



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

**GUIDING TERMS OF REFERENCE
FOR THE ESTABLISHMENT OF PROVINCIAL EXTENSION
COORDINATING FORUMS**

National Extension Support Services

July 2023

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ACRONYMS

ADA	Agricultural Development Agency
AFMA	Animal Feed Manufacturers Association
ARC	Agricultural Research Council
AFAAS	African Forum for Agricultural Advisory Services
AFASA	African Farmers Association of South Africa
CGA	Citrus Growers Association
DALRRD	Department of Agriculture, Land Reform and Rural Development
EWL	Ezemvelo Wildlife
FAO	Food and Agriculture Organisation
GFRAS	Global Forum for Rural Advisory Services
GrainSA	Grain South Africa
IDC	Industrial Development Corporation
MilkSA	Milk South Africa
MohairSA	Mohair South Africa
NAFU	National African Farmers Union
NAMC	National Agricultural Marketing Council
NERPO	National Emergent Red Meat Producers Organisation
NGO	Non-governmental organizations
NPO	Non-Profit Organisation
NRF	National Research Foundation
PDA	Provincial Department of Agriculture
PECF	Provincial Extension Coordinating Forum
PSA	Potato South Africa
SACNASP	South African Council for Natural Scientific Professions
SAT	Southern Africa Trust
SAGI	South African Grain Industry
SAMAC	Macadamias South Africa
SAFDA	South African Farmers Development Association
SAMPRO	South African Milk Processors Organisation
SARFAAS	Southern Africa Regional Forum for Agricultural Advisory Services



SASA	South African Sugar Association
SASAE	South African Society for Agricultural Extension
SAPA	South African Poultry Association
SAPPO	South African Pork Producers' Organisation
TAU	Transvaal Agricultural Union
TUT	Tshwane University of Technology
UFH	University of Fort Hare
UFS	University of the Free State
UKZN	University of Kwa-Zulu Natal
UP	University of Pretoria
RMIS	Red Meat Industry Services

1. INTRODUCTION

The Department of Agriculture, Land Reform and Rural Development (DALRRD) in collaboration with relevant industry stakeholders in the public, private, non-governmental organisations (NGO), organised Agriculture, Institutions of higher learning, research institutions, professional bodies, and international organisations, has developed a National Policy on Extension and Advisory Services. The policy identified the lack of a national framework for extension and advisory services (EAS) as responsible for unnecessary confusion regarding the roles and responsibilities of different stakeholders in service delivery. The policy serves as an integrated approach and commits South Africa to delivering and maintaining a pluralistic, harmonised, and coordinated extension service for agriculture, land reform, and rural development sector that operates on a common set of principles and values and responds to the needs, aspirations, opportunities, and other circumstances of the many actors in the respective value chains.

As part of institutionalising the implementation of EAS, the policy proposes, among others things, an institutional mechanism that enables a coherent, pluralistic, and participative approach. Consequently, provincial and district extension coordinating forums were established and implemented at various stages over the last few years. Provincial Extension Coordination Forums (PECFs) are responsible for the effective and efficient delivery of EAS in South Africa.

In South Africa, there are a number of public, private, civil society institutions, institutions of higher learning, research institutions, and professional bodies that provide EAS to support producers in making efficient, productive, and sustainable use of their land and other agrarian resources through the provision of information, advice, education, and training. Each of these institutional groupings is further disintegrated at the level of different classifications.

PECFs present an excellent opportunity for a pluralistic, well-facilitated, and collaborative approach to develop, improve, implement, and monitor EAS strategies, Norms and Standards for Extension and Advisory Services in Agriculture while creating a coordinated platform and space for different actors to play specific roles in the development of a prosperous and sustainable agriculture, land reform and rural development sector. The strength of an effective EAS lies in the ability of all relevant stakeholders, service providers and other role players to work together and share knowledge and information. This will ensure that the combined capacity and knowledge base within the public, private, civil society institutions, institutions of higher learning, research institutions, and professional bodies can be synergised and

channelled towards the advancement of the agriculture, land reform and rural development sector.

