

CONSTITUTIONAL ASSEMBLY

memo

TO: Hassan Ebrahim
FROM: Edward Shalala
DATE: 5.9.94
RE: Engaging the public in the design of a process for drafting the new Constitutional Text.

- * Consultation for the purpose of designing the process for drafting the Constitutional Text shall be called Phase 1 and commence on the 17 October 1994 and end on 30 November 1994.
- * Wide public participation will be secured during this phase by the following:
 - 1) Covering letter (see attached draft) from the Chairperson and attached questionnaire to be posted to national structures of major sectors and be available to public at large at all post offices.
 - 2) Launch of Phase by press conference addressed by Chairperson and Executive Director.
 - 3) Develop relationship with the media
 - ask press to publish supplements dealing with history and structure and function of Constitutional Assembly. Include Chairperson's letter and questionnaire in these supplements.
 - 4) Begin development of media strategy to facilitate constitution awareness-raising.

- * **Advantages:**
 - Widely inclusive public participation.
 - Sector penetration in depth.
 - Start to raise constitution-awareness and prepare public for their actual participation in the constitution-making process (Phase 2).
- * **Disadvantages:**
 - Budgetary - it will be expensive.
 - Time constraints.
 - Need to begin putting extensive organisational support systems in place immediately.
 - Need very extensive database.
- * **Conclusion:** This proposal would facilitate wide public participation in designing the process for Phase 2. If it is felt that the disadvantages outweigh the advantages, this proposal could be downscaled to a combination of:
 - 1) Limited sector solicitation
(Chairperson's letter without questionnaire)
 - 2) Verbal requests to public at large for suggestions (via press conference(s)).

PARLEMENT VAN DIE REPUBLIEK VAN SUID-AFRIKA
PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

Telefoon 403-2911
Telephone



Posbus 15
P.O. Box
KAAPSTAD
CAPE TOWN
8000

Verw./Ref.

5.9.94

DRAFT LETTER OF THE CHAIRPERSON OF THE CONSTITUTIONAL ASSEMBLY

Dear Sir/Madam

The negotiations process at the World Trade Centre at Kempton Park gave rise to the Interim Constitution of the Republic of South Africa. In terms of this Act, the National assembly and the Senate, sitting jointly as the Constitutional Assembly, are mandated to draft and adopt a new Constitution within two years of the date of the first sitting of the National Assembly.

On 15 August 1994, the Constitutional Assembly set up a Constitutional Committee. This Committee established six theme Committees whose functions include receiving and collating views from the broader community on the constitution. The Constitutional Committee also decided that there should be a programme for ensuring maximum public participation in the constitution-making process.

I would like to take this opportunity to invite you or your organisation/association/institution/company or other representative body to make suggestions about how to achieve maximum public participation in the constitution-making process.

Secondly I would welcome ideas from you as to how you or your organisation etc. can make a meaningful contribution to the fulfilment of this process.

Kindly complete the attached questionnaire and return it to _____ by no later than _____.

Yours Sincerely

Annexure A

REPUBLIC OF SOUTH AFRICA

CONSTITUTIONAL ASSEMBLY

DRAFT PROPOSAL FOR ENGAGING THE PUBLIC IN THE DESIGN OF A PROCESS FOR DRAFTING THE NEW CONSTITUTIONAL TEXT.

Introduction:

Paragraph 3.1.1 of the documentation of the second meeting of the Management Committee dated 2 September 1994 deals with public participation in the constitution-making process:

"There should be a programme for ensuring maximum public participation in the constitution-making process. Mechanisms for promoting public participation, including public forums, distribution of information bulletins and appropriate media strategy, should be employed."

Before agreeing on the content of the above-mentioned programme, it is important to engage the various role-players outside parliament in a process which solicits their suggestions with regard to the nature of the programme to be implemented. This process of consultation will encourage their support for and participation in the implementation of the programme. A consultative approach at the design stage of the programme will enable the constitution-making process to be integrated and transparent from the outset. Consultation with the public to design the process will be called Phase 1. Phase 2 will be the implementation of the consultative process.

The Consultative Process:

It is proposed that this process should be composed of the following elements:

1. Covering letter and questionnaire
2. Media participation

Covering letter:

(See attached draft marked Annexure A)

A letter signed by the Chairperson of the Constitutional Assembly will provide a brief overview of:

- a) The process to date.
- b) The need for public participation in the constitution-making process.

Having outlined the need for public participation the letter will request:

- c) suggestions about what is needed to create a public process;
- d) the assistance of the addressee in the implementation of the programme.

Questionnaire:

A questionnaire should be designed and sent under cover of the above-mentioned letter. This should have the effect of:

- a) Encouraging a response.
- b) Simplifying the collation of the responses received.

This questionnaire would allow people to select from a number of alternatives and also solicit original/innovative contributions from them. The letter and the questionnaire will be available in all of the official languages. In a particular region the letter will be available in the dominant languages in the region.

