

**PUBLIC PARTICIPATION
PROGRAMME**

BRIEFING DOCUMENT

CONSTITUTIONAL PUBLIC MEETINGS

11 MARCH & 12 MARCH 1995

COMMUNITY LIAISON

BRIEFING DOCUMENT CONSTITUTIONAL PUBLIC MEETINGS

1. AIM OF CONSTITUTIONAL PUBLIC MEETINGS

The aim of the Constitutional Public Meetings is to involve and engage the public at large in the constitution making process. The public will have direct access to their elected representatives and will be invited to give individual submissions on constitutional issues.

2. STANDARD CPM PROGRAMME

Attached please find details regarding exact venues and starting times (Annexure A).

CONTENT OF PROGRAMME	PERSON RESPONSIBLE	TIME ALLOCATED
1. Pre-meeting briefing	- Facilitator	30 min
2. Welcome	- Mayor	10 min
3. Introduction	- Premier/MEC	10 min
4. Inputs - Constitution-making process - Questions on clarification - Specific Theme Committee Issues - Submissions *	- Facilitator to chair - One TC member from each Theme Committee giving input on TC related issues being discussed according to work programme - Public	10 min 6 X 10 minutes each: * 5 minutes input * 5 minutes for translation 85 min (subject to change)
5. Closure	Mayor	5 min
* Please note options with regard to submissions (see 3.3)		

PLEASE NOTE:

- * The duration of the programme will be approximately 3 hours (excluding the pre-meeting briefing).
- * Due to the need for translators, the time allocated for the programme may be extended.
- * Where possible choirs/ musicians will be invited to provide light entertainment.
- * Security for public and dignitaries will be standard procedure at CPMs.

3. ROLE OF PROGRAMME PARTICIPANTS

3.1 Mayor:

The mayor should:

- * use his discretion on 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.

3.2 Premier / MEC:

According to the briefing done individually by the Project Manager: Provincial Liaison, the Premier/MEC should:

- * 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 Parliament present.

3.3 Facilitator:

The facilitator should:

- * be responsible to ensure that a **PRE-MEETING BRIEFING** is held,
- * **CHAIR** the meeting,
- * take over introduction if Premier/MEC does not arrive,
- * introduce the programme to the audience,
- * work through the order of the proceedings and the time constraints of each of the phases of the meeting,
- * explain how the submissions will be dealt with:

Option 1

To have all TC members making their inputs and gather all submissions thereafter.

Option 2

To have submissions after each Theme Committee input on issues relating to the specific work done in the Theme Committee.

- * probe the audience to participate,
- * sensitise TC members and the public to consider the translator when making inputs/ submissions,
- * need to reiterate the value of submissions,
- * ensure an even spread in receiving oral submissions,
- * ensure that no comment on the submissions is encouraged,
- * may refer questions on the constitution-making process and the Theme Committees to the Members of Parliament present.
- * indicate what will further happen to the submissions: every submission is 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 submission box,
- * inform the public that written submissions can also be made to the CA in Cape Town at the following address:

The Executive Director
Constitutional Assembly
PO Box 15
CAPE TOWN
8000

- * keep the order at the meeting. The facilitator will, in consultation with the Premier/MEC and the mayor, make the final decision to call for security in the unlikely event of an unruly crowd. The facilitator will thus have to identify himself beforehand to the security staff on duty to familiarise him/herself with their line of command,
- * evaluate the process and give feedback to the Regional Director of IMSSA in the Western Cape, Susan Hayter.

3.4 Members of Parliament:

- * The main role for Members of Parliament at CPMs should be to actively listen to what the South African people have to say on matters dealing with the constitution making process.
- * A member from each of the Theme Committees will have the opportunity to brief the public on the issues discussed in his/her specific Theme Committee according to the Work Programme:
- * It should be decided beforehand which member of a Theme Committee will make the input to give the member an opportunity to prepare
- * To facilitate the process specific timelines regarding inputs need to be adhered to, to ensure that the purpose of public participation is not

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hampered in the process.

