

BURSARY WORKING COMMITTEE



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TERMS OF REFERENCE

(To be read in confirmation with the Appendices: Item 11)

1. NAME

The Bursary Working Committee (BWC) of the Agribusiness Development Agency (ADA).

2. STATUS

The BWC is a committee of the ADA created in 2007 to execute all the functions needed to administer the ADA's post-graduate bursary scheme. It is autonomous except for its dependence on finances obtained annually from the ADA and the ADA's approval of the BWC Terms of Reference.

3. OBJECTIVES

- 3.1 To implement and administer a post-graduate bursary scheme which has as ultimate aim the creation of enhanced capacity for agricultural economists/agribusiness experts (Masters graduates) to the benefit of the South African agribusiness industry.
- 3.2 To canvass suitable post-graduate candidates and to adjudicate them on the merits of the intended field of study and the applicant's merits to complete the study.
- 3.3 To assist students to fulfill the conditions of their signed Agreement.

4. DUTIES

4.1 Budget

- 4.1.1 The BWC will draw up and administer the annual budget for approval by the ADA.

- 4.1.2 The Budget will not be exceeded without approval from the ADA.
- 4.1.3 The BWC will, subject to ADA approval, appoint and pay a firm or otherwise recognized entity for administrative support and financial administration as necessary.
- 4.1.4 The BWC will appoint two persons who will have signing rights to authorize payments and other documents on behalf of the BWC, except the Agreement which has to be signed by the Chairperson of the BWC.

5. COMPOSITION OF THE BWC

- 5.1 The BWC will decide about the number of its members to be appointed for a three year period, commencing in 2016, but members will not be less than 3.
- 5.2 A rotation system for members will commence at the end of 2019 whereby one member will retire annually and be replaced by a new member. Members are appointed for three years at a time, and may only serve for two consecutive periods (terms), where after they must miss one term before they can be re-appointed for further terms.
- 5.3 The quorum necessary for the purpose of a meeting of members shall be 3 (three).
- 5.4 Every member should have at least a Masters or equivalent degree and a sound knowledge of agribusiness and agricultural economics.
- 5.5 Observers may be appointed by the ADA after consultation with the BWC to serve on the BWC.
- 5.6 The Chairperson will be the Chief Operations Officer. Should a vacancy for the Chairperson occur a new Chairperson will be elected at the next meeting of the Committee.
- 5.10 The Committee will meet at least 3 times a year; decisions will preferably be taken on a consensus basis, but the Chairperson will have a casting vote.
- 5.11 The students and their supervisors will be visited once a year at their University to judge progress and to discuss mutual matters. Students and their study leaders will have to complete a questionnaire after the visit.
- 5.12 Travelling arrangements will be dealt with by members (via a Travel Agent if necessary) and the actual expenditure claimed back, in the case of a member who is not in the employ of the ADA. The least expensive mode of transport, car or air travel (economy class) should be used.

6. THE SECRETARIAT

- 6.1 The Secretariat will function on a continuous.
- 6.2 The Secretary will not be a member of the BWC but will be a service provider rendering all the services normally associated with a Secretary e.g. arranging venues, meetings, minutes, report, correspondence and arrangements needed for the smooth operation of the BWC.
- 6.3 Typing, duplicating, transcriptions etc. will be done by the Secretariat.

6.4 Filing of research reports, theses, student Agreements etc. will be done at the ADA archives.

6.5 The Chairperson and one other person nominated by the BWC shall be joint signatories for the BWC and are entitled to sign all necessary documentation for the operation thereof, subject to the approval of the ADA where applicable.

7. FUNDING AND BOOK YEAR

7.1 The funds of the BWC are derived from the ADA.

7.2 The annual book year is from 1 January to 31 December of the same calendar year.

8. AMENDMENTS OF TERMS OF REFERENCE

These Terms can only be amended with the approval of the ADA.

9. OFFICIAL LANGUAGE

The English text will be regarded as the official text.

10. SERVICE LEVEL AGREEMENT

The BWC and the ADA shall enter into a Service Level Agreement (SLA) governing the relationship between them and the SLA shall, to the extent that it also provided for matters contemplated in this Terms of Reference, supersede this Terms of Reference: Provided that the two documents shall as far as possible be read in conjunction with each other.

11. LIST OF APPENDICES

- Information for applicant:
 - A. Post Graduate bursary
 - B. Policy and Procedure for awarding bursaries for Post Graduate studies
 - C. Criteria for a Bursary Award
- Application form
- Bursary Agreement
- Post Graduate Bursary (Reporting)

Chairperson ADA: 

Date: 07/9/2016