

**CONSTITUTIONAL ASSEMBLY**  
**ADOPTION OF THE NEW CONSTITUTION**







# ***CONSTITUTIONAL ASSEMBLY***

## ***ADOPTION OF THE NEW CONSTITUTION***

### **FINAL REPORT ON THE ADOPTION CEREMONY AND RELATED EVENTS**

#### **INTRODUCTION**

The Adoption of South Africa's new constitution marked a historic day in our new democracy. It was the culmination of 2 years of hard work and commitment by the members of the Constitutional Assembly (CA), technical advisors, the CA administration, civil society and the South African people in general. Therefore it was appropriate and necessary to mark this day (**8 May 1996**) in a ceremonial and celebratory manner as a gesture of appreciation and for all to remember in generations to come.

The CA administration whilst recognising that the new constitution only comes into being after the process of certification and signing by the President, saw the need to mark the **8 May 1996**, as a special day in South African history. The reasons included:

1. South Africans were already identifying this day (8 May 1996) as a day the new constitution would be adopted and recognised this as a significant building block in defining our new democracy and instilling a culture of human rights in our country.
2. To organise the scale of events that this process demanded, required a large complement of staff. The majority of staff within the CA administration were due to leave at the end of May 1996, as part of closing-up its operations.
3. The interim constitution set a deadline for when the new constitution would be adopted (by the 9 May 1996). It was critical that the leaders of our country met the deadline that they themselves set in the eyes of both the people of South Africa and the international community.

#### **STEERING COMMITTEE**

A steering committee was established cross-functionally in the CA administration involving all departments and reporting to a member of the Directorate, Marion Sparg. It was convened by Permenthri Pillay. The composition of the steering committee and its functions are found in **Appendix A**.



## **SUB-COMMITTEES**

Sub-committees were linked directly to a member of the steering committee. However, in practice this depended on functions that needed to be performed and primarily only the logistics and foreign reps/memorabilia/reception sub-committees operated as such. (see **Appendix A** for more detail).

## **PROGRAMME**

The programme was drawn-up in consultation with the Directorate, the Chairpersons of the CA, members of the Management Committee and the Presidents office.

The programme had to reflect the formal proceedings as the last sitting of the CA, the events outside the National Assembly directly after and the dinner that followed in the evening of the 8 May 1996. Please see **Appendix B** for the complete programme.

The Adoption Ceremony (the last sitting of the CA), included invited guests made-up of foreign dignitaries (the diplomatic core mainly), civil society structures, sponsors and contributors, structures of government, staff of the CA administration (that were not involved in organising these events, including former staff) , VIP guests and the public (over a hundred seats were made available).

There was a lunch for foreign dignitaries and structures of government that is not reflected in the attached programme.

The dinner was for members of the CA and their partners, foreign guests, guests from civil society, sponsors and contributors, structures of government and members of the CA administration. This dinner was organised for 1500 people. The Person of Ceremonies (or MC) was Ms Khanyi Dhlomo Mkhize.

## **EVALUATION**

Given the limited timeframes and the parallel political process, the Adoption Ceremony and all related events was a tremendous success. It was an incredible challenge to organise events when the actual constitution was only ready for adoption the night before.

Everyone involved, must be congratulated on this success, particularly the members of the Steering committee for the management, co-ordination and direction of the programme. Parliament and other government departments/offices must be thanked for working in conjunction with the CA administration to make these events possible.



## ACHIEVEMENTS:

1. The relationship with parliament and other government departments were a great success. In this regard the Public Works department needs special mention.
2. The sub-contractors involved in the process were efficient and delivered to the best of their ability under the circumstances. In this regard, the CA song and the mural were extremely well done. Further the team sub-contracted to do the dinner, headed by Patti Lloyd and including Cozy and Daves Catering delivered superbly (the food was particularly splendid).
3. The use of a theme in all our media as reflected in the mural was extremely effective as well as the slogan of 'One Law for One Nation'.
4. The Adoption Ceremony and the outdoor events contributed to the spirit of public participation that has been one of the fundamental principles of this constitution-making process. It was successful in contributing to transferring ownership of the constitution to the people of South Africa.
5. Sponsorship of R 256 000.
6. The whole process costing us less than what was budgeted. Refer to final report on finances.
7. By not paying travel and accommodation costs for invitees, the logistical and liaison arrangements were substantially reduced. This is a practice that would prove useful in organising such events, as long as flexibility applied to the different circumstances that invitees might face. In this regard sensitivity must (and was) be exercised in dealing with smaller ngo's and rural organisations and structures.