The letter and the questionnaire should be sent to all the associations representing major sectors in the community. It should also be made available to the broader public via local offices of the South African Postal Services.

Media Participation:

The involvement of all sectors of the media is essential for the facilitation of this process. It will be necessary to meet with representatives of the media with view to forging a partnership that can endure for the entire period of the constitution-making process.

During phase 1 the involvement of the media will be sought in relation to the launch of a constitution-making awareness campaign.

The campaign will include the following elements:

- 1) Press conference or conferences addressed by the Chairperson and Executive Director of the Constitutional Assembly. The objective will be the public launch of Phase 1 of the constitution-making process.
- 2) Newspaper supplements covering:
 - a) The structure and function of the Constitutional Assembly and its substructure.
 - b) The process to date.
 - c) A request for public participation via the covering letter and questionnaire in designing the consultative process.

Before the launch of Phase 1, it will be necessary to initiate the development of an appropriate media strategy for the entire constitution-making process.

Timescale:

1 September 1994: Laying foundation for Phase 1:

- October 14**
- 1) Media Liaison
 - 2) Develop media strategy
 - 3) Establishment of database & data processing
 - 4) Formulation, translation and printing of questionnaire
 - 5) Creating distribution network for questionnaire
 - 6) Employment of personnel and contracting consultants necessary for Phase 1
 - 7) All other aspects of setting up community liaison desk

17 October 1994: Launch of Phase 1:

- 1) Press conference
- 2) Questionnaire distribution
- 3) Newspaper supplements
- 4) (Collate data) *

Approval of and preparation for Phase 2:

- | | |
|--|--|
| 1 December to
January 15 1995 | <ol style="list-style-type: none">1) Draft proposal & budget for Phase 22) Get Constitutional Assembly approval3) Appoint phase 2 Team4) Set up Operational Structure5) Set up regional structures6) Organise capacity building for regional facilitators and trainers |
|--|--|

**16 January to
31 March 1995**

Launch of Phase 2

Content to be determined by Phase 1

Evaluation:

An evaluation system should be devised to monitor:

- a) The impact of the media campaign.
- b) Any uneven or anomalous response patterns from various sectors.

Conclusion:

The above proposal would facilitate a process of engagement that is wide in scope and highly inclusive. Through sectoral targeting it would also give the process substantial depth. However, the inclusiveness of this process brings with it certain drawbacks. These include:

- 1) Time constraints
- 2) Budgetary constraints
- 3) Personnel and organisational constraints

If the timescale outlined above needs to be compressed so that Phase 2 (The primary focus of the community liaison project) has a longer period of operation, Phase 1 may need to be substantially reconceptualised.

MEMO

TO: Louisa Zondo
FROM: Edward Shalala
DATE: 19.9.94
RE: 1. Invitation to the public - letter to organisations
2. Media Strategy

1. Invitation to the public:

On Friday 16 September, Hassen Ebrahim said that we could not extend the date (16 September 1994) for submissions from the public in response to the chairperson's invitation as published in the Sunday Times of 11.9.94.

He suggested instead that we send a letter dated 14 September 1994 to various organisations.

Please find enclosed a draft of such a letter which, with the help of the HSRC database and SACS directory, could be sent to political parties, unions, civics and NGOs.

2. Building a relationship with the media and developing a media strategy:

2.1 Building a relationship with the Media.

We could invite all the media organisations to meet with the Chairperson, the Directorate and the staff of the Constitutional Assembly. We could use SACS to distribute invitations.

2.2 developing a Media Strategy.

Our media Strategy could be put out to tender. This could be done by utilising any existing government tendering system and supplementing it with invitations to "pitch" which would be sent to all the umbrella bodies of advertising, marketing and public relations companies.

(Note: A national survey to canvass the scope and level of constitutional awareness should form part of the development of a Media Strategy.)

Dear Sir/Madam,

Re: Invitation to the Public by the chairperson of the Constitutional Assembly published in the "Sunday Times" of 11 September 1994.

We refer to the above-mentioned invitation, a copy of which is enclosed herewith and wish to point out that to date we have not received any submission from your organisation.

If you still intend making a submission, kindly address it to the Constitutional Assembly at the above address.

Yours faithfully

Hassen Ebrahim
Executive Director
(Constitutional Assembly)

"and wish to note that your organisation (you have not taken the opportunity to respond"

memo

To: Louisa Zondo

From: Edward Shalala

Date: 19 / 9 / 94.

Re: Consultation to devise a system for public participation in the constitution-making process

1. Invitation to the Public.

The Chairperson's invitation to the public published in the Sunday Times of 11 September 1994 initiated this process. How do we broaden and deepen this initiative?

