

COMMUNITY LIAISON
STRATEGIC PLANNING WORKSHOP
FOR
PHASE TWO

FRIDAY 7 JULY 1995

9:30 - 10:00	Introduction (Edward)
10:00 - 11:30	Sector Hearing Strategy (Permenthri)
11:30 - 13:00	Provincial Liaison & CPM Strategy (Maphelo & Wayne)

MONDAY 10 JULY 1995

10:00 - 11:00	CEP Strategy (Tom, Fran, Greg & Pat)
11:00 - 13:00	Consolidation of Overall Strategy
13:00 - 14:00	Lunch
14:00 - 17:00	Implications of Strategy (Swot Analysis) Including implications for CA Department

**MINUTES OF COMMUNITY LIAISON
STRATEGIC PLANNING WORKSHOP FOR PHASE II**

HELD ON 7 JULY 1995 IN THE BOARDROOM

**PRESENT: EDWARD, TOM, WAYNE, MAPHELO, FRAN, GREG, PERMENTHRI,
LOUISA**

1. INTRODUCTION

- Edward made an introduction.
- We need to go for a budget update in early August and therefore we need this workshop to know what we are doing, when and where.
- We need to develop a clear and effective publication and distribution strategy and plan how it will work.
- Phase I ends on 15 September. Phase II should begin early November. Therefore we should have an uncompleted draft by November and it will include a Bill of Rights.
- It is unlikely that we will have MP's present until mid January. Therefore some of the face to face work that we have done in Phase I will only be able to be rejoined next year.
- We need to work around Local Government elections and be flexible and creative in this regard.
- Phase II will require far more intense management and we need to build in more accountability.

2. SECTOR HEARING STRATEGY

- Permenthri's proposal's on this were distributed in document form before the meeting.
- As far as the second phase goes with regard to sectors, there is still a "chunk" to complete in the first phase. Therefore when planning for a budget, we need to take cognisance of this.
- Permenthri's proposal consists of 5 steps:
 1. Research
 2. Presentation of draft

3. Sending out the publicised "draft"
4. Public Hearings
5. Follow-up and completing database

- Permenthri's proposals were then put up for discussion and the following ideas were put forward:

Research

- The organisations put into the database will include those included in the CPM's.
- Josh to work with Stancey and Gert on the database.
- Make use of information already available when starting database eg. media distribution list IEC database.
- We need to use various bodies and institutions to act as agencies for us when planning hearings.

Presentation of draft

- If we do the presentation of the draft in October/November we will not be able to go beyond the Management Committee in bringing people to Cape Town.
- Possibly do the presentation to the cabinet first and then go out to the provinces and do the presentation there.
- We need to decide on October/November or January and then plan accordingly.
- Maybe we should only do the presentation to the cabinet and provincial cabinet and not go to the sectors.
- The general public must take part in this exercise eg. in the form of rallies present the draft to the public. Don't just let them hear it through the media. The draft must be distributed to the broader public.

Public Hearings

- Try bring CPM and Sector programmes as closely as possible.
- Format of hearings: possibly dispense with audio recording. Politicians are there as responsible members to listen.
- On a provincial level, have open hearings (work with provincial premier on this).

- Cost effectiveness is very important, but at the same time we need to make a profound impact on the public and sectors as well.
- Possibly have all sectors under one roof at the same time, instead of province to province and they can then also debate amongst themselves.

3 PROVINCIAL LIAISON & CPM STRATEGY

- Wayne and Maphelo's proposals were as follows:

- In August/September have meetings with Provincial Constitutional Committees, Provincial Legislatures and Provincial Communications Officers. Begin interaction with them on what kind of programme we will implement in the provinces (do this before the draft is completed).
- In the process activate previous steering committees and TLC's for distribution of the draft.

- Consultative Meetings

- The draft document must be sent to the public long before the CPM's take place so that discussion with the CEP can happen.
- What does this mean?
 - Plan of venue for next phase be ready by second last Management Committee Meeting to be approved for 1996.
 - Consultative Meeting programme to be in place from November 1995.
 - CEP workshops to be held in the build up to February and March etc. 1996 Final CPM's.
 - CPM's begin from February 1995 onwards.

