

CONSTITUTIONAL ASSEMBLY

INTERNAL MEMORANDUM

DATE : 14 JULY 1995

TO : THE DIRECTORATE

FROM : EDWARD SHALALA
COMMUNITY LIAISON DEPARTMENT

SUBJECT : **COMMUNITY LIAISON WORK PROGRAMME**

This document seeks to briefly outline the work programme which the Community Liaison propose for the next phase of our process. While this document is an abridged version of our work programme, devised at our recent workshop it nevertheless touches upon important aspects of our plan of action for the next phase. It covers all three programmes of our operation, namely the Public Sector Hearings, CPM's and the CEP.

1. FIRST PHASE

By way of completing our first phase of the Sector Public Hearings, we are planning to hold the following events.

PUBLIC HEARINGS	DATE	VENUE
Socio-economic Rights	1/8/95	National Assembly
Land workshop	12/8/95	Old Assembly
Local Government	14/8/95	Old Assembly

Two CPM's are currently scheduled to take place in Kwazulu-Natal and two events are planned to take place as follows:

VENUE	DATE
Empangeni	26/8/95
Port Shepstone	02/9/95

1.1 Consolidation and Extension of Provincial Network

During phase 1 the Premiers office was seen as the major entry point to the CA's work in the provinces. This was not a complete success. We will be extending our provincial networks by consulting with:

- Provincial Constitution Committee
- Provincial Legislature
- Provincial Communications Office

1.2 Activation of Steering Committees

During phase 1, Local Steering Committees were set up in those communities in which Constitutional Public Meetings occurred. These Steering Committees ensured local participation in the Constitutional Assembly's programme. Links with these Steering Committees need to be strengthened during this phase so that they will provide access to those communities for the distribution of the draft text.

The above-mentioned structures from 1.2 and 1.3 above will be used to assist in the distribution of the draft text on a provincial and local level.

2. PHASE II

2.1 Proposed work programme for the National Sector Public Hearings

2.2 RESEARCH

The list of organisations that have participated in the Public Hearings to date, plus others that have sent in written submissions, are by no means exhaustive. Further research needs to be done in this area.

PROPOSAL:

- * All organisational information need to be put into a database.
- * Organisations like the IEC will be contacted as a start point.
- * The database will be developed in conjunction with Stoney and Gert.
- * Resource: Josh Nathanson
- * Budget: Use of existing infrastructure - no additional cost envisaged.

2.3 PRESENTATION OF THE DRAFT (See attached budget marked Annexure A)

Formal meetings will be organised in order to ensure the presentation of the draft at a national level by the Chairpersons to the President, Deputy Presidents and the Management Committee.

Provincial presentations by the Chairpersons or Mancom members to the relevant provincial structures will occur after the national presentation.

2.4 SENDING OUT THE DRAFT

Should follow the presentation ceremony, therefore over the November - mid December period.

PROPOSAL:

Each organisation will get a copy of the draft plus a summary (CEP Resource material). The database will be used as a basis for sending out the draft to organisations and individuals. The budget for this will be part of the overall budget to send out the draft more broadly.

2.5 SECTOR PUBLIC HEARINGS

Sectors will be invited to a central venue in order to make their comments. This process will involve the sectors approached in the pre-draft phase and will see a broadening of national sector involvement.

2.5.1 NATIONAL SECTOR PUBLIC HEARINGS (See attached budget marked Annexure A)

PROPOSAL:

National Sector Public Hearings

- * Suggested venue: World Trade Centre
- * All these public hearings to happen over one week
- * It is envisaged that the CA will not provide funds to all stakeholders for example Business and Media.
- * It is suggested that this be organised by an NGO, preferably IDASA. They assisted in the first phase and have experience with events at the World Trade Centre.

2.6 PROVINCIAL SECTOR PUBLIC HEARINGS (See attached budget marked Annexure A)

One or more provincial sector hearings will be necessary in order to broaden the CA's sectoral involvement.

2.7 BUDGETARY IMPLICATIONS OF PHASE II

The increased Sector involvement on both a national and provincial level necessitates the following budgetary increases.