## LESSONS LEARNED:

1. The challenges that administrations face in relation to the political processes and how it is used by politicians in this regard. It is important to also look at how political accountability would be given effect to in similar processes to that of the CA administration.
2. The definitions of the different function areas and responsibilities, should have been clearly thought through and discussed with the steering committee in particular and with the members of the team more generally.
3. The above (see 2) should have been done in the context of an overall project plan. This would have prevented working in an ad-hoc, crisis management



mode and planning on the spot. Further it would have avoided team members, particularly members of the steering committee becoming protective over their areas and ensured that everyone worked more closely as a team.

4. Parliamentary liaison could have been involved more in the planning of these events.
5. In co-ordinating projects of this nature, information flow and communication is critical. It is an area that required more attention and in similar processes should be given priority.
6. When the countries leadership is involved in an interface with the public security cannot be over estimated. At the same time crowd management by the security forces in our country needs to be looked at more closely in light of public relations. The need for this was reflected in our (the security staff) inability to deal with crowds at Fernwood Estate in an appropriate manner and prevent those that were not invited from entering, in a civil approach and manner. In organising events of this nature, security requires special planning and close management in execution.
7. No prior preparations were made to deal with the overwhelming response from invited guest and the public at large. Our areas of weakness related to to not adequately planning this area and not allocating enough resources (particularly, staff) to deal with invitations, guest lists and liaison with the invitees and general public. Invitations were posted to late and this led to dealing with people on the day, which inturn impacted on security arrangements.
8. In the management of the process (mainly at a steering committee level) , specific attention should have been directed to issues (and problems) that arose and a mechanism to deal with them systematically should have been put into place. For the future, risks and issue management should be an area of focus.
9. Fund-raising proved to be difficult given the nature of the event we were asking organisations to fund, but mainly because the initial contact has to be made from the top of the organisation/structure for it to be successful.

## **CONCLUSION**

The Adoption Ceremony and all related events succeeded in celebrating the birth of our new constitution and the success of the constitution making process as a partnership between government and civil society specifically and all South Africans more broadly.

# CONSTITUTIONAL ASSEMBLY

## STEERING COMMITTEE PROPOSAL

to manage the implementation of the Adeptian ceremony and associated events.

The Steering Committee will be comprised of the convenors of different sub-committees. These sub-committees will be cross-functional and will also include representatives of other government departments where appropriate and necessary.

The role of the convenor and deputy is to manage the implementation process and provide support and assistance where required. The actual tasks will be carried out by each sub-committee. Report to be directed through Marion Spang.

The Steering Committee will be convened by Permanent Piliav.

### SUB-COMMITTEE

### CONVENOR

Foreign representation/tourism/reception

Lacorne de Jours

Logistics

Josh Hutchinson

Provincial Liaison

Stephano Mounier

Security

Paul D...

Press (domestic and international)

Katherine McKenzie

Programme

Permanent Piliav

Financial sponsors

Fazela Mohamed

Please refer to function of each sub-committee.

# APPENDIX A

Foreign representation/tourism/reception



# CONSTITUTIONAL ASSEMBLY

## STEERING COMMITTEE PROPOSAL

To manage the implementation of the Adoption ceremony and associated events.

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The role of the convenor and deputy is to manage the implementation process and provide support and assistance where required. The actual tasks will be carried out by each sub-committee. Report to be directed through Marion Sparg.

The Steering Committee will be convened by Permenthri Pillay.

