

**COMMUNITY LIAISON DEPARTMENT****WEEKLY DEPARTMENTAL REPORT****18 MAY 1995****REPORT NO. 14**

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**SECTORS**

Successful hearings for Traditional Leaders and Children's Rights Organisations held weekend of 12/13 May 1995. Evaluation complete. Amongst other things, lack of efficiency of MPD and HSRC was noted. We need to consider whether or not we pay them the full contract price. The problems experienced with the above two organisations were.

1. Political
2. Organisational / Logistical

**Hearings**

Religious and youth sector hearings on the 26/27 May 1995. Arrangements proceeding.

**CPM'S**

Successful meeting held in Standerton on 13 May 1995. Over 1200 people attended. There were problems with translation and registration.

Uppington, Harrismith and Taung CPM's - 20 May 1995. Arrangements proceeding.

Consultative meetings planned for 24/5/95 in Newcastle.

**CEP**

Training of trainers workshop complete. CEP Co-ordinators commenced working in conjunction with CPM programme on Monday 15 May 1995.

**GENERAL**

1. Thank you to Directorate and all staff for their assistance in the above-mentioned programmes.
2. See attached memo re staff travel.

## INTERNAL MEMORANDUM

**TO: HEADS OF DEPARTMENTS**

**FROM: HASSEN EBRAHIM**

**RE: CA STAFF ATTENDING CONSTITUTIONAL PUBLIC MEETINGS**

### **1. NUMBER OF CA STAFF TO ATTEND CPM**

For each CPM the following number of CA staff is required to fulfil specific functions:

- \* 1 Member of the Secretariat
- \* 1 other CA staff member
- \* 1 Community Liaison Management member or Management Member from the Media Department

### **2. URGENT - CONFIRMATION - URGENT**

It is requested that all CA staff who would like to attend CPMs **CONFIRM BEFORE OR ON 12 MAY 1995 ON THE REQUIRED CONFIRMATION FORM.** If staff members still require Confirmation Forms, they should collect it from Una Fourie in the Operations Room, Floor 12. To ensure sound administration, no names will be accepted on pieces of paper or verbally - **ONLY ON THE PROVIDED CONFIRMATION FORM.**

This will ensure that the Community Liaison Department can divide staff evenly according to need for each CPM. Staff will then be informed which CPMs they will be attending.

#### **PLEASE NOTE:**

Due to cost implications and specific functions allocated (see point 3), staff may not be able to attend each CPM they have indicated. After recommendations from the Head, Community Liaison, Edward Shalala, the final decision will be that of the Directorate.

### **3. ROLE AND FUNCTIONS**

Staff members will have specific responsibilities when travelling to CPMs:

- \* Members of the Secretariat, other CA staff and CL Management will accompany the MPs from point of departure;
- \* 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 (Managing Secretary);
- \* a Managing Secretary attending will act as a "silent chair" during the CPM.