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DIVISIONAL COMMISSIONER: SUPPLY CHAIN
MANAGEMENT
SOUTH AFRICAN POLICE SERVICE
PRETORIA

28 July 2014

- A. All Provincial Commissioners
- B. All Divisional Commissioners
- C. All Heads
Head Office
- D. All Deputy National Commissioners

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH AFRICAN POLICE SERVICE AND THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH

- A-D1. The conclusion of the Memorandum of Agreement (the MOA) between the Council for Scientific and Industrial Research (the CSIR) and the South African Police Service, has bearing on this matter:
2. The MOA was concluded to create an institutional framework for the South African Police Service to have direct access to a scientific, engineering and technology base to support both the operational and strategic components of policing, and ensuring the national safety and security of the citizens of the Republic of South Africa.
 3. Following the conclusion of the MOA, a Framework for Engagement with the CSIR was approved by the National Commissioner. A copy of the Framework for Engagement is attached as Annexure A.
 4. Specific attention must be given to paragraph 4 of the Framework for Engagement, which sets out the procedure to be followed with every specific need of the South African Police Service that may require access to scientific and engineering expertise in any area of policing including technologies, research, procurement and skills development.
 5. All such requests must be forwarded to the Divisional Commissioner: Supply Chain Management (SCM) for evaluation and the processing of such request.
 6. The content of this letter must be brought to the attention of all employees.

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH AFRICAN POLICE SERVICE AND THE
COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH

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R.S. Pillay
R.S. PILLAY
MAJOR GENERAL

G. Kruser
LIEUTENANT GENERAL
DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANAGEMENT *ADD*
G/ KRUSER

2014/7/31

13/03/05

INFORMATION NOTE

To: The National Commissioner
SOUTH AFRICAN POLICE SERVICE

MEMORANDUM OF AGREEMENT BETWEEN THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH AND THE SOUTH AFRICAN POLICE SERVICE: FRAMEWORK FOR ENGAGEMENT

1. Background

- 1.1 The South African Police Service (the Service) identified the need to cooperate and obtain expertise in all areas of policing including technologies, research, procurement and skills development, in an effort to continually enhance the ability of the Service to fulfil its constitutional mandate.
- 1.2 This prompted a need to access scientific and engineering expertise to support both the operational and strategic components in responding and ensuring national safety and security.
- 1.3 The Service subsequently approached the Council for Scientific and Industrial Research (the CSIR) with the view to conclude a Memorandum of Agreement (MOA), that will create an institutional framework for the Service to have direct access to a scientific, engineering and technology base to support both the operational and strategic components of policing, and ensuring the national safety and security of the citizens of the Republic of South Africa.
- 1.4 The MOA between the CSIR and the Service was subsequently concluded on 18 February 2014.

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2. Scope of the MOA

- 2.1 The MOA provides for the establishment of a long term relationship between the CSIR and the Service, in terms of which the CSIR will perform scientific and operational research and evaluation tasks and provide scientific decision support in support of the Service's strategic and operational needs on an "if and when needed"-basis.
- 2.2 The initial context within which the co-operation between the parties will take place, were categorised into programmes (Bilateral Programmes). It is important to note that these identified Bilateral Programmes are not an exhaustive list of programmes, and may be adjusted, expanded or added to, as determined by the parties in accordance with the provisions of the MOA.
- 2.3 Each Bilateral Programme will be contracted through a Bilateral Programme Specific Agreement in terms of which specific projects, tasks and activities will be authorised through work authorities between the parties, as further detailed in paragraph 4.
- 2.4 These Bilateral Programmes includes the following:
- 2.4.1 Programme 1: Command and Control and Shared Situational Awareness.
- 2.4.1.1 This programme focuses on the field of command, control, communications, computers and intelligence (C4I) including shared situational awareness. It encompasses, amongst others, the following:
- (a) Information sensing and surveillance.
 - (b) Sensor and data fusion.
 - (c) Information input, display and dissemination.

- (d) Operational command and control systems and infrastructure (ops rooms/war rooms).

2.4.2 Programme 2: Information and communications Technologies.

2.4.2.1 This programme focuses on providing support to the Service in the field of Information and Communications Technologies (ICT) with the perspective towards improving the effectiveness of the systems within the Service as cost effective work enablers. It focuses on the CSIR core capabilities and services outside of the mandate of SITA, and includes, amongst other related activities, the following:

- (a) New Generation Network (NGN) systems architecting, analysis, simulation and evaluation.
- (b) Analysis and optimization of ICT effectiveness, including networks, applications and platforms.
- (c) Investigation, definition and demonstration of new generation data-based wireless communications technologies for area and point to point communications.
- (d) ICT systems architecting and evaluation.
- (e) Cyber security.
- (f) Digital forensics.
- (g) Crime Systems, including but not limited to a Detention Management System.

