

# Memorandum of Understanding

A Memorandum of Understanding between the South African Institution of Civil Engineering (SAICE) and Transnet Freight Rail (TFR) to guide the DRISA Volunteer Project for the digital preservation of the image collections in the Transnet Heritage Library.

## Stakeholders:

**Transnet Freight Rail: Ravi Nair**

TFR CEO: [ravi.nair@transnet.net](mailto:ravi.nair@transnet.net)

**Transnet Freight Rail: Nozipho Sithole**

TFR COO: [nozipho.sithole@transnet.net](mailto:nozipho.sithole@transnet.net)

**Transnet Freight Rail: Elvin Harris**

TFR Executive Manager Strategic Knowledge: [elvin.harris@transnet.net](mailto:elvin.harris@transnet.net)

**Transnet Freight Rail: Yolanda Meyer**

THL Librarian: [yolanda.meyer@transnet.net](mailto:yolanda.meyer@transnet.net)

**SAICE: Chris Herold**

SAICE President: [manglin@saice.org.za](mailto:manglin@saice.org.za)

**SAICE: Manglin Pillay**

SAICE CEO: [manglin@saice.org.za](mailto:manglin@saice.org.za)

**SAICE: Steven Kaplan**

SAICE COO: [steven@saice.org.za](mailto:steven@saice.org.za)

**Volunteer Coordinator: Johannes Haarhoff**

SAICE Fellow: [johannes@haarhoff.org.za](mailto:johannes@haarhoff.org.za)

29 June 2016

6/29/2016

## Objective

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1. Transnet holds a large image collection of roughly 250 000 un-digitised photographs in its Heritage Library with an incomplete catalogue. It is the objective to digitally scan and catalogue each image in the collection, and to place an electronic catalogue of the image collection on a freely accessible, searchable internet platform.

## Parties to the agreement

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2. Transnet requires a Memorandum of Understanding with a reputable, non-profit organisation before such a project can proceed. The South African Institution of Civil Engineering (SAICE), representing civil engineering in South Africa and having both a Railway and Harbour Division, and a History and Heritage Group, is a suitable party to sign this memorandum.

## Anticipated activities

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3. The first part of the project entails the physical handling of the images to scan them electronically according to international archival standards, and to record date, location, subject and other metadata of each image from the partial catalogues that still exist, notes and numbers on the envelopes, and numbers engraved on the glass plates and negatives. This part is performed within the Heritage Library without any materials leaving the building. It is planned to recruit and train about four interns to perform this part.
4. Each digital image, along with its metadata, then has to be catalogued according to international standards. This has to be done by persons knowledgeable on railways, planned to be recruited as volunteers from the retired SAICE members, and can be done from remote locations.
5. After cataloguing and verification, each image is published on ICA-AtoM, a software database made available by the International Council on Archives which is now increasingly being used by archives all over the world.

## Copyright and ownership

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6. Transnet retains all copyright and the sole rights to any commercial benefits that may follow from the availability of digital copies. The thumbnail images to be published as part of the internet catalogue are sized to a lower resolution than required for formal print or internet publishing.

## Access and indemnity

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7. Transnet gives permission for volunteers and interns connected to the project to work within the Heritage Library for the duration of the project, and makes a limited space available for the necessary equipment to perform the processing of the images. Access is conditional on the signing of indemnity forms should Transnet so require.

## Cooperation and coordination

8. The Transnet librarian-in-charge plays a pivotal role in the project and has sole authority of all the volunteers while on the premises of the library. The handling of the images, and the procedures used are subject to the librarian's approval.
9. A project steering committee will be established, as soon as the MoU is signed. The size and composition of the steering committee are not fixed, but adapt to changing needs and challenges as the projects proceeds. As a minimum, the steering committee includes the Transnet librarian-in-charge (Ms Yolanda Meyer), a SAICE representative (Dr Johannes Haarhoff) and a third, independent person with a reputable knowledge of railways. The committee co-opts further members as other specialist inputs are required, for example marketing, finances, archival guidance, IT support and others. The steering committee meets regularly to plan, coordinate and oversee the project. All minutes of the meetings of the steering committee are circulated to both SAICE and Transnet to keep them fully informed on progress made.
10. The experience and institutional knowledge of the librarian-in-charge are essential resources for the project to be successful. Transnet allows the librarian-in-charge, to a reasonable extent, to provide guidance and advice to the steering committee, the interns and the volunteers.

## Mutual obligations

11. There are no guarantees, financial commitments or liabilities for either Transnet or SAICE. This is a true volunteer project focused on the preservation of a precious part of our national heritage for all South Africans, performed in a spirit of mutual support and trust by Transnet and SAICE.

## Duration of the MOU

12. This Memorandum of Understanding will come into effect on the date of its signature and it will remain into effect for a period of three years, after which it will be automatically renewed for subsequent periods of one year, unless one of the Parties notifies the other of its intention to terminate this Memorandum of Understanding, at least 3 months prior to the termination date.

**SAICE**

Date: .....

Place: .....

Signed:

**TRANSNET**

Date: .....

Place: .....

**Dr Chris Herold**  
President SAICE  
South African Institution of Civil Engineering

**Mr Ravi Nair**  
Chief Executive Officer  
Transnet Freight Rail

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