

DRAFT OUTLINE OF CONSTITUTIONAL EDUCATION MANUAL

PROPOSED MANUAL STRUCTURE

1. Introduction to the Constitutional Assembly
2. Content section on constitution-making
3. Approach to running workshops and briefings, including code of conduct
4. Planning workshops and briefings
5. Outline for 1 hour community briefing
6. Outline for full 3 hour community workshop
7. Outline for 1 hour community workshop slot
8. Guide answers to typical questions in workshops and briefings
9. Outline for training trainers (only for trainers)
10. Outline for training facilitators (only for trainers)

Introductory note

1. This is a proposed outline of the Constitutional Education Manual to be used for the preparation for and running of community briefings (CBs) before Constitutional Public Meetings (CPMs) and community workshops (CWs) during Phase 1 of the Constitutional Education Programme (CEP).
2. 'In principle' approval of the proposed outline is requested before the more intensive task of fleshing out the content details, which will in turn require approval and possible amendment in terms of the still-to-be-negotiated mechanism for processing CEP materials.
3. The manual is envisaged as a looseleaf file, a mini-version in a sense of our CA Administration Manual. This will render it flexible to additions and amendments as required, and to including extra materials for trainers. Because of delays in the implementation of the CEP, the particular problems experienced in processing the CEP's proposed first workshop booklet, and the expected time-lag in getting the considerable content of the manual approved, it is anticipated that the manual will at best be available only in a photocopied format in time for the CEP's internal Training of Trainers programme on 10-12 May 1995.

Clarification on personnel

1. Our CEP Provincial Training Coordinators will be responsible for conducting community briefings (CBs) before CPMs, once they have been trained from 10-12 May 1995. CBs that take place before 12 May will be conducted by our Project Managers, Wayne Morris and Maphelo Mvunelwa.

* The manual includes a 2 hour outline for conducting CBs.

2. **Trainers** will be required to train new trainers and workshop facilitators.

The initial core trainer in each province will be our Provincial Training Coordinator (PTC), who will attend our internal CEP Training of Trainers programme from 10-12 May 1995. Thereafter, with backup support from our Deputy Manager responsible for training, each PTC will train a team of trainers, drawn from the ranks of training NGOs, para-legal structures and SACS. Preference will be given to trainers with experience in human rights/democracy/constitutional education. Each provincial team of trainers will then train facilitators to run community workshops.

* The manual thus includes a workshop outline for training new trainers and a workshop outline for training facilitators.

3. **Facilitators** will be required to run community workshops (CWs).

They will be drawn from the ranks of training NGOs, para-legal structures, SACS, community-based organisations and other local structures. As with trainers, they will be required to follow a specified code of conduct. Members of the provincial team of trainers will provide backup support to workshop facilitators, and will themselves also run workshops as facilitators.

* The manual includes a workshop outline for running a full 3 hour CW and a workshop outline for a 1 hour CA slot in workshops dealing with other issues such as local government voter education.

DRAFT OUTLINE OF MANUAL SECTIONS

1. Introduction to the Constitutional Assembly, including:

- * structures
- * resolutions
- * work programme
- * the Public Participation Programme, with particular reference to CPMs and the CEP.

Reference will be made to the CA Administration Manual - we suggest:

- * providing a compact summary in this manual for all trainers and facilitators
- * copying key extracts of the CA Manual as additional material for all trainers
- * giving the full CA Manual to our Provincial Coordinators.

2. Content section on constitution-making, including:

- * the meaning and importance of a constitution, in the context of building a human rights culture
- * the history of the constitution-making process in SA
- * the interim constitution
- * the Constitutional Principles
- * the full process of how the new constitution will be drawn up and finalised
- * the kinds of issues that the new constitution will cover, with a particular focus on fundamental human rights and their enforcement
- * the importance of being involved in the constitution-making process and ways of doing this.

Reference will be made to a number of resources - we suggest:

- * providing condensed essential information on the above issues in this manual for all trainers and facilitators
- * giving copies of all CEP booklets when these are available, and in the meantime copies of material from the backpages of Constitutional Talk, to all trainers and facilitators [it is suggested that, as a stopgap measure, photocopies of the presently aborted first CEP workshop booklet 'You and building the new constitution', which contains accessible and useful material for trainers and facilitators, at least be used for training purposes]
- * giving copies of the Legal Resources Centre booklet 'Know your Rights' to all trainers and facilitators
- * copying key extracts from the Community Law Centre (CLC) Manual and Workbook ('Creating your Constitution') and the Streetlaw/Lawyers for Human Rights Manual ('Democracy for All') for all trainers
- * providing full copies of the above-mentioned CLC and Streetlaw/LHR materials to our Provincial Coordinators.

