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' ADVISORY BOARD MEETING
11/12 DECEMBER1990
VENUE:
. MARYLAND LEARNING CENTER
. HANOVER PARK .
CAPE TOWN

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4. Appendices

(1) Role of the Advisory Board

(ii) What is a Trust

ABBREVIATIONS

ADVISORY BOARD - AB

SOUTH AFRICAN RETURN PROGRAMME - SARP

ADMINISTRATIVE LIAISON OFFICER - ALO

EDUCATION LIAISON NATIONAL OFFICE - ELNO

.SOUTH AFRICAN INTERNAL PROGRAMME - SAIP

IIPJS INTERNATIONAL - HUSH)

AGENDA

11 NOVEMBER 1990

5-30 - 6-00 Supper

6-00 - 6-30 Opening and review of Agenda

7-00 - 7-30 HUS Advisory Board

3 Review document on Advisory Board

1.3 Consider Options Trust/organization/other

' Status of Advisory Board within HUS structures

7-30 - 9-00 South African Return Programme (SARP)

(ID 8 Update on Funding

' Implementation proposal

8 Review of proposals

' Applications or Programme Officer

9-00 - 10-00 Namibia and Cape Towns meetings

Reports review and follow up

SL EP

12 NOVEMBER 1990

8-00 - 8-30 Breakfast

8-30 - 9-30 Evaluation of ongoing projects

9-30 - 12-00 Project screening

12-00 - 1-00 Noon

' ' Budgets

' Staff complement identification

3 Staff training _ 1 '

- 8 Management Committee

1-00 - 2-00 Lunch

2-30 - 3-30 ELNO schedule

8 Proposed Year Planner

EDUCATION LIAISON NATIONAL OFFICE - ADVISORY BOARD MEETING 11/12
DECEMBER 1990 AT MARYLAND LEARNING CENTER HANOVER CAPE TOWN

PRESENT:

Angie Ramarola Louise Vale
Sakhiwo Bellot Trevor Abrahams

STAFF

Vincent Cebekhulu Llnalkhaya Sipoyo
Patric Mabude Noziphiwo Ntongana
Shirley Walters Pulane Mosala
Terry Grover Phumzile Ngcuka

APOLOGIES:

Febe Potgieter, Phuthi Tsukudu, Lefuno Nehvutulo.

The chairperson could not make it, the meeting was chaired by
Angie Ramarola the vice chairperson.

1. THE ROLE OF THE ADVISORY BOARD - AB

Phumzile presented a document on the advisory board, based on the
discussion from the previous advisory board meeting. (See
Appendix 1)

The following amendments were made on the document:-

% In Distributing WUS resources the Advisory Board will
evaluate ongoing projects to see if they continue to meet the
criteria. '

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On developing Partnershin with projectxpartners, it was
added that the advisory board must come up with concrete
actions that would develop the partnership eg. The proposal to
follow up on the meeting on "Training trainers" recommended by
the consultation last October. Trevor added that the Advisory
Board could initiate it's own projects aimed at supporting the
project partners the Advisory Board would need to
fundraise, for these initiatives, targeting localland/or
international sources. '

Thoughts about potential projects of the Advisory Board included:-

% Initiating inter-project contact to enable skills exchange.

t Promoting training on:- fundraising skills, writing proposals, reporting, administration etc.

It was proposed that the office and management committee must look into the above suggestions.

The Advisory Board also expressed concern about the once a year screening and the amount of time the projects have to wait between applying, the time the grant is confirmed to the time it is received. It was pointed out that the situation was due to donor cycle, which we may not be able to influence but we can try.

The need of an emergency fund was raised and motivated for. It was stated that while we need to be moving away from emergency type of work we cannot wish away emergencies. A compromise was that, emergency funds could be used for assisting small new projects, to do proper needs assessment, planning and pres project training type of work, where that is crucial for the project.

The need to assist projects around questions of budgetting, reporting etc was stressed together with the need to have a WUS brochure explaining all the procedures and requirements.