<b>SUB-COMMITTEE</b>	<b>CONVENOR</b>
1. Foreign reps/Memorabilia/reception	Leonora de Souza
2. Logistics	Josh Nathanson
3. Provincial Liaison	Maphelo Mvunelwa
4. Security	Paul Davids
5. Press (domestic and international)	Katherine Mckenzie
6. Programme	Permenthri Pillay
7. Finance/sponsors	Fazela Mohamed

Please refer to function of each sub-committee.

1. Foreign representation/memorabilia/reception



- To liaise with Foreign Affairs around foreign representation, mainly diplomatic core, major world bodies UN, Commonwealth, OAU, European Parliament, etc.) and major human rights and NGO structures internationally (Amnesty International, etc.).
- To facilitate and co-ordinate the design, creation and production of appropriate Constitutional Assembly memorabilia.
- Responsible for co-ordination of reception tasks at the Adoption ceremony and VIP dinner or other related events. Also responsible for issues of protocol in consultation with Foreign Affairs and the programme sub-committee.

## 2. Logistics

- To co-ordinate all logistics of the ceremony and related events. This team will be divided into the following tasks among others:
  - Parliamentary Liaison
  - President's Office
  - Transport and travel
  - Liaison with political parties
  - External contractors together with finance
  - Military (if required)
  - Other logistics

This team will work closely with the sub-committee dealing with foreign representation and civil society delegations.

## 3. Provincial liaison/civil society

- To liaise with provincial Premiers' offices/legislatures to facilitate events in the provinces around adoption of the constitution
- The provinces will be responsible for the actual events. The role of the provincial liaison will be to encourage and provide support, direction and assistance where necessary.
- To establish a civil society guest list from the following sources:



- Database (sectors, CPM's, CEP workshops)
  - Technical Advisors (Panel of experts, contractors where appropriate)
  - Funders (maybe foreign - liaise with sub-committee dealing with foreign representation)
  - Constitutional Court, Chief Justice, Public Protector and other relevant commissions)
  - Other determined in consultation with Steering Committee and Directorate
- The person working with the civil society guest list will work closely with the sub-committees dealing with logistics, reception and programme.

#### 4. Security

- This sub-committee needs to work closely with and comprise members of VIP security and ordinary parliamentary security (through Mr Cleimwerck).
- VIP security and Parliamentary security know what to do; the role of the convenor is to:
  - Provide information about the programme and the guests that will be attending as well as the transport requirements to security.
  - To establish what the relevant procedures and plan for security at the different events will be (with the security)
  - Feedback to Steering Committee around security arrangements
  - Work closely with the sub-committees dealing with logistics and reception.

#### 5. Press (domestic and international)

- To make all the necessary arrangements for the events to be covered by both the domestic and international press/media.
- To establish the best way to advertise and stimulate public interest around the Adoption of the Constitution.
- To take responsibility for communication and co-ordination of the press and media at the different events.



6. Programme

- To establish a base-line programme together with the Directorate.
- To follow the political process and make the necessary changes to the programme together with the Directorate.
- To establish the programmes for each event together with the Steering Committee and the Directorate (approval).
- To keep the Steering Committee, and therefore the sub-committees informed of the programme and particularly, the changes to the programme.

7. Finance/sponsors

- Assist with budgeting.
- Manage the finances of the Adoption Programme.
- Be responsible for sponsorship agreements where possible.
- Liaison with other government departments and parliamentary finance department for Adoption where necessary and appropriate.



CONSTITUTIONAL ASSEMBLY  
ADOPTION OF THE NEW CONSTITUTION  
9 MAY 1996  
PROGRAMME

*Inside National Assembly*

- 09:00
1. Guests with seats in the National Assembly arrive through Old Assembly entrance and are seated in the public gallery.
  2. Public enters venues within the Parliament complex to watch proceedings on video screen.

09:00 Prayers after lunch in session into National Assembly.

09:15 CA Chairperson, Cyril Ramaphosa's address on 'Wessels' welcomes and grounds.

09:25 CA Chairperson, Cyril Ramaphosa's address.

09:50 Political Parties' address.

1:00 Voting procedure.

1:35 President Mandela's address.