- CPM's

- Propose 6 CPM's per weekend (3 in 2 provinces). To be held on Saturdays.
- This will mean we will have 24 CPM's per month and therefore +- 100 by end May 1996.

- CPM format

- Propose that members from Management Committee and/or CA to attend, but in few numbers as there will be no input expected from them.
- Facilitator
- Local Leader
- Provincial Government person
- Management person in 2nd phase process
- Open for submissions

- **Restructuring of Ops Team**

- Proposed that the Ops Team be divided into the following sub-sections:
 1. Logistics (Mari & Florence)
 2. MP support (Una & Werner)
 3. Advance team (Nickey, Sanet, Willie)

- Each team will report to Wayne.
- One person from each team is to be in the office in Cape Town.

1. **Logistics**

- eg. SAAF, shuttle, hotels, food, IMMSA.

2. **MP support**

- Document that is presented to the MP's including itinerary, information, list of MP's and others going.
- Pre-meeting with the MP's in Cape Town to brief them.

3. **Advance team**

- Advance team 1: Setting up Consultative Meetings for Wayne and Maphelo with police, community, Constitutional Govt, Provincial Legislatures, Premier's office.
- Advance team 2: Rotating list of OPS people for CPM.
- Check Regional Offices to prepare people for advance team 2 work, especially problem areas.
- Ascertain from logistics whether all hotels and transport for the advance teams have been booked.

- A lot of ground work will be done around the process by CEP by holding workshops and thereby generating interest.
- Won't have the luxury of being able to go back to the areas that we have already been to for CPM's.
- Wayne & Maphelo have workings with RDP offices in some provinces who will assist them for delivering purposes in these areas, as well as steering committees set up in previous CPM's.
- A lot of further discussion is needed on the format.

**MINUTES OF COMMUNITY LIAISON STRATEGIC
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HELD ON 10 JULY 1995 IN THE BOARDROOM**

**PRESENT: EDWARD, LOUISA, TOM, WAYNE, MAPHELO, PERMENTHRI, FRAN,
GREG**

The following subjects were opened for discussion:

1. SIMPLE LANGUAGE TEXT
 2. SIMPLE LANGUAGE VERSION
 3. RESOURCES / SUMMARY
 4. WHO TAKES TRANSLATION RESPONSIBILITY
- Is there a principle acceptance by politicians that we may translate into simple language?
 - Our main responsibility should begin with creating a simple language version. Begin with draft text.
 - Recommend that the draft be translated into simple language yet the issue as to when this system will be brought in. No proposal made as to how this must be done.
 - The Law Advisors along with the Technical Advisors will be doing the draft.
 - Need to look at what stage do we have scrutiny of the draft bearing in mind the existing time frames.
 - Cannot make process in existing time frames in order to use it for publication. Need to consider a workshop on how we can speed up the process.

Given the above issues the following time-frames were discussed.

Early November 1995 Incomplete Text

PRO-ACTIVE

August 1
(6 wks)
September 15

← certain chapters including B.O.R
translate - simplify version

September 15
(6 wks)
November 1

The question of September 15 was raised .

- Resolution of CA - Mancom and CC to meet in order to finalise chapters that are incomplete or that requires approval.
- CA meeting will have resolution on what happens between or after 15 September.
- September 15 - November 1 - can scrutiny begin between Sep 15 and Nov 1 while politicians are away.
- An assignment has been given to the Research Department for Chairpersons in order that they chair effectively.
- CL need to brief the Chairpersons with suggestions.
- Need to set-up a structure to facilitate scrutiny whilst the draft process is in occurring.
- Approval to include linguist - mechanism not established.
- It was suggested that the linguist should work with the law advisors.
- Linguist and publications office to work with Technical Advisors and Law Advisors on draft text.