Advisory Board members must be known to projects and be enabled to visit projects formally and informally a letter of introducing has to be written to all projects.

We also need to share information with project partners to give them a wholistic view of WUS work.

2. OPTIONS OF A TRUST, ORGANIZATION AND SECTION 21 COMPANY

An informed opinion had been sought from a lawyer and an accountant on the suitable structure for WUS. After dicussing the three options. A trust was seen as the best option (appendix what is a Trust).

One of the motivation was the fact that organizations engaged in similar work had found the trust to be the best option eg. Kagiso Trust. -

The trust has relative protection from government interference, and there is enough flexibility to enable the trust to adapt to its changing needs.

The office must see a lawyer about drawing a trust deed. Guidelines must be drawn, to ensure the trust deed is inclusive of the concerns of the Advisory Board which are as follows:-

T Decisions can only be taken at a meeting which has a Quorum of 50% t 1, otherwise the meeting becomes a management committee which can make proposals to the rest of the members, who must endorse the proposal before it can be a decision.

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Trustees to be appointed for a maximum period of 3 years attached at which point the current trustees will nominate new people.

i The Trustees must meet atleast 2 x a year.

t The trust must have a chairperson and a treasurer.

% In the event of dissolution assets must go to WUS(I) and relevant projects.

The management committee must review the trust deed draft from the lawyer if it is acceptable they must sentyit for registration.

If we become a trust, we will need to finalize names of trustees in whose names the trust will be registered. At this point we were informed that Thami wanted to withdraw from the Advisory Board as he would no longer be a student and could not continue to represent student interests. The meeting felt it was not a good idea anyway to have student trustee/advisory board as "STUDENT" was a Changing status. A proposal was made to replace Thami with a returnee who has been involved with development. The names of Shaheed and Tickley were suggested the meeting agreed to approach Tickley.

3. REVIEW OF ONGOING PROJECTS OF THE SOUTH AFRICAN INTERNAL PROGRAMME - SAIP

All the projects funded by WUS in South Africa make up South African Internal Programme.

There was a brief review of ongoing projects. The Advisory Board felt it was important to have a picture of what exists before recommending new projects. The following observations were made about some of the projects.

CAPE EDUCATION COMPUTER SOCIETY - we need to get clarity on their outreach which is the component WUS is funding.

CRITICAL HEALTH - like other publication it should be encouraged to move towards self-sufficiency so that WUS can begin to pull out from supporting it.

COMMUNITY RESEARCH UNIT - we need clarity on problems surrounding Kagiso's withdrawal of funding from advice offices who have linkages with CRU. "

CAMBRIDGE STUDY GROUP - There is a need to visit this project we have lost contact with them. They also did not feature in the evaluation done by Trevor, Phumzile and Itumeleng in October.

DETU RESOURCE CENTER - Needs to be visited by the management committee in Cape Town. The implementation seem to be stalling.

EASTERN CAPE NEWS AGENCIES - Also need to be encouraged to become self sufficient. We only support for the training component but we need to look at that training closely.

EPU WITS AND NATAL - There is a concern that the 50% approach between University and NECC is not working in reality the NECC is carrying most of the financial burden of EPUS.

HENK VAN ANDEL TRUST - A bursary organization which is poorly
' . administered and this impacts
on their efficiency. Their current
proposal to employ only one person as a
co-ordinator looks very inadequate in
our opinion. We need to monitor this
project carefully.

KHANYISO - A literacy project in Alice is a new project that
still need constant follow up. They also need
exposure to similar projects to learn from their
experiences.

LABOUR AND ECONOMIC RESEARCH PROJECT - Needs review to ensure
. it is still falls within
the WUS criteria and
priorities.

LEGAL RESOURCES CENTRE - Also need to be reviewed to ensure it
still falls with our criteria.

