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28/08/91
National Co-ordinating Committee

NCCR

For the Repatriation of South African Exiles

National Co-ordinating Committee
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NCCR WITS-VAAL REGION

1991-08-28

TRANSVAAL CLUSTER OF REGIONS
WITS-VAAL REGION
PTA. REGION
E.TVL. REGION
N.TVL. REGION

Comrades

re: CLUSTER WORKSHOP OF NCCR TRANSVAAL REGIONS
ON SUNDAY 22 SEPTEMBER 1991
VENUE TO BE ANNOUNCED AS SOON AS POSSIBLE.


Please receive attached herewith the following Cluster-workshop documents: SECTIONS 1-5.

1. Motivation: Aims & objectives of Workshop.
2. Proposed programme of the day.
3. Morning session Commissions A. Papers.
4. Afternoon session Commissions B. Papers.
5. Delegations by proportional Representation.

Please distribute the documents & engage in Pre-workshop discussions on the subject matter of each Commission.

Looking forward to meeting you there.

Yours Truly.



Benjamin Muthambi
CONVENOR -TVL CLUSTER

Moffat Msomi
CO-CONVENOR TVL.CLUSTER.

National Co-ordinating Committee

NCCCR

for the Repatriation of South African Exiles

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FAX MESSAGE FOR THE ATTENTION OF:

NAME OF ORGANISATION: ANC

ATT: Achie Abrahams

ADDRESS: _____

YOUR FAX NO. 333-4509

NUMBER OF PAGES (INCLUDING COVER SHEET) 26

MESSAGE FROM:

NAME: BENJAMIN MUTHAMBI

TIME: 12:15

DATE: 4/9/91

SENT BY: Diane

Re: Workshop ON SEPT. 22

SECTION 5 : DELEGATIONS BY PROPORTIONAL REPRESENTATION

5. DELEGATIONS TO WORKSHOP TO PARTICIPATE IN THE FOLLOWING COMMISSIONS.

	WITS- VAAL	P.T.A.	E.TVL.	N.TVL.
* A1 COUNSELLING & WELFARE	4	2	1	1
B1 REGISTRATION				
? A2 HEALTH	4	2	1	1
B2 RATIONALI SATION OF COSTS				
? A3 RECEPTION ACCOMODATION HOUSING	4	2	1	1
B3 NCCR UNHCR				
Mgy A4 EMPLOYMENT & TRAINING	4	2	1	1
B4 DEVELOPMENT & INTERGRATION				
A5 EDUCATION + TRAINING B5. NCCR STRUCTURES	4	2	1	1
→ A6 LEGAL	4	2	1	1
Archie B6 FINANCES & FUNDRAISING				
? A7 COMMUNICATION & LOGISTICS	4	2	1	1
B7 STAFFING				
Betty A8 TRANSPORT	4	2	1	1
RETURNEES	10	4	2	2
RELIGIOUS BODIES	6	3	2	2
LIBERATION MOVEMENTS	6	3	3	3
TOTAL	54	26	15.	15

⇒ 110
PERSONS

B7: Staffing

Commission subtopics:

7.1 Prioritisation according to need

7.2 Grading of regions

7.2.1 According to :

- Work load evaluation
- Size of region
- Geographical factors
- Amount of responsibility in cluster

7.7.2 Staffing policy according to grading, including:

- Remuneration packages according to grading
- Honorariums for volunteers
- Employment of temps, etc. .

7.3 Evaluation of human resources and needs for staff

7.4 Redistribution/sharing of resources sharing of field workers, etc.

B6: Finances and Processes on Cluster/Joint Fundraising

Commission subtopics:

- 6.1 Grants policy as recommended in Commission A1 and how it impacts on availability of funds and fundraising. The UNHCR policy on this and finances available through UNHCR for this.
 - 6.1.1 Special cases
 - 6.1.2 Discretionary regional adjustments and control of these
 - 6.2 Accounting/book keeping in regions
 - Internal procedure manual on this section
 - Staffing needs of in this regard
 - 6.3 Clusters budgets - mechanism towards drafting of these
 - 6.4 Proportional allocation of resources to regions according to need
 - 6.5 Programme of action on fundraising from
 - 1. Local sources - regional level
 - 2. Cluster level
- Methods and mechanisms - brainstorming ideas
- 6.6. Grading of regions according to size; workload; geographical size of area, etc.