4. Planning workshops and briefings

This section will emphasise some of the key aspects involved in planning workshops and briefings, including the need for timeous and thorough consultation on practical issues such as the timing of events, venues, local languages, the size of the anticipated workshop group and other relevant considerations. Reference will similarly be made to the above-mentioned LEAP booklet.

It is important to note that our Provincial Education Coordinators will also play an important consultative role in planning workshops and briefings.

5. Outline for 1 hour community briefing before CPMs

5.1 Welcome, personal introductions and thanks for attending 5 mins

5.2 Input 10 mins

The CA-trained facilitator(s) will brief participants on:

- the importance of the constitution-making process and how it will unfold, leading to the finalisation of the new constitution
- the CA's Public Participation Programme, and the role of CPMs within this
- how CPMs are usually run, including the opportunity for participants to make verbal submissions

5.3 Questions and discussion 15 mins

This allows the opportunity for questions of clarification and discussion so as to create a sound basis for the ensuing specific planning for the forthcoming CPM.

5.4 CPM planning 25 mins

The facilitator(s) together with the participating organisations and individuals would then jointly further plan the CPM, taking into account specific local conditions and requirements.

5.5 Follow-up action and closure 5 mins

The briefing session would be rounded off by assigning responsibility for outstanding practical tasks to ensure the success of the CPM.

6. Outline for full 3 hour community workshop

6.1 Welcome and introduction to workshop 10 mins

6.2 Icebreaker, roleplay, buzz groups and reportbacks 30 mins

* One of the two CA-trained workshop facilitators will use an icebreaker exercise such as asking workshop participants to introduce themselves to two other participants who they are meeting for the first time.

* A scripted roleplay will then be run by the two facilitators and will seek to draw on participants' own knowledge of the historical background to constitution-making in South Africa. A simple participatory game will be used to illustrate the importance of rules in a given situation and the brainstorming method will be used to test participants' response to the absence of rules.

* The above exercise will be used to introduce participants to the meaning and importance of the constitution through drawing on examples from their own lives. This will be done by inviting them to discuss in buzz groups of 3 their own experience of rules that govern their lives at home, at work, in their community or village etc.

* Very brief reportbacks will be taken from the buzz groups and will be used as a link to lead into the following input section of the workshop.

6.3 Inputs and questions 45 mins

The facilitators will give inputs, based on the workshop manual, followed by questions on:

- the meaning and importance of a constitution, in the context of building a human rights culture
- the history of the constitution-making process in SA
- the interim constitution
- the Constitutional Principles
- the full process of how the new constitution will be drawn up and finalised
- the kinds of issues that the new constitution will cover, with a particular focus on fundamental human rights and their enforcement

6.4 Break 15 mins

6.5 Small group discussions 30 mins

The facilitators will break participants into small groups to encourage maximum participation. Respected community figures will be requested to help facilitate the small groups. Using the go-around method, participants in small groups will be asked to raise issues that they think are important and should be considered or included in the new constitution. The emphasis will be on raising issues and concerns rather than on attempting to resolve issues within the groups.

6.6 Reportbacks from small groups 30 mins

The workshop facilitators will invite brief reportbacks on issues raised in the small groups. Once more the focus will be on noting issues and differing viewpoints, rather than on trying to reach consensus in a potentially diverse workshop audience.

6.7 Input 10 mins

One of the workshop facilitators will explain how participants can send their ideas in to the CA as submissions either as individuals or organisations/groups. It will be stressed that the workshop itself is not a forum for sending in a submission, but participants will be encouraged to seek help where required to make submissions as a follow-up to the workshop, eg. with the assistance of a local advice office, minister of religion, teacher, organisation/group/party etc. Where appropriate, participants will be reminded that they can attend a forthcoming CPM where they can raise their concerns publicly in the presence of CA members.

6.8 Evaluation and closure of workshop 10 mins

One of the workshop facilitators will use the brainstorming method to get a short evaluation of the usefulness of the workshop. The workshop will then be closed by thanking participants and organisations for attending.

7. Outline for 1 hour community workshop slot

* Note:

The proposed workshop below is a 1 hour condensed version of the above 3 hour workshop. In view of the fact that these are slots in workshops usually run by other NGOs, CA-trained facilitators will have to adopt a certain measure of flexibility, taking into account factors such as the structure of the whole workshop (eg. on local government structures, voter education, human rights awareness) that our slot is forming part of. As a result, some adjustments to CA inputs might be required where certain issues are being covered elsewhere in the particular workshop or to make appropriate links to the other issues to be covered in the workshop. Our Provincial Coordinators will be briefed to try to cover such eventualities in the planning of such joint workshops.