2.7.1 The appointment of a Deputy and an Administrator

2.7.2 An increase in the National Sector budget (refer to attached budget and provincial budget)

3. CPM AND PROVINCIAL OPERATIONS

3.1 Consultative Meetings

Consultative meetings will occur in October/November 1995 or immediately after the production of the draft text. It is intended that these meetings occur long before the actual Constitutional Public Meetings. This process will give the community time to study the draft text prior to the actual CPM.

[For ease of reference we will refer to CPM-type events in Phase Two as CPM's. The new purpose of these events and altered format may necessitate a name change. However, there may be continuity and publicity advantages to retaining the name CPM and merely changing the understanding of the nature of the event].

3.2 Requests for CPM's received during the pre-draft phase.

Many of these requests are from individuals. The CPM locations that are proposed to Mancom are chosen by having regard to Provincial Government preference, demographics, even distribution between Provinces, and other criteria. We cannot recommend the deployment of full CPM resources on the basis of an individual request, or the request of one organisation, where the other CPM criteria is absent. It is suggested that where the request has the backing of an organisation/s we should endeavour to arrange an input from a member of the CA, preferably a Mancom member.

3.3 Provincial Teams

Current Provincial Teams consist of:

1. Constitutional Education & Training Co-ordinators
2. Provincial Liaison person.
3. SACS Regional Officer.

This team was intended to assist and facilitate the work of the Constitutional Assembly in the provinces. As phase two will place new and varied pressures upon these teams, we will need to strengthen their working relationships. This will require a team evaluation of the work in phase one and a strategy re: improved implementation in phase 2.

3.4 Relationship with the Educational Programme

There has been an ongoing working relationship with the Provincial Education and Training Co-ordinators in all nine provinces. This relationship will be strengthened during phase two. Ensuring that:

1. comprehensive workshopping of an area is done prior to a CPM;
2. information flow between CA personnel in Provinces and Project Managers in the field is continuous

3.5 Constitutional Public Meetings

Constitutional Public Meetings will be held from February 1995. There will be 6 CPM's per Saturday which will occur in two provinces. Thus on any given Saturday there will be 3 CPM's in one of the two provinces.

6/Saturday = 3 CPM's in 2 provinces = 24 per month

The nine provinces will be covered every 5 weeks and there will be 24 CPM's per month for the duration of phase two.

It is impossible to ascertain the exact duration of the politician-driven part of the draft phase. Our recommendation is that it should last for at least 3 months, viz 1 February to 30 April 1996. If politicians return in early February, then allowing for their own training, the period would be from +/- 15 February to 15 May. A three month period would allow for approximately 72 CPM's

3.6 Changes to the Format of Constitutional Public Meetings

The nature of the CPM in phase two will be different to that of phase one. The new format will build upon the educative role of the MP's within these meetings. Thus MP's will have to be thoroughly workshopped and briefed on the draft constitutional text so that:

1. Their inputs are given in simple language
2. That the content is informative and educative to the public and
3. That the input is divided in order to facilitate both the educative function of the meeting and the submission phase.

3.7 Budget Phase I

All invoices relating to the Provincial Liaison / CPM programme of Phase I have been requested. Currently some of these documents are still outstanding. Thus the budget below is a estimation of the overall cost of the phase.

Advance Team (Wayne, Maphelo & OPS Team)	R350 000
SACS	R235 825
SAAF	R220 000
IDS	R274 600
IMSSA	R 26 200
TOTAL	<u>R1106 625</u>
COST PER CPM	R44 265

3.8 Budget Implications of Phase II

3.8.1 Deputy

A deputy has been approved for the Premier and Provincial Liaison Project Manager. We propose that this deputy function on behalf of both the Premier and Provincial Liaison section and National Operations section, overseeing the work at our National Office while these Project Managers are in the field.

Given that this would be a contract position until May an internal appointment would seem most appropriate. However, if not suitable human resources are available internally, it will be necessary to make other arrangements

3.8.2 CPM / Premier and Provincial Liaison Costs / National Project Management in Provinces

Since these sections of the Community Liaison Department's work has become so intertwined it is almost impossible to do separate costing, however the overall costing per CPM (which includes the other provincial work) is approximately R50 000.

Thus in phase 2 our overall budget requirements should be of the order of $72 \times 50\ 000 = R3,6$ million.

3.8.3 Relationship with SACS