(a) Broadening - We could "reflight" the same invitation, possibly by making full use of SAC's communication services (See Louisa's Memo on SACs dated 14/9/94)

(b) Deepening

The above-mentioned invitation could be sent to a wide range of organisations including parties outside parliament, business, the media, community organisations and NGOs. It is probably advisable to ask the umbrella associations of the various sectors, where they exist, to forward the invitation to their member organisations. Logistical considerations aside, this will shift the onus for contacting each organisation onto the shoulders of the umbrella bodies and in the process facilitate the necessary transparency. *

The HSPC could possibly co-ordinate the research side of this process - i.e. they could provide us with the details of the umbrella associations of each sector.

We should ensure that we allow sufficient (reasonable) time for them to contact ...

3) Developing a media strategy and relationship with the media

4) Developing Project Management Systems and identifying human and material resource requirements

5) Developing training resources

6) Developing an information - management system

7) Drawing up a budget

It is suggested that the following task teams be set up to manage the planning process:

- 1) Administration
- 2) Marketing/Outreach
- 3) Information Systems
- 4) Management systems
- 5) Media
- 6) Training
- 7) Concept
- 8) Liaison with Government Structures
- 9) Finance

It will also be necessary to have a Co-ordinator who as my deputy will function as a Chief of Staff.

Note: The budget deadline should be moved to early/mid November - we can't know how much we need before we know what we need it for. This is a matter of great national significance and flexibility is necessary.

4. Financial & Material Resources:
- (a) Suite of offices 10 offices, an operations room and boardroom
 - (b) Computer cables in offices
 - (c) Office furniture
 - (d) Refreshment facilities and food allowances
 - (e) approximately 20 computers (for working after hours)

Time frame for the above.
Timescale ^{begin} 20/9

- based on analysis of amount of Submission received in ~~past~~ the 10 days since the ad appeared in S.T. of 11/9/94
- 3 legs - reach public
 - reach organisations outside Parliament
 - Pitch - Adv + Marketing + PR orgs

- perhaps Management Consultants should also be consulted about Phase 1 Process

^{above}
Subject to update from Larissa after 19/9
re meeting to Jewel + Ketsco

HSRC
MAP.

- Consolidate & Expand Process

MEMO

TO: Louisa Zondo
FROM: Edward Shalala
DATE: 19.9.94
RE: Media Strategy

1. Building a relationship with the media and developing a media strategy:

1.1 Building a relationship with the media.

We could invite all the media organisations to meet with the Chairperson, the Directorate and the staff of the Constitutional Assembly. We could use SACS to distribute invitations.

1.2 Developing a media strategy.

Our media strategy could be put out to tender. This could be done by utilising any existing government tendering system and supplementing it with invitations to "pitch" which would be sent to the associations representing the advertising, marketing and public relations industries.

(Note: A national survey to canvass the scope and level of constitutional awareness should form part of the development of a media strategy.)

1 CONSTITUTIONAL ASSEMBLY

INVITATION TO THE PUBLIC

The process of drafting a new constitution is set to begin.

The Constitutional Assembly has resolved to establish 6 committees to deliberate on the new constitutional text. These committees will deal with the following themes; character of democratic state, structure of government, relationship between levels of government, fundamental rights, judiciary and legal systems and specialised structures of government.

It is also proposed to convene the first meeting of the above Theme Committees on 19 September, 1994.

By unanimous agreement of the Constitutional Assembly it has also been agreed that the new constitution should be the result of a process which integrates the ideas of political parties represented in the Constitutional Assembly, civil society and the broader public.

The Constitutional Assembly is therefore committed to a programme for ensuring maximum public participation in the constitution-making process. Mechanisms for promoting public participation, including public fora, distribution of information bulletins and appropriate media strategies would have to be found and employed.

Bearing in mind that we are obliged to complete the process of drafting the constitution by May 1996, it is therefore necessary to clearly define the process by which the views of the broader public is taken into account.

It is in this regard that the Management Committee hereby invites all interested parties and bodies to make their submissions with regard to how best the broader public could participate in this important process.

These submissions should be made by no later than *16 September* addressed to the *Constitutional Assembly, Executive Director, Hassen Ebrahim, P O Box 15, Cape Town, 8001 (or Fax no. 021-461 4339)*

M C RAMAPHOSA
CHAIRPERSON

MEMORANDUM

TO: Louisa Zondo
FROM: Edward Shalala
DATE: 21 September 1994
RE: Draft outlines for staff workshop on Media Strategy based on your memo of 20 September 1994 - "Staff workshop on Media Strategy"

Date: Wednesday 28 September 1994
Time: 10h00 - 13h00
Venue: Constitutional Assembly boardroom
Facilitator: suggest - Louisa Zondo
Rapporteur: to be agreed on - suggest - alternate
Resources: newsprint, marker pens & presstick

The number of participants could vary from approximately half a dozen to a dozen. I have consequently drafted two suggested outlines - one for a small group and another for a larger group.