2.4.3 Programme 3: Integration and Interoperability Support.

2.4.3.1 This programme focuses on supporting the Service through performing integration of complicated systems and the associated interoperability evaluations required to support the operational roll-out of systems and products. Activities in this regard includes amongst others:

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- (a) Interoperability assessments and integration of existing equipment and systems.
- (b) Interoperability design and evaluation of new systems and products.
- (c) Development of interoperability standards for the Service.
- (d) Development of systems, standards, processes and procedures to enhance interoperability between the Service and other agencies tasked with ensuring the safety and security of the population and resources of the Republic of South Africa and its immediate neighbours.

2.4.4 Programme 4: Operational Quick Reaction Tasks.

2.4.4.1 This programme provides access to knowledgeable, technically and operationally skilled personnel to respond to immediate needs at short notice to provide solutions to immediate problems. Additionally the personnel will perform operational assessments of current doctrine, tactics, procedures, optimizing the use of personnel, systems and equipment.

2.4.5 Programme 5: Science and Technology Capability Development.

2.4.5.1 This programme will focus on the activities and actions required to provide the Service with a dedicated, vendor independent, science and technology capability to be employed in support of:

- (a) Systems and product definition.
- (b) Systems and product evaluation.
- (c) Systems and product acquisition.
- (d) Systems and product deployment and adaptation to local requirements.

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- (e) Expansion of Service capabilities into technology or functional areas that are currently under under-exploited.
- (f) Establishment of an in-house Human Capital Development (HCD) capability to enhance the technological acumen of the Service and its members.

2.4.6 Programme 6: Strategic and Operational Decision Support

2.4.6.1 This programme will focus on the activities and actions required to provide the Service with scientific decision support for operational and strategic needs such as:

- (a) Creating a Safety and Security Evaluation and Research Institute (SSERI).
- (b) Programme and project management support, including -
 - (aa) Programme management system establishment;
 - (bb) Quality assurance management; and
 - (cc) Configuration management.
- (c) Strategic technology forecasting in support of strategic planning.
- (d) Knowledge management.
- (e) Crime statistical analysis and modelling.
- (f) Spatial and facility planning.
- (g) Acquisition/tender support for the Service, including but not limited to -
 - (aa) providing support in enhancing and improving the effectiveness of the supply chain management process;
 - (bb) drafting of specifications according to user requirements by the Service;
 - (cc) evaluate specifications of the Service for advancing technical capabilities of the Service;

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- (dd) independent evaluation service on products/services to ensure open market participation and development, as well as to reduce implementation and operational costs for the Service; and
 - (ee) research and development on equipment and systems already in use by the Service, or new equipment/products/systems to ensure operational efficiency.
- (h) Providing support to the Service in improving the effectiveness of policing, inter alia, detective services, forensic services, etc.

3. Institutional and managerial arrangements

3.1 Entities

3.1.1 The MOA provides for the establishment of –

- 3.1.1.1 a Bilateral Committee, who is responsible to oversee the fulfilling of the objectives of the MOA;
- 3.1.1.2 a Programme Management Steering Group, who is responsible to manage (“operationalise”) the Bilateral Programmes;
- 3.1.1.3 related sub-committees, as appointed by the Bilateral Committee, as and when the need arises; and
- 3.1.1.4 Programme co-ordinators, as appointed by the Programme Management Steering Group, for purposes of co-ordinating any specific Bilateral Programme.

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3.2 Bilateral Committee

3.2.1 The Bilateral Committee shall consist of the following members:

3.2.1.1 Six (6) permanent members duly appointed by the CSIR and the Service respectively:

(a) Three (3) Service representatives.

(b) Three (3) CSIR representatives.

3.2.1.2 Other representatives:

Other representatives may be appointed from various institutions and shall be co-opted to the Bilateral Committee as and when the need arises.

3.2.2 The Bilateral Committee will be responsible for the following functions:

3.2.2.1 To evaluate and direct the progress of the parties with respect to fulfilling the objectives of the MOA.

3.2.2.2 To appoint a Programme Management Steering Group to manage the Bilateral Programmes as identified in the MOA.

3.2.2.3 To provide strategic direction to the Programme Management Steering Group regarding the technology base and the definition and prioritisation of the Bilateral Programmes.

