



ROYAL BAFOKENG ADMINISTRATION

Research and Planning Department

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ROYAL BAFOKENG NATION RESEARCH POLICIES

1. Introduction

Research plays a critical role in the overall work of the RBN. “Data-driven development” describes the RBN’s approach to formulating, implementing, and documenting its policies and programmes. Decisions about the broad strategic objectives of the Nation, about the specific interventions used to reach those objectives, and about the structures and systems that enable those interventions, are all informed by research.

1. **RBN Strategic Objectives:** Data gathered from the households, businesses, and governance structures in the community; together with careful analysis of global and national trends, provides the basis for our policy debates and decisions.
2. **Programs and Projects:** baseline studies, impact assessment studies, case studies from other communities; documented best practices from around the world, and monitoring and evaluation mechanisms such as the Project Management Office and Operations Room provide critical information used to inform and improve our operational plans.
3. **RBN Structures and Systems:** Careful review and documentation of internal procedures, regular discussion and debate through committees such as OPSCOM, and constant learning and training on the part of management and staff are some of the ways we conduct internal research on our organizational structures, in order to increase effectiveness and productivity.

Research takes place throughout the organization at a range of levels, in structured and unstructured ways. RBH and Treasury oversee research on financial trends, investment scenarios, and mining issues. Environmental research sponsored by RBH has laid a foundation for strategies and interventions to ensure the RBN’s environmental sustainability. Corporate Governance has commissioned research traditional structures, land matters, and government legislation. Security conducts ongoing research in all 29 villages to track and monitor trends that affect community life. HSDS oversees the tracking of health indicators and social welfare programmes. RBI monitors local, national, and global education statistics, and maintains a database of schools and other educational facilities in the RBN. The list goes on...

The Research & Planning Department supports these efforts by creating limited capacity for ad hoc research requests that arise unexpectedly. These “once-off” research projects are sponsored and directed by the Department at the request of the client department. Research & Planning also conducts large scale assessments of the RBN strategic directives through its Strategic Development Assessment Tool, a series of community-based surveys of health, education, economy, sport, etc. that provide longitudinal and objective findings on the progress being made towards Vision 2020 in the nine key focus areas. At the operational level, the Project Management Office in the Research & Planning Department registers and tracks all community-

based projects to ensure quality, cost-effectiveness, and strategic alignment. The Operations Room displays this information and serves as an interface between the organization and its beneficiaries with regard to projects.

Research findings are disseminated through a variety of formal and informal channels. RBN-based research is disseminated to outside audiences through the publications and academic reports produced by RBN and independent scholars. Research reports are distributed throughout the organization by means of workshops, meetings, and electronic distribution. Research can also be shared through Supreme Council sittings, Makgotla structures, Dumela Phokeng/Region, and Kgotha-kgothe.

It is important to formulate research policies and guidelines which will regulate RBN research activities, including those undertaken by external researchers. This RBN research policy document outlines the stages that are to be followed by RBN entities and departments in carrying out research activities. It also outlines a process to be followed by external researchers when applying for permission to conduct research in the Royal Bafokeng Nation. It contains specific forms that will be used in the administration of research activities as well as an example of an informed consent form.

The Research and Planning Department is the steward of research protocols within the organization. In particular, researchers have primary ethical obligations to the people, species and materials they study and to the people with whom they work. These include, among other obligations, respecting the well-being of people, and consulting actively with the affected individuals or group(s), the goal being to establish a working relationship that can be beneficial to all parties involved.

These obligations can lead to decisions not to undertake or to discontinue a research project when the primary obligation conflicts with other responsibilities, such as those owed to sponsors and clients. Researchers must therefore do everything in their power to ensure that their research does not harm the safety, dignity, or privacy of the people with whom they work, conduct research or perform other professional activities.

Departments/Entities planning to conduct or commission research should do the following:

- I. After the RBN department/entity has identified researchers (which may include staff from Research and Planning and/or external research consultants), the RPD Research Form 1, identified below as Appendix 1, should be submitted to Research and Planning (research@bafokeng.com). The form is used for RBN internal research requests only and/or for reporting new research activities to the Research and Planning Department.
- II. The identified investigator should also submit the RPD Research Form II (identified below as Appendix 2b). This form is used for research requests by external researchers, including research consultants. Appendix 2a provides elaborate guidelines for applying for permission to conduct research in the Royal Bafokeng Nation.
- III. The investigator/research consultant should present their research design/proposal to the department responsible for the study (which will in turn forward it to Research and Planning).
- IV. The investigator/research consultant should also, as a matter of procedure, present progress reports to the relevant department with participation by Research and Planning.

- V. The investigator/research consultant should submit the final document in two hard copies and electronically in PDF format written to CD.