DRAFT WORKSHOP OUTLINE 1 - SMALL GROUP

Session 1 (10- 30)

- a) Introduction and identification of objectives (10 mins)
- b) Brainstorm expectations of workshop (10 mins)

Session 2 (10.20 - 11.05)

Objectives of media strategy - brainstorm

- a) Highlighting the importance and relevance of the Constitution (15 mins)
- b) Stimulating the public interest in the constitution-making process (15 mins)
- c) Informing the public of progress made by the Constitutional Assembly in the process of drafting the new constitution (15 mins)

Tea 11h05 - 11h15

Session 3 (11h15 - 12h00)

Objectives of media strategy - brainstorm

- a) Presenting channels for public participation which are accessible to all (15 mins)
- b) Responding to viewpoints and disseminating accurate information (15 min)
- c) Giving maximum publicity to the activities of the Constitutional Assembly, and particularly the public outreach activities (15 mins)

Session 4 (12h00 - 12h20)

- a) Additions, clarifications (5 mins)
- b) Discussion re session 2 and 3 (150 mins)

Session 5 (12h20 - 12h50)

Planning the development of an appropriate media strategy

- a) Consultation with relevant bodies and persons on the process (10 mins)
- b) Holding a planning workshop with experts (10 mins)
- c) Considering putting media strategy out to tender (10 mins)

Session 6 (12h50 - 13h00)

Consolidation & Conclusion

DRAFT WORKSHOP OUTLINE 2 - LARGER GROUP

Session 1 (10h00 - 10h30)

- a) Introduction and identification of objectives (15 mins)
- b) Buzz groups (3's) on expectations of workshop (15 mins)

Session 2 (10h30 - 11h15)

Objectives of media strategy

Break up into 3 groups. Members of directorate to be facilitators. rapporteur to be appointed for each group. Facilitator to ensure that equal time is allocated to each topic.

Group 1

- a) Highlighting the importance and relevance of the Constitution.
- b) Stimulating the public interest in the constitution-making process.

Group 2

- a) Informing the public of progress made by the Constitutional Assembly in the process of drafting the new constitution.
- b) Presenting channels for public participation which are accessible to all.

Group 3

- a) Responding to viewpoints and disseminating accurate information.
- b) Giving maximum publicity to the activities of the Constitutional Assembly and particularly the public outreach activities.

Tea - 11h15 - 11h25)

Session 3 (11h25 - 12h10)

Reportback from Groups

- a) Reportback group 1 - additions, clarification and discussion (15 mins)
- b) Reportback Group 2 - additions, clarification and discussion (15 mins)
- c) Reportback Group 3 - additions, clarification and discussion (15 mins)

Session 4 (12h10 - 12h40)

Planning the development of an appropriate media strategy.

- a) Consultation with relevant bodies and persons on the process (10 mins)
- b) Holding a planning workshop with experts (10 mins)
- c) Considering putting media strategy out to tender (10 mins)

Session 5 (12h40 - 13h00)

Consolidation and Conclusion

INTERNAL MEMO

DATE: 22 SEPTEMBER 1994

TO: HASSEN EBRAHIM
LOUISA ZONDO
MARION SPARG

FROM: EDWARD SHALALA

RE: PLANNING PROCESS FOR COMMUNITY AND MEDIA LIAISON

We are not yet in the pre-planning phase for planning the process of Community and Media Liaison. We face, amongst others the following pressures:

- a) Less than two years to end of work of the Constitutional Assembly
- b) Theme Committees eg. No.2 wanting to start soliciting public submissions
- c) Budget deadline 3 October 1994
- d) Historical importance of our work for SA as a whole.
- e) *Budgetary constraints.*

I propose the following initiative, if approved, should be implemented from Monday 3 October 1994 and concluded by Monday 7 November 1994.

1. A comprehensive Planning Project to design all aspects of and create all operating systems for the Community Liaison and Media Liaison Project.

The project will include the following:

- 1) Consultation with unions, civics, religious organisations, business organisations, academic and professional organisations, etc.
- 2) Developing a Public involvement process
- 3) Developing a media strategy and building a relationship with the media.
- 4) Developing Project Management Systems and identifying human and resource requirements
- 5) Developing training resources
- 6) Developing and information - management system
- 7) Drawing up a budget

It is suggested that the following task teams be set up to manage the planning process:

- 1) Administration
- 2) Marketing / Research
- 3) Information Systems

*Relationship
Comm +
Media*

- 4) Management Systems
- 5) Media
- 6) Training
- 7) Concept
- 8) Liaison with government structures
- 9) Finance

It will also be necessary to have a Co-ordinator who as my deputy will function as a chief of Staff.