- * It is reiterated that the constitution making process is non-party political.

Please note:

- * Questions on clarification of the content and other issues are inevitable
- * Simple, clear language should be used when explaining constitutional issues.
- * The fact that translators will be used should be taken into consideration when preparing for the CPM.
- * Speakers and the Chairperson should not respond to submissions, but merely allow it to be recorded.

3.5 Managing Secretaries

The Managing Secretaries of Theme Committees attending CPMs will:

- * act as silent chairs during the meeting,
- * be the line of communication with the MPs on the stage.

4. TRAVEL AND ACCOMMODATION ARRANGEMENTS

An itinerary is included in the briefing document as Annexure B.

Community Liaison: Logistics will be responsible for CPM travelling arrangements. Please note that due to block bookings on domestic airlines or SAAF chartered flights, it may happen that TC members may have to wait on airports for connecting flights. It would be advisable to have cash on hand to purchase refreshments on airports.

Transport to and from DF Malan airport will be the responsibility of travelling MPs. Where there is a real need for transport from Parliament/ Parliamentary villages, transport will be arranged where specific names and numbers can be provided.

Participants making their own travel arrangements should inform the CA Operations Team through the Managing Secretaries, to allow sound co-ordination with regard to seating arrangements at meetings, security and catering. Please note that own travelling arrangements will be for own account.

TC members who would like to extend their stay for instance to attend other meetings or visit their constituencies will have to do it on own account.

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Hotel accommodation will be arranged when it is necessary to travel a day before a CPM will take place. Please note that the Constitutional Assembly Administration will only carry expenses incurred for bed and breakfast. Transport from airports to hotels and venues and back will be provided.

All other hotel expenses will be for own account:

- * telephone calls,
- * laundry,
- * bar facilities,
- * room service,
- * car rental.

5. COMMUNITY PROFILES

Community profiles are provided as Annexure C to the briefing document.

6. EVALUATION

The following people will be evaluating the CPMs:

- * Theme Committee members attending,
- * CA Administration staff attending,
- * facilitators,
- * provincial co-ordinators,
- * community leaders.

For any further information or clarity on the above, please contact the Head:
following persons:

Nickey le Roux, Programme Manager, Community Liaison 403-2310
Edward Shalala, Head: Community Liaison 245-031 x 234
Wayne Morris, Head: Operations, Community Liaison 245-031 x 232

**CONSTITUTIONAL PUBLIC MEETINGS
11 and 12 MARCH 1995**

DATE	PROVINCE	TOWN	VENUE	STARTING TIME
11/3	GAUTENG	Ivory Park	Community Hall	14:00
11/3	WESTERN CAPE	Vredenburg/ Saldanah	Louwville Community Hall	17:00
11/3	NORTHERN CAPE	Kuboes	Community Hall	14:30
12/3	NORTHERN TVL	Phalaborwa	Impala Park Sport Stadium	10:00

ANNEXURE B

ITINERARY

GAUTENG & PHALABORWA:

All passengers attending the above mentioned CPM's will be travelling as follows:

11/12 March 1995

06:30 Transport from National Assembly to airport

07:30 Flight to depart to Phalaborwa

10:30 Flight to arrive at Phalaborwa

Passengers to attend CPM in Phalaborwa to be transported to Hotel, to be booked in at hotel.

12 March 1995

08:00 Breakfast

09:00 Attendants to be transported to Impala Park
Pre - meeting for CPM to start at 10:00

11 March 1995

11:15 Flight to depart from Phalaborwa

12:15 Flight to arrive at Waterkloof

Passengers attending CPM at Ivory Poark to be transported to Ivory Park by bus.

13:15 To arrive at Ivory Park

Pre - meeting for CPM to start at 14:00

17:00 Attendants to be transported to hotel, to book in at hotel.

