

1/2/5

**CONSTITUTIONAL PUBLIC MEETINGS
ACTION PLAN**

CPM ACTION PLAN

INTRODUCTION

The purpose of the CPM action plan is to serve as a guideline to all roleplayers on what their specific responsibilities are and which timelines should be adhered to. The action plan will be distributed to all roleplayers from which each group can draw up a relevant action plan according to their responsibilities. The action plan is done under specific headings according to areas of responsibility and timelines.

CPM ROLEPLAYERS

The different roleplayers in CPMs are:

1. The Constitutional Assembly Administration:

- * Community Liaison Department (CL)
- * Media Department
- * The Secretariat (liaising with Theme Committee members) (TC members)

2. South African Communication Services (SACS):

- * SACS National office: Department Regional Liaison (DRL)
- * SACS Regional offices (RO)

3. Other organisations/institutions contracted/requested to aid roleplayers are:

- * Independent Mediation Services of South Africa (IMSSA)
- * Independent Data Solutions: Sound, recording and transcribing service (IDS)
- * Travel agency: Rennie's Travel
- * South African Air Force (SAAF)

* Please refer to abovementioned abbreviations to be used in text *

ACTION PLAN

PLEASE NOTE:

- * The action plan is based on a lead time of four weeks.
- * *Person / organisations responsible for a specific action are indicated in italics*

1. TIMELINE: FOUR WEEKS (28 DAYS) PRIOR TO CPM

1.1 Premier's Liaison on Steering Committee

Action: *Premier's Office*

The representative from the Premier's office will assist the SACS RO in compiling a complete list of organisations in a particular area. All of these organisations will be invited to the consultative meeting.

This liaison person will ensure provincial representation at the CPM.

1.2 Arrangement of Consultative meeting

Action: *SACS Regional Office*

The SACS Regional Offices have been informed through the Hotline of 12/4/95, of dates and venues of the remaining CPMs. SACS Regional Offices will invite, in consultation with the Premier's Office, community leaders and leaders of organisations from the affected town to a Consultative meeting. This meeting takes place three weeks before a CPM. Invitations will include requests for information ie the following:

- * Preferred venue
- * Preferred time of day for meeting to be held,
- * How they can mobilise the people of their organisations to attend.
- * Advise on promotional material, i.e. posters, pamphlets, the use of loudhailers.

1.3 Appointment of IMSSA facilitators

Action: *Sarah Archer, IMSSA*

IMSSA gives through names of facilitators appointed for each event. IMSSA will brief the facilitators by using the standard briefing document.

2. TIMELINE: THREE WEEKS (21 DAYS) PRIOR TO CPM

2.1 Regional Office Checklist

Action: *SACS Regional Office*

SACS Regional Offices will keep a checklist of all actions completed in

the previous week and will ensure that those which have not been successfully carried out are communicated via N le Roux to Wayne immediately.

2.2 Consultative meeting

Action: SACS Regional Office & CA Advance Team 1

The Community Liaison Advance Team (Maphelo Mvunelwa and Wayne Morris) meets the SACS Regional Office representative, the representative from the Premier's Office and community/organisation/party leaders. The final venue and time for the CPM are decided upon at this meeting. Community leaders are enlisted to help ensure the success of the event. An attendance list to be completed by all community leaders will be circulated at the meeting.

After the consultative meeting, final dates, venues and times and advice on Media are faxed through from the SACS regional office to Nickey le Roux of the Operations Team. Nickey Le Roux informs Community Liaison, Management and the Operations Team immediately.

2.3 Confirm High Profile Speaker

Action: Nickey le Roux, Ops Team

Nickey le Roux attempts to ensure that a Management Committee member speaks at each of the events. This will be done by contacting Management Committee members and ensuring that they accept, diarise and are reminded (one week before the event) of their participation.

2.4 Memo to Theme Committee members

Action: Una Fourie, CL: Ops Team

Una Fourie (Operations Team) informs the Secretariat, in writing, of their required assistance re the CPM's. This will occur via Thandi Mngadi-Kgosidintsi to the Managing Secretaries. The Managing Secretaries will ensure that the Confirmation Forms provided by Una Fourie are circulated to all their Theme Committee members with a list of all the CPMs (area/date).

