

**COMMUNITY LIAISON DEPARTMENT****WEEKLY DEPARTMENTAL REPORT****11 MAY 1995****REPORT NO. 13**

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**CPM'S**

- Peddie** - Over 2500 people attended despite weather conditions.
- Weaknesses** - IMSSA.  
- Due to multiple points of entry to the venue (tent), no registration processes could be put in place.
- Standerton** - Posters late.  
- Advance team advises that work is proceeding well.
- CPM's 20 May** - All consultative meetings complete.

**SECTORS**

- Business** - Successful
- Traditional leaders** - Arrangements proceeding.
- Children's Rights** - Arrangements proceeding.

**CEP**

Training of trainers workshop in progress.

**GENERAL**

- Office Space** - Permenthri moved. Rest to be confirmed.
- Travel** - Travel of staff to CPM's. See attached internal memo and confirmation forms.

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*Thanks to Director, Secretariat + Madro. - Mkh*

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**CPM'S**

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**CPM's 20 May** - All consultative meetings complete.

*X* anticipate problems: *huzikisi ki, June 16, June 24.*  
*April in Okeza!*

**SECTORS**

**Business** - Successful

**Traditional leaders** *MPO* - Arrangements proceeding.

**Children's Rights** *HSRC* - Arrangements proceeding.

*Full equivalence.*

**CEP**

Training of trainers workshop in progress.

**GENERAL**

*West Fozela. hwele +*  
**Office Space** - Permenthri moved. Rest to be confirmed.

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*Prattorne: extend: write to other dept on Secretariat ✓*  
*Museum →*  
*Becky → old Delats →*  
*- Minutes*

## INTERNAL MEMORANDUM

**TO: HEADS OF DEPARTMENTS**

**FROM: HASSEN EBRAHIM**

**RE: CA STAFF ATTENDING CONSTITUTIONAL PUBLIC MEETINGS**

### **1. NUMBER OF CA STAFF TO ATTEND CPM**

For each CPM the following number of CA staff is required to fulfil specific functions:

- \* 1 Member of the Secretariat
- \* 1 other CA staff member
- \* 1 Community Liaison Management member or Management Member from the Media Department

### **2. URGENT - CONFIRMATION - URGENT**

It is requested that all CA staff who would like to attend CPMs **CONFIRM BEFORE OR ON 12 MAY 1995 ON THE REQUIRED CONFIRMATION FORM.** If staff members still require Confirmation Forms, they should collect it from Una Fourie in the Operations Room, Floor 12. To ensure sound administration, no names will be accepted on pieces of paper or verbally - **ONLY ON THE PROVIDED CONFIRMATION FORM.**

This will ensure that the Community Liaison Department can divide staff evenly according to need for each CPM. Staff will then be informed which CPMs they will be attending.

#### **PLEASE NOTE:**

Due to cost implications and specific functions allocated (see point 3), staff may not be able to attend each CPM they have indicated. After recommendations from the Head, Community Liaison, Edward Shalala, the final decision will be that of the Directorate.

### **3. ROLE AND FUNCTIONS**

Staff members will have specific responsibilities when travelling to CPMs:

- \* Members of the Secretariat, other CA staff and CL Management will accompany the MPs from point of departure;
- \* monitor CPM for purpose of evaluation;
- \* supervise the process of registration;
- \* act as liaison with the Members of Parliament on the stage during the CPM (Managing Secretary);
- \* a Managing Secretary attending will act as a "silent chair" during the CPM.

## CONSTITUTIONAL PUBLIC MEETING CONFIRMATION FORM

**1. CPM**

DATE	PROVINCE	TOWN
20 MAY 1995	Northern Cape	Upington

**2. NAME OF CA STAFF MEMBER**

.....

**3. TRAVEL ARRANGEMENTS**

Please tick where applicable

BEFORE CPM			AFTER CPM		
Arrangements	CA	OWN	Arrangements	CA	OWN
Transport TO airport from Old National Assembly entrance			Air travel to CAPE TOWN		
Air travel to VENUE			Transport FROM airport TO:		
<b>ACCOMMODATION ARRANGEMENTS</b>	CA	OWN	National Assembly		
			Pelican Park		
<b>PLEASE NOTE</b> CA: To be arranged by the Constitutional Assembly Administration. OWN: To be arranged privately for own account.			Acasia Park		
			Laboria Park		

4. Office contact number:.....

After hours:.....

5. **RSVP BEFORE 12 MAY 1995.**