

Terms of Reference of the SAFIRE Steering Committee

1. Names, inauguration, maintenance and termination

- 1.1. The “SAFIRE Steering Committee” was instituted as a standing TENET committee of the Board with these Terms of Reference by resolution of the Board at its meeting of 26 September 2017.
- 1.2. TENET’s Board may, at any time and at its sole discretion, modify these Terms of Reference or terminate the SAFIRE Steering Committee.

2. Purpose and mandate

The purpose and mandate of the SAFIRE Steering Committee is to:

- 2.1. Provide strategic and technical oversight of the South African Identity Federation (SAFIRE).
- 2.2. Approve changes to Federation operating policy and practices, including but not limited to the Attribute Release Policy, the Metadata Registration Practice Statement, the Key Management Practice Statement, and the Privacy Statement.
- 2.3. Constitute a “SAFIRE Participants’ Forum” as a body consisting primarily of representatives from all active Federation Participants whose main purpose shall be to provide the Steering Committee with guidance from the community. The terms of reference for this forum must include a mechanism by which SAFIRE Members appoint or elect representatives to the SAFIRE Steering Committee.
- 2.4. Consider and make recommendations to TENET’s Executive and Board on matters relating to:
 - 2.4.1. the operating budget of the Federation;
 - 2.4.2. fees levied on Participants;
 - 2.4.3. staffing requirements of the Federation;
 - 2.4.4. the SAFIRE Participation Agreement, and any changes required thereto; and
 - 2.4.5. adoption of new Technology Profiles or discontinuation of existing ones.

3. Composition and term

- 3.1. The SAFIRE Steering Committee consists of the following:
 - Chief Executive Officer, TENET (*ex officio*)
 - SAFIRE Project Director, TENET (*ex officio*)
 - Director, SANReN Competency Area or nominee (*ex officio*)
 - Three representatives appointed by SAFIRE’s Members
 - One representative appointed by ASAUDIT
- 3.2. The term of office for appointed members of the Steering Committee shall be from one SAFIRE Participants’ Forum to the next (approximately one year), with no restriction on reappointment.
- 3.3. A further two members may be co-opted by the Steering Committee should the need arise. The term of co-opted members shall be determined by the Steering Committee, but may not exceed that of an appointed member.

- 3.4. The Steering Committee may additionally request that any person with relevant information or experience be in attendance at any meeting either on an ad-hoc or ongoing basis.
- 3.5. At their first meeting or whenever a vacancy occurs the Steering Committee shall appoint from among their number a chairperson and a deputy chairperson. In the absence of a chairperson, the chair of any meeting shall be selected following the order of precedence shown in 3.1 above.

4. Reporting to the Board

- 4.1. Reporting from the SAFIRE Steering Committee is a standing item on the agenda of TENET Board meetings. At each Board meeting the chairperson (or the SAFIRE Project Director in their absence) will be invited to report on the Steering Committee's activities and deliberations.
- 4.2. The Board shall give due consideration to such a report and those items contemplated in 2.4 above and, where it deems it desirable, provide a response to such.

5. Meetings

- 5.1. The SAFIRE Steering Committee should meet as often as necessary, but at least four times per calendar year.
- 5.2. Meetings should be called by the chairperson in advance with no less than fourteen days' notice to members of the Steering Committee.
- 5.3. Meetings may be conducted in-person or by whatever technology the Steering Committee deems most appropriate. Where in-person meetings occur, members of the Steering Committee will normally be responsible for their own travel arrangements.
- 5.4. Meetings shall be deemed quorate and able to conduct business if proper notice was given and at least half of the members of the Steering Committee are present.
- 5.5. Minutes must be kept, and should formally record any changes to operating practices and policy. Such minutes should be appropriately archived and made available to TENET's Board and SAFIRE's Participants on request.

6. SAFIRE Participants' Forum

The SAFIRE Participants' Forum contemplated in 2.3 above:

- 6.1. Should meet at least once per calendar year. Such a meeting would normally be in-person.
- 6.2. To ease logistical arrangements the SAFIRE Participants' Forum should, wherever practical, be held concomitantly with another meeting such as the SLA Reference Group.
- 6.3. Participants will be responsible for bearing the costs of travel and accommodation.

7. Working groups and sub-committees

- 7.1. The SAFIRE Steering Committee may establish such working groups or sub-committees as it needs to effectively discharge its duties under these Terms of Reference.
- 7.2. The membership, terms of reference and mechanism for reporting of any such groups shall be defined by the Steering Committee.