Each Confirmation Form has a RSVP date. The RSVP will be strictly adhered to, to ensure cost-effective and efficient logistical arrangements.

2.5 Printing of advertising/ promotional material

Action: Elmien Riley, CL: Ops Team

Elmien Riley will inform the Media Department of all details decided upon at the Consultative meeting (in writing). The Media Department will inform the printing company of final dates, times, venues of CPMs and numbers of posters, leaflets, pamphlets required. Printing will commence.

The Media Department will inform the National and Regional media (print and electronic) of events taking place eg SAPA, SABC: Radio and TV etc. Elmiem Riley, in co-ordination with Tango Lamani, will constantly monitor media production. Report back on media production should be done by E Riley, in writing, to Nickey le Roux.

2.6 CPM logistical arrangements in the provinces

Action: SACS Regional Office

The venue decided upon at the Consultative meeting needs to be booked. The following will be included as part of the final arrangements:

- * oversee cleaning of venue
- * arrange water jugs and glasses
- * arrange tablecloths, flowers, etc
- * oversee seating arrangements
- * confirm sound and recording system through national team
- * arrange VIP security with local SAPS
- * arrange and confirm translators (and back-ups) through the Premier's Office.
- * monitor of poster and leaflet distribution
- * handle all queries from community leaders/organisation/party leaders and referring critical issues to the CL Management.
- * arrangement of public transport for the community - bus & other
- * organise a dry run the day before the CPM (if possible)
- * arrange box for written submissions

- * A community profile and a map of venue and surroundings should be faxed to Werner Harms, Ops Team for further processing as annexures to the standard briefing document.

- * All invoices to be dealt with in accordance to normal financial procedure, and copies to Nickey le Roux for further processing through the Ops Team's Administrative Assistant and Fazela Mohamed, Head: CA Finances. All expenses incurred by SACS will be claimed for by the SACS Finance Department from the CA upon production of the original supporting documentation.

3. TIMELINE: TWO WEEKS (14 DAYS) PRIOR TO CPM

Nickey le Roux will ensure that a checklist of all completed and outstanding tasks by all roleplayers be sent to Wayne Morris. Emphasis being place upon those tasks unsuccessfully completed. W Morris to action.-

3.1 Theme Committee issues

Action: *Managing Secretaries*

The Managing Secretaries will ensure that current Theme Committee issues are forwarded to Nickey le Roux, Programme Manager: Ops Team.

3.2 Travel and accommodation arrangements

Action: *Marí Stroebel*

Travel and accommodation arrangements for Theme Committee members and CA Administration staff travelling to any particular CPM will be done by Marí Stroebel. All flight arrangements will be done through SAAF. Number of people travelling will be determined from the standard *Confirmation Form* handed in. A member of the CA or the CA Administration who wishes to change their travel arrangements will inform the Operations Team (Una Fourie/Marí Stroebel) of such changes, no later than the Tuesday preceding the CPM.

3.3 Delivering of advertising material

Action: *Elmien Riley, Ops Team and CA Media Department*

Posters, leaflets, etc used to advertise the event will be delivered by the printing company and couriered to the distribution company appointed by the Media department. The SACS Regional Office in the province will act as a monitor to ensure that posters are put up correctly and in the correct areas (including those identified by the Consultative meeting). Any problems should immediately be communicated to SACS DRL/Nickey Le Roux who will in turn inform CL Management who will take it up with Media Department. The distribution of posters will be done by either a distribution company or the steering committee in areas where no distribution company is available.

3.4 Arrangement of TC member briefing

Action: *Una Fourie, Ops Team*

Una Fourie will arrange venue/tea/coffee for TC member briefing through Andrew Mbandla and Retha Smit: Parliament. Details of the briefing will be given in a memo to CL Management and the Secretariat.