2. By way of secondments and consultancies a planning team should be assembled during the week of Monday 26 September 1994. See Annexure A for Management structure, B for personnel to be targeted. We will also need to hire approximately 10 temporary secretarial staff.
3. The first task ~~will be for~~ ^{of} the Co-ordinator (Chief of Staff) and the Management Systems Task Team ^{will be to} to design a Project Management Structure for the planning process itself.
4. Financial and material resources:
 - a) Suite of offices - 10 offices, an operational room and boardroom
 - b) Computer cables in offices
 - c) Office furniture
 - d) Refreshment facilities and food allowance
 - e) Approximately 20 computers (for working after hours)
 - f) Approximately 20 telephone lines
 - g) Stationery
 - h) Accommodation facilities for ~~these~~ ^{these} from out of town (guest lodge etc.)
 - i) travel budget for national consultation
 - j) hotel, car hire and expenses budget related to (i)
 - k) cars from the government garage
 - l) budget for ^{consultants fee}

NOTE:

- 1) The budget deadline should be moved to early or ^{mid} November - we cannot estimate how much we need before we know what we need it for. This is a matter of great National significance and flexibility is necessary.
- 2) The proposed ^{many of} three staff members for my office should be frozen until the human resource requirements of community liaison are outlined by the planning process.

Wayne Morris	*	Khanya	FT
Zed Mazantsana	*	Engen	FT
Dashendra	*	Gemini	FT
Tael Shapiro	*	Pery	FT
Prudence Solomons	*	SABC	FT
Steve Kanawitz		LRC	
Fran Briggs	*	SALDEF	FT
Bastian Klein		BlackSash	FT
Joe Mwasa	?	Prov. Leg.	
Susan Rabinowitz	*	Albie Sachs	PT
Medie Sadien		Old Mutual	
Mike Pothier		Catholic Peace	
Nsiki Notumela	*	Deloitte Pim Golbey	FT
Pimentri Pillay	*	ISG	FT
Leslie Rencontre	?	Cape Tech	
Deris Cruywagen		SABC	
Derek Fine	?	Consultant	
Beattie Hofmeyer		VEETU	
Bogani Khumula		CLC	
Rob Watson		LHR	
Mzukisi Skosana		LEAP	
Lucky Njosela		LEAP	
Daniel Pina	*	Inst. of Crim.	PT
Wilfred Schorf		"	
Nombom Ciya		LEAP	
Brian Heuwel		LEAP	
Dan Pinnock	*	Inst. of Crim	PT
Zela		NADEL	
Michael Want		CREAM	
Jill Pointer		Consultant	
Louise Naude		JW Thompson	
Vincent Mpai		UWC - Polit study	

Note: Not all of these are full time
some merely for brainstorm sessions

Michael McCarthy	Movie Makers	
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Cleon Romano *	Romano Science	PT
Tony Gcocini	Globe Engineering	

FT = Full Time
 PT = Part Time
 * = Accepted in principle
 ? = Considering

INTERNAL MEMO

DATE: 22 SEPTEMBER 1994

**TO: HASSEN EBRAHIM
LOUISA ZONDO
MARION SPARG**

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- 4) Developing Project Management Systems and identifying human and resource requirements
- 5) Developing training resources *+ develops accessible resources.*
- 6) Developing an information management system
- 7) Drawing up a budget

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Fran Briggs	*	SALDEF	FT
Bastian Klein	*	Black Sash	FT
Joe Mwasa	?	Prov. Leg.	
Susan Rabinowitz	*	Albie Sachs	PT
Medie Sadien		Old Mutual	
Mike Pothier		Catholic Peace	
Nsiki Notumela	*	Deloitte Pim Golby	FT
Pimentri Pillay	*	ISG/IBM	FT
Leslie Rencontre	?	Cape Tech	
Denis Cruywagen		SABC	
Derek Fine	?	Consultant	
Beattie Hofmeyer		VEETU	
Bongani Khumulo		CLC	
Rob Watson		LHR	
Mzukisi Skosana		LEAP	
Lucky Njosela		LEAP	
Daniel Pina	*	Inst. of Crim.	PT
Wilfred Scharf		"	
Nombom Ciya		LEAP	
Brian Heuwel		LEAP	
Dan Pinnock	*	Inst. of Crim	PT
Zela		NADEL	
Michael Want		CREAM	
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Louise Naude		JW Thompson	
Vincent Mpai		UWC - Polit study	
Michael McCarthy		Movie Makers	

Cleon Romano *	Romano Signs	PT
Tony Gcocini	Globe Engineering	

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Management Structure

Annexure A

Community Liaison
Edward Shabalala

Wayne Morris - Co-ordinator

Admin
Sue Rabinowitz
Bastian

Marketing
Zed Mazantsana
Yael Shapiro
Nsiki ?
Nobom ?
Fruen Biggs - legal/NBO

Info-Systems
Joe Mwaase
Medie Sachse

Management Systems
Dassie
Pimentri

Medical
Pri Solomon
Denis Cruywagen

Training
Derek Fine
Beattie Hofmeier

Concept
Steve Kowitz
Bongani Khumalo
Rob Watson
Mzaki Si Skasana
Lucky Njosela
Denise Damers
Daniel Pina
Dan Pinnock

Panel of Experts

Finance (Budget)
per Nsiki - Pm Gaby -
Ntumele

Liaison with Government Structures
Vincent Mpa

Mike
Father

Panel of Experts

Derek Fine to Facilitate
Andre Fine
Bastian!

