THE ROLE OF REGIONAL COORDINATORS

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Mpumalanga
Overview

• Background of the Role within the MHSC
• MHSC’ Developments on the Role
• Purpose of the Role
• Key Activities
• Standard Operating Procedure for the coordination of Regional Tripartite Forums
Background of the role within the MHSC

- Council had approved the role on a trial basis about 2,6 years ago
- Council requested a review of the role of Regional Facilitators in order to ensure efficiency and effectiveness of the role
- Management held a number of workshops with all relevant stakeholders to generate their views and inputs on the role and responsibilities of Regional Facilitators
- This review process has also taken into account the impact of the implementation of the approved Centre of Excellence business plan
- Workshops were held to review the role together with stakeholders
The Workshops considered the following aspects:

- A review of the Regional Facilitator’s role and activities
- The Regional Facilitator’s reporting
- Identification of wins and matters requiring attention
- Concerns raised and gaps identified by the Chairpersons of the Regional Tripartite Forums
- Support required from the Regional Facilitators in order to support implementation of the MHSC Dissemination Strategy
- Development of a Standard Operating Procedure
- A review of the Regional Facilitator’s Job Profile
- Review of the Regional Facilitator’s Performance Agreement in order to channel focus at priority matters to address any gaps
Progress Update

• A Standard Operating Procedure ("SOP") was drafted
• Approved by Council on the 26th January 2017
• The SOP outlines and ensures alignment of the role to the MHSC’ business strategy and delivery expectations
• Job Profile of the Regional Coordinators was reviewed to align it with the role and responsibilities, as agreed upon and codified by the SOP.
Important Highlight

The role of the Regional Facilitators is strategic to the core business of the MHSC
Purpose of the Role

• To coordinate the dissemination of MHSC research projects and outcomes to all stakeholders
• To be the link between the MHSC and the Regional Tripartite Forums (RTFs)
• To plan and coordinate the effective functioning of the Regional Tripartite Forums by providing administrative and logistical support
• To facilitate the engagement between RTFs and the MHSC, as a way to improve occupational health and safety matters in the mining industry; and
• To promote and disseminate MHSC’s research outcomes.
Key Activities

- Implement a programme for the roll-out of research outcomes
- Ongoing communication and interaction with stakeholders
- Implement Regional Forum framework
- Coordinate Regional Tripartite Forum meetings
- Provide written reports to the MHSC Office
- Provide assistance in drafting the RTF Agenda in consultation with the relevant RTF Chairpersons
Standard Operating Procedure

Purpose

- Ensure alignment of the role with the needs of the regional tripartite forums.
- Ensure proper coordination of effort and activities within the MHSC, in supporting regional tripartite forums.
- Facilitate efficiency and effectiveness of the Regional Tripartite Forums and Regional Coordinator role
- Create awareness of expected duties and responsibilities of Regional Coordinators and nature of assistance to be provided to Regional Tripartite Forum Committees
RCs Meeting Coordination

• Prior to RTF events or meeting, conduct venue inspection (Sound system, projector etc.)
• Circulate hard copy RTF Meeting packs (agenda, minutes and MHSC Research materials)
• Facilitate registration of attendees
• Take minutes during RTF meetings
• Provide updates on all upcoming RTF and MHSC events
• Submit minutes to the COE Manager for quality check
Meeting Responsibilities continued

- Submit minutes to the relevant RTF Chairperson within 7 working days after the meeting
- Circulate minutes of RTF meeting after approval by the RTF Chairperson to all RTF Members
- Source venue and catering services for the RTF meetings or workshops
- Provide assistance in drafting the RTF Agenda in consultation with the relevant RTF Chairpersons
- Send invitations, circulate the agenda, previous minutes, documentation and presentations, to all relevant stakeholders, where applicable
Other Relevant Responsibilities defined by the SOP

- Supervisor to quality check all Minutes and Reports
- Chairpersons Quarterly Engagement Meetings to be convened
- Annual Satisfaction Survey
- Consolidate Requests from RTF meetings and develop an action-plan
- Development of a Quarterly Dissemination Plan
- Attendance of RTF Steering Committees
THE END

THANK YOU

Every Mine Worker returning from work unharmed everyday