4. 10 DAYS BEFORE CPM

4.1 Standard briefing for Management Committee member/s

Action: *Edward Shalala and Wayne Morris*

Standard briefing to Management Committee members participating in CPM by Edward Shalala or Wayne Morris.

5. 8 DAYS BEFORE CPM

5.1 Posters

Action: *Distribution company*

All posters advertising the CPM should be up correctly at least 8 days before the event. Monitoring by SACS Regional Offices will occur. Any problems communicated to Nickey le Roux/ DRL.

5.2 Confirm High Profile Speaker's participation (see 2.3)

Action: Nickey le Roux, Programme Manager, Operations Team.

6. MONDAY BEFORE CPM

6.1 Checklist

Action: *Werner Harms & Nickey le Roux*

Werner Harms or Nickey le Roux will go through, in detail, the checklist with the SACS RO ensuring that all possible problems are foreseen and solved.

6.2 Radio publicity

Action: *Elmien Riley and Media Department*

Radio publicity continuous throughout the week on local radio stations.

7. WEDNESDAY BEFORE CPM

7.1 Theme Committee member briefing

Action: *Edward Shalala/Tom/Wayne*

Marí Stroebel will brief Edward Shalala regarding the Itinerary **at least** two hours before briefing. Queries on times/travel arrangements will be answered at the briefing.

8. THURSDAY/FRIDAY BEFORE CPM

Action: *ADVANCE TEAM 2*

One or more persons from the CA Operations Team will form an Advance Team for each of the CPMs. It will be their task to oversee and ensure assistance to the Regional Office organising the event. The following tasks are allocated to Advance Team 2:

- * Oversee "dry run"
- * Confirm final checklist
- * Act as direct communication link with Programme Manager, Operations
- * Act as direct and final link with the Programme Manager:

- * Operations on the travelling arrangements
- * Supervise arrangements made with IMSSA and IDS and act as final authority in this regard
- * Do preliminary evaluation for the situation report
- * Monitor the progress and effect of the event in case a media statement should be prepared or an article to follow either a particular incident or success.

9. FRIDAY BEFORE CPM

Action: *SACS Regional Office & Advance Team 2*

Dry Run to be held.

10. TRAVELLING PARTICIPANTS

Members of the Secretariat, other CA staff and the CL Management will travel with the MPs from the point of departure. The most senior of these staff will be identified as the group leader and all MP queries will be referred to him/her. He/she will also identify her/himself to the pilots of the aircraft as team leader and will act as liaison with the SAAF for the duration of the flight. The team leader will also act as silent chair and liaise with the MPs at and during the event.

11. CONSTITUTIONAL PUBLIC MEETING

Action: *SACS Regional Office, Premier's Office, Advance Team 2, Theme Committee Members, CA Admin staff*

11.1 STANDARD PROGRAMME - 3 HOURS

CONTENT OF PROGRAMME	PERSON RESPONSIBLE	TIME ALLOCATED
1. Pre-meeting briefing	Chairperson (facilitator)	30 minutes
2. Welcome	Mayor	10 minutes
3. Introduction	Premier / MEC	10 minutes
4. Constitution-making process Overview and questions on clarification	Speaker (Chair or Deputy Chair of the CA or Mancom Member) or Chair of Meeting	10 minutes

5.	Input from Theme Committee Members	One TC Member from each TC to give input on TC related issues being discussed according to work programme. Issues on which the public's input is specifically sought.	6X10 minutes for each TC: ● 5 min input ● 5 min translation
5.	Submissions from Public	To be facilitated by Chairperson of the Meeting	85 minutes (subject to change according to situation)
6.	Closure	Mayor	5 min

11.2 ROLE OF CA STAFF MEMBERS ATTENDING CPM

- * Members of CA staff attending CPMs will accompany Theme Committee members on flights;
- * monitor CPM for purpose of evaluation;
- * supervise the process of registration;
- * act as liaison with the Members of Parliament on the stage during the CPM.
- * a Managing Secretary attending will act as a "silent chair" during the CPM;

11.3 ROLE OF PROGRAMME PARTICIPANTS

* Mayor

The Mayor should:

- Use his/her discretion as to whether the event should be opened with a prayer;
- Welcome the audience and dignitaries to the event;
- Introduce the dignitaries to the audience;
- Close the meeting after submissions have been received.