MEMORANDUM

TO: Hassen Ebrahim
Louisa Zondo
Marion Sparg

FROM: Edward Shalala

DATE: 28.9.94

RE: Community & Media Liaison - Suggested programme to
31 January 1995

1. Finalising broad guidelines & key elements of Media Strategy.
2. Putting Media Strategy out to tender.
3. Finalising Community Liaison Strategy.
4. Planning integrated programme for Community & Media Liaison.

**1. FINALISING BROAD GUIDELINES & KEY ELEMENTS OF MEDIA STRATEGY
29 SEPTEMBER - 17 OCTOBER.**

DATE	ACTIVITY
29/9	meeting with Chairperson and Deputy Chairperson - present "Media & Public Participation - A Strategy" by Hassen Ebrahim.
30/9	Media Strategy Workshop.
4/10	Planning Workshop - General Planning for CA's work including Community & Media Liaison.
5/10 - 7/10	Complete draft presentation on Media Strategy (graphical).
8/10 - 9/10	Present to Chair and Deputy Chair.
11/10 - 12/10	Incorporate ideas of Chair & Deputy Chair.
13/10	Courier document to Management Committee members.
17/10	Present Media Strategy to Management Committee.

2. PUT MEDIA STRATEGY OUT TO TENDER

DATE	ACTIVITY
17/10 - 19/10	Confirm CA diary for 1995.
19/10	If Management Committee approves and subject to the incorporation of their ideas, proceed to place Strategy for tender.
14/11	Deadline for tenders.
15/11 - 21/11	Review tender proposals and recommend to Management Committee for decision.

3. FINALISING COMMUNITY STRATEGY

DATE	ACTIVITY
22/11 - 12/12	Draft Broad Guidelines and key elements of Community Liaison Strategy - This will entail a process of confirming the central concepts and integrating them with the Media Strategy to arrive at a coherent Public Participation Strategy.

4. PLANNING INTEGRATED PROGRAMME FOR COMMUNITY & MEDIA LIAISON

DATE	ACTIVITY
10/1/95 to 31/1/95	Developing Project Management plan incorporating all Management and Operations systems. Begin to satisfy human and material resource requirements as identified by the planning process.

DATE	ACTIVITY
1/2/95	Launch Media Campaign

Constitutional Assembly

Internal Memorandum Marion Sparg Tel : (021) 403 2274

Fax : 461 4339

Date : 26 October 1994
To : Edward Shalala
Re : Your work programme

Message :

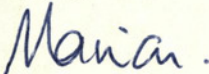
Thanks for the copy of your draft work programme. On first glance, it would appear to me that what we first need to look is to draft a broad programme on the basis of the work programme which the CC accepted yesterday. This would mean looking at the first phase from Jan to June 1995 and seeing how many sector forums we can give to each Theme Committee in this period. Then looking at the later phases as outlined in Hassen's presentation and seeing when and where later sector forums and the area forums for example would slot in.

Unless we are first given this broad framework, it is very difficult to assess the detailed work programme you have copied to us.

You do indicate that by 29 October you will begin the detailed plan of the programme. However, before you begin the detail we should have a broad outline. We cannot respond to Theme Committee requests as they will demand 50 forums each ! Let us work out a plan and then say to each Theme Committee : we can offer you in this period the following number of forums and then ask : how would you like them organised : sector or area ? We can also recommend which would be better in which phase.

I hope I am making sense. Please feel free to come in for a chat if I am not !

Thanks



Marion

CONSTITUTIONAL ASSEMBLY

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REPUBLIC OF SOUTH AFRICA

REF No:

MEMO:

TO: Hassen Ebrahim, Luisa Zondo, Marion Sparg

FROM: Edward Shalala

DATE: 26 October 1994

SUBJECT: A revised approach to Sector Forums and the general soliciting of submissions.

1. After Theme Committee's complete their work Programmes, the CA should embark on an extensive media campaign to invite all sectors of the public and individuals to make submissions to the Theme Committee (TC). The closing date should be the end of January 1995.

This would ensure that when the TCs commence work on the 16 January 1996 they have ample submissions with which to deal.

2. TCs could extract from the various submissions issues that need public discussion. These issues could form the basis of sector conferences that would be arranged from the beginning of February 1995 to end June 1995. Sectors could also be invited to make oral submissions to TCs in Cape Town. The ABSA video conferencing network could be used for this process.

3. The period 1 February 1995 to 30 June 1995. During this period there are 20 weekends. These 20 weekends as well as certain week days, particularly in the April recess, could be utilised by a number of combined committees to conduct public hearings throughout South Africa. In a well publicised campaign, the combined committees could be flown to sub regional areas and then bused around those areas in a high profile cavalcade. The cavalcade could stop at predetermined spots to conduct public hearings. The public hearings would follow a prepared format so that the TCs could gather specific information that could be used in Cape Town.

