

## MEMO

TO: EDWARD SHALALA

FROM: FRAN BIGGS

DATE: 19 June 1995

RE: 1. RELATIONSHIP BETWEEN CA AND NGOS/CBOS  
2. MANAGEMENT OF CEP  
3. OTHER CEP PROGRAMMES

**1 RELATIONSHIP BETWEEN CA AND NGOS/CBOS**

The CEP has been based on the premise that NGOs and CBOs will assist in the provision of the community workshop programme. This means that trainers will be trained to train facilitators. The problem is one of control, as these trainers will not be employed by the CA.

The following relationship is suggested for the community workshop programme:

- 1 The CEP co-ordinators identify a group of approximately 5 trainers in each province;
- 2 The CA enters into a relationship with the organisations employing these trainers;
- 3 The basis of the relationship is that the CA will pay R200 for each workshop run by these trainers (both training workshops and community workshops);
- 4 The CEP Training Co-ordinator may be required to assist with training workshops;
- 5 The relationship between the CA and the facilitators will be run on the same basis, ie the advice office or CBO will be the party with whom the CA has a relationship;
- 6 The CEP co-ordinators verify the number of workshops run by the organisation, and payment is made on the basis of the signature of the CEP co-ordinators;
- 7 Verification can take various forms, including file notes of telephone conversations with the recipient community organisation, actual attendance by the CEP co-ordinators at the workshop, receipt of attendance register.

CEP:  
Important with regard to:  
- development of workshops  
- rel. between CA / NGOs / CBOs  
-



The CEP co-ordinators will be expected to monitor and evaluate the workshop programme. Where facilitators and/or trainers do not provide the service required by the CA, eg where there is clear bias on the part of the facilitator, the CA will be able to withhold payment from the NGO/CBO concerned.

The advantage of a relationship of this nature is that it is possible to exercise a fair measure of control, and at the same time train a large number of facilitators to run community workshops.

The only possible difficulty that may be experienced is that state expenditure may be unhappy about the payment of workshops on a lump sum basis. The relationship with SACS started out on the basis of a monthly payment, but now is based on actual costs incurred. It would be impossible for the CEP to manage a community workshop programme based on actual costs incurred.

## **2 MANAGEMENT OF CEP**

At present, the CEP is managed by a programme manager. The other programmes forming part of the PPP are run by project managers. It has been suggested, informally, that the designation of the CEP manager be changed from that of programme manager to project manager. This would simplify the lines, and put the CEP in the same relationship to management as the other programmes.

I would request a discussion on the proposal, so that clarity can be obtained in this regard.

## **3 OTHER CEP PROGRAMMES**

There are several other educational programmes in the pipeline.

Pat Govender, Greg Moran and Enoch Sithole attended a meeting with the SABC on Wednesday 7 June. It appears that the CA will be able to get air time for both radio and TV.

Constitutional education through the Department of Education is also under investigation. The aim would be to reach all school children with basic information on the constitution-making process, and to follow this with specific projects, aimed at raising the interest and involvement of children/youth in the process. This would then form a natural entry point for human rights education.

The development of materials is now crucial. The CEP co-ordinators are desperate for information and material, and it is therefore proposed that Community Liaison set up a team to develop criteria for material development. This material can then be utilised by the community workshop programme, as well as the radio and TV programmes and schools programme. The aim is to develop a coherent approach to constitutional education, through the use of standard characters, graphics and other educational tools.



This team can then make recommendations of how best to develop the material needed for the education programmes. This could include the use of consultants and inhouse expertise.

The distribution of material is also a matter of some concern. The CEP co-ordinators are now receiving some material, namely Constitutional Talk and pamphlets. However, Community Liaison needs to develop a distribution strategy which is appropriate to its target audience.

