



# 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:** case studies from other communities; documented best practices from around the world, and monitoring and evaluation mechanisms such as the Project Management Office and Situation 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 commissions research on 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 supplements these efforts by creating 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 cumulative and objective findings on the progress being made towards Vision 2020. 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 Situation 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 proposal outlines the stages that could 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 Unit of the Department of Research and Planning needs to be involved in RBN research activities because it is equipped with expertise on research protocols. 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. The Department of Research and Planning suggest the following stage of a research process:

- I. After the RBN department/entity has identified researchers (which may include the Research Unit of the Department of Research and Planning or external research consultants), the RPD Research Form 1, identified below as Appendix 1, should be submitted to the Research Unit of the Department of Research and Planning, RBN. The form is used for RBN internal research requests only.
- 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. Appendix 3 is suggested as possible copyright, confidentiality and intellectual property clauses for research consultants.

- III. The investigator/research consultant should present research design to the department responsible for the study (supported by the Research Unit of the Department of Research and Planning)
- IV. The investigator/research consultant should also, as a matter of procedure, present progress reports to the relevant department with participation of the Research Unit of the Department of 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:		
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: \_\_\_\_\_

## **Criteria for granting Access and Assistance**

Research and Planning Department shall grant research and interview permission to institutions (public sector and private research institutions, universities, print and electronic media) and individuals whose work will properly represent the Royal Bafokeng Nation. Institutional letter (on a letter-head and stamped) for interview and/or information requests is required before permission and access is granted. Normally research request from private individuals will not be accepted, except for those individuals whose research has the potential to have a large audience.

Research and Planning Department shall provide permission to individuals and institutions taking landscapes and infrastructure belonging to the RBN as well as in the use of such images in the print and electronic media. The RBN shall also have to provide permission to institutions and individuals to tape any form of audio material as well as to shoot video materials.

Research and Planning Department has consolidated a small but significant amount of historical and archeological publications. This material can only be used in our library. The other data held by the Research and Planning Department includes the RBN household surveys, information on business enterprises, and governance structures. This information will occasionally be loaded on the RBN intranet website as well as through the Geographic Information System. Hard copies of this set of information (the RBN household surveys, information on business enterprises, and governance structures) and the books that the Research and Planning Department has acquired can be loaned to users.

**BOOK LOAN REQUEST FORM**

NAME: \_\_\_\_\_

Institution/ Village: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Author of Book: \_\_\_\_\_

Title: \_\_\_\_\_

Place of Publication: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date: \_\_\_\_\_

Paper/Article: \_\_\_\_\_

Author of Article: \_\_\_\_\_

Pages: \_\_\_\_\_

.....  
Institution/Village: \_\_\_\_\_

I undertake to cover all costs of a lost book/article

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
**OFFICE USE ONLY**

Date due: \_\_\_\_\_

Item Reserved until: \_\_\_\_\_

Costs: \_\_\_\_\_

Signed out by: \_\_\_\_\_

## Interview Request Form

The completed form should be emailed or faxed to the Department of Research and Planning. You can reach the department by phone at 014 566- 1484, by fax at 086 6082631 or by email to [andrea@bafokeng.com](mailto:andrea@bafokeng.com). No interviews will be granted without prior completion and approval of this form<sup>1</sup>.

### Company Information

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Show Name/  
Newspaper : \_\_\_\_\_

Section : \_\_\_\_\_

### Primary Contact Information

Contact Name : \_\_\_\_\_

Title : \_\_\_\_\_

Work Phone : \_\_\_\_\_

Cell Phone : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_

Fax : \_\_\_\_\_

### Deadlines

Deadline for Response : \_\_\_\_\_

Deadline for Interview : \_\_\_\_\_

Publish/On-Air Date of Interview: \_\_\_\_\_

### Format of Finished Piece

Academic Journal

Thesis/Dissertation

Newspaper

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<sup>1</sup> Catholic Communications, Archdiocese of Atlanta

Television

Radio

Magazine

Other

**Type of Interview**

Phone  On video  Live

In person without a photographer  In person with a photographer

**Topic and Story Context**

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**Circulation/Size of Audience of Finished Piece**

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**Audience Demographics**

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**Length of Interview**

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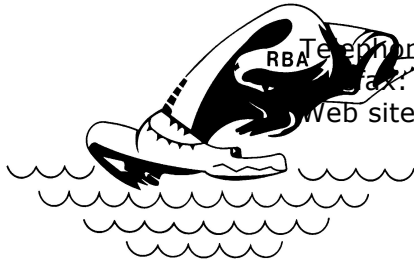
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**Desired Location of Interview**