B5: Structures

Commission subtopics:

- 5.1 Terms of Reference of Regional committees
- 5.2 Terms of reference of Regional task forces
- 5.3 Organisations constituting a Regional committee - the NCCR constitution
- 5.4 Relationship between Regional and National bodies
- 5.5 National task force
 - Which ones do we see as necessary?
 - What do we see as their terms of reference, aims and objectives?
 - The brief (specifics) of National task forces
- 5.6 Management Subcommittees

A cluster approach on constituting the staffing and finance subcommittees

B4: Development and Integration as it relates to Repatriation

Commission Subtopics:

4.1 Job creation and self-help schemes

4.1.1 Creation and Management

- Trustees
- Co-ops
- Medium/long term projects

4.2 Integration into a crisis

Balancing the needs of returnees with those of "remainees" and reconciliation of aspirations of the two categories

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B3: NCCR and UNHCR Policies
Comparative Analysis
Understanding the Respective Systems

Subtopics of Commission:

- 3.1 Welfare grants vs. food packages
- 3.2 Developmental projects as part of repatriation
- 3.3 Transport
 - 3.3.1 Use of local agencies/human resources
 - 3.3.1 Staffing
- 3.4 Management systems
- 3.5 Registration forms - NCCR vs. UNHCR and task force-based needs assessment forms

B2: Rationalisation of Costs (saving costs)

Commissions

- 2.1 Identifying areas of unnecessary/unwarranted expenditure in Regions
- 2.2 Prioritisation of regions
 - 2.2.1 Staffing vs. amount of work and nature of work
 - 2.2.2 Appraisals on Regional offices and staff questions - mechanisms
 - 2.2.2.1 Assessment of progress!
 - 2.2.2.2 To each region according to their contribution/performance?
- 2.3 Sharing of resources
 - Staff, e.g. field workers, etc.
 - Task force resources, etc.
- 2.4 Re-allocation of existing resources
 - 2.4.1 Review of distribution of resources
 - 2.4.1 Review of two staff members/region policy, etc.

B1: RegistrationSubtopics of Commission:1.1 Pre Repatriation phase

- 1.1.1 Communication to returnees by voluntary repatriation
- 1.1.2 Welfare needs assessment forms
 - Amended and proposed version from morning commissions
- 1.1.3 Matrimonisation/reconciliation of assessment mechanisms with UNHCR mechanisms on pre-return information on profiles
- 1.1.4 Inter-regional co-operation on registration information
- 1.1.5 Returnees accompanied by aliens not married to them
Eligibility to services for "visitors of a returnee"

1.2 Repatriation Phase

- 2.1 Envisaged process of interaction/co-operation on registration of arrival with UNHCR

Commission B (Afternoon session)

The afternoon session would be aimed at fulfilling the aims and objectives marked Commissions B

This category of commissions will be divided into the following commission topics:

- B1. Registration
- B2. Rationalisation of costs(saving costs)
- B3. NCCR and UNHCR policies - Preparation for matrimonisation
- B4. Development and integration - Job creation/self help projects
- B5. Structures
- B6. Finance and processes on cluster/joint fundraising
- B7. Staffing

These commission topics will be guided discussions on a number of subtopics as suggested in each of the commission topic papers. The different regions are urged to mobilise their participants to give a thought to these issues as highlighted in the subtopics of each commission topic; any suggestions of amendments and/or additions are welcome and these must be submitted at least one(1) week before the workshop.

Commission A8: Transport

Subtopics for Discussion:

1. Assessment of resources on transport systems (road transport)
2. UNHCR proposals on transport
 - Contracting agencies to do road transport inside the country
3. NCCR proposals on transport
 - Use of local agencies vs. foreign agencies
4. Constituting these task forces and terms of reference identifying bodies that could constitute the task force

Commission A7: Communications (and Logistics)

Subtopics for Discussion:

