

AFRICAN NATIONAL CONGRE 5

(SOUTH AFRICA)

INTERNAL MEMORANDUM

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.DEPARTMENT: 11: "3d DEPARTMENT:

DATE: 22/2/85

SUBJECT :

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- Liz.

Staff Yeetin; ksld on 18/2/85.

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(SOUTH AFRICA)  
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(SOUTH AFRICA)  
INTERNAL MEMORANDUM  
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AFRICAN NATIONAL CONGRESS  
(SOUTH AFRICA)

INTERNAL MEMORANDUM

TO- FROM :

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V iTime: 9.15hrs.

Present:Cdes;Nonjabulo,3andile,Joy,Richlrdlnd Christine (lie cording)

Cde Chair r;ad the proposed agenda and move; for additions and

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adoption of the agenda.a further point was added.The agenda then read  
read as follows:

?Apologies.

R.Explanation of structure.

3.Role of each individual in structure and duties.

4.Prooedure of work.

5 .Teachers and time-table

6.6tate of affairs.

7.General.

?QQolooies: None.

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2.Explanation of Structure

Please reffer to attached doc ment on structure.

Cde Chair explained the structure emphasising on the folmowing points

1.Administrative staff:this is a decision making body.

ii.Acad mic staffzits role is solely to teach and not take decisions  
or reverse decisions taken by the administrative staff.

iii.Production Unitzit does not reverse decisions taken by the admin  
staff rather it sees to the smooth running of work on day to day  
basis ensuring promotion of good production.

Question time:

Disatisfaction was expressed about the terminolo gy used by Cde Chair.

To illustrate this he Was quoted as saying that "The academic staff  
has nothmng to do or say as regzar rds decisions taken by the administra  
tion stai f. He we 8 reminded ofh nte matter of Distant Education which  
w/s questioned by the staff,this they did because it was within their  
right to do so.It was further sited that this is what led to the  
community questioning the report and decisionstaken at the N.E.Cg  
extended meeting that we a clear indication that nobody is a passenger  
in the revolution.

Cde Chair then clarified that decisions of the N.E.C. can not be  
reversed the y can only be clari fie d, this also holds with the decisions  
of the administration. I

At this juncture Cde Chair was reminded of the structures of the NCQSA)  
that the most supreme organ of the ANC is the M tional Conference which  
has the right to reverse the decisions of the NEC.Cde Chair avreed with  
that further stat ing that as far as he knovs the NSC ussualy  
queStl0hairS to the membership proi to taking decisions as 1 way of

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consulting with the membership.

The existence of the administrative staff was queried so was its ability to take decisions. The origin of the structure was questioned, the Chair replied that the Director Organised the structure and the administration made the draft. A proposal was then tabled, that a meeting should be held comprising of the general staff and the Director so that the structure can be reviewed and assessed if still valid. The meeting then proceeded to the next point.

Role of each individual in structure and duties

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COURDINAT R:

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He sees to smooth running of day to day work.

5 to implementation of the LCiSiOHS, structures.

He sees to it that documents; books are in order; that the procedure is followed;

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Coordinates with all other members of dept on matters pertaining to

Adult Education.

Coordinates with overseas.

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All matters affecting students are referred to the Dean; the Secretary

Administrative Secretary acts as Coordinator in absence of LAB latter.

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L143 Uin; (3H J.V"Jl'i:

Does filing.

Monitors and maintains attendance of students

Draws statistics

Coordinates duties

Re: issues LOP material.

TYPI ST:

The typist is utilised by the administrative and academic staff for documentation.

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To convey messages.

Collect correspondence and distribute it accordingly.

P.K CJCUR:\_G?\_EQ;E:

Reporting time for admin staff -7.50 latest S.COhrs.

Reporting time for academic staff -4. EC (16.;Chrs).

Administrative staff maintains the office

Administrative Secretary has no right to teach, because she has to

refer to all matters affecting the dept and refers to Coordinator.

Teaching staff; if is to submit hand-outs every morning if these are

available. her main task is to teach.

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The Chair agreed that the feeling

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scientifically organised is true, he asked for advice. A suggestion was made that Cde Tunga be consulted as a person who has experience in that field. This was agreed upon.

Cde Chair explained the circumstances that led to the present state of affairs. Firstly he said he owed the dept an apology for not having explained the structure right from the beginning. This led to a lot of mistakes. Most people joined the dept in that confusion. He said he appreciated the help that the comrades had offered so far. He then gave the History of Adult Education. Cde Chair informed the meeting that he started the Adult Education Dept. with Cde Naledi and was later joined by Cde Sibongile who was serving as both resource officer and typist. He had to teach both Cde's work as a result he neglected his own work. There was a shortage of staff and he had to appeal for manpower. There was also the question of CB& Tweed who is involved in the Primary Sector and as such cannot be of much help because the Primary and Secondary sectors are represented separately. The present state of affairs came as a result of laxity nevertheless, time for leniency is over, the dept must now operate seriously following procedure. A question was asked as to whom is the Coordinator answerable. He said that he is criticised at P.U. level and the Director is entitled to act, he is not answerable to the Director. This was queried on the grounds that;

1. The P.U. reports are submitted to the Works Committee and discussed there.

2. The Director is not aware of the day to day activities and problems facing the dept, so that he merely takes what the Coordinator tells him. Examples were made,

i. Coordinator going to Dar abruptly without informing the dept, further not giving a report on his return.

ii. Coordinator reporting at 9hrs at work, popping in and going out without indicating where he is going to, spending most of the day out of the office.

The Coordinator replied that when he is not in the office he is usually working at home, he said that he is not obliged to work in the office if the conditions are not conducive, in fact that is the general trend in Mazimbu.

GENERAL: No matters discussed.

The meeting closed.

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3.Resource Officer  
h.Typist  
5.Handym;n  
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