

TO: The Directorate
FROM: Community Liaison
DATE: 2 October 1995

RE: COMMUNITY LIAISON
STRATEGY FOR PUBLIC PARTICIPATION

OBJECTIVES:

(as approved and accepted in Mancom of 27 January 1995)

- Ensure that the draft constitution enjoys the support and allegiance of all South Africans.
- New constitution should represent the aspirations of all our people.
- Process should serve to unite the country's people and produce a constitution which will become the cornerstone of the future South Africa. It should be people driven and transparent.
- New constitution must be the product of an integration of ideas of all role players.
- There should be an effective strategy for media and community liaison.
- Media and public participation strategies should aim at facilitating the required 'dialogue' and channels of communication between the broader public and their elected representatives.
- Programmes of the Constitutional Assembly should be 'non-party political'. Strict monitoring should ensure that the programmes promote the Constitutional Assembly and the interests of the country as a whole.

PREMISES:

- 1) Given the short and practically unmanageable timeframes and the restrictive access to politicians' time, a new vision was required to meet the above objectives.
- 2) A revised plan is based on 2 fundamental changes, namely:
 - Sectors will only be accessed through a National Sector Programme.
 - The Constitutional Education Programme will become the principal face-to-face reportback mechanism.

NATIONAL SECTOR PUBLIC HEARING PROGRAMME

1) Time Frames

The Sector Hearing Programme will require 6 full days for its delivery. The delivery needs to occur at some time between the 15th of January 1996 and the middle of April 1996.

For reasons relating to;

- the need for unobstructed Constitutional Assembly worktime, (Constitutional Committee & Subcommittee),
- The opening of parliament,
- The President's speech,
- The budget speech,
- Other parliamentary activities,
- School holidays/recess - 27 March 1996 to 16 April 1996,

most of the abovementioned period is practically unworkable.

We therefore propose a period between 1 March 1996 and 12 March 1996 (both days inclusive). These 6 days could be allocated individually, in groups or in one block. Sectors will make input on the Working Draft, as updated to reflect the work completed since the 15th of January 1996.

2) Target

Given the limited timeframes and the reality that not every single organisation in this country will be afforded the opportunity of a hearing, an innovative approach had to be adopted so that we access the different levels of South African society to gain a cross section of views.

A selection of the Sectors who have already been invited to make written input on the Working Draft will be given an opportunity to make their final comment to the Constitutional Assembly. It is proposed that the following sectors will be seen in the following combinations:

DAY ONE

Business
Labour
Land Rights

DAY TWO

Youth
Religious Groups
Children's Rights
Gay/Lesbian

DAY THREE

Local Government
Senior Citizens
Disabled
Environmental

DAY FOUR

NGO's
Health/Education
Social Welfare

DAY FIVE

Traditional Authorities
Women
Security Apparatus

DAY SIX

Arts/Culture
Media
Justice/courts
Public Administration

We propose that multiple hearings are held in one day, but that each sector is seen consecutively.

3) **Mechanisms**

3.1) **Participants/Stakeholders**

It is envisaged that these hearings will be relatively small and tightly managed. Invitees will be largely composed of umbrella structures and key civil society structures that have an interest in each particular sector.

Politicians

It will involve Constitutional Committee Sub-committee and/or Constitutional Committee members.

3.2) **Venue**

Parliament

3.3) **Proposed Agenda**

- Opening
- Brief input from each participating stakeholder
- Brief interaction with politicians (where possible)
- Closure

3.4) **Processing of Comment**

- a) Processing will happen with reports being prepared by Managing Secretaries and/or Technical Advisors in a way that will facilitate political decision-making.
- b) By the politician's attending hearings
- c) For archival purposes, the hearings will be recorded and transcribed.

3.5) **Logistics**

Financial assistance for travel will only be considered upon reasonable request.

3.6) Preparations

All targeted organisations are to be contacted in 1995 with the Working Draft, process document and information kits. The process document should include reference to;

- exact date of hearing
- encouragement to make written comments before the 20 February 1996 deadline.
- updates of the Working Draft being made available to them as necessary and before the hearing.

3.7) Publications

Sector processes will require the following publications;

- Working Draft in A4 and tabloid form
- Education booklet
- Videos
- Posters
- Update(s) of Working Draft

3.8) Human Resources

The sector project currently has 1 Programme Manager, 1 intern and 1 administrator.

It is envisaged that a co-ordinator will be necessary, and depending on whether or not the intern remains with the Constitutional Assembly, an additional person. The additional resource(s) will be required as soon as possible (before 1 November 1995). Upon completion of the Constitutional Education Programme (CEP) reportback project on 17 February 1996 (see below), the entire Operations team's services will be used to assist with the final delivery of Sector Hearings.

3.9) Budget

Item of Expense	Budget	Actual	Under/Over
Transport and accommodation:			
- Flights (70 x 6 x R1 200)	504 000		
- Shuttle Services (70 x 6 x R30)	12 600		
- Road Transport Claims (70 x 6 x R100)	42 000		
Accommodation:			
- 30 people/day accommodated (30 x 6 x R250)	45 000		
Catering:			
- 150 people/day attend (150 x 70 x 6)	63 000		
Other Conference Services:			
- Audio Recording (tapes)	840		
- Video Recording (recording & tapes)	12 000		
- Stationery, photocopy facilities	7 500		
- Telephone & Fax	2 500		
- Telephone & Fax (for invitations)	<u>5 000</u>		
Publications (see media dept.)			
	694 440		
Contingency @ 5%	<u>34 722</u>		
TOTAL	729 162		

3.10) Organisations contacted in pre-draft phase but not included in draft phase National Sector Public Hearings

A copy of the Working Draft (in A4 and tabloid form), as well as the education booklet and a specially tailored process document will be sent.