Furthermore, decentralisation and pluralism are preconditions for extension services to take on a facilitation approach and become directly accountable to clients at the field level. Therefore, all relevant spheres of government should facilitate extension and advisory services that are pluralistic, recognising that there are roles for the state, the private sector, non-profit organisations, and producers themselves in delivering services. The PECFs established in consultation with relevant stakeholders, to bring together all extension and advisory service providers in a coherent geographic grouping, together with representatives from agriculture, land reform and rural development producers such as commodity groups. The objectives of the forums are to (i) articulate priorities, (ii) outline the co-ordination of planning and action with regard to the provision of extension and advisory services in the designated geographic area, and (iii) help local interest groups secure advice, support, and share information from higher levels. The creation of these forums and their consultative agendas will not necessarily be uniform but will be based on local dynamics and experiential learning on the ground. Similarly, the PECFs must align themselves with these Terms of Reference (ToR) aimed at outlining the roles and responsibilities of the forums.

South African Forum for Agricultural Extension and Advisory Services (SAFAEAS) is responsible for coordinating and supporting the implementation of the PECFs in order to ensure alignment with the EAS in South Africa as well as regional and international organisations in the sector.

2. MANDATE

The provision of EAS to a wide and diverse clientele of producers in South Africa needs a pluralistic approach that embraces all extension service providers within and outside state agencies. Such an approach allows EAS to benefit from the human intelligence, financial capital, and other resources located across the stakeholder base. The government must therefore ensure the delivery of effective services, promote increased institutional pluralism in the provision of extension and advisory services, and oversee the quality enhancement and assurance necessary for food security and rural development.

The PECFs have been established within the mandate of the National Policy on Extension and Advisory Services (DALRRD, 2016), which calls for “improved focus, collaboration, and coordination between government institutions, organised agriculture, NGO and civic associations that are involved with producer’s development programmes”. Provincial

Departments of Agriculture (PDAs) must therefore coordinate (through the PECFs) and oversee the pluralistic complex of service providers essential to ensuring quality and adherence to the Norms and Standards for Extension and Advisory Services in Agriculture (DAFF, 2005), as amended.

3. PURPOSE

The National Policy on Extension and Advisory Services will be implemented through the PECF structures to ensure integrated service delivery. The main responsibilities of the PECFs are to:

- Provide oversight and practical guidance on the provincial facilitation of EAS;
- co-ordinate the planning and action with regard to the provision of EAS in a designated geographic area;
- Promote collaborations amongst relevant stakeholders to ensure effective and efficient service to producers;
- Facilitate access to information, advise, and other appropriate support services to producers;
- Create an enabling environment for increased participation in commodity value chains (formal and informal), thereby strengthening and empowering producer organisations and commodity groups;
- Articulate priorities on technology transfer and other expressed needs of producers and commodity organisations;
- Create a platform for producers to access funding institutions; and
- Provide feedback to clients and other relevant stakeholders.

4. COMPOSITION AND MEMBERSHIP

All members are expected to contribute experience and knowledge from their respective fields of expertise and the capacity to influence and disseminate information, including the ability to coordinate the implementation of the National Policy on Extension and Advisory Services. Among others, the PECFs must comprise individuals and/or organisations from the following, but not limited to, constituencies, depending on their presence at the provincial level.

Table 1: Non-exhaustive List of potential key role players within the PECF

ROLE PLAYERS	SPECIFIC NAMES
Public Sector	Provincial Departments of Agriculture (PDAs) and other relevant Provincial Departments
	District Municipal representatives, Local Agricultural office
	Agricultural Research Council (ARC), National Agricultural Marketing Council (NAMC), Land Bank, Industrial Development Corporation (IDC), among others
	Provincial Treasury
Professional Bodies	South African Council for Natural Scientific Professions (SACNASP),
Extension Associations	South African Forum for Agricultural Extension and Advisory Services (SAFAEAS), South African Association of Agricultural Extension (SASAE)
Producer Unions	AgriSA
	African Farmers' Association of South Africa (AFASA)
	Transvaal Agricultural Union (TAU)
	National African Farmers Union (NAFU)
Commodity Associations	Grain South Africa (Grain SA)
	South African Sugar Association (SASA)
	Citrus Growers Association (CGA) and Hortgro
	National Emergent Red Meat Producers Organisation (NERPO)
	South African Poultry Association (SAPA)
	Ezemvelo Wildlife (EWL)
	South African Pork Producers' Organisation (SAPPO)
	Animal Feed Manufacturers Association (AFMA)
	Mohair South Africa (MohairSA)
	Macadamias South Africa (SAMAC)
	Milk South Africa (MilkSA) and South African Milk Processors Organisation (SAMPRO),
	South African Farmers Development Association (SAFDA)
	Red Meat Industry Services (RMIS)