- 2:05
1. Deputy Chairperson closes the formal proceedings.
  2. CA members are asked to proceed to the steps outside National Assembly for the outdoor proceedings.

*Outside National Assembly*

11:00 Gathering of civil society groups and school children outside National Assembly.

- 12:15
1. CA members in place on the steps of Assembly.
  2. Choir entertains public while waiting.

# CONSTITUTIONAL ASSEMBLY

## ADOPTION OF THE NEW CONSTITUTION 8 MAY 1996

### PROGRAMME

#### *Inside National Assembly:*

- 08:00
1. Guests with seats in the National Assembly arrive through Old Assembly entrance and are seated in the public gallery.
  2. Public enters venues within the Parliamentary complex to watch proceedings on video screens
- 09:00
- Praise singer leads procession into National Assembly
- 09:15
- CA Deputy Chairperson, Leon Wessels welcomes and presides
- 09:25
- CA Chairperson, Cyril Ramaphosa's address
- 09:50
- Political Parties' address
- 11:00
- Voting procedure
- 11:35
- President Mandela's address
- 12:05
1. Deputy Chairperson closes the formal proceedings
  2. CA members are asked to proceed to the steps outside National Assembly for the outdoor proceedings.

#### *Outside National Assembly:*

- 11:00
- Gathering of civil society groups and school children outside National Assembly.
- 12:15
1. CA members in place on the steps of Assembly.
  2. Choir entertains public while waiting



12:20 Chairpersons, President and Deputy Presidents in place on podium

12:25 Anthem led by choir

12:30 Chairperson's address

12:40 Performance of CA song

12:45 President Mandela addresses outside gathering

13:10 CA Mural unveiled

13:15 Closure

13:30 Reception for Foreign guests in the Old Assembly Dining Hall

# CONSTITUTIONAL ASSEMBLY

## ADOPTION OF THE NEW CONSTITUTION

### 8 MAY 1996

### PROGRAMME

#### *Dinner at Fernwood Parliamentary Estate Time: 18:30 for 19:20*

1. Dinner hosted by the Chairpersons of the CA, Mr Cyril Ramaphosa and Mr Leon Wessels
2. President Mandela will be the Guest of Honour

#### *Dinner programme:*

- |       |  |
|-------|--|
| 18:30 | Guests will arrive   |
| 19:20 | Guests seated  |
| 19:30 | President Mandela to arrive  |
| 19:35 | <ol style="list-style-type: none"><li>1. Master of Ceremonies welcomes President Mandela &amp; guests to the dinner</li><li>2. Master of Ceremonies introduces the CA Song</li></ol> |
| 19:40 | CA Song performed  |
| 19:45 | <ol style="list-style-type: none"><li>1. Informal address by CA Chairperson, Cyril Ramaphosa</li><li>2. Introduces the Guest of Honour: President Mandela</li></ol>                  |
| 20:00 | Address by President Mandela   |
| 20:30 | Dinner will be served<br>Background music will be provided by the Soweto String Quartet  |



# Logistics Plan for Adoption of South Africa's New Constitution on May 8th, 1996

Monday, May 6<sup>th</sup>, 1996

1. All right carpets are in place at Fourwood with carpets.
2. All table place name tags are completed.
3. An alphabetized guest list is finished for dinner and parliamentary events.
4. Tickets not yet sent by mail are sent and are consolidated for pick-up at the CA.
5. All relevant dignitaries and staff have been fully briefed.
6. Necessary equipment has been tested (eg. cell phones, two-way radios, etc.).
7. Minimal clean-up and has been covered. (A further run of services must be done.)
8. Production and duplication (copying) of Program and New Constitution.

Tuesday, May 7<sup>th</sup>

## APPENDIX C

### Parliament Outdoor Preparations:

1. Scenarios of two stages (half moon presidential stage and five podiums for others).
2. Location of South Africa's staff offices to British High Commission (for SABC, etc.).
3. CA banners in place on the facade of the Nat. Assm.
4. Confirmed all road work for crowd control and movement of traffic (No no traffic will be allowed to pass in front of the steps of National Assembly after 6pm).
5. VOB Park School entrance is prepared with ropes and security posts.