We will determine the quantity of documentation for each of the organisations on the Community Liaison database in consultation with the distribution team.

CONSTITUTIONAL EDUCATION PROGRAMME (CEP)

The CEP will be re-oriented to become the principal face-to-face delivery arm of the Constitutional Assembly. In so doing, it will encompass both its original purpose of education as well as some of the Constitutional Public Meeting (CPM) type functions. Under the direction of the National Office, the 18 CEP co-ordinators (currently 16) will each be required to plan and implement a series of educational reportbacks in their respective provinces.

It is proposed that these reportbacks should be conducted with the assistance of multi-media technologies, e.g. video, audio, overhead projection. To achieve this, we propose that the services of Group Africa be contracted. They will provide each co-ordinator with a mobile rig and support personnel as well as a generator where no electricity is available.

Between 15 January 1996 and 17 February 1996 each co-ordinator will be required to run two reportbacks per week, in both urban and rural areas. 18 co-ordinators doing 2 events per week over 5 weeks, will give the Constitutional Assembly a coverage of 180 events nationwide.

These reportbacks will be primarily oriented towards civil society structures, although members of the general public will also be able to attend. It is anticipated that various types of civil society structures will be accessed.

All members of the Constitutional Assembly will be informed of events that will occur in the areas near to where they have their domestic residence. They will be provided with briefing material explaining the purpose of these events and their role therein. Constitutional Assembly members who attend reportbacks will be expected to answer questions of clarity and provide further information. However, the programme is designed to run without politicians and their presence would be a bonus.

1) Media Implications

The media department will be required to organise the advertising of these events. This will take 3 forms:

- Prior to January 15th a general advertisement indicating the date, time and venue of each event.
- Radio announcements relating to a specific event.
- A radio reportback programme involving politicians that could supplement this programme.

2) Reportback events/elements

The purpose of the event will be to provide information and education on the Working Draft. As part of the process, co-ordinators will inform participants that they can make input on the Working Draft at two levels;

- by making written comment to the Constitutional Assembly by the 20th of February 1996
- through their organisation

3) Preparations

The Community Liaison department will identify areas in each province, where these events should be held. This will be done in conjunction with provincial government.

The process of selecting areas will have reference to, among other things, the following criteria;

- urban/rural distribution,
- population/demographics,
- distribution of civil society structures,
- areas already covered, etc.

Once the areas have been selected, consultation processes will be launched to invite these structures in each area to the events.

4) Resource and Publications

At each event the following resources will be required;

- video (not for distribution)
- copies of the Working Draft (both A4 and tabloid size)
- educational booklets
- posters
- Constitutional promotional items

5) Human Resources

The services of the SACS operational team will be utilised to ensure effective management. It is proposed that there be one national Operations team member responsible for each province. There is thus a need for a 9 member Operations team. There are currently 7 people in the Operations Team. It will accordingly be necessary to employ two additional personnel.

The two CEP co-ordinators will be replaced.

6) Budget

Item of Expense	Budget	Actual	Under/Over
Requested assistance from SACS Directorate to cover expenses of keeping OPS team in Cape Town <i>- to be negotiated</i>			
Advance Team Expenditures Project Managers, CEP National Co-ordinators plus OPS team	350 000		
Hire of venue, catering, SACS provincial co-ordinators' travel expenses	235 000		
Group Africa calculated at R55 000 per rig for 5 weeks (NB: negotiated reduction possible)	990 000		
CEP Provincial Co-ordinator current operational expenditure (petrol, S&T, accommodation, catering for period Nov 15 - May 30) <i>- to be furnished on Monday</i>			
Publications <i>- see media dept.</i>	_____		
Contingency @ 15%	_____		
TOTAL			

The distribution team needs to make educational resources available to schools and to this end there may have to be consultation with Education Departments.

NB: Other than the above-mentioned events and related materials there will be no other CEP activities/services/resources/material for the period January - February 1996.

7) March - June 1996

The process of the transfer of ownership has been ongoing since the inception of the Public Participation Programme.

During this period one of the major foci of the Constitutional Education Programme will be the continuation of this process.

The handing over of the responsibility for Constitutional Education to a relevant structure(s) is one of the major tasks of the Administration. This will ensure that development of constitutionality is continued and builds on the experiences of the constitution-making process, particularly the Constitutional Education Programme.

Tasks include:

- An investigation into the following possibilities:
 - appropriate government ministries
 - specialised structures of government
 - organs of civil society.
- Making recommendations to Mancom in this regard.
- Implementing the decision of Mancom.

CONCLUSION:

Once Public Participation around the constitution-making process has come to an end, the Community Liaison department, in conjunction with the Constitutional Assembly Administration as a whole, would need to consider, among other things, the following issues:

- A full evaluation of the process in all its facets.
- Handover of all documentation for archival purposes.
- Finalisation of database and making it available to other government departments.
- A full write-up of the experience of the Public participation programme of the Constitutional Assembly.
- Support and placement of staff
- Liaison with the Research and Administration Departments to hand over resources and tie up any financial issues.