

MEMO

TO: THE DIRECTORATE

FROM: FRAN BIGGS AND DERRICK FINE - CEP

DATE: 6 April 1995

RE: CEP WORKSHOP PROGRAMME

The workshop programme has been substantially revised. We need to be able to develop materials for this revised programme urgently, and have attempted to give some time frames which might be manageable for all concerned.

Beginning May - 30 June

Briefings for community structures focussing on CPMs. Wayne and Maphelo will start with these in late April/early May (Provincial Training Co-ordinators not yet trained).

10 - 12 May

Training of Trainers for CA co-ordinators (both Education and Training) - 3-day workshop on methodology, briefing information and workshop material

June

Training of facilitators in provinces

June

Community workshops including briefing material for CPMs and the following:

- * what is a constitution?
- * the importance of having a **constitution**
- * **basic content of a constitution**
- * Constitutional Principles
- * how the constitution is being drawn up

June

Training of Trainers - NGOs, SACS, CBOs

July - 30 October

Continuation of community workshops

November 1995 - May 1996

November - December

Development of material on draft constitution - including simplified version

Early January

Update/briefing of trainers

Mid January

Update/briefing of facilitators

February - May

Community workshops on draft constitution

Materials Development:

Resources and materials have to be developed in order for these workshops to be run. A workshop outline and draft manual need to be developed for the first series of workshops. The manual outline will include the following:

- * Introduction to Constitutional Assembly and structures
- * Code of conduct
- * Approach and methodology
- * Outlines for briefings and workshops
- * Content of constitution-making, what is in a constitution, Constitutional Principles etc (including material from other organisations on human rights, interim constitution etc)
- * Question and answer section (guideline answers to typical questions)

Approval mechanisms

The following is a proposal for approval mechanisms for the development of this material, taking into account the very tight time limits on the programme (the Training of Trainers workshop is scheduled for 10 - 12 May):

Thursday 6 April - manual structure, including briefing/workshop outlines to Directorate

Tuesday 11 April - approval in principle

Query: possibility of providing text of certain sections of the workshop manual during this period

Wednesday 26 April - detailed drafts to Directorate

Thursday 4 May - approval/comments from Directorate

Friday 5 May - changes

Monday 8 May - re-approval from Directorate

Tuesday 9 May - documentation prepared for workshop on Wednesday 10 May