THE PROCESS OF THE DRAFT TEXT
TECHNICAL ADVISORS / LAW ADVISORS
↓
CONSTITUTIONAL COMMITTEE
↓
CA APPROVAL

- Should take into consideration the time post draft translate into 10 other languages.
- CEP is the main focus in educating the public in simple language.
- The Department needs to lobby for simple language version, work around the draft and simplifying it.
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- Mancom, CC and CA will be pre-occupied in drafting process and therefore we need to establish the role and responsibility of the sub-committee re submissions for Sector Hearings.

CEP INPUT

Greg gave the following input for CEP.

Refer to memos - 10/7/95

Training materials

- Training material finalised - for trainers, co-ordinators and facilitators.
- The need for training material around draft.
- Start once draft is out.
- Publication of draft - approval mechanism not in place

Educational publications

- Comprehensive educational plan to make use of educational media.
- Develop a drama based material i.e play in community, roadshows, developed on a radio or television and given to NGO's when running workshops.
- Divided in a similar manner as Theme Committees.
- Looking at mini soap-opera.
- Drama dealing with constitution and Bill of Rights.
- A central character will start programme and go through the various Theme Committees eg. next programme may deal with Levels of Government, etc. Programme will continue with the same central character dealing with the various aspect of the constitution.
- Written publications to follow.
- Constitutional Talk will have 3-4 education pages which will eventually result in a book made easy.

Media

- SABC will dedicate 1 hour per week on all language channels. The first 15 minutes will run drama, second 15 min will have presenters and panel and 30 minutes for call-in programme.
- First programme will be that of a pilot programme to determine whether people (actors) and others are good enough .
- Currently arranging a meeting with Safritel. Use them for script development, actors, etc. Materials for first programme nearly done.

Schools

- Need to establish a programme for schools. The question of whether or not it should be done on national or provincial level.
- Western Cape currently running Human Rights programme - may become involved with Constitutional Education Programme.
- Use Universities and Technikons drama dept. Kwazulu-Natal would like to use CEP Programme as part of their practical training.
- Andrea Fine and group of other interested people would like to get involved.

Music

- Music to be brought into workshop.

Community T.V.

- To develop a video drama and run on national TV and community TV. Roots to run programme fortnightly - however cost implications not established yet.
- Possible 1-2 minute ads on the Bill of Rights.
- Met with CCV to discuss Constitutional Talk, CCV would like to get involved with the CEP and would like to do scripts, etc.
- The same radio script for video will be carried forth for television.

Distribution Strategy

- A distribution strategy need to be put in place.

Translation

See Annexure A

- Option 2 chosen - Afrofern
- Afrofern translates and proof-reads, delivers more quickly and have dealt with the translation of the interim constitution.

Booklet

- Booklets finalised.
- 100 000.00 copies will be distributed through taxi-net.
- 4-6 weeks waiting period for booklets to be printed in all languages.

The question was raised on distribution and the criteria that was followed.

- Worked on the basis of getting the English first, then various other translations.
- 2000 copies of English (other languages to follow) posted to co-ordinators.
- 10 000 copies given to Leonora for callers.
- Others going via Taxi-net using the Constitutional Talk gap for distribution.
- The aim is to distribute as quickly and widely as possible.

COMMENTS ARISING FROM GREG'S INPUT ON CEP

- Need to prioritise CEP Programme.
- Revisit with immediate effect the further printing of booklets - strategise further distribution (other than just taxi-net).
- The question on how we can strengthen our relationship with the Media Department; and
- How can we begin to use Constitutional Education on radio, television, etc

A meeting with the Media Department has been scheduled for the 27th July in order to discuss the above-mentioned issues and others.

Tom explained the process around the training of trainers workshop which purpose is to educate the public around constitution-making.

The following workshops have been scheduled.

