000)
- 3.5. Public service act, 1994
- 3.6. Public Finance Management Act, 1999 (Act no.29 of 1999)
- 3.7. Mpumalanga Roads Act, 2008 (Act no.1 of 2008)
- 3.8. Research and knowledge management strategy (DPME) 2020-2025

VAD

4. SCOPE OF APPLICATION

The policy shall be applicable to all client sections within the department and all local government structures in Mpumalanga where Memorandums of understanding are entered into on transport and public works matters,

5. POLICY STATEMENT

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 Department,
- 5.1.3 Proactive research proposals shall be approved by the Director,
- 5.1.4 A researcher shall undertake one or more proactive research during a financial year,

5.2 Commissioned Research

- 5.2.1 Commissioned Research shall be research requested by other sections within the Department,
- 5.2.2 In commissioning research the client shall fill in the Research Commission Forms as per **annexure B**,
- 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 Partnerships with the Private Sector

- 5.4.1 The private sector shall be encouraged to fund research projects that will help build research capacity of young people in the province.
- 5.4.2 The private sector shall be mobilized to avail resources for research projects in rural areas to facilitate infrastructure development,

WBA

- 5.4.3 Service providers shall be sought only where the research project requires technical skill and resources to undertake a technical research study,
- 5.4.4 Service providers shall be obligated to impart their expertise to researchers in the Department,
- 5.4.5 Procurement of research work shall be in accordance with the Department's supply chain policies.

5.5 Confidential Research

- 5.5.1 Confidential research classified by the Accounting Officer shall be treated as such.

5.6 Intellectuality

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

5.7 Ethics

- 5.7.1. Respondents shall be informed of the purpose of any research in which they Participate,
- 5.7.2 All departmental research work shall be based on informed consent from the participants
- 5.7.3 Doctoring of data shall be regarded as an offence,
- 5.7.4 Respondents shall not be coerced in participating in research projects but requested to partake on voluntarily basis,
- 5.7.5 Where responses are classified as confidential the research findings thereof shall be filed and published as per the advice of the Accounting Officer of the Department,
- 5.7.6 Research methods shall not perpetuate racism, tribalism or sexism.
- 5.7.7 Women and people with disability shall not be stigmatized through data collection techniques or any other research concept,
- 5.7.8 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 Accounting Officer

- 6.1.1 The Accounting Officer shall approved the research report.

6.2 The Chief Director: Integrated Planning

- 6.2.1 The Chief Director shall be responsible to support and endorse research report.

WAE

6.3 The Director shall be responsible of the following:

- 6.3.1 Establish and manage academic partnerships.
- 6.3.2 Draft a research Agenda after each MTSF period,
- 6.3.3 Facilitate the review of this Research Policy,
- 6.3.4 Provide theoretical guidance to researchers and on conference or seminar papers,
- 6.3.5 Advice on the theoretical paradigms to be applied on research report
- 6.3.6 Represent the Department in National and International forums or organizations.
- 6.3.7 Ensure that all research proposals are approved for the research work undertaken.

6.4 The Deputy Director shall be responsible of the following:

- 6.4.1 Manage operational processes of projects,
- 6.4.2 Ensure compliance of project expenditure to be compliant with the PFMA,
- 6.4.3 Proof read proposals and final reports,
- 6.4.4 Edit research proposals and reports,
- 6.4.5 Advise researchers on the appropriate methodologies to be used,
- 6.4.6 Represent the Research Unit in Provincial forums,
- 6.4.7 Manage the orientation of data collectors in administrating questionnaires,

6.5 The Researcher shall be responsible of the following:

- 6.5.1 Manage data collectors and collect data,
- 6.5.2 Write commissioned and proactive research proposals and reports,
- 6.5.3 Analyse policies through research or narrative methods,

7. MONITORING AND EVALUATION

The Policy Development and Research Unit shall monitor and evaluate the implementation of this policy.

8. POLICY REVIEW

The policy shall be reviewed every three years or as and when there are changes in legal framework, organisational development, political and economic trends.

WA

ANNEXURE A

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,

- *Introduction*
- *Background*
- *Problem Statement*
- Purpose and Objectives
- *Hypothesis* if applicable
- *Methodology*
- *Data Codification*
- *Analysis* if applicable
- *Limitations and Delimitations*
- *Recommendations and Conclusion*

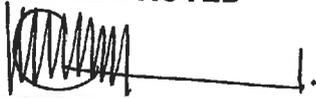
9. DEVIATIONS

Any deviation from this policy shall be subject to the approval of the Accounting Officer

10. IMPLEMENTATION

This policy shall come into effect from the date of approval of the Accounting Officer

11. APPROVED



MC MOROLO
HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE: 03 | 06 | 2024.