4. The above approach would allow the remaining members of the TCs to continue working in Cape Town (including hearing oral submissions), while other members of TCs are conducting public hearings throughout the country.

23 November 1994

REPORT TO THE MANAGEMENT COMMITTEE
FROM THE COMMUNITY LIAISON DEPARTMENT

The Constitutional Assembly resolution of Monday the 31st October 1994 articulated the objectives of the Community Liaison Strategy.

"To facilitate an interface or dialogue between the South African people and their elected representatives by consulting the population at various levels and at various stages of the process of constitution making".

The resolution outlined a number of mechanisms which have been incorporated in the Community Liaison Programme outlined below.

COMMUNITY LIAISON WORK PROGRAMME

The programme, in conjunction with the media, will ensure that the process of constitution making enjoys credibility and the final constitution legitimacy. Credibility and legitimacy are central to the creation of a national environment where people owe allegiance to the constitution.

Forums

The majority of organised sectors will be involved in a process of conferences - see below. The will enable the Constitutional Assembly to orient the Community Liaison work of Theme Committees in favour of disadvantaged and or inaccessible communities, community-based organisations and rural areas. These forums will be conducted in the style of hearings. The exact format of these hearings is still under development. It is proposed that these hearings occur from early February to the end of June 1995.

Once a draft text has been produced, it is proposed that this text will be exhibited throughout South Africa through a process of area forums. These area forums will be organised for June, July and August 1995. Further details in regard to these area forums will be provided once the initial work programme from early February to June 1995 is under way.

AGENCY

Constitutional Conferences

All South African Universities and certain NGO's will be approached to organise a season of constitutional conferences between February and June 1995. These conferences, organised in conjunction with the Constitutional Assembly, will cover the issues raised by the Theme Committees in their work programmes. Delegates to the conferences will include all role players and stake holders whose interests are affected by the issues identified for a particular conference. The resolutions of the conference will be sent to the Theme Committees.

National Constitutional Education Programme

The Constitutional Assembly, in association with a wide variety of NGO's, CBO's and other sectors of South African society, will conduct a wide ranging programme of constitutional education that will be accessible to South Africans at all levels. The programme will include South Africans in the constitution-making process by providing training on the key issues of constitutionality and briefing them on developments within the Constitutional Assembly. The assistance of NGO's and CBO's will allow this programme to reach disadvantaged communities, inaccessible or "invisible" sectors and rural communities.

Provincial Government

Provincial Government will be consulted in relation to the following:

1. Their own interest - they will be invited to make submissions to the Theme Committees;
2. The contribution that they can make to involving the South African public in the constitution-making process;
3. The most appropriate areas for the Theme Committees to hold hearings in each province;
4. Provinces will also be consulted around the formulation of a constitutional education programme for schools;

Provincial Offices

There is currently no provision in the budget for provincial offices. Accordingly SACS's regional offices will be used.

Resources

The resources presently allocated to the Community Liaison Programme are insufficient. It will be necessary to approach the Management Committee for additional finance particularly for an education programme and the resources required to implement such a programme. It will also be necessary to develop a funding strategy in order to approach local and international agencies, organisations and companies.

Management

The process would be managed on a daily basis by the Community Liaison Department in conjunction with South African Communication Services.

The Community Liaison Programme, combining all of the above programmes, will involve a majority of the South African public in the constitution-making process. It has been suggested that 1995 should be declared "The Year of the Constitution" and subject to the approval of the Management Committee, the President's office should be approached in this regard.

PUBLIC PARTICIPATION PROGRAMME (PPP)

COMMUNITY LIAISON (CL)

MEMORANDUM

Date : 22 FEBRUARY 1995

To : HASSEN EBRAHIM

From : EDWARD SHALALA
HEAD OF DEPARTMENT
COMMUNITY LIAISON

Subject : **COMMUNITY LIAISON - PUBLIC
PARTICIPATION PROGRAMME**

The launch of the PPP was in Paarl on 11 February 1995. The Chairpersons addressed the meeting with the Mayor of Paarl doing the welcome and the MEC for Security in the Western Cape, chairing the meeting. The meeting was hosted jointly by the Town Council of Paarl and KWV.

Other events that have taken place or which are in the process of being implemented follow:

1. UNIVERSITIES CONFERENCE: 17 February 1995

Representatives from the Chancellor's Office or the Public Relations Office of the Universities (22) were invited to attend a Conference on 17 February 1995 in Cape Town. The following aspects were dealt with:

- A briefing on the Constitutional Process.
- A briefing on the Public Participation Process.
- Workshop concerning the Universities' participation in the constitution making process.

Delegates from 18 Universities attended the Conference.

Universities indicated that they will return to their respective Universities to discuss the information received and to follow it up with proposals on possible involvement

in the constitution making process.