Flexible

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## APPENDIX 2A

### GUIDELINES FOR EXTERNAL RESEARCHER, INCLUDING RESEARCH CONSULTANTS; APPLICATION TO CONDUCT RESEARCH IN THE ROYAL BAFOKENG NATION

#### A. Overview

There is a long history of research being conducted in and on Bafokeng territory in South Africa. Missionary linguists, colonial-era “Native Affairs Commissioners”, Apartheid-era ethnographers, and professional sociologists and anthropologists have produced a growing body of literature on the Bafokeng people, their history, and their present circumstances. The Bafokeng themselves support the collection of data in their community, but also wish to establish clear guidelines governing the collection and dissemination of information. This document thus outlines a process for applying for permission to conduct research in the Bafokeng Nation, and details the responsibilities and obligations that inhere in the conduct of scholarly research.

#### B. Applying to conduct research in the RBN

The Royal Bafokeng Nation (RBN) is a traditionally governed community encompassing 29 villages in the North West Province of South Africa. The overall population exceeds 300, 000, and the territory itself measures approximately 1200 square kilometres. The RBN is governed by a hereditary leader (*Kgosi*) who presides over a structure of elected, appointed and hereditary councils and committees that represent the villages and the people. In keeping with the traditional laws and practices of the RBN, visitors and those wishing to conduct their affairs among the Bafokeng people are required to first present themselves to the office of the *Kgosi*, and receive the requisite permissions for their business.

Consequently, those seeking to conduct research within the Bafokeng territory must complete and submit the attached application form well in advance of their proposed research. The Bafokeng Research Unit of the Department of Research and Planning assesses these applications by considering the researcher’s proposal and qualifications, an assessment of the adequacy of the researcher’s resources for conducting research, and evidence that the researcher has adequately reviewed the requirements for dealing with human subjects, where relevant. By submission of this application, it is understood that the researcher has read, understood, and agrees to comply with the research guidelines laid out below.

### C. Conducting Research in the RBN<sup>2</sup>

In both proposing and carrying out research, researchers must clearly state the aims, research questions, sampling strategies, methods, etc. as those were originally designed, and as they may shift slightly during the research process (Appendix 2b is provided to assist in this). In addition, researchers should outline the potential impacts of the research, and source(s) of support for their projects. This information should be available to:

- Funders
- Colleagues
- Persons studied or providing information, and
- Relevant parties affected by the research

Researchers have primary ethical obligations to the people, species, and materials they study and to the people with whom they work. These obligations can supersede the goal of seeking new knowledge, and 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 or clients. These ethical obligations include:

- To avoid doing harm or wrong, understanding that the development of knowledge can lead to change that may be positive or negative for the people or animals worked with or studied.
- To respect the well-being of people.
- To work for the long term conservation of archaeological, fossil and historical records.
- To consult actively with the affected individuals or group(s), with the goal of establishing a working relationship that can be beneficial to all parties involved.

Researchers must 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. Researchers must determine in advance whether their informants wish to remain anonymous or receive recognition, and make every effort to comply with those wishes. Researchers must present to their research participants the possible impacts of the choices, and make clear that despite their best efforts, anonymity may be compromised or recognition may fail to materialise.

Researchers should obtain in advance the informed consent of the following:

- Persons being studied
- Those providing information
- Those owning or controlling access to material being studied, or
- Those identified as having interests that might be impacted by the research.

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<sup>2</sup> This section has been adapted from the “Code of Ethics of the American Anthropological Association” ([www.aaanct.org/committees/ethcode.htm](http://www.aaanct.org/committees/ethcode.htm).)

It is understood that the degree and breadth of informed consent required will depend on the nature of the project. Further, it is understood that the informed consent process is dynamic and continuous; the process should be initiated in the project design and continue through implementation and dissemination of findings by way of dialogue and negotiation with those studied. Researchers are responsible for identifying and complying with the various informed consent codes, laws, and regulations affecting their projects (see the attached example of a consent form identified below as Appendix 2c).