7.1 Welcome and introduction to CA contribution to workshop 5 mins

7.2 Brainstorming exercise 10 mins

The CA-trained facilitator(s) will introduce participants to the meaning of a constitution by asking them to mention their own experience of rules that govern their lives at home, at work, in their community or village etc.

7.3 Input and questions 20 mins

The facilitator will give a condensed input, based on the workshop manual, followed by allowing a few questions on:

- the meaning and importance of the new constitution
- the Constitutional Principles
- the full process of how the new constitution will be drawn up and finalised
- the kinds of issues that the new constitution will cover, with a particular focus on fundamental human rights

7.4 Buzz groups and reportbacks 10 mins

The facilitator will invite participants in buzz groups of 3 to share for a few minutes on what kinds of issues they feel should be considered or included in the new constitution. A very brief reportback will be held to highlight the kinds of issues and concerns raised.

7.5 Input**10 mins**

The workshop facilitators will explain how participants can send their ideas in to the CA as submissions either as individuals or organisations/groups. Participants will be encouraged to seek help where required to make submissions as a follow-up to the workshop, eg. with the assistance of a local advice office, minister of religion, teacher, organisation/group/party etc. Where appropriate, participants will be reminded that they can attend a forthcoming CPM where they can raise their concerns publicly in the presence of CA members.

7.6 Questions and closure**5 mins**

The facilitator will use the last few minutes to field a few remaining questions and will close off by thanking the host organisation and participants for the opportunity to be with them.

8. Guide answers to typical questions in workshops and briefings

This section will assist facilitators and trainers with answering basic and more tricky questions likely to be raised by participants, for example:

- * what is the difference between the interim constitution and the new constitution?
- * are there provincial constitutions and how does the drawing up of provincial constitutions relate to the national process?
- * what happens if the constitution is not finalised by 10 May 1996?
- * why were people and communities not consulted earlier about the new constitution?

9. Outline for training trainers

This section will be for trainers only and will be a 3 day module, similar to that used to train our own Provincial Coordinators, encompassing 3 basic components:

- * Introduction to process and methodology skills training [day 1]
- * Content training [day 2]
- * Supervised practice in running workshop to train facilitators [day 3]

10. Outline for training facilitators

This section will also just be for trainers and will be a 1 and a half day module, with similar components, namely:

- * Introduction to process and methodology skills training [day 1]
- * Content training [day 1]
- * Supervised practice in running full community workshop or slot in community workshop [day 2]

MEMO

TO: THE DIRECTORATE
FROM: FRAN BIGGS AND DERRICK FINE - CEP
DATE: 4 April 1995
RE: CEP WORKSHOP PROGRAMME

The workshop programme has been substantially revised. We need to be able to develop materials for this revised programme urgently, and have attempted to give some time frames which might be manageable for all concerned.

Beginning May - 30 June

	Briefings for community structures focussing on CPMs. Wayne and Maphelo will start with these in late April/early May (Provincial Training Co-ordinators not yet trained).
10 - 12 May	Training of Trainers for CA co-ordinators (both Education and Training) - 3-day workshop on methodology, briefing information and workshop material
June	Training of facilitators in provinces
June	Community workshops including briefing material for CPMs and the following: <ul style="list-style-type: none">* what is a constitution?* the importance of having a constitution* basic content of a constitution* Constitutional Principles* how the constitution is being drawn up
June	Training of Trainers - NGOs, SACS, CBOs

July - 30 October

Continuation of community workshops

November 1995 - May 1996

November - December

Development of material on draft constitution - including simplified version

Early January

Update/briefing of trainers

Mid January

Update/briefing of facilitators

February - May

Community workshops on draft constitution

Materials Development:

Resources and materials have to be developed in order for these workshops to be run. A workshop outline and draft manual need to be developed for the first series of workshops. The manual outline will include the following:

- * Introduction to Constitutional Assembly and structures
- * Code of conduct
- * Approach and methodology
- * Outlines for briefings and workshops
- * Content of constitution-making, what is in a constitution, Constitutional Principles etc (including material from other organisations on human rights, interim constitution etc)
- * Question and answer section (guideline answers to typical questions)

The following is a proposal for approval mechanisms for the development of this material, taking into account the very tight time limits on the programme (the Training of Trainers workshop is scheduled for 10 - 12 May):

Thursday 4 April - manual structure, including briefing/workshop outlines to Directorate

Tuesday 11 April - approval in principle

Wednesday 26 April - detailed drafts to Directorate

Thursday 4 May - approval/comments from Directorate

Friday 5 May - changes

Monday 8 May - re-approval from Directorate

Tuesday 9 May - documentation prepared for workshop on Wednesday 10 May