* Premier / MEC

The Premier should:

- Introduce the member of the C.A
- Inform the audience of the non-party political nature of the

- meeting;
- Emphasise the importance of the Constitutional Assembly;
- Explain the role of the members of the Theme Committees present; (their role is to make input on Theme Committee work and hear submissions from the public)

* **Chairperson / Facilitator**

The Chairperson should:

- Be responsible for the pre-meeting briefing;
- Take over the welcome or the introduction if the Mayor or the Premier MEC does not arrive;
- Give an overview on the constitution-making process and allow questions of clarification to be directed to Theme Committee members (this is only for those situations when there is no specific speaker from the Constitutional Assembly);
- Work through the order of the proceedings and the time constraints of each phase of the meeting;
- Explain how the submissions will be dealt with;
- All Theme Committee members will make their input as per the programme and submissions will be solicited after all of them have been completed.

* **Note 1**

Public submissions will be electronically recorded;
Written submissions will be collected after meetings;
Translation to be provided.

* **Note 2**

For briefing the public on the constitution-making process.

- Probe audience to participate;
- Sensitize Theme Committee members and the public to consider the translator when making inputs/submission;
- Reiterate value of submissions;
- Ensure an even spread in receiving oral submissions;
- Ensure that no comment on submissions is encouraged from any member of the Constitutional Assembly;
- Indicate to the audience what will happen to further submissions;
- Every submission will be recorded and will be channelled to the relevant Theme Committee;
- Indicate to the audience that written submissions can be made at the venue and placed in the box;

- Inform the public that written submissions can also be made to the CA in Cape Town at the following address by no later than the 30th June 1995:
**The Executive Director
P.O. Box 15
Cape Town
8000**
 - Keep the running order of the meeting;
 - In the event of an unforeseen threat to security, the Chairperson in consultation with the Premier / MEC and the mayor will make the final decision to call for security. The Chairperson will thus have to identify her/himself beforehand to the security staff in order to familiarise them with the line of command.
 - Evaluate the process and give feedback to the regional director of IMMSA in the Western Cape, Susan Hayter.
 - Remind members of organisations to fill in register.
- * **Speakers (Chairperson or Deputy Chairperson of CA, Members of Mancom or other members of CA)**

The role of the speaker is to:

- Give a brief overview of the constitution-making process and field questions on clarification only.

* **Members of the CA / Theme Committee Members**

The main role for members of the CA / Theme Committee members should be to actively listen to input/submissions from the South African people on what they wish to see in their final constitution.

- A member from each of the Theme Committees will have an opportunity to brief the public on the issues being dealt with on his/her specific Theme Committee;
- Theme Committee members should decide before the meeting or by no later than the pre-meeting briefing which member of the specific Theme Committee will make the input. This is in order to give the relevant member an opportunity to prepare;
- To facilitate the process, specific time frames regarding input should be adhered to - this will ensure that the purpose of Public Participation is not limited in the process;

11.4 National Logistics Back Up Team

Action: *Marí Stroebel, Logistics*

Marí Stroebel and an Ops Team member will form a back up team for any logistical hitches that may arise. They will be stationed in Rennies Travel Board Room.

12. MONDAY AFTER CPM

12.1 Evaluation & Report Back

Action: *SACS Regional Office & CL: Ops Team*

The Monday after the CPM, SACS Regional Offices will report back to the Ops Team. The CL Management and the Ops Team will meet to discuss CPMs that took place over the weekend. Theme Committee members' evaluation will occur during their TC meeting. The Managing Secretaries will ensure that this information is passed to Wayne Morris, Project Manager: Operations.

13. MONDAY, A WEEK AFTER CPM

13.1 Transcriptions

Action: *Marí Stroebel*

Monday a week after the CPM, Marí Stroebel, Logistics: Ops Team will ensure that she receives the transcriptions from IDS and gives it through to Wayne Morris and the Secretariat for further processing.