### Parliament Indoor Preparations:

1. Banners in place in House of National Assembly, Dining of Old Assembly, Old Assembly and National Assembly (in the evening if necessary).
2. Reception rooms (Old Assembly dining room and Member's dining room adjacent to 2nd floor of National Assembly) are prepared.
3. Operations room (21st floor phone area, fax and computers) in place.
4. Press desk in place.
5. Reception desks in place.
6. All signs are put up which include the following:
  - a. Top of the stairs to the National Assembly
  - b. Across entire foyer of the Old Assembly
  - c. Marking off pedestrian route from Old Assembly to National Assembly
  - d. At access point to press area.
7. Old Assembly Dining Room decorated.

# Logistics Plan for Adoption of South Africa's New Constitution on May 8th, 1996

## Monday, May 6<sup>th</sup>, 1996

1. All eight marquis are in place at Fernwood with carpets.
2. All table place name tags are completed
3. An alphabetised guest list is finalised for dinner and parliamentary events
4. Tickets not yet sent by mail or by hand are consolidated for pick-up at the CA
5. All relevant dignitaries and staff have been fully briefed
6. Necessary equipment has been hired (eg cell phones, two-way radios ect)
7. Mural is in place and has been covered. (a practice run of unveiling must be done.)
8. Production and duplication (x2000) of Programme and New Constitution

## Tuesday, May 7<sup>th</sup>, 1996

### **Parliament Outdoor Preparations:**

1. Erection of two stages (half moon presidential stage and five platforms for choir)
2. Erection of media scaffolding adjacent to British High Commission and for SABC crews
3. CA Banners in place on the facade of the Nat. Assem.
4. Cordoned off roped areas for crowd control and movement of traffic (NB no traffic will be allowed to pass in front of the steps of National Assembly after 6pm)
5. 120 Plein Street entrance is prepared with ropes and security points

### **Parliament Indoor Preparations:**

1. Banners in place in foyer of National Assembly, foyer of Old Assembly, Old Assembly and National Assembly (in the evening if necessary)
2. Reception rooms (Old Assembly dining room and Member's dining room adjacent to 2nd floor of National Assembly) are prepared
3. Operations room (E249) has phone lines, fax and computers in place
4. Press desk in place
5. Reception desks in place
6. All ropes are put up which include the following:
  - a. Top of the stairs in the National Assembly
  - b. Across entire foyer of the Old Assembly
  - c. Blocking off pedestrian route from Old Assembly to National Assembly
  - d. At access point to press area
7. Old Assembly Dining Room decorated



8. Lay out brochures, programme, constitution inside chamber and at reception desks
9. Extra TV's in Nat. Assem and large screen in Old Assem.
10. Decoration of reception area and invitee packets in place
11. Sound and video check inside chambers
12. 6:00pm rehearsal for CA Song and Choir to be held on stages outside National Assembly

### **Fernwood Parliamentary Club:**

1. Cording off of parking areas and preparing gated entrances
2. Tables and chairs are put in place in the marquis
3. Toilets and bars are serviceable
4. Table assignments are up in reception tent

## **Wednesday, May 8<sup>th</sup>, 1996**

### **All CA staff and Parliamentary staff meet at 7:00am in E249**

Before 7:00am:

1. The Weatherman has been bribed to ensure a perfect sunny day
2. Double check all previous day's activities
3. Laying of red carpet on podium and steps
4. Outdoor sound system in place and retested
5. Chairs for public are laid out in Stalplein
6. Five chairs for dignitaries are in place on stage

7:45am:

1. Liz, Fiqah and Bev in place at gate to Parliament St. with three complete and alphabetised guest lists, entry tickets, pens etc
2. Shamielah and Una in the Ops Room
3. Reception and ushering team in their places to receive guests
4. Katherine and Pat in place at press access point

8:00am:

1. Guests begin to arrive
2. Cars enter through Parliament St gate to drop guests at the Old Assembly entrance and exit on Plein St.
3. Lifts in National Assembly are locked

8:30am:

Guests are given CA Folders and are seated in allocated seats

8:45am:

The President receives Deputy President Mbeki, Deputy President De Klerk, CA Chairperson, Cyril Ramaphosa and Deputy Chair, Leon Wessels at Tuynhuis.

