

CEP:

6-3-96

- 1. Resources - Publications - Greg ✓
- 2. CEP - Programme March + April ✓
- 3. Training courses ✓
- ~~Workshops~~

- 4. CEP - Report ✓
- 5. Sector local Govt

- ① CEP -
 - ① Report w.D.
 - ② Report for 1995/96
 - ③ Costs report - C. Fuzela ^{March} ~~ed~~

② March + April.

- instead
- ① Training of Trainers - No
 - Human Rights Orgs at Adaption
 - develop resources for distribution kits

② Workshop Programme

- ① Requests
- ② Promises
- ③ Thank Orgs

Report ~~to~~ per WK to NCE team

③ Thank Providers.

- ④ Workshop - Co-ords + Package
- Jamil - Chokeyan - chairpersons - Jodler/Morison

⑤ Close Offices

MEMO

TO: THE DIRECTORATE
FROM: COMMUNITY LIAISON
DATE: 6 MARCH 1996
RE: PROPOSAL FOR CEP PROGRAMME
MARCH - APRIL

The CEP finished its intensive workshop programme on 20 February. This part of the programme concentrated on running community workshops before 20 February, the date given for public submissions and comments. This document is a proposal for the CEP until the end of the process.

The premise is that coordinators will run a limited training of trainers programme, on a provincial or a national basis, depending on demand from civil society. Community workshops may continue where coordinators have made commitments to return to areas not covered by the workshop programme.

In addition, coordinators need to ensure that their records are up-to-date, with all contact names and organisations' details in an accessible format. Ideally this period could be used to establish contact with those towns not covered by the workshop programme.

The objective is to be able to close down the coordinators' offices as expeditiously as possible. There is a real danger of coordinators leaving the CA without completing the wrapping-up process. Mechanisms need to be put in place to limit this as much as possible.

Training of Trainers

The CA will contact human rights, legal and paralegal NGOs and offer a training of trainers programme, to be run over two days. These workshops will be run provincially, with assistance from the coordinators.

The CA will cover transport and accommodation costs.

The content of the programme will focus on constitutional education. This will cover what a constitution is, the importance of a constitution, how a constitutional democracy differs from other democracies, what institutions there are to support the constitution and how to access these institutions.

Resources

The workshop manual used for the first phase (pre Working Draft) will be adjusted for this programme. The posters on 'What is a Constitution', 'From the Interim to the New Constitution' and 'The Constitutional Assembly' will also be distributed.

The first booklet proposed in the Publications memo dated 27 February ('Constitutions and Democracy') would be very useful for this programme.

Management of Programme

The same structure would be utilised as for the Jan/Feb programme ie the NCC team to support the coordinators and report to CEP managers. The process will be streamlined to take account of experiences in the Jan/Feb period.

Members of the NCC team will be required to assist with the planning and implementation of the adoption of the New Constitution.

Reporting will be through the NCC team, on a weekly basis.

4 - 8 March

Letters to NGOs sent from Head Office, informing them of the training of trainers programme.

Coordinators return to office and begin process of consolidating filing in line with Head Office process of closing files.

Preparation of material - update of existing trainers' manual, and preparation of 'Constitutions and Democracy' booklet (taken from existing Summary).

11 - 15 March

Plan workshop programme on constitutional education, ensuring that workshops promised to communities during Working Draft workshop programme are held, as well as targetting communities and towns not covered by Working Draft workshop programme.

18 - 22 March

Implement workshop programme.

Preparation of training of trainers workshops.

27 - 29 March

Workshop of coordinators and Head Office staff, to evaluate workshop programme, to plan training of trainers programme and to give details of closing-down procedures.

10 - 12 April

Training of trainers workshop to be held nationally, either Durban or Bloemfontein.

Constitutional education workshop programme to continue.

15 - 19 April

Members of national team to visit provinces, collecting files and ensuring that GG cars are returned.

19 April - 8 May

Assisting with provincial programmes around the adoption of the New Constitution, where required.

MEMO

To: ALL COORDINATORS

From: GREG

Date: 5 MARCH 1996

Re: WORKSHOP PROGRAMME

You will be busy organising your filing from 4-8 March (this week). Thereafter, you will need to be running workshops. This memo deals with the workshops you will need to run over the next few weeks.

1. When?

Planning for these workshops must take place during next week (11-15 March). You will need to start running workshops from 18-26 March. You will probably be in Cape Town for a workshop from 28-29 March (further details will be sent to you) and so you should not plan anything for 27-30 March. You should start running workshops again from the end of March, and you will be expected to run these until 12 April. The plan for the next period is a bit fluid and you might be expected to run further workshops as well. For the time being though, concentrate on setting up workshops for the above period.

2. Where?

Some of you promised communities workshops during the Working Draft phase which you were not able to run. If you did so, you should first of all plan to run these workshops as soon as possible. (See note on next page)

Once you have met any promises you made, you should plan to run workshops in new communities, that is, communities which you have not yet targeted or areas which have not yet had workshops.

3. What?

The workshops you will be running should really be briefings. These should be about an hour long and should focus on:

- * What is a constitution;
- * What a constitution covers;
- * Why we need a new constitution;
- * the process of writing the New Constitution; and
- * a report back on how far the CA has got with writing the New Constitution.

Note:

You are not to ask people to comment or send submissions. (This includes workshops which you might have promised people during the Working Draft phase but which you are only able to run during the next few weeks). If you are asked about how people can have a say in writing the New Constitution, you will have to explain that the public have been given two opportunities to comment already and that the final date for public comment has already passed. You can also advise people to contact their political parties if they want to raise any other issues, since political parties will be discussing the New Constitution.

4. Reporting

You will be reporting to the same member of the NCC as you did during the Working Draft phase, but you will only need to do this weekly and not daily. Your weekly report must reach the NCC by no later than 3:00pm each Monday. A Weekly Workshop Report form is attached to this memo.

5. Resources

You were asked to send us a list of all publications which you still have in your offices. We will be going through this to see whether you need additional publications or not.

In the meantime, please distribute publications that you have. If you are going to distribute the summary, be sure to explain to people that the second part of the book deals with the Working Draft and that this is changing daily. They can read it to get a sense of what the New Constitution will cover, but it must be clearly explained that it is not the New Constitution and that things will change. It should also be pointed out that the book states quite clearly that comments could only be sent until 20 February and that that date has now passed.

MEMO

TO: THE DIRECTORATE
FROM: COMMUNITY LIAISON
DATE: 29 FEBRUARY 1996
RE: PROPOSAL FOR CEP PROGRAMME
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11 - 13 March

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18 - 22 March

Preparation of training of trainers workshops.

25 March - 26 April

Limited number of training of trainers workshops, held in three or four provinces. The Easter weekend (5 - 8 April) falls within this period, which may make it difficult to plan workshops.

29 April - 8 May

Assisting with provincial programmes around the adoption of the New Constitution.

MEMO

TO: EDWARD
FROM: FRAN
DATE: 29 FEBRUARY 1996
RE: COSTS OF CEP JANUARY/FEBRUARY PROGRAMME

The figures I have for the costs of the workshop do not include costs of accommodation or transport.

I have made a rough calculation of accommodation costs as follows:

Total number of workshops	329
Accommodation @ R250 - 1 1/2 nights per workshop	R123 375

Total number of people attending workshops is 52 667. This means that for accommodation costs alone the per head cost is R2,34.

I have no idea what transport costs are going to be, nor Wayne and Maphelo's costs.