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- 3.2.2.4 To evaluate and approve proposals from the Programme Management Steering Group for adjustment, expansion or additions to the defined Bilateral Programmes.
 - 3.2.2.5 To review the MOA and make recommendations in alignment with the objectives of the Institutional Framework;
 - 3.2.2.6 To appoint sub-committees as and when the need arises;
 - 3.2.2.7 To approve and certify as correct the minutes of previous Bilateral Committee meetings;
 - 3.2.2.8 To review, approve and formulate terms and conditions for commercial exploitation of intellectual property developed in the course of projects performed under the Bilateral Programmes.
 - 3.2.2.9 To do whatever else may be necessary in order to give full and proper effect to the objectives of the MOA, including, but not limited, to the consideration and approval of sub-contracting with third parties on Bilateral Programmes.
- 3.2.3 The Bilateral Committee will operate as following:
- 3.2.3.1 The Bilateral Committee will meet at least once every quarter.
 - 3.2.3.2 The Service shall chair the Bilateral Committee while the CSIR shall vice-chair.
 - 3.2.3.3 A quorum for a Bilateral Committee meeting shall be constituted by at least two (2) representatives from the CSIR and two (2) representatives from the Service.

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- 3.2.3.4 Decisions taken by the Bilateral Committee shall be on a consensus basis.
- 3.2.3.5 The Bilateral Committee shall determine the proposed time, place and modus operandi of subsequent meeting(s). The CSIR shall provide the secretariat function for the meeting.
- 3.2.3.6 The parties shall ensure that minutes, reflecting all decisions, are kept and distributed to the individual representatives of the Bilateral Committee within fourteen (14) calendar days following every such meeting.
- 3.2.3.7 Each party has the right to remove and replace its representatives on the Bilateral Committee at any time on fourteen (14) calendar days written notice to the other party.
- 3.2.3.8 In the event of the absence of a representative with permanent member status, such representative must be represented by an alternate (proxy).
- 3.2.3.9 The parties have the discretion to increase or reduce the number of representatives by a written agreement between them.
- 3.2.3.10 Both parties may make recommendations to the Bilateral Committee relating to the Bilateral Programmes.

3.3 Programme Management Steering Group

- 3.3.1 The Programme Management Steering Group shall consist of the following members:

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3.3.1.1 A minimum of four (4) senior management appointees duly appointed by the Bilateral Committee:

(a) Two (2) Service representatives.

(b) Two (2) CSIR representatives.

3.3.2 The Programme Management Steering Group will be responsible for the following functions:

3.3.2.1 To prioritise the Bilateral Programmes and their projects and activities.

3.3.2.2 To identify potential Bilateral Programmes and make recommendations to the Bilateral Committee for inclusion of these Bilateral Programmes in the MOA.

3.3.2.3 To allocate and manage the funds within the portfolio of Bilateral Programmes and within the Bilateral Programmes, their projects, tasks and activities.

3.3.2.4 To approve work authorizations for the initiation of projects, tasks and activities within the portfolio of Bilateral Programmes.

3.3.2.5 To make recommendations to the Bilateral Committee for the establishment of strategic line items and the allocation of funds to the various portfolios of programmes.

3.3.2.6 To manage the portfolio of Bilateral Programmes on a continuous basis.

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3.3.2.7 To appoint Programme Co-ordinators in respect of Bilateral Programmes.

3.3.3 The Programme Management Steering Group will operate as following:

3.3.3.1 The Programme Management Steering Group shall be responsible for the management of the Bilateral Programmes on a continuous basis.

3.3.3.2 The Programme Management Steering Group will meet at least once every fortnight.

3.3.3.3 The CSIR shall chair the Programme Management Steering Group while the SAPS shall vice-chair.

3.3.3.4 A quorum for a Programme Management Steering Group meeting shall be constituted by at least two (2) representatives from the CSIR and two (2) representatives from the SAPS.

3.3.3.5 Decisions taken by the Programme Management Steering Group shall be on a consensus basis.

3.3.3.6 The Programme Management Steering Group shall determine the proposed time, place and modus operandi of subsequent meeting(s). The CSIR shall provide the secretariat function for the meeting.

3.3.3.7 The parties shall ensure that minutes, reflecting all decisions, are kept and distributed to the individual representatives of the Programme Management Steering Group within seven (7) calendar days following every such meeting.

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- 3.3.3.8 Each party has the right to remove and replace its representatives on the Programme Management Steering Group at any time on fourteen (14) calendar days written notice to the other parties.
- 3.3.3.9 In the event of the absence of a representative with permanent member status, such representative must be represented by an alternate (proxy).
- 3.3.3.10 The parties have the discretion to increase or reduce the number of representatives by a written agreement between them.

