

The Role of SAIP Secretariat

SAIP secretariat was established in January this year with Mr Brian Masara as the Executive Officer. His contact details are as follows:

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The establishment of the secretariat was based on recommendation 4.14 of the International Panel Report on Shaping the Future of Physics in South Africa. It is important at this time to communicate the benefits and convenience that members of SAIP, specialist groups, working groups and the physics community may derive from services provided through the secretariat.

The Office's vision, mission and broad strategy are;

Vision

To become a world class Physics professional body.

Mission

To be the Voice of Physics in South Africa

Broad Strategy

To solicit and implement donor and grant funded projects that promote the role of Physics in education, research, health, the environment, technology and sustainable economic growth. Thereby enhance the influence of Physics in South Africa while ensuring that SAIP can operate as a world class Physics professional body with a sustainable business footing.

The SAIP secretariat is the administrative and execution arm of SAIP.

Major Functions and Services

General

1. Providing executive and administrative support to council, committees, working groups and specialist groups
2. Budgeting and strategic financial management of the SAIP office.
3. Day to day administration of the institute's affairs
4. Communication interface between various SAIP groups and donors, government and the international community
5. Marketing and public understanding of physics
6. Policy advice and advocacy
7. Implementing recommendations in Shaping the Future of Physics Report

Project Management Services

1. Identifying physics projects opportunities
2. Helping formulate, submit and follow up project proposal and business plans
3. Project implementation and monitoring
4. Project progress and financial reporting

SAIP Conferences, Seminars and Meetings

1. Coordinating the annual SAIP conference
2. General events management, i.e. meetings, seminars and conference organization and logistical services to all SAIP groups

Maintaining National and International Networks

1. Forging strong links between universities, national facilities, industry and commerce
2. Maintaining a database of national physics stakeholders such as physics departments, HODs, National Facilities.
3. Maintaining a database of international physics stakeholders and relevant institutions such as Physical Societies, ICSU IUPAP

Membership Matters

1. Receiving membership queries and directing them to Secretary
2. Maintaining a database of membership

Physics Information Communication

1. Maintaining a database on physics grant providers, sources of scholarships and research funds
2. Keeping members informed of relevant opportunities and developments e.g. bursaries, short courses, conferences, policy matters, etc

Physics Marketing and Public Understanding

1. Increasing public awareness on the importance of physics in society
2. Ensuring greater acceptance of physics training for jobs in industry and commerce
3. Making sure both the joy of physics and the availability of jobs are known in schools, universities and community at large

Mailing and Courier Services

1. Maintaining a mail bag
2. Receiving mail for SAIP and its affiliates and directing it to relevant people

Nithaya Chetty
President