

COMMUNITY LIAISON DEPARTMENT

WEEKLY DEPARTMENTAL REPORT

4 MAY 1995

REPORT NO.12

Please note this report is for the period since the last Heads of Department meeting on the 6th April 1995.

Budget
Secretary / Medgo / weather.

Briefly docs.
Register:
Speakers list Organisation
IMMSE - Xhosa: first
locis

1. CPM'S

- 6 May CPM - Peddie - All systems go. (see attached checklist).
- 13 May CPM - Ingwavuma cancelled - other Natal options under investigation.
- 13 May CPM - Standerton - Wayne and Maphelo in Standerton doing consultative meetings.

2. CEP

- Programme now under way.
- Co-ordinators briefing conducted 2-3 May.
- Training of Trainers workshop planned for the 10th-12th May 1995. Workshop preparation needs to be clarified as soon as possible. Evaluation of workshop and manual planned for 15 May 1995.

3. SECTORS *- Travel / Tolosa*

The following public sector hearings are planned:

<u>SECTOR</u>	<u>DATE</u>	<u>VENUE</u>
Business	8 May - 11h00	Old Assembly Chamber
Traditional Authorities	12/13 May	Old Assembly Chamber
Children's Rights	13 May	HSRC - Pretoria
Religious Groups	27 May or 26	World Trade Centre
Youth	28 May or 27	World Trade Centre
Labour	3 June	World Trade Centre
Women	4 June	World Trade Centre

4. OFFICIAL COMMUNICATORS MEETING

- Two meetings have taken place with participation from various official communicators - RDP, Local Government, Masakhane, Justice, Parliament, Land Ministry and SACS.
- Schedule of events and dates have been swapped.
- No proposal for joint co-operation at this stage.
- Possible conference of official communicators for July / August - nothing confirmed.
- Statement re Government TV channel or TV slot in Sunday Times of 30 April 1995 from SACS is cause for concern.

5. GENERAL

We welcome:

- CEP Provincial Co-ordinators and Education Co-ordinators.
- Nicolene van Noordwyk - Administrative Secretary.
- Alexander Sussman - Administrative Secretary.
- Fatima Jamie - Administrative Secretary.
- Ivan Nielsen - Voluntary Intern - Danish Centre for Human Rights.

- * Full Staffing - network
- * equipment - computers: printers; facs
- * offices
- * SAs Cll - withdrawal ~~from~~ of Ops Team
- * Sponsorship + createch
- * 1995/96 budget + pre-draft programme
- 1996/97
- * ~~bookebooks~~

- ~~Stoney - Filing System - Fatima~~

 - Masen: ① CPMs content Monlam
 - ② Sectors - Tahly Doc
 - louisa: Taxis
 - Michelle: Extension Memo
 - Nicky
 - ~~MMMA~~
 - Sectors - Travel?
 - Fagela
 - Protocol - Traditional
 - Aushkhes
 - Directorate at
 - Sectors
 - + Traditional
 - Wemp, hatar
 - Chaklambes

CHECKLIST: EASTERN CAPE : PEDDIE : 6/5/95 : TOWN HALL

ACTION	COMPLETE
* Advance Team 1 : Meeting held	✓
* Briefing : Theme Committee Members	✓
- Arrange meeting to brief TC members	}
- Booking of venue	✓
- Arrangements for tea/coffee	}
- Briefing document + meeting : Edward Shalala	}
* Briefing document : Chairperson and TC Members	✓
- distribution to Chairperson and all TC Members	}
- distribution to CL management and other CA staff	}
- distribution to IMSSA	✓
- copies for dry run and extras (15)	}
- distribution to DRL	}
* Flight arrangements confirmed (Air Force)	✓
* Hotel booking and Shuttle service	✓
* Hotel bookings (Amatola Sun) : Confirmation to Rennies	✓
* Shuttle service : Bisho Airport to Amatola Sun	}
* Shuttle service : Amatola Sun to Peddie Town Hall	}
* Shuttle service : Peddie Town Hall to Amatola Sun	✓
* Shuttle service : Amatola Sun to Bisho Airport	}
* Shuttle service : Ysterplaat to National Assembly and "Parks"	}
* Catering arrangements	✓
* Snacks on flights (Ysterplaat - Bisho - Ysterplaat)	}
* Dinner : Amatola Sun : 5 May 1995 at +- 22:00	✓
* Lunch : Amatola Sun : 6 May 1995 at +- 14:30	}
* Advance Team 2	
* Own Flight arrangements	✓
* Own Hotel booking	✓
* Own Transport	✓

ACTION	COMPLETE
<p>* Media material</p> <ul style="list-style-type: none"> - Posters <ul style="list-style-type: none"> - area (to be put up by whom?) <i>Steering Committee</i> - venue (take with) <i>Werner + Una</i> - Banner (to take with) <i>Werner + Una</i> - Handbills <i>Maphelo Tanga</i> - Radio talkshows <i>Maphelo Tanga</i> - Print ads (Daily Despatch and Imbo) - Media invitations <i>(Elumen)</i> <ul style="list-style-type: none"> - national <i>} ✓</i> - local <i>} ✓</i> 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
<p>* Written Submission forms (to take with) <i>Werner + Una</i></p>	<p>✓</p>
<p>* DRYRUN</p>	
<p>Invitations to all role players</p>	<p>✓</p>
<p>- SAPS</p>	
<p>- NDF</p>	
<p>- Traffic Police</p>	
<p>- Steering Committee</p>	
<p>- Media</p>	
<p>- Facilitator</p>	
<p>- Mayor</p>	
<p>- Tango Lamani</p>	
<p>- Clinic/Hospital</p>	
<p>- Clarity regarding role of programme participants: <i>(Werner)</i></p>	<p>✓</p>
<p>- Chairperson/facilitator</p>	
<p>- Premier/MEC</p>	
<p>- Mayor</p>	
<p>- Speaker</p>	
<p>- TC Members</p>	
<p>- Other</p>	

ACTION	COMPLETE
* Venue	
- Seating arrangement	
- Table arrangement	
- Table cloth and water jugs/glasses	
- Electricity	
- Lighting	
- Submission boxes	
- Parking	
- Flowers	
- Pens/pencils	
* Security arrangements - VIP (Mr Cyril Ramaphosa) - Venue : Town Hall : Peddie - Aeroplane (Bisho Airport) - SAPS - NDF	
* IMSSA Facilitators - Briefing documents received - Submission of name of facilitator	✓
* Sound Equipment, recording facilities and translator (IDS)	
- Loudspeakers (perimeter)	
- 3 microphones on stage	
- 1 microphone on podium	✓
- 1 microphone for translator	
- 1 translator to do translation : Xhosa to English	
- 1 microphone at TC Members table	
- 2 computers for the handling of submissions	

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