12 March 1995

Breakfast

12:00 Leave for airport (Waterkloof)

13:00 Flight departs

14:00 Flight arrives at Phalaborwa

14:30 Flight departs

18:00 Flight to arrive at Cape Town

Transport to National Assembly

NORTHERN CAPE

11:00 Transport to airport

11:30 Flight to depart from airport

12:30 Flight to arrive at Alexander Bay

Transport to Kuboes

Pre - meeting for CPM to start 14:30

18:30	Transport to airport
19:00	Flight departs from Alexander Bay
20:00	Flight to arrive in Cape Town
	Transport to National Assembly

WESTERN CAPE

14:00	Bus departs from National Assembly
16:30	To arrive at Louwville
	Pre - meeting for CPM to start at 17:00
20:00	Bus to depart from Louwville
22:30	Bus to arrive at National Assembly.

COMMUNITY PROFILES : CPMs : 11 MARCH 1995

PROVINCE : WESTERN CAPE

VENUE : VREDENBURG/SALDANHA : LOUWVILLE COMMUNITY HALL

GEOGRAPHICAL	AREA	TARGET AUDIENCE
Rural/Urban mix	<ul style="list-style-type: none">* Vredenburg* Saldanha* Velddrif* Paternoster* St Helena* Laaiplek	Size : +- 500 people Language : English/Afrikaans Literacy level : mixed

COMMUNITY PROFILES : CPMs : 11 MARCH 1995

PROVINCE : NORTHERN CAPE
 VENUE : KUBOES COMMUNITY HALL

GEOGRAPHICAL	AREA	TARGET AUDIENCE
<p>Rural, farming community on communal land</p>	<p>Rural community, 99% Coloured. Income mainly derived from farming and mining.</p> <ul style="list-style-type: none"> * Richtersveld * Kuboes * Lekkersing * Eksteensfontein * Sanddrift <p>* Sensitivities:</p> <ul style="list-style-type: none"> - Land issues a burning question because of their property-land being kept in trust by Government - Mining rights and money derived from the diamond mining in the area, a burning issue - Dissatisfaction with the Local Government structure; unhappy because the TLC caters for four towns in the area. 	<p>Size : +- 500 people</p> <p>Language :Very Afrikaans</p> <p>Literacy level : mixed</p>

COMMUNITY PROFILES : CPMs : 11 MARCH 1995

PROVINCE : GAUTENG

VENUE : IVORY PARK : COMMUNITY HALL

GEOGRAPHICAL	AREA	TARGET AUDIENCE
<p>Urban area : Tembisa & Kempton Park. Informal settlements:</p> <ul style="list-style-type: none"> - Ivory Park - Phomolong - Kanana - Hani Park - Winnie Mandelaville 	<p>Population : +- 1,500,000</p> <p>* Sensitivities:</p> <ul style="list-style-type: none"> - Land reform - Housing shortage - Unemployment - Education - Inadequate infrastructure - High crime levels - Internal political power struggles <p>Socio-economic</p> <ul style="list-style-type: none"> - Mainly low income - Widespread poverty - Strong informal business sector - High criminality levels 	<p>Size : +- 500 people</p> <p>Language : All</p> <p>Literacy level : predominantly semi-literate</p> <p>Population mix : Black and Coloured</p>

COMMUNITY PROFILES : CPMs : 12 MARCH 1995

PROVINCE : NORTHERN TRANSVAAL
 VENUE : IMPALA PARK SPORT STADIUM

GEOGRAPHICAL	AREA	TARGET AUDIENCE
<p>Semi-Urban disadvantaged and adjacent informal settlements</p>	<p>* Estimated population : 125 000</p> <p>* Age : 55% < 15 years 45% > 15 years</p> <p>* Sensitivities</p> <ul style="list-style-type: none"> - water - unemployment - housing - role of traditional leaders - land reform - death penalty - taxation - language - illegal immigrants <p>* Socio Economic Info</p> <ul style="list-style-type: none"> - unemployment - malnutrition - squatters - concentration of Mocambiquens - water 	<p>Size : +- 1200 people</p> <p>Language : English</p> <p>Literacy level : 44%</p> <p>Population mix</p> <ul style="list-style-type: none"> - male : 50% - female : 50% - 20% youth - 80% adults

