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TEL: 102!) 94: 5523/24

9 February 1994 mnommsm

Mr Jacob Zuma.

Via Telefax No.: 011/29 0097

Dear Comrade

ORIMNI'IOI 000183 FOR IOIIHNPZD PROVINCIAL nrxna

After consultation with the Secretary General's office and the constitutional Department it has been agreed that INLOGOV will run an orientation course for nominated Provincial Premiers from the 4th - 6th March 1994.

The aim of the course is to prepare future Premiers for the task of establishing and managing provincial government, and in particular- the Premier's office. The course will include international consultants from the United Kingdom and the United States of America who will work with nominated Premiers on a programme of action for the first 100 days in office. The course outline is attached .

We recommend that in addition to yourself, another senior political nominee or adviser from your region also attend: the course 0

Please confirm your attendance with our office, and we will make the necessary travel arrangements.

Yours for a democratic government

IEOZNIILI 30m

Executive Director

RSVP: Ms Gillian Barnes, Tel: 021/948 6705 or 948 5523/4

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DUN HXOSI, IOU SWAIKHEA TSENOU

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Friday 4th - Sunday 6th March

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oehoo - 09h00 Registration

oshoo - 09h30 Introduction to course by Thozamile Botha,
INLOGOV Director, and review of objectives and
structure of the course

o9h30 - 10h00 The nature and process of the transition to
democracy at provincial level - an overview of
the process by sibusilo Nkomo

th00 - 11h00 The current structure and functioning of
provincial government, national governing territories
and TBVC government - an overview by Dr DL
Craythorne and TBVC representative

11h00 - 11h30 TEA

11h30 - 13h00 Constitutional provisions for provincial
government, and the role of the Local Government
Committee and provincial secretaries - Billy
Cobbett

13h00 - 14h00 LUNCH

14h00 - 15h30 Schedule 6 functions and intergovernmental
relations - a discussion on the coordination of
function: between the tiers of government -
Thozamile Botha and Geoff Budlender

15h30 - 16h00 TEA

16h00 - 17h00 Intragovernmental fiscal relations and the role
of the Finance and Fiscal Commission - Job
Mokgoro and Paul Daphne

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oahao - 10h30 Developmant.planning as a key organising function
at tho level of provincial government, and the
r01. of provincial govornmont within the
Reconstruction and.Devel0pmcnt Programme - Choryl
Carolus and Lulu Gwagwa

10h30 - 11h00 TEA

11h00 - 12h00 Th. structuro and functioning of thc Premier's
officc - Al Johnson

12hoo - 13hoo The provincial oxacutive committee - functions,
structure and tha organisation, and role of the
Premier - Pasoka Ncholo

13h00 - 14h00 LUNCH

14Hoo - 15H30 Procedures for administrative restructuring,
including managoment of labour relations, staff
bonefitl, grading - Lucy Nyembu and Philip Dexter

15h30 - 1Gh00 TEA

16h00 - 18h00 Tho restructuring of provincial government
departments, including process of restructuring
and the role of the Provincial secretaries -
Thozamile Bethe and Job Mokgoro

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08h30 - 10h30 The Provincial legislature - functions,
procedures, organisation and relationship to
Promiur - Dullah Omar

10h30 - 11h00 TEA

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11300 - 12H00 Relationship with national government, including the Constituent Assembly. the Senate and

President's office - Zola Skweyiya

12h00 - 13h00 Strategic management of the restructuring process - Sibusiso Nkomo

13h00 - 14h00 LUNCH

14300 - 15h30 The first 100 days - a programme of action for Provincial government - Matthew Phala

15h30 - 16h00 TEA

161100 - 17h00 Code of conduct and management skills at the senior political level - Kader Asmal

17h00 - 17h30 Review and assessment of course content, and planning of follow-up actions - Chippy Oliver and Baba Mabuya