4. Engagement framework

- 4.1 Every specific need of the Service that may require access to scientific and engineering expertise in any area of policing including technologies, research, procurement and skills development (as detailed in paragraph 2.4), must be forwarded to the Divisional Commissioner: Supply Chain Management (SCM).
- 4.2 The Divisional Commissioner: SCM will evaluate the specific need, and if such need requires access to scientific and engineering expertise, such need will be submitted to the Chairperson of the Bilateral Committee (to be nominated).
- 4.3 The Chairperson of the Bilateral Committee will submit the need to the Bilateral Committee who will evaluate whether the need falls within the ambit of a specific Bilateral Programme that requires access to scientific and engineering expertise.
- 4.4 If the Bilateral Committee reaches consensus that the need requires access to scientific and engineering expertise, the need will be referred

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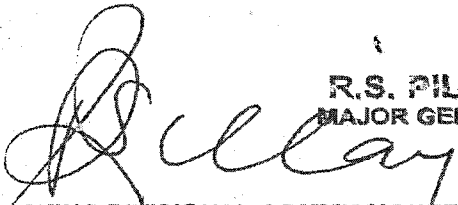
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- (back to the Division: SCM who will formulate a specification (requirement of work to be done - terms of reference (TOR)) in consultation with the end user concerned. The Division: SCM will decide on the specific sourcing strategy to be followed (open bidding process, closed bidding process, or preferred service provider bidding process).
- 4.5 If deemed appropriate, the specification will be submitted to the CSIR to prepare a quotation.
- 4.6 Upon receipt of CSIR's quotation, the reasonableness of the quotation will be assessed. If the quotation is deemed reasonable, the quotation will be submitted to the Bid Adjudication Committee (BAC), or other duly delegated authority, for consideration.
- 4.7 Following the approval of CSIR's quotation by the BAC or other duly delegated authority, the CSIR will receive written confirmation that their quotation has been approved. The CSIR shall not commence with any work unless written confirmation has been received that their quotation has been duly approved by the BAC or other duly delegated authority.
- 4.8 After the aforementioned written confirmation has been given to the CSIR, the CSIR and the Service will enter into a Bilateral Programme Specific Agreement to formalise the specific projects, tasks, and activities relating to that specific Bilateral Programme.
- 4.9 The Service shall evaluate whether the milestone and/or outcome, as determined for each Bilateral Programme Specific Agreement has been achieved.

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- 4.10 The Service shall certify for payment that the milestone and/or outcome, as determined for each Bilateral Programme Specific Agreement has been achieved.
- 4.11 The Service shall effect payment to the CSIR in accordance with prescribed payment procedures applicable in government, for every milestone and/or outcome achieved, as detailed in each Bilateral Programme Specific Agreement.
- 4.12 The aforementioned engagement framework will be followed with each Bilateral Programme as identified in the MOA.
5. It is recommended that this framework for engagement be approved for dissemination to all provinces and divisions.


R.S. PILLAY
MAJOR GENERAL
MAJOR GENERAL
ACTING DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANAGEMENT
RS PILLAY

Date:

2014/5/13

Comment:

Concur, might however still be refined as the Committee and Group consist of persons of both entities. (Note also that PFMA provisions, will always take precedence.)

LIEUTENANT GENERAL
DEPUTY NATIONAL COMMISSIONER: RESOURCE MANAGEMENT
SJP SCHUTTE

Date:

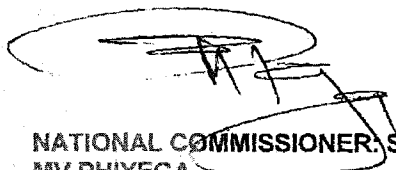
4/16/2014

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Paragraph 5 approved / ~~not approved~~

Comment:



GENERAL
NATIONAL COMMISSIONER, SOUTH AFRICAN POLICE SERVICE
MV PHIYEGA

Date: 2014-06-26

1. For the Bilateral Committee, strengthened by 6.1.2 of the MOU, I nominate Gen Mbetela & General Mawela on SAPS Part and General Shezi to be part of the Bilateral Committee on an ongoing basis. CSIR can respond accordingly if they prefer to
2. On the programme management steering group, the above principle should be carried through - To this team M. Gen. Amundale and a nominated person by Maj. Gen. Shezi (TMS) should be included.

Information Note drafted by
Code and telephone number
Date

Brigadier J.L. Kruger
012 841 7501
13 May 2014