8:50am:

All CA members are seated in the chamber

8:57am: Presidential delegation uses Door 17 to enter foyer of the National Assembly

### **Inside National Assembly Chamber:**

8:58am: Praise Singer leads Presidential delegation into National Assembly

9:00am President and Deputy Presidents take their seats and Cyril Ramaphosa and Leon Wessels take their places on the podium.

9:05am CA Deputy Chairperson, Leon Wessels welcomes and presides

9:10am Messages of support

9:20am CA Chairperson, Cyril Ramaphosa's address

9:45am Political Parties' address

10:55am Voting on the Constitution

11:30am President Mandela's address

12:00am

1. Deputy Chairperson closes the formal proceedings
2. President, Deputy Presidents, Cyril Ramaphosa and Leon Wessels exit National Assembly Chamber behind the podium and are escorted by Josh and Lolo or Mary to President's National Assembly Office
3. CA members are asked to proceed to the steps outside National Assembly for the outdoor proceedings. (Susan, Edward and Anita encourage them to do so quickly)
4. Guests in the Old Assembly are escorted onto Parliament St. to watch outdoor events
5. Press are escorted from gallery to positions outside via the Old Assembly exit

### **Outside National Assembly Chamber:**

9:00am Hilton, Caroline and Irefaan in place at 120 Plein St with school children's lunches (which will be given to the kid's on the bus on the way home)

9:30am Choir and CA song crew go through sound checks and final rehearsal

9:45am Wayne, Maphelo, Desmond and Masoet in place on Stalplein



- 10:00am School children and members of the public arrive at 120 Plein St and go through security check point. They are then ushered into the public area of Stalplein.
- 11:30am Choir entertains crowd while waiting
- 11:45am CA song crew is in place behind stage and are ready to go
- 12:10pm CA members in place on the steps of Assembly.
- 12:15pm Permenthri calls Josh when everything is in place and Presidential delegation walks onto podium and are seated
- 12:20 Anthem led by choir
- 12:25 Chairperson's address
- 12:35 Performance of CA song
- 12:40 President Mandela addresses outside gathering
- 13:10 CA Mural unveiled (Josh to call Gordon with the signal)

Assistance with tasks for the Adoption Day Ceremony 08 May 1996

Parliament str. entrance gate

1. Liz Berry
2. Beverline Thomas
3. Faiqah Anthony

120 Plein str. entrance

1. Hilton Gallant
2. Caroline Qonde
3. Irefaan Amierodien

Mural - PWD Building

1. Gordon Wilson

Operations Room - E249

1. Shamielah Booley
2. Una Fourie
3. Plus one Parliamentary staff member

National Assembly (upstairs)

1. Fran Biggs
2. Ivan Nielsen
3. Sibho Hintsho
4. Fay Jamie
5. Florence Magooa
6. Laetitia Meter
7. Ntoz Tom
8. Mohammed Paleker
9. Penny Carelse
- 10-19. Fifteen Parliamentary staff members

National Assembly (downstairs)

1. Susan Rabinowitz
2. Edward Shalala
3. Anita Geissler
- 4-7. Four Parliamentary staff



### Old Assembly

1. Joslyn Moeti-Morgan
2. Bonita Isaacs
3. Bridgett Sampson
4. Deon Solomons
5. Zuleiga Adams
- 6-11. Six Parliamentary staff

### Stal Plein

1. Wayne Morris
2. Maphelo Mvunelwa
3. Desmond Sampson
4. Ebrahim Masoet

### Media

1. Katherine Mckenzie
2. Pat Govender
3. Tango Lamani

### Security

1. Paul Davids
2. Theunis Jansen
3. Christo Brand
4. Wener Harmse
5. Elroy Jacobs