#### **D. Suggestions for the remuneration of informants, assistants, interpreters, etc.**

The Royal Bafokeng Nation recommends that researchers seek ways to compensate informants for their time and efforts other than via cash payments. For example, moderate gestures of hospitality are in most cases sufficient to express gratitude for the granting of an interview. Research assistants, language tutors, interpreters etc. should be paid according to the local standards for the particular skill involved. Skilled labour should be compensated at a rate equivalent to that of similarly skilled professionals in South Africa (basic pay of R300 per day in 2009, all inclusive) and they should be recognised for their contributions in any final product, and provided with a copy. For example, language tutors should be paid on a par with primary school teachers. Research assistants responsible for transcription, translation, etc. should be paid more. Researchers may take into consideration the formal qualifications of the assistant when determining the rates of pay, but should also evaluate him/her in terms of ability and experience. Written contracts that detail the mutually agreed-upon work expected by the researcher and the amount of remuneration promised for that work are suggested between researchers and their paid helpers.

#### **E. Dissemination of Research Findings**

The Royal Bafokeng Nation supports the principle that researchers should utilise the results of their work in an appropriate fashion, and wherever possible disseminate their findings to the scientific and scholarly community. As the host community of the research, the Royal Bafokeng Nation also hopes to benefit from the findings of independent researchers. For the purposes of the RBN, dissemination of findings should take the following form:

- Researchers should prepare a short preliminary report on the research they have conducted and their expected findings, to be submitted verbally, in a 15-minute address near the end of their research period. The audience might be a select group of policy or decision makers, and/or the general public, depending on the researcher's topic. This exercise is intended to serve multiple purposes, including summarising results - or at least outlining preliminary findings, thanking people, and explaining to them what the final product is likely to be.
- Researchers are encouraged to submit drafts of scholarly work to the Research and Planning Department, RBN for non-binding feedback. Every effort will be made to provide feedback and suggestions on these drafts in a timely manner.
- In addition, researchers are required to provide copies of their published work to the Bafokeng Information Archive. (These may be in digital form, i.e. e-mail attachments in

a common format, such as Microsoft Word, or hard copies of books, journal articles, etc.) This serves not only to enable the RBN to maintain an archive of the scholarly work based on Bafokeng issues, but also to enhance the knowledge base of policy-makers within the community. Published findings include, but are not limited to, undergraduate and graduate theses and dissertations, journal articles, books and book chapters, journalistic pieces, conference papers, and course lectures and syllabi in any language. Copies of unpublished reports and papers are also requested, though not required.

- Finally researchers should seriously consider all reasonable requests for access to their data and other research materials for purposes of research. They should also make every effort to ensure preservation of their fieldwork data for use by posterity.

#### **F. Service to the Bafokeng Community**

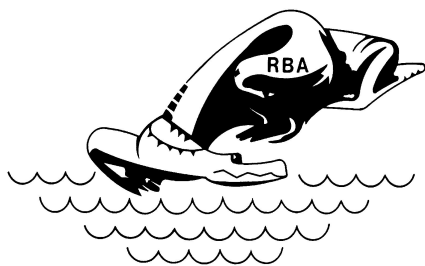
Many researchers seek ways to “give back” to the community in which they are conducting research. The Royal Bafokeng Nation supports the notion of reciprocity, and suggests the following means by which researchers can make a contribution to the community:

- In their research budgets and funding proposals, researchers can budget for the purchase of two or three recently published, high quality texts in their field of discipline that they can leave behind in the Bafokeng Research Library for use by other researchers. These texts should preferably be in English.
- Researchers can meet regularly with students and young professionals in the Bafokeng Community during their research period to discuss the research process and raise awareness among Bafokeng about the purposes and outcomes of research.

#### **G. Support from the Bafokeng Nation**

The Royal Bafokeng Nation has, in the past, contributed to selected research projects by subsidising travel costs; housing; providing general logistical and transportation support; and providing access to supplies and electricity for computers. Support of this nature may be available on a case-by-case basis, depending on researcher requests and the demonstrated relevance of a particular project to current RBN concerns and challenges. Please indicate on the application form if you wish to request such support.

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**APPENDIX 2B**  
**RPD RESEARCH FORM 11: RESEARCH REQUESTS BY EXTERNAL RESEACHERS**

(Incomplete forms will be returned to the investigator/researcher/research consultants for additional information. To avoid delays, all questions must be answered).

DATE SUBMITTED: \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

Principal Investigator

First Name:	Middle Initial:	Last Name:
Rank: Undergraduate student <input type="checkbox"/> Doctoral student <input type="checkbox"/> Associate research scientist <input type="checkbox"/> Other, specify: _____		
Institutional Address :		
Phone:	Fax:	
Email:	Cell Phone:	

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

<input type="checkbox"/> My institution Funds	<input type="checkbox"/> No cost study	<input type="checkbox"/> Personal funds
<input type="checkbox"/> Other, Specify:		
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: \_\_\_\_\_

Any request for support from the RBN?  No  Yes  
 If Yes, explain: \_\_\_\_\_

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**A. Study Rationale and Background Information<sup>3</sup>**

- Describe the background information, specific aims, hypothesis or research question, previous experience, and a critical evaluation of existing knowledge (relevant literature) about the research topic. The Research Unit of the Department of Research and Planning, Royal Bafokeng Nation needs to understand how this study adds to the knowledge of this topic in order to be able to judge the risks and benefits to the research participants. Therefore using non-technical language, briefly describe the rationale for the study.