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Appendix 1

RPD RESEARCH FORM 1: RBN INTERNAL RESEARCH REQUESTS

(Incomplete forms will be returned to the department/entity for additional information. To avoid delays, all questions must be answered).

DATE SUBMITTED: _____ PROJECT NO. _____

Principal Investigator

First Name:	Middle Initial:	Last Name:
Department/Entity:		
Phone:	Fax:	
Email:	Cell Phone:	

How is this research being funded (check all that apply)

Internal funding:

<input type="checkbox"/> Departmental funds	<input type="checkbox"/> No cost study	<input type="checkbox"/> Personal funds
<input type="checkbox"/> Other, Specify: _____		

External Funding:

Agency/Sponsor	Funding Mechanisms	
	<input type="checkbox"/> Grant	<input type="checkbox"/> Contract

Has the research been reviewed before the Research Unit? No Yes

If yes, please give the date of the review

And the research project number: _____



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APPENDIX 2C

DEPARTMENT OF RESEARCH AND PLANNING A Consent Letter in the English Language (Example)

My name is Ben Mosiane, and I work as research officer in the Department of Research and Planning, Royal Bafokeng Nation. My supervisor is Dr. Sue Cook, Research and Planning Executive, Royal Bafokeng Nation. I am inviting you to participate in a research study. You were identified as a possible research participant because you fit the criteria set for selecting my research informants. Your involvement in this study is voluntary, so you may choose to participate or not. This sheet will explain to you the study I am undertaking and please feel free to ask questions about the research if you have any. I will be happy to explain anything in greater detail if you wish.

Purpose of the Research Project

The purpose of my research is to examine the ways in which you survive and bolster your livelihood resources in the face of deteriorating social and economic conditions. It particularly examines how you enact your 'livelihood' strategies (what you do), resources (what you have) and outcomes (the goals you pursue) in order to make a living.

What to expect during the interview

I will first conduct more structured interviews with you in order to record your biographical information (age, nationality, ethnicity, education and skill levels, etc). I will also ask your permission to spend a day or so with you in order to conduct free-floating interviews with you around my research purpose, including the construction of your time-space diary as you perform your daily activities. This process will be supplemented by an exploration of the ways in which the declining opportunities for structuring a living might be undermined by or even undermine the essentialised constructs of ethnicity, racism, gender, religious designation and prohibitions as well as local forms of governance.

The interview should take at most 1 ½ hours. I also ask for your permission to tape-record my interview with you, which will be transcribed at a later time. You will be given the opportunity to review the transcript and make corrections, and the tapes will be erased when the study is complete.

Benefits to participating: You may not personally benefit from participating in this research project. However the 'development' nature of this research activity offers you an opportunity to contribute to academic and official understanding of the manifold responses of ordinary people and their governance structures to the changing social, economic and cultural dynamics of Rustenburg. Your information may be useful for policy makers to ensure that their policies facilitate, rather than constrain the efforts of the poor in shoring up their livelihood resources.

Risks or discomforts to participating: The risks associated with your participation are minimal. You may feel uncomfortable sharing some of your livelihood resources, strategies, and goals. If you feel you are experiencing any discomfort sharing any piece of information with me, you can stop the interview, or ask me to move on to the next question. I will keep confidential all mentions of third parties in these interviews. When I contact a third party that you mention during the interview, I will not reveal your name as an informant. In my presentation and publications, I will use a fictitious name as an alternative to your true name.

Confidentiality of your responses: I would like to use your responses as a research source and may sometimes cite them as direct quotes in my report. In all publications or presentations resulting from this research, your individual privacy will be maintained, in the way that you wish it to be. This means I will not use your name when using the quotes from your interview, even if I may use other references to your identity such as job, gender, sexuality, etc. I will store the tapes, field notes and transcripts in a locked filing cabinet when not in use.

Voluntary participation & your rights: Your participation in this project is entirely voluntary, and you can choose to stop at any time without any negative consequences. You can also refuse to answer any question(s) for any reason. You can stop the interview at any time, or ask that the tape recorder be turned off for certain answers and then turned back on.

Contact information: If you have any questions regarding this project, you may contact Ms A Jordaan by phone at 083 271 0615, or by email at andrea@bafokeng.com, or her colleague at his email address ben.mosiane@bafokeng.com. If you have questions regarding your rights as a participant or wish to report any research-related discomforts or concerns, you may report them to the Department of Research and Planning, RBN. You can reach that Office by phone 014 566-1484, by fax at 086 5383551 or by email at sue@bafokeng.com.

All of my questions have been answered and I wish to participate in this research study.

Signature of participant

Date

Print name of participant

Date

Name of investigator

Date