2. THEME COMMITTEE FIVE

Theme Committee Five is holding a Workshop in Pretoria (UNISA) on 27 February 1995, on legal and judiciary themes. Linked to the Workshop will be a public participation event on 28 February 1995. The following events have been planned:

- | | | |
|-----|---------------|--|
| 2.1 | 9:00 - 11:00 | "Open house" and phone-in for representations to the theme committee.
VENUE: GARDEN COURT HOLIDAY INN (Old Johannesburg Sun), c/o Jeppe and Small Streets. |
| 2.2 | 12:30 - 14:15 | Law students, academics and people from the legal profession.
VENUE: WITS, SOCIAL SCIENCES HALL NO. 1. |
| 2.3 | 15:00 - 17:00 | Visit to Alexandra Community Court Initiative.
VENUE: ALEXANDRA CIVIC ORGANISATION OFFICES, Justice Centre, c/o First and Third Streets, Marlboro. |

3. CONSTITUTIONAL PUBLIC MEETINGS: 25 FEBRUARY 1995

The following CPMs have been planned for Saturday, 25 February 1995:

3.1 NORTHERN TRANSVAAL

- | | | | |
|---|----------------------|---|-----------|
| - | Venue | : | Namakgale |
| - | Time | : | 9:00 |
| - | Motivation for venue | : | |
- Rural population the primary target
 - Biggest available hall, that is situated within Namakgale
 - Availability of "Phosfate" and "Palamine" Clubs
 - Already consulted with "Commissioner of Constitutional Affairs" that is situated in Namakgale
 - Accommodation for 1 200 persons is available.

3.2 EASTERN CAPE

- | | | | |
|---|----------------------|---|---------------------------|
| - | Venue | : | Graaff Reinette Town Hall |
| - | Time | : | 9:00 |
| - | Motivation for venue | : | |
- Close to rural communities
 - School hall within the Township does not serve the purpose of the

- meeting
- Good co-operation between the TLC and other CBOs and NGOs
- Wide consultation has already taken place
- All facilities available
- Transport easy to arrange (has already been arranged).

3.3 NORTH WEST

- Venue : Klerksdorp, Markotter Stadium
- Time : 14:00
- Motivation for venue :
- Rural population primary target market
- Transport very easy to arrange
- Very close (walking distance) to Jouberton and other rural communities
- No halls and other equipment available in the vicinity.

3.4 FREE STATE

- Venue : Bloemfontein, Vista University
- Time : 10:00
- Motivation for venue :
- No suitable hall within Mangaung
- Arena at University makes provision for +- 4 000 persons
- Transport easy to arrange (close to surrounding rural communities).

3.5 EASTERN TRANSVAAL

- Venue : White River, Drum Rock Hotel
- Time : 10:30
- Motivation for venue :
- Central venue to rural communities
- Big hall available (no other available)
- Transport easy to arrange
- Invitations to all organisations (CBOs and NGOs) already out.

4. CONSTITUTIONAL EDUCATION PROGRAMME (CEP)

- 4.1 In previous documentations on the PPP, one of the short-term milestones that needed to be achieved was:

Convening a National Consultative meeting with NGOs, CBOs and paralegals to brief on the CEP programme and assess existing resources to take forward the CEP programme.

This meeting will take place on 23 and 24 February 1995 in Cape Town.

There are 15 organisations and the National Paralegal Committee (one representative from each Province) attending the meeting. The actual number of people is approximately 46.

4.2 Natal event

G3 → March 4 CPMs eff →
CPMs - try to do Briefing c Len.

G4 - To reiterate - Feb merely 1st phase
Comments of Maseem of 10 Feb taken
into account for March (April week)
eg. - deeper moral penetration &
the most suitable venue
1st draft for Maseem - will be
ready for ... Maseem ~~decision~~
will take into account ① views of press ③
② Political Parties ②
③ I.C. ①
before Presenty to Maseem.

REPUBLIC OF SOUTH AFRICA

MINUTES OF PROCEEDINGS

OF

**CONSTITUTIONAL
ASSEMBLY**

MONDAY, 5 SEPTEMBER 1994

1. Members assembled in the Chamber of the National Assembly at 14:18.
2. The Chairperson requested members to observe a moment of silence for prayers or meditation.
3. [14:20] The Chairperson of the Constitutional Assembly moved: That the report of the Constitutional Committee tabled on 2 September 1994 be adopted.

Sen A Van Breda moved as an amendment: That the following words be inserted after the word "adopted":

, subject to the following words being inserted in paragraph 4.3.1 of the report, after "Constitutional Assembly members,":

or such smaller number as may be determined by the Constitutional Committee,

Debate concluded.

Amendment put and agreed to.

Draft resolution, as amended, adopted, viz: That the report of the Constitutional Committee tabled on 2 September 1994 be adopted, subject to the following words being inserted in paragraph 4.3.1 of the report, after "Constitutional Assembly members,":

or such smaller number as may be determined by the Constitutional Committee,

4. The meeting adjourned at 16:56.

P A d'A LILIENFELD,

Secretary to the Constitutional Assembly