Northern Province: 17-19 July 1995

Southern Province: 24-26 July 1995

- Co-ordinators to identify 5 or 4 to train.
- 5 trainers receiving training which Greg will be conducting.
- There will be 20 facilitators per province.
- 86 people will be running workshops in each province.
- Workshops organised by NGO's. NGO's to enter into an agreement with the CA.
- A mechanism in place in trying to monitor the workshops. Fran, Greg and Tom to visit the provinces and sit-in on the workshops to monitor.
- The second monitoring system will be the use of an attendance register.
- There will be a questionnaire evaluating the workshop.
- Enquire whether MP's would like to attend.
- Provincial co-ordinators will control facilitators and trainers as to how many workshops will need to be held.
- Fran to complete comprehensive pack of all the different forms that will be completed at the workshops.
- Bring the facilitator and co-ordinator together on the last day of the workshop.
- Training will take place in Johannesburg and Cape Town.
- Fran and Greg will be keeping in control of the workshops.

The following criteria is set for selecting the trainers.

- A selection form is being sent from the co-ordinators. The form deals with various questions, eg, training experience, workshop experience, legal background, etc.
- The selection spread based on gender not considered.
- Target the people who can reach people.

The following was mentioned with regard to CEP.

- Tighten the focus and control.
- Increase the quality of training to our people for a knock-on effect, thus reducing the amount from 20 to 5.
- A task group to look at areas not discussed.
- The roles and responsibilities of Task Teams (refer to memo).
- Once task teams have been set-up the question of what kind of reporting structure should be followed.
- Need to look at one comprehensive programme along with Media.
- Bring co-ordinators together to discuss programme with them.

Public Participation Programme

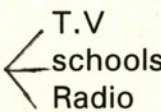
Objectives & Way Forward:

- How do we focus our energies in the next phase to achieve our result?
- Another area that needs to be looked at is Media and Budget.
- Need to reach our objectives (as set out in our previous workshop) organise our approach to CEP and Sectors.
- The 3 programmes link in together which has an educational component, except for Sectors.

The objectives of our previous strategic workshop were read.

PPP

REACH DIFFERENT LEVELS OF SOCIETY WITH CA

1.1 CEP Media issues 
Training of trainers workshop

1.2 SECTORS Number?

1.3 PROVINCIAL FORUMS +/- 100

Impact on PPP

1. PUBLICATION
2. FORMAT DIFFERENCES
3. TIME OF RECESS (no cc etc - Sept 15 - Jan 30 - Easter)
4. HUMAN RESOURCES
 - limited expansion
 - sub-contracting
 - timeframes
 - restructuring of dept.
5. BUDGET
6. PRIORITIZING WITHIN 1.1, 1.2, 1.3 ABOVE GIVEN 4&5.

Wayforward

Publication

- Publication is a common thread between the programmes of Community Liaison, therefore we need to focus our priorities to publication and other possibilities.

IMPACT FOR ALL SECTORS THROUGHOUT THE PERIOD

APPROVAL THROUGH MANCOM, SACS, MEDIA/CL, EVALUATION		IMPACT ON CA ADMIN	
CEP PRIOR		CEP POST	
Develop materials Get task teams in place Distribution strategy First phase of training Identifying NGO&CBO database CEP co-ordinators role clarification Educational support		Simplified format Retraining of trainers Material development Workshopping sectors CPM Targets Workshopping CA/Admin Education through media Partnership with civil society Processing of comments	
PL/FORUM PRIOR		PL/FORUM POST	
Provincial structure Design format for forum - CEP Consultation programme in place Restructuring of the OPS team Forum programme approval via Mancom		Part Distribution Implementation programme	
SECTORS PRIOR		SECTORS POST	
Research database 3 public hearings + 1 workshop Issues around designing a format Designing approach at national/provincial Identification of Resources Educational support for sectors Need to target - which sectors will we workshop and whom we will just send the draft.		Part Distribution Implementation Partnership with civil society Data sharing	

It was agreed that the following were linked.

- Community workshop programme and Sector educational support
- CEP & Sector partnership with Civil Society
- CEP co-ordinator's role and Forum provincial structure
- Forum provincial structure and sector designing approach at national/provincial level

Human Resources

- Limited expansion
- Sub-contracting
- Time frames
- In order to complete phase two in an effective and efficient manner we need to motivate for certain necessary resources.

It was suggested before closure of the workshop that a suitable time be arranged for a meeting with Media and Community Liaison. A tentative date was set for the 27th July - time not established yet. Louisa agreed to draw-up the Agenda.