1. Terms of Reference in Relation with National task force
2. Policy on press liaison at Regional level
Press liaison as a cluster
3. Communication with returnees - Information pamphlets
 - 3.1 Dissemination on ongoing basis on information to returnees of services of NCCR-updates, i.e. Regular updates of developments to returnees and exchange of information with other regions - a cluster approach
 - 3.2 Link-up with National task force
4. Communication with NCCR National
 - 4.1 Bimonthly/regular reports from regions
 - 4.2 Monthly updates from NCCR
 - 4.3 Minutes NCCR/Dissemination of discussions
 - 4.4 Regular contacts and regional liaisons officer
Proposals for structured relationship
5. Terms of reference in terms of Communications and Reporting of Regional Committee and National Committee

Commission A6: Legal and Protection

Subtopics for Discussion:

1. Amnesty and Clearance of Returnees/Indemnity

1.1 Understanding the Government-UNHCR agreements - Highlights of the Agreement

- 1.1.1 Does amnesty under this agreement mean clearance only for "offences" declared, if they will be declared!?
- 1.1.2 If so, is one liable to prosecution for "offences" not declared? What would be the difference of this from indemnity?
- 1.1.3 Mechanisms of application of Government-UNHCR agreement

1.2 Monitoring the Safety of Returnees:- A UN function!?

-Assessing capacity of agencies/organisations in the cluster to complement the UNHCR on this aspect

-Proposals for mechanism of liaison of these bodies with UNHCR

2. Citizenship Restoration - Paralegal services

- 2.1 Late registration of birth
- 2.2 I.D. applications
- 2.3 Proof of South Africa citizenship
- 2.4 Time for processing of applications by Home Affairs vs. problem of prolonged support of returnees by NCCR due to delays in I.D. applications and therefore delay in job seeking
- 2.5 Confirmation of S.A. citizenship prior to issue of I.D. fingerprint - reference number retrieval system ? Temporary I.D.'s for this category
- 2.6 Naturalisation of spouse and children of S.A. returnee born in exile/in foreign country
- 2.7 Marriage registration
- 2.8 Affidavits on documents in pseudonyms to real names

- * 2.9 Mechanisms of incorporation of 2.1-2.8 into UNHCR processing mechanisms (See UNHCR papers and forms)

3. Terms of Reference of task force in relation with UNHCR Processes

- 3.1 Questionnaire for assessment of need for services of legal task force

Commission A5: Education and Training

Subtopics for Discussion:

1. Terms of Reference:
 - Scope of activity
 - Subcommittees(Working Groups)
 - Pre-school
 - Primary and Secondary
 - Tertiary
 - Bursaries
2. Questionnaire - Welfare needs assessment on Education
3. Constituting the task force - Organisations in localities to constitute it
4. Inter regional co-operation on Education and Training
5. Link-up of Regional task force with National task force
If National task force necessary - Terms of Reference
6. The Clearing House concept
 - Establishing the vacancies in various schools/institutions and matching this up with required places
7. Data Acquirry: Database on numbers, fields of choice, number of bursaries required
8. Bursary organisations to serve as agencies under bursary council of S.A. to discuss tertiary bursaries. Information on available funds and dissemination thereof
9. Fundraising of Education grants for tidying up 1991 students. Input from National office on state of affairs in this regard
10. Adaptation and integration of children - Counselling for children (see discussion document on this)
11. Problems of language - proposals for solutions
12. Translation of qualifications and liaison with professional associations on recognition of qualifications - a cluster approach
13. Education Grants Policy - Proposals to UNHCR

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Commission A4: Employment and Training

Subtopics for Discussion:

1. Employment and Training questionnaire for welfare needs assessment
2. Constituting the task force
 - Core group
 - Back-up groups
 - Subcommittees Projects, Planning, etc.
3. Terms of Reference:
 - Strategic plan:
 - Target groups:
 - Analysis of categories of service seekers
 - Target activities:
 - Job creation/self help
 - Training
 - Employment
 - Processes towards addressing above target activities
 - Programme of action of Employment and Training
4. Assessment of resources in regions; in the cluster
Intra-cluster co-operation
 - Training facilities
 - Project establishment
5. WUS offer - cluster approach
6. Consolidation of energies with others in similar initiatives
7. Policy on projects - integration and development projects
 - 7.1 Projects with longer lifespan than NCCR - scope of NCCR involvement beyond set-up and facilitation
 - 7.2 Integration and Development Projects subcommittees in Employment and Training task force
8. Staffing requirements - a cluster approach
9. Link-up Regional task forces and National task forces
 - Terms of reference of National task forces if it's necessary

local

11. Type of primary and secondary reception centres
Obtain available in each region in terms of facilities and resources

-Quality of facility and/or dignity of tenants-policy

12. UNHCR

- 12.1 NCCR proposals to UNHCR and reconciliation of ideas on point of entering (centralised/decentralised)

-Primary reception centre
-Secondary reception centre
-Transport
-Registration, etc.

