

PROPOSED PROGRAMME OF WORK FOR LOCAL ELECTION STRUCTURES : 14 FEBRUARY TO 30 APRIL

Activity	14 Feb to 28 Feb	1 March to 15 March	16 March to 31 March	1 April to 15 April	16 April to 30 April
Community Profile	Using guidelines provided do a detailed community profile.	Continue profile process getting more more information on each street or zone.	Write up the profile and submit to the region and for use locally.	Update if you need to.	
Meet all organisations in your area	From your profile draw a list of all organisations and meet them to discuss campaign and cooperation, also produce a list of key individuals.	Finish the task of meeting all organisations Include every church and sports organisation in your list.	Go back to organisations that need follow ups either because they are key or being difficult.		
Set up structures	Meet with all allies in the local Convene a joint meeting to discuss and set up initial structure that can begin to co-ord work.	Try to finalise the key parts of the structure Set up task forces and identify co-ordinator.	After planning has been done review and modify the structure to meet your needs. Try to allocate people to all key areas and set up clear procedures for how structures should operate.		
Have a local planning meeting of as many people as possible	Planning meeting to draft a rough plan of the area, use comm profile and maps of area. Plan how to reach every home between then and end of April. The plan should include details on a budget for the campaign, at least two fundraising events per month and your views on the broader issues like lists, links to sub-regional offices etc.	Have a second smaller planning meeting to review the plan and allocate responsibilities etc.	Review the plan and make modifications. Produce a written plan for all key people, send copy to region	Begin discussion on second phase	Planning meeting to draft plan for second phase, produce a written plan and send to region.
Recruit volunteers	Agree on a system of registering volunteers so you have a list of them all, addresses, what they can do etc. Agree on how many you will need.	Intensify recruitment of volunteers aiming to get at least half of what you need.	Call a meeting of all volunteers to hear feedback, problems etc. Set new targets for number of volunteers you need to get.	Draw up a formal register of the all the volunteers with contact addresses etc.	Update the register and begin to plan a briefing document for volunteers for second phase.
Begin house visit programme Link with an ID camapign		Begin to visit every home : raise issue of ID Link ID campaign to house visit, drop off a pamphlet and other material you have with people. Leave with some info on each house. Make a note and begin to build an electorate profile of each area.	Continue house visit programme, make sure all info is being properly recorded so that you have a detailed profile of the electorate on a street basis. Check if 1 volunteer per 100 voters system can work	Continue house visit programme	Continue house visit programme and intensify with the aim of completing the area. of finishing the area by the end of month.
Begin Training		By this time plans should be finalised for two people from each local to be trained at a regional workshop; choose the two people carefully and then plan your local training programme for volunteers using material from the workshop as well as material from voter education agencies like Matla, CDS.	Continue training programme. Keep a record of who is being trained. Set target to train all volunteers by end of month.	Continue and finish initial training of all volunteers in basic skills.	Begin to plan for next round of training.
Oppositional Research		Set up a system for monitoring the opposition and providing regular reports to the co-ord and the region	Continue oppositional research	Continue oppositional research	Continue oppositional research
Media		Use the nationally produced pamphlet and poster with your house visit programme, use material from voter education agencies. Use the Matla and ANC plays, produce election songs or use ones produced nationally or regionally.	Continue with distributing media as part of house visit programme.	Ensure play and songs are used effectively to reach the community. Continue media distribution with house visits.	Continue distribution of media. Plan for next phase of media which could be local or regional.
Plan for a local office					Begin discussions around setting up a local office
Launch the campaign					Find a creative way of launching the campaign