ROLE PLAYERS	SPECIFIC NAMES
	Potato South Africa (Potato SA)
Private Sector	Representatives from private consulting agencies
	Representatives from private agribusiness firms providing extension and advisory services
Non-Profit Organisations	Representatives from relevant Civil Society Organisations
	Agricultural Development Agency (ADA)
	Techno Serve
Academic and Agricultural Development Institutions	Representatives from Universities and Colleges
International Organisations	Food and Agriculture Organisation (FAO)
	Food Lab and Southern Africa Trust (SAT)
Research and Development Institutions	Council for Scientific and Industrial Research (CSIR)
	Human Science Research Council (HSRC)

5. PROCEDURE

5.1 Term of Office

Committee members should serve a period not exceeding five years.

5.2 Chairperson of the PECF

The Chairperson of the PECF must be voted from member organisations on a five-year rotational basis.

The nominated Chairperson must:

- Chair the PECF meetings.
- Compile and present various reports to the PECF members.
- Assign tasks and other responsibilities to forum members.
- Supervise and prepare, together with the Secretariat, the agenda and the minutes for circulation to members.
- Assist the meeting to reach decisions; and
- Recommend an annual schedule of the date, time, and venue of the PECF meetings.

5.3 Secretariat Services

Secretariat services of the PECF will be provided by the Extension and Advisory Services Chief Directorate at the Provincial Department of Agriculture. Duties of the secretariat are:

- Assist the Chairperson in arranging meetings of PECF including, organising venues, drafting and distributing agendas, invitations, minutes and any other related administrative functions;
- Draft the agenda, convene quarterly meetings and ensure that they are properly conducted;
- Compile draft annual reports for approval by the chairperson.
- Coordinate the implementation of appropriate mechanisms for the monitoring and evaluation of PECF activities.
- Develop and maintain a database and information management system to support decision-making.
- Keep records of all reports and documents, including any other relevant material presented to the PECF, together with the signed minutes of the meetings (these records will be accessible to all PECF members upon request);
- Ensure that the agenda, invitations and all other supporting documents are circulated to members and invitees at least five working days before the set date for a meeting; and
- Develop or review the Terms of Reference (TOR) as and when necessary.

5.4 Meetings

- PECF will meet at least on a quarterly basis.
- If there are matters, that because of their urgency, cannot be dealt with through the normal cycle of scheduled PECF meetings, they may be dealt with either through an unscheduled/ ad hoc meeting or through email correspondence. All members should be notified of the mechanism selected and given a reasonable opportunity to participate;
- Notice of the meeting and any relevant documentation will be distributed to members and any other persons invited to attend at least five days prior to the scheduled date of a meeting. Formal minutes and resolutions shall be recorded for these meetings.
- Other members may be invited to attend the meeting on a once-off basis to augment discussion of a particular topic (e.g., invited guest or speaker);



- When sharing documents, PECF members should make it clear if there is a restriction to circulating documents beyond the forum or copyright or use of the contents; and
- The PECF will revise the ToR over time as and when appropriate to do so.

5.5 Attendance of meetings

- A meeting will commence at the scheduled time and date, and the absence or lateness of any member shall not render the proceedings of the meeting or the decisions invalid; and
- Persons, other than members of the PECF, may attend or be invited to attend meetings or parts of meetings if such attendance shall be in the interest of the continuation of the activities of the forum.

5.6 Quorum

- The PECF will decide on the quorum for their meetings.
- For the avoidance of doubt, presence remotely at a meeting, for example, by telephone or video connections, is permitted and counts towards attendance and the quorum; and
- Apologies will be rendered either in verbal or written format.

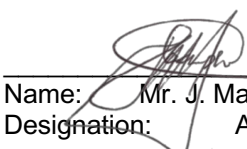
5.7 Financial implications

- Provinces will be responsible for hosting PECF meetings and would be responsible for costs associated with hosting.
- Participating members will be responsible to finance their logistical arrangements to attend the meetings; and
- There will be no stipend or payment for participating in the PECF meetings.

6. Approval

The ToR for the Establishment of PECFs were approved by the Acting Deputy Director-General: Food Security and Agrarian Reform of the Department of Agriculture, Land Reform and Rural Development.

On this day 26th of July 2023.


 Name: Mr. J. Mashaphu
 Designation: Acting Deputy Director-General: Food Security and Agrarian Reform