

PUBLIC HEARING ON TRADITIONAL AUTHORITIES
BRIEFING DOCUMENT FOR THE ORGANISING AND
IMPLEMENTING TEAM

(1) CODE OF CONDUCT (This serves as a guideline)

- Dress code: Where possible smart/smart casual (no jeans and no takkies)
- No Alcohol
- Do not engage in political discussion with delegates and the media
- Any questions on media are referred to Enoch Sithole
- Do not accept any tip or gift for assistance rendered
- Punctuality: Refer to attached programme(Please note any changes that occur at the last minute)
- Make sure the duty that you have been assigned to is given first priority
- At all times be courteous and obliging
- Please refer to the attached documentation for the responsibilities that each staff member has (this is important if referral on an issue is required)

(2) PROTOCOL

- Avoid personal contact with the members of the delegation (eg shaking hands), unless it is initiated from their side
- The delegation will be dealt with through the delegation leader and/or the staff liaison person (refer to attached document)
- At registration, the delegation's name tags will be handed to the delegation leader and/or the staff liaison
- If there is a problem with any of the name tags, the staff liaison person will bring it to the registration table to be changed
- If there are any queries or issues to be dealt with (from the delegation), it will come through the staff liaison person

(3) TRANSLATION

- Proceedings will be translated
- The staff liaison person can speak the language of the delegation they are in liaison with. Please refer to them in dealing with the delegation.

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You've made your mark



Now have your say

THE NEW CONSTITUTION

(4) MEALS

- Please refer to the programme for the specific times of meals and tea/coffee
- On Friday at 14:15 (2:15pm) tea/coffee and sandwiches will be available at the Old Assembly Dining Room
- Meals for all staff and media will be served in the VIP room (Old Assembly)
- For the delegation, Theme Committee members, the Directorate and ManCom, there will be a sit-down meal provided Friday evening and Saturday lunch (Dining Room and the Passage, Old Assembly)
- The tea/coffee breaks will be served outside the National Assembly Chamber

(5) TRANSPORTATION

- See the attached document

(6) COMMUNICATION

- Speakers from the delegations need to go to microphones provided before making their input
- Notes needing to be passed/delivered will be handled by the Service Officers
- Any documentation required will be dealt with by the team responsible for documentation through the Service Officers
- If you need to get hold of a CA staff member or need to make any urgent announcement, contact Lucille, Permenthri or Tom

(7) OTHER ISSUES

- If any other issues arise or assistance is needed please contact Thandi, Lucille, Permenthri or Tom