**B. Location of research**

- Is this a multi-centre research project in which the applicant's institution will function as the coordinating centre/lead institution?

No  Yes

- State the names and research qualifications of the individuals who will have direct contact with the participants. (Do not simply indicate investigator's names. Indicate how they are qualified to conduct procedures to be used in this study).

**C. Methods**

- Describe what participants will be required to do--again explaining any technical terms or procedures. Include any copies of survey instruments or sample research questions as appendices.

**D. Characteristics of Participants**

- Approximate number of participants to be recruited: \_\_\_\_\_

Sex: M  F  Both

Age Range: \_\_\_\_\_ Any under 18?  No  Yes

Does this study target one gender or specific social/ethnic group(s)?

\_\_\_\_\_

<sup>3</sup> This section has been adapted from the 2006 Syracuse University Institutional Review Board Office (<http://orip.syr.edu/forms>)

No       Yes

If yes, check targeted/vulnerable populations for the purposes of this study.

<input type="checkbox"/> Children/minors	<input type="checkbox"/> Pregnant women
<input type="checkbox"/> Cognitively impaired	<input type="checkbox"/> Educationally disadvantaged
<input type="checkbox"/> Elderly/Aged	<input type="checkbox"/> Economically Disadvantaged
<input type="checkbox"/> Prisoners/Legally restricted	<input type="checkbox"/> Other, specify:

Please explain the rationale for using this particular group(s):

General state of Health (State "Unknown" if you will obtain health data on participants prior to beginning the study).

**e. Recruitment of Participants**

Describe in detail how participants will be identified and recruited? Provide explicit detail about how and who will recruit participants. Do NOT merely state "Volunteers".

Do you plan to solicit for participants using advertisements? NOTE: Please provide a copy of all advertising materials including ads, letters and telephone scripts with this application; must include graphics. In addition, the Research and Planning Department must review and approve final copies of all scripts or detailed descriptions.

No

Yes

If "Yes", choose all that apply:

<input type="checkbox"/> Flyers	<input type="checkbox"/> Mass E-mail Solicitation	<input type="checkbox"/> Rustenburg HotNews
<input type="checkbox"/> Internet	<input type="checkbox"/> Posters	<input type="checkbox"/> Television
<input type="checkbox"/> Letters	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Departmental Research Boards	<input type="checkbox"/> Telephone	<input type="checkbox"/> Other (describe)

**f. Informed Consent Procedures**

(ATTACH A FINAL COPY ON AN OFFICIAL LETTERHEAD)

From whom will consent be obtained and by what means for minors or the individuals considered to be cognitively impaired in their decision making ability?

An ASSENT statement is required for participants who cannot legally give consent themselves.

Assent statement:

NO     YES (Attach copy)

A translated written informed consent document in a language understandable to the participant should be obtained. This should be an accurate translation of the full informed consent. (Attach copy)

Identify the name of the individual or translation service that provided the translation.  
List the qualifications of the individual who provided the translation.

**g. Potential Conflict of Interest**

The RBN research policy emphasises the importance of assuring there are no conflicts of interest in research projects that could affect the welfare of human participants. If this study involves or presents a potential conflict of interest, additional information will need to be provided to the Research and Planning Executive. Examples of potential conflicts may include, but are not limited to:

A researcher or family member participating in research on a technology, process or product owned by a business in which the faculty member holds a financial interest

A researcher participating in research on a technology, process or product developed by that researcher

A researcher or family member assuming an executive position in a business engaged in commercial or research activities related to the researchers University responsibilities

A researcher or family member serving on the Board of Directors of a business from which that member receives University A researcher or family member-supervised Sponsored Research Support

A researcher receiving R100, 000 or more in consulting income from a business that funds his or her research

- Do any of the Investigators or personnel listed on this research have a potential conflict of interest associated with this study?