**Urgent tasks:**

- 1 To set up team to investigate material development for all CEP programmes
- 2 To set up distribution strategy
- 3 To draw up draft agreement between CA and NGOs/CBOs



## AGREEMENT

entered into between

## THE CONSTITUTIONAL ASSEMBLY

and

## The Constitutional Assembly and

agree to the following terms:

- 1 The Constitutional Assembly will provide training for trainers in the Constitutional Education Programme, and will cover transport and accommodation costs incurred in such training;
- 2 Trainers will run workshops to train facilitators, with assistance where possible from the Provincial Constitutional Education and Training Co-ordinators;
- 3 The CA will cover the costs of running training workshops for facilitators;
- 4 Trainers and facilitators will run community workshops;
- 5 The employers of trainers will be reimbursed for training workshops run by trainers, and employers of trainers and facilitators will be reimbursed by the Constitutional Assembly for the running of community workshops;
- 6 The workshop programme will comprise of briefings (one hour slots in existing workshop programmes) and community workshops (three hour workshops);
- 7 The Constitutional Assembly will pay the amount of R50 for each verified briefing, R200 for each verified community workshop, and R200 for each training workshop run by trainers;
- 8 The organisation shall have no recourse under any circumstances for any additional costs for holding briefings or workshops;
- 9 Verification of briefings and workshops shall include any of the following, but will not be limited to same:
  - 9.1 attendance registers
  - 9.2 written reports from organisers of briefing or workshop
  - 9.3 attendance of briefing or workshop by Provincial Constitutional Education and Training Co-ordinators;



- 10 The decision of the Constitutional Assembly not to verify a workshop will be final;
- 11 Should a workshop or briefing not be verified, the Constitutional Assembly reserves the right to withhold payment.



26 June 1995

Dear

### **CONSTITUTIONAL EDUCATION PROGRAMME**

The Constitutional Assembly administration runs a public participation programme, aimed at ensuring participation in the constitution-making process. One of the components of this programme is an education programme which is aimed at rural and disadvantaged communities. The Constitutional Education Programme (CEP) has now employed Provincial Co-ordinators to manage provincial education programmes.

The community workshop programme has been planned on the basis that there would be a relationship between the CA and the NGOs and CBOs involved in human rights and constitutional education. We would like to run workshops with the trainers and facilitators employed by your organisation. It is envisaged that the CA would provide training, resources and cover the running costs for constitutional education workshops. This is in line with the discussions held with NGOs and CBOs in February this year. At that meeting, there was in principle agreement that there would be co-operation between NGOs and the CA.

The Provincial Co-ordinators have been trained in the constitution-making process, and we are now wanting to train other trainers in the process. The plan is to have a small group of trainers in each province. These trainers will train facilitators to run community workshops, and will also themselves run community workshops.

There are two components to the CA community workshop programme. The first is a one-hour input or briefing which would be part of another workshop. This would be covered by the payment of R50. The second is a full three-hour workshop which would receive R200 payment. These amounts would cover transport, running costs and all other costs incidental to running a community workshop or briefing.



The CA has certain constraints in the way in which we can deliver a workshop programme. These include the necessity of being non-partisan in our approach and in the content of the workshops. For this reason, the relationship between the CA and your organisation needs to be clearly defined. The basis of the relationship would be as follows:

- 1 The CA selects trainers from each province;
- 2 The CA runs Training of Trainers workshops on how to train facilitators to run community workshops on constitutional education;
- 3 Trainers will train facilitators in the provinces, with assistance from CEP Provincial Co-ordinators;
- 4 The CA provides materials (pamphlets, posters) for workshops;
- 5 The CA pays your organisation a lump sum of R200 for every verified workshop run by a member of your staff, and R50 for every verified briefing;
- 6 The CEP co-ordinators verify the workshops and briefings by various means, such as attending the workshop, receiving attendance registers and/or reports from the target group;
- 7 The CEP co-ordinators monitor and evaluate the workshop programme;
- 8 Where workshops are conducted in a manner not in keeping with the spirit of the CA, the CA would reserve the right to withhold payment.

We trust that this relationship is acceptable to you. We have identified ..... as a suitable trainer, and would like to invite him/her to attend our Training of Trainers workshop to be held in Johannesburg on 19-21 July. We will cover transport and accommodation costs involved.

Please sign the enclosed agreement and return to us as soon as possible. We would like to have this agreement signed before the training of trainers workshop.

We look forward to hearing from you.

Yours sincerely

Frances Biggs  
CONSTITUTIONAL EDUCATION MANAGER  
COMMUNITY LIAISON



## MEMO

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DATE: 21 June 1995

RE: 1. RELATIONSHIP BETWEEN CA AND NGOS/CBOS  
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