MEREDS _ Publishes the NEW AFRICAN. We need to ensure our
contribution is towards training and to review
the extent to which that training is relevant to
the WUS critereaa/priorities eg. skill transfere,
gender sensitive etc. and if it is happening at all.

NATIONAL LANGUAGE CO-OPERATION - We need to give them better
support than we have in the
past. We also need to link up
with NLC to follow up on the
Namibian literacy consultation.

. OASSA - Maintains very little contact with us.

OPEN SCHOOLS - It is one of the projects that we need to evaluate
in the light of emphasis on back to school
campaign. It has a high budget.

RETPESA - Is going to be transformed to an EPU of UWC. We have
to carefully ensure the 50% contribution of the
university is mantained.

SACHED - Has a huge budget, our contribution is very small in relation to the overall budget. We fund specific projects eg. Khanya. SIDA had previously indicated they would like to review their contribution to SACHED. that information was shared with SACHED Director. The implications will be that WUS will have to limit its contribution to SACHED. But that has not been confirmed by SIDA. -

SALB - The office is in touch with them, there is a need to review our contribution and encourage a move to become self supporting as their readership can afford it.

SAPET - We need an update on the role of SAPET within the current and projected political situation SAPET caters for the educational needs of political prisoners.

SPEAK - Magazine also need to be encouraged to go commercial. It is a useful women's magazine probably the only progressive one with that type of circulation.

TOPS - Offers training in media skills and has done good work to empower organizations to deal with their communication needs. '

4. SCREENING OF NEW PROJECT APPLICATIONS

Trevor first explained the limitations of the programme. That the potential to grow was not endless, as the funding was shrinking. SIDA our major donor had already indicated that they would not make a contribution of more than 25% of the total budget of the new applications.

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The meeting felt there was all the reason for the Advisory Board to be strict on criteria and to ensure ongoing projects were properly evaluated.

In addition we have to be regionally sensitive and ensure the concentration on the Cape Peninsula and PWV was curbed and a spread towards the rural areas and other regions is achieved.

The issue of gender sensitivity was part of the concern.

A total of projects were received, see list attached.

THE FOLLOWING PROJECTS WERE RECOMMENDED:

1. SIBEKOKUHLE WOMEN'S PROJECT-SWP DURBAN

It is a skills development women's project involving sewing and small business skills. A once off grant is requested towards training. The group trained by Khanya an SACBC training and development programme. The project targets women in greater Durban areas of Kwamashu and Ntuzuma R30,0666,47 requested.

2. BULAMEHLO LEARNING PROJECT TZANEEN

It is a literacy project in Tzaneen, which benefits about 743 learners. The project covers Lebowa and Gazankulu. It was recommended that Angie visits the project before the recommendation is finalised to make sure about the state of the project. Total budget R289,500

3. ALEXANDRIA EDUCATION CENTER IN THE EASTERN CAPE

This is a rural centre planning to offer library facilities, career information, and staff development. Besides serving Alexandria the project will target students and teachers in Kenton-on-Sea, Port Alfred, and Barthurst.

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R1000,000,00

4. ISINAMVA COMMUNITY DEVELOPMENT CENTER MOUNT FRERE TRANSKEI

Is an intergrated rural women's project in the Transkei with;

(i) Primary health care

(ii) Agriculture

(iii) Sewing

(iv) Youth Development

Pat Mabude was asked to Visit the project before the project was adviced that WUS will fundraise for them, to follow up on budget issues. The total budget is R415,475,00 which is very high. WUS is only recommended to contribute towards R

'5. CAREER INFORMATION CENTER-CIC NATAL

WUS will contribute towards a mobile resource unit which trains rural people to produce their own educational resources. It targets people in Northern Natal Middlands and South Coast.

6. USE WRITE ENGLISH-USWE CAPE TOWN

Is an English literacy project which benefits learners generally working within other projects, workers within unions, and groups that are started by USWE within communities. They also train teachers, develop material and research into mother tongue and English as second language. USWE plans to train 25 trainers who will go to different projects as teacher trainers. They see this a step towards a more professional approach to literacy work.