- 12.2 Pre-repatriation Registration - Information in host country

-Lists
-Addresses
-Special circumstances
-Welfare needs assessment at registration?

Commission A3: Reception, Accommodation and Housing

Subtopics for Discussion:

1. Terms of Reference of:
 1. Reception and registration task force
 - Welcoming and primary reception
 2. Accommodation and Housing task force
 - Secondary reception, medium term
2. Questionnaire for welfare needs assessment in this regard (and Registration card)
3. Constituting this task force's:
 - Core groups - organisations to be involved
 - Back-up groups and volunteer groups
4. Co-operation of Regional task force vs. port of entry
5. Link-up of Regional to National task force; Is it necessary to have National task force? If necessary, Terms of reference (more specially on Accommodation and Housing policy)
6. Proposals for Accommodation and Housing policy
7. Comparative assessments of available resources and ground conditions in each region and therefore in cluster
8. Primary reception centres
 - Defining the concept
 - Length of stay
9. Secondary Reception Centre
 - Defining this concept
 - Relationship of primary reception and medium term accommodation
 - Length of stay
 - Determination of eligibility for admission to secondary reception centres
 - Link up with Employment and Training task force in terms of enabling tenants to move on, on their own
10. Transport
 - Local resources
 - Financing
 - Policy
 - On basis of availability of resources
 - Air transport
 - Road transport
 - Should local resources and local transport infrastructure be used or should the NCCR/UNHCR subcontract this aspect to other agencies foreign or

Commission A2: Health

Subtopics for discussion:

1. Terms of Reference

- 1.1 Scope of activity
- 1.2 Co-operation with Counselling & Welfare task force
- 1.3 Health needs assessment questionnaire
- 1.4 Use of government services
- 1.5 Special cases

2. Constituting the Health task force

3. Inter-regions co-operation more specially on special cases

4. Link up of Regional task forces to National task force

- Is there a need for a National Health task force?
What is its scope of work? i.e. terms of reference
- What issues require national consensus and standard approach?

5. Integration of ESG as task force project jointly and Counselling & Welfare - Cluster approach

6. Health services at intake

- 6.1 Financing of prescriptions at intake
- 6.2 Emergency Kits

7. Clusters Budgets on Health Services by task force - specialised services

8. Reimbursement for travel, to voluntary workers on field work or home visits

9. Financing of specialised services

- Home visits for the aged
- Psychiatric fees and hospitalisation
- Instruments eg: spectacles
- Disabled
- Sick; chronic and abnormalities
- Question state services

5.3 The Aged

- Use of old age homes/care centres
- Payment of services in interim period before person obtains i.d.
- Alternatives - in terms of accommodation exploration of grants from state to pay for their stay in period by they obtaining i.d.'s and therefore their pensions
- In rural areas

5.4 Psychiatric Patients

- Exposing existing facilities and suitability
- Assessment of extent of problem (Report by liberation movements on this aspect)
- Payment for services - use of ESG's

5.5 Unaccompanied children/orphans

- Placement in foster homes?
- Eligibility of relatives to foster children and receive state grants for upkeep of these children

5.6 Routine screening/assessment of need for counselling services

See point 1 under A1

5.7 Re-integration of children (see project proposal)

5.8 Referrals to health task force on special cases and inter-task force co-operation

6. Staffing requirements of Counselling & Welfare task forces:- Interviewers and field workers; sharing of staff by smaller regions vs. distances
7. Consolidation of energies and liberation movements
8. Guidelines to cluster budget for Counselling & Welfare and integration of ESG's, as task force projects jointly with health task force clusters approach on ESG's
9. Travel reimbursements for volunteer welfare workers doing field workers
 - What difference can this make?
 - If necessary, at what rates?

