

Terms of Reference of the SAFIRE Participants Forum

1. Names, inauguration, maintenance and termination

- 1.1. The “SAFIRE Participants’ Forum” was constituted with these Terms of Reference by the SAFIRE Steering Committee on 24 May 2018.
- 1.2. The SAFIRE Steering Committee is a standing committee of TENET’s Board tasked with the strategic and technical oversight of the South African Identity Federation (SAFIRE), and constitutes the SAFIRE Participants’ Forum in accordance with its own terms of reference.
- 1.3. The SAFIRE Steering Committee may, at any time and at its sole discretion, modify these Terms of Reference. TENET’s Board may, at any time and at its sole discretion, direct that the SAFIRE Steering Committee modify these Terms of Reference or terminate the SAFIRE Participants’ Forum.

2. Purpose and mandate

The purpose and mandate of the SAFIRE Participants’ Forum is to:

- 2.1. Provide the Steering Committee with such input and guidance on matters relating to the South African Identity Federation as may be requested from time to time, either through in-person discussion or by contributing via online forums such as mailing lists.
- 2.2. Elect the Member Representatives contemplated by the Steering Committee’s Terms of Reference (see §5 below).

3. Composition and term

- 3.1. The Participants’ Forum shall consist of:
 - 3.1.1. Representatives of SAFIRE Members;
 - 3.1.2. Representatives of SAFIRE Participants; and
 - 3.1.3. Any other person so invited by the SAFIRE Steering Committee
- 3.2. There are no fixed terms for membership of the Participants’ Forum.
- 3.3. The Steering Committee may, in its sole and entire discretion, admit any person it judges to hold a legitimate interest in the South African Identity Federation to attendance at meetings and to participation in any open discussions.

4. Meetings

- 4.1. It is envisioned that majority of the work of the Participants’ Forum will be conducted electronically, on an ad-hoc basis and as needed.
- 4.2. Notwithstanding §4.1 above, the SAFIRE Participants’ Forum should meet either in-person or via videoconferencing at least once per calendar year.
- 4.3. The convener of such a meeting shall be the chairperson of the SAFIRE Steering Committee, and the deputy convener shall be the SAFIRE Project Director.

- 4.4. Participants will be responsible for bearing the costs of participating in the Participants' Forum, including any travel and accommodation expenses.

5. Election of Member Representatives

- 5.1. At the annual meeting contemplated in §4.2 above the SAFIRE Members present at the Participants' Forum shall conduct an election for the available Member Representative seats on the SAFIRE Steering Committee.
- 5.2. The Electoral Officer for the election shall be determined by the outgoing SAFIRE Steering Committee or so failing, TENET's Chief Executive Officer.
- 5.3. Prior to the election the Electoral Officer shall call for nominations, collate a list of candidates, and circulate it among members of the Participants' Forum. In order to facilitate consultation within SAFIRE Members' institutions, no further nominations shall be taken from the floor.
- 5.4. Candidates for the Steering Committee do not need to be members of the Participants Forum, nor do they need to represent a SAFIRE Member or Participant. Candidates are elected in their individual capacity.
- 5.5. Any person eligible in terms of §3.1 above may nominate a candidate, but only SAFIRE Members as defined in the Participation Agreement are eligible to vote.
- 5.6. The quorum for such an election shall include both those members represented at the meeting and proxy voters, and must equal a third of the total number of SAFIRE Members at the time of the election or three (3) SAFIRE Members (whichever number is smaller).
- 5.7. If for any reason the annual meeting cannot be held or quorum cannot be met, the election must be postponed and conducted via alternative electronic means.
- 5.8. Each active SAFIRE Member is represented by one (1) Voting Representative. The Voting Representative shall normally be the most senior person present at the election, and is expected to have consulted appropriately within their institution and carry a mandate to vote. Should a SAFIRE Member not be present at the election, they may give another person eligible to attend the meeting a proxy vote by informing the Electoral Officer in writing prior to the election.
- 5.9. Where eligibility to vote is disputed, the Electoral Officer shall make the determination.
- 5.10. If the number of candidates is equal to or lower than the number of available seats, the Electoral Officer shall call for objections from the Voting Representatives. If no objections are received, the candidates are deemed elected unopposed; if an objection is received for a specific candidate, Voting Representatives shall vote by show of hands on that candidate with a simple majority deciding.
- 5.11. If the number of candidates exceeds the number of available seats, an election by paper or electronic ballot shall be conducted. Each Voting Representative may select up-to as many of their preferred candidates as there are available seats. The candidate with the highest number of votes will be deemed elected to the first available seat, and the process repeated with the remaining candidates until all seats are filled.
- 5.12. In the event of a tie, TENET's Chief Executive Office will cast the deciding vote.