R92,000 requested.

7. EDUCATIONAL AND DEVELOPMENT TRUST-EDT NATIONAL

A programme to address the problem of weak administration and management skills in the regional offices of EDT and NECC. The programme will be designed according to the actual needs of the regions as well as national office.

R1000,00.

8. ECUMENICAL BURSARY FUND-EBF NATAL

Assisting Natal students in the rural areas some of them have been displaced by the war and/or lost parents. WUS will contribute towards the secondary level.

R1056,922 is a total budget.

9. INKWENKWE ART AND DEVELOPMENT CENTER ZULULAND

It is an intergrated rural project with literacy, arts, and skill development. It was recommended that we aim to contribute towards literacy after we have made sure the project is viable. Vincent was asked to do that. The project is in Zululand.

R65,935 is requested.

10. DISABLED PEOPLE SOUTH AFRICA-DIPSA NATIONAL

Is a national organization of disable persons. The project proposes a training programme to be decentralized in the different regions of DIPSA the programme will focus on:

(i) Developing leadership amongst disabled person with emphasis on promoting disability rights and development work.

(ii) The second part will be training on basic organizational and management skills.

R40,000 requested for the 1991.

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11. EDUCATION TRUST COLESBURG

This is a farm school in Colesberg in the Northern Cape. They are turning the school into a boarding school to enable children from isolated villages to benefit. They also intend to use creative methods to deal with learning problems particularly English is a second language (Molteno method).

At night the school will be a night school offering literacy.

NUS could contribute towards teacher training and literacy a visit is recommended prior any promise to fundraise is made check the role farmers in particular.

R50,000 is recommended.

THE FOLLOWING PROJECTS WERE ALSO DISCUSSED:

HEALTH CARE CENTRE PIETMARITZBURG

Given the conditions there, the advisory board could understand the need for such a service. The Health Centre is an initiative of ANC Midlands emergency unit. It was felt the project is too big and in a way plan to do what the state has to be forced to do. We can only do investigation about the planned training component for consideration in 1992/93 screening.

IKAMVA LABANTWANA EDUCARE PROJECT-ILEP

Is a programme to support 8 pre-schools who are working jointly on staff development issues. It was already put to DDA another donor. It will be put to SIDA only if it fails with DDA.

R123,000 their total budget.

PHAMBILI

There was a request for emergency funding for an emergency type of school which caters for displaced teachers and pupils. The board felt this was the type of project to be pushed to government. The advisory board felt that project need the attention of NECC national especially if they want to access emergency funds from the Swedes.

The Advisory Board left it to the staff to look at recommend actual amounts.

5. SOUTH AFRICAN RETURN PROGRAMME

Phumzile presented a report on where we were with on the South African Returnee Programme (SARP). The programme will assist returnees to be placed within organizations who can offer employment or employment with training for returnees and ex-political prisoners.

It was suggested that WUS should not become involved with the process of interviewing returnees as that was the task of the employing organizations. It was however felt that the repatriation committees in the different regions needed to be informed on who was being employed and by who. WUS has to ensure that all returnees have a fair chance of benefiting from the programme. The management committee was asked to further deliberate on the role of WUS in the selection process. Advisory Board members were again asked to ensure participation within regional structures of repatriation and to keep the office informed.

REPATRIATION PROJECTS

The meeting was informed about a project that was being initiated by the Western Cape Education task force, on Adult Education another national project initiated by Peninsula Technikon. The Adult Education would also include remainees as there was the need to be sensitive to the needs of the remainees too.

Suggestions for dealing with proposals on returnees were as follows:-

- t To be guided by the criteria as indicated in the SARP proposal and the general WUS criteria.

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We would also need guidance from the repatriation committee of the region where the proposals come from.

The proposals we have at this point are from:-

- t Natal; to train researchers

- t Transkei; to do a feasibility study on employment creation for returnees

- % Association of Ex-political prisoners to support an project feasibility study