

REPORT OF THE MEETING OF HEADS OF DEPARTMENTS 3 FEBRAURY 1995

The meeting was attended by heads and deputy heads of departments.

The objective of the meeting was to develop strategies consider the state of preparedness of departments and preplan the activities of the various departments having specific regard to the following factors;

The Role of the Administration,
Technical Committees,
Submissions, and
Community Liaison.

The Role of the Administration

The meeting that accountability to the political structures, openness and transparency and facilitating the political process was the character of the administration.

It was agreed that the character of the Administration could be reaffirmed through;

- a) proper presentation of issues at the Management and Constitutional Committee meetings,
- b) proper planning of the cycle of meetings allowing for sufficient time for agenda issues to be considered,
- c) the Chairpersons rather than the Executive Director assuming a leading role in the presentation and discussion of issue, and
- d) improved communication and interaction between the Chairpersons and Theme Committee Chairpersons and Core Groups through joint meetings of Chairpersons.

Technical Committees

After implications of the appointment of the Technical Committees had been raised and discussed by the departments, it was agreed that the Administration is in a satisfactory state of preparedness in this regard.

It was agreed that;

- a) 7 Administrative Secretaries would be employed to render support to the Technical Committees,
- b) technical experts will occupy offices at 4 Church Square,
- c) there will not be separate administration run for the Technical Committees. Administrative back-up for the Technical Committees will be housed in the

Secretariat and will be closely linked to the Managing and Minute Secretaries, and

- d) the technical experts will fulfil the research requests from the Theme Committees and research will be channelled out only upon the approval of the Executive director.

Submissions

The discussion centred on the issue of establishing proper mechanisms for inviting submissions and for ensuring that Theme Committees are able to take submissions from the public into account and the Theme Committee.

It was agreed that the invitations for submissions should set out sufficient detail in a user friendly style to enable the public to respond in an useful way.

It was also agreed that the format of Theme Committee report needs further consideration and should be reflect in significant detail a report on the content of the public submissions.

It was also agreed that transcription of oral submissions should be contracted out.

Community Liaison

A report was given on the Launch Briefing scheduled for 11 February 1995 in Paarl.

With regard to the role of the various departments in the overall Community Liaison programme, it was agreed that;

- a) secretariat staff would accompany Theme Committee members,
- b) the secretariat may organise seminars and arrange for experts to give evidence to the Theme Committees,
- c) at all times, the media department should be informed of all liaison activities arranged for Theme Committees,
- d) the research department should identify the stakeholders and roleplayers to be to be included in the Public Participation Programme,
- e) Theme Committee are responsible for identifying the roleplayers, structures and determining the content of the programmes for their Public Participation requests. Community Liaison is responsible for organising the events,
- f) to improve co-ordination and accommodate the dynamism and fluidity of the process, a feedback mechanism between the Secretariat and Community Liaison is essential and should be developed without delay, and

- g) the Community Liaison programme should be improved by strengthening its link to the Work Programme. This should also be reflected in the composition of the Theme Committee travelling groups.

ANY OTHER BUSINESS

The need for information on how the decisions of the meeting are followed-up was noted.