Commission A1: Counselling & Welfare

Subtopics for Discussion:

1. Terms of reference of Counselling & Welfare task force

- What services are the responsibility of the Counselling & Welfare task force

- Who is to do welfare needs assessments/interviews along all categories of welfare needs

- Referral of welfare needs assessments to other task forces for follow-up

- Counselling services and identification of need and referral systems to back up groupings

- Drafting a questionnaire for use in all regional offices on assessment of need for counselling (see form attached herewith for your perusal)

2. Constituting the Counselling & Welfare task force and assessment of each region's human resources and availability of organisation to work in this terrain

3. Cooperation between Regional task forces

4. Link-up of Regional task forces and National task forces. What issues need to be referred to National task forces for national consensus.

Assessment of need for constituting a national task force on this aspect and terms of reference of such a national structure.

5. Social Welfare Policy

5.1 Welfare Grants Policy

- Amounts

- Maximum period of grants

- Grants to special cases and discretions by regions - guidelines

5.2 The Homeless - Longer term solutions for the destitute

SECTION 3MORNING SESSION COMMISSIONS A. PAPERSD. Commissions A (Morning Session)

It is envisaged according to the proposed programme of the day that the morning session would be aimed at fulfilling the aims and objectives marked commission A. This category of commissions will be divided into the following commission topics:-

- A1. Counselling & Welfare
- A2. Health
- A3. Reception, Accommodation & Housing
- A4. Employment & Training
- A5. Education & Training
- A6. Legal
- A7. Communications (& Logistics)
- A8. Transport

These commission topics will be guided discussions on a number of subtopics as suggested in each of the commission topic papers. The different regions are urged to mobilise their participants to give a thought to these issues as highlighted in the subtopics of each Commission topic; any suggestions of amendments and/or additions are welcome, provided this happens at least one(1) week before the workshop.

PROPOSED DATE SUNDAY 22 SEPTEMBER 1991

TVL REGIONS - CLUSTER WORKSHOP

TIME	EVENT	DETAILS
8h30 9h00	REGISTRATIONS	
9h00 9h30	OPENING ADDRESS	*SPEAKER TO BE ANNOUNCED *WORKSHOP CO-ORDINATOR: B.R.H.MUTHAMBI, WITS-VAAL REGION
9h30 10h00	INTRO. PROGRAMME BRIEFING OF COMMISSIONS A&B TEA TIME	INTRODUCTION OF COMMISSIONS BY CO-ORDINATOR OF WORKSHOP. INTRODUCTION OF COMMISSION CHAIRPERSONS; RAPOTEERS & COMMISSION VENUES.
10h00 12h00	TASK FORCE SPECIFIC COMMISSIONS	BREAKING INTO COMMISSIONS ALONG TOPICS A1 TO A8.
12h00 13h00	REPORT BACKS ON COMMISSION A AND DISCUSSION	RAPOTEERS: GIVE BRIEF OVERVIEW OF EACH COMMISSIONS' DEVELOPMENTS
13h00 14h00	LUNCH	EAT AND BE MERRY! IF THERE'LL BE ANY FOOD!?
14h00 15h30	CLUSTER BASED COMMISSIONS	BREAKING INTO COMMISSIONS ALONG TOPICS B1-B7
15h30 16h30	REPORT BACKS ON COMMISSIONS B AND DISCUSSIONS	RAPOTEERS GIVE BRIEF OVERVIEW OF EACH COMMISSIONS' DEVELOPMENTS
16h30 17h30	*MATRIMONISING ON COMMISSIONS A & B *PROGRAMME OF ACTION & *ASSESSMENT OF WORKSHOP	*ALL GROUPS CONVENE IN ONE PLACE. *MORNING (A) & AFTERNOON (B) SESSIONS SHOULD BE MATRIMONISED INTO ONE COMPOSITE WHOLE *PROGRAMME OF ACTION WORKED OUT. *ASSESSMENT OF WORKSHOP
17h30 18h00	CLOSURE - CLOSING REMARKS & SINGING OF NATIONAL ANTHEM	

1.4. CONSOLIDATION OF ENERGIES.

1.4.1 At the local level (micro)-Commissions A.
Within region liaisons with organisations in same
terrain resource management & liaison with
Liberation Movements- information exchange on
operations.