No: Skip to Section 10

Yes

If Yes, Identify the individual(s): \_\_\_\_\_

\_\_\_\_\_

h. Data collection, Storage of Data and/or Confidentiality

- What precautions will be taken to ensure the privacy of the participants, and the confidentiality of the data, both in your possession and in reports and publications?
- Will audio, video or film recording be used?

NO       YES (Specify which audio)

*If yes, permission must be sought in the consent letter.*

- Describe the storage of research information including data (hard copies and electronic databases, specimens, audio/videotapes, etc.). Indicate who will have access to the research information, where it will be stored, and how long it will be kept.
- What will the disposition of the records when the research is completed?

**i. Risk to Participants**

- Describe in detail any possible physical, psychological, social, political, legal, economic, or other risks to the participants, either immediate or long range. *Risk may be minimal but never totally absent.* Do not say “no risk.”
- Describe what procedures will be used to minimise each risk you have stated above. If participants need to be debriefed at the end of the study, a copy of the debriefing statement must be attached.

**j. Benefits**

- The participants (explain)
- Society at large (explain)
- Explain how the benefits outweigh the risks involved.

**Signatures**

This is to certify that the procedures involved in this study are appropriate for minimising risks to the participants and acknowledges that I take full responsibility for the conduct of this research.

Researcher:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Please Note: All correspondence will be emailed/telephonically communicated to the principal investigator. A number will be assigned to your protocol. Please refer to it whenever calling or writing for information.



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## APPENDIX 2C

### DEPARTMENT OF RESEARCH AND PLANNING A Consent Letter in the English Language

My name is Ogodiseng Letlape, 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 of the Department of Research and Planning. 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. 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.

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**Signature of participant**

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**Date**

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**Print name of participant**

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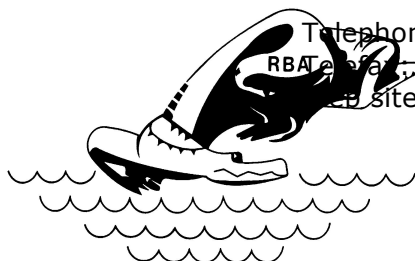
**Date**

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**Name of investigator**

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**Date**



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### APPENDIX 3

- **The ownership of the rights of copyright in all work produced and acquired by the Royal Bafokeng Nation staff members during their course of employment with the Royal Bafokeng Nation will rest with the organisation, unless otherwise agreed.**
- It is acknowledged that the Contractor performs work for other organisations on the days he is not working for the Royal Bafokeng Nation. In order to avoid any potential conflict of interest, the contractor is required to declare any additional contracts and/or interests in any other business, undertaking or institution. Such declaration should be made every second month, together with the contractor's progress report (which is submitted monthly).
- All rights to copyright and publication in respect of your paper will vest with the Royal Bafokeng Nation. Your participation in the project will be fully acknowledged. The contractors will have the right to publish academic papers from the data. Within 12 months after completion of the project report, the data will become available for public use. In both the aforementioned instances, the Royal Bafokeng Nation will be required to give written consent.
- All rights to copyright and publication in respect of a contractor's report will vest with the Royal Bafokeng Nation. Your participation in the project will be fully acknowledged. After publication by the Royal Bafokeng Nation, you are free to publish elsewhere with due acknowledgement to Royal Bafokeng Nation. Copies of your published work deriving from this project must be sent to the Royal Bafokeng Nation.

## **Confidentiality and intellectual property**

- The Contractor shall not, directly or indirectly, use for his own benefit or for the benefit of any other person, both during this agreement and after termination or cancellation hereof, and shall keep confidential and not disclose any trade secrets or confidential information of the Royal Bafokeng Nation or its associates, or that of other persons who have made such disclosures to the Royal Bafokeng Nation or its associates under conditions of confidentiality, to which the contractor becomes privy during the course of his association with the Royal Bafokeng Nation and its associates, other than to those persons connected with the Royal Bafokeng Nation or its associates who are required to know those secrets or to have that information during the period of this agreement. If the contractor is at any time uncertain as to whether any information is confidential or is a trade secret, he shall in writing request a ruling from the Royal Bafokeng Nation and the contractor shall abide by a ruling made by the Royal Bafokeng Nation in good faith.
- Should the Contractor wish to embark on any work or be appointed as a consultant, contractor or director of any other business, undertaking or institution, by virtue of the utilisation of employer's time, facilities or intellectual property, such work or appointment must be declared and discussed with the Royal Bafokeng Nation before being undertaken. If the Department Executive agrees that such work/appointment may proceed, then any remuneration received by virtue of such work/appointment must be made in favour of the Royal Bafokeng Nation, unless otherwise agreed.