CONSTITUTIONAL ASSEMBLY

MEMORANDUM

TO: Community Liaison, Media, Fazela and Gert

FROM: CL

DATE: September 5th, 1995

SUBJECT: CA Database

Attached please find a proposal for the CA Database

Proposal for Establishment of CA Database

1.   Objectives

To establish a Constitutional Assembly database to be utilized in the distribution of all CA material including the Draft Constitution, CEP Material, Constitutional Talk, Media etc.

2.   Method

Data will be collected from the following source points:

*   Secretariat (Submissions, TC Hearings not organised by CL)
*   Community Liaison (National Sectors, CPM coordinating groups, CEP)
*   Media Liaison (Constitutional Talk Mailing list)

CA computer department (Gert) will then integrate these into a formidable database which will form the foundation on which to build a distribution centre of the CA. The database will be accessible from all departments and will be broken down into the following fields:

1.   Organisations Name + (Position in Organisation)
2.   Individuals Names (2 entries)
3.   Address
4.   Province
5.   Telephone (2 entries)
6.   Fax
7.   Head Office?
8.   Did they make a submission?
9.   Were they involved in a CPM?
10.   Issue interests or type of organisation. ie Legal NGO, Education, Women, Land, Government Department etc.(Multiple Field)
11.   Training capacity for CEP
12.   Name of trainers (2 entries)
13.   Did they attend a sector hearing?

3. Data Capturing

It has been estimated that an individual data capturer is capable of inputting between 3500 and 4000 entries per month. Both the Submission Database and the Constitutional Talk Database are not compatible with the new database being considered. This will then require that the data be manually converted to the new system. If we aim to have a formidable database of at least 200,000 entries then it is logical that we have an outside agency to input information into the database once it is written by Gert.(Fazela and

Fran are investigating) While this is being done the database would be up and running at the CA and would be used primarily for entering requests for material.

4. Time Frame

The physical creation of a database programme should be completed by Gert by September 15th, 1995.

Data should be submitted to a data capturing agency as soon as possible. It is estimated that an outside agency would be able to capture all data within a period of six to eight weeks.

If distribution is required of any material between now and when the database is functional, then we will have to utilize the existing databases (ie. Submissions and Const. Talk)