1.4.2 At the inter-regional level. - Commissions B.
Co-operation/liaison between Regions on projects
and ventures.

1.5. RELATIONSHIP BETWEEN REGIONS & NATIONAL STRUCTURES.

- Regional T/F's ----- N. Task Forces.
- Regional Co-ordinators ----- N. Co-ordinator
- Regional Committees ----- National Committees.
- Link - Up with Returnees.

* COMMISSIONS A & B ARE MORNING & AFTERNOON SESSIONS
RESPECTIVELY.

B. PARTICIPANTS

It was proposed that participation be open to

- 1 Regional Committees - Reps. of Liberation Movements in
Regions.
 - Reps. of Religious bodies in Regions.
 - Rep of Additional member organisation
in regions.

2 Returnees form Regions.

3 Task forces from Regions.

4 Additional Participants to be determined by each region.

Participation of categories 1,2, 3 & 4 by proportional
representation based on numbers in regions.

N.B. Please type programme for the day P.T.O.

- 1.1.5. A joint/cluster approach on searching for resources & allocation of available/procured resources.
- Commission B
- 1.1.6. Plans & logistics for Repatriation phase.
- Assessment of Resources.
- Possible avenues for application/use of resources.
- Transport & facilitation in general of Phase II.
- Commission A
- 1.1.7. A cluster approach on interaction between NCCR & UNHCR- Proposals for modus operandi on services to returnees.
Reconciliation of NCCR & UNHCR management systems.
- 1.1.8. Developing appropriate programmes for integration of returnees after the physical/Geographical relocation.
- Cluster approach on Development concepts; plans & projects to engender self reliance amongst returnees.
- Crystalising the link between repatriation, integration & development and reconstruction.
- 1.2. Policy Development in the NCCR on :-
 - 1.2.1 all task force operational issues-viz- Welfare policies on accommodation, etc. setting up of Co-ops. or projects.
- Commission A
 - 1.2.2 Structure of Regional Committees. - Commission B
 - 1.2.3. Finances - Grants Policy
- Accounting/Book Keeping]
Management - Commission B
 - 1.2.4 Staffing - staffing policy-employment procedure & service conditions.
- Volunteer Personnel.
- Allocation of Tasks
- Determination of Remuneration Packages.
- Commission B
- 1.3 Establishing effective Communication channels & service Information exchange systems -Commission A

SECTION 1 : MOTIVATIONS : AIMS & OBJECTIVES OF WORKSHOP

NCCR TRANSVAAL REGIONS CLUSTER

The concept of Clusters of Regions has the Primary aim of engendering inter-regional Co-operation for purposes amongst others of sharing resources, exchange of information & ideas between operational structures which are in close proximity; developing common approaches & joint ventures where possible; maximising distribution of resources & rationalisation of resources; facilitation of prioritisation of applications of the programme. At the Workshop of Regional Co-ordinators from all NCCR regions in June; It was proposed that the NCCR regional structures in the Transvaal should organise themselves into a cluster.

NCCR TRANSVAAL REGIONS CLUSTER WORKSHOP

The proposal to form a Transvaal cluster was taken forward by the explanatory & planning meeting of Transvaal Regional Co-ordinators in August whereupon a TVL. Cluster workshop was planned.

PROPOSED DATES: ^{SUNDAY} 22 SEPTEMBER 1991

VENUE:- Johannesburg (Specific location to be announced later) The WITS-VAAL & Pretoria Regions were mandated by the Cluster Co-ordinators to convene the cluster.

A. AIMS AND OBJECTIVES OF THE WORKSHOP.

THE WORKSHOP IS ENVISAGED TO FULFIL THE FOLLOWING OBJECTIVES:-

1. Effect follow-ups to proposals of the Regional Co-ordinator's workshop (see report of Regional Co-ordinators workshop).
- 1.1 Concretising inter-regional co-operation in the TVL province -Theme of Commissions A & B.
 - 1.1.1 Develop standard approaches where possible on day to day operational issues and policies.
- Commission A *
 - 1.1.2 Working out guidelines for setting up & constituting task forces.
- Commission A
 - 1.1.3. Develop a mechanism of sharing resources
- Commission B
 - 1.1.4. A cluster approach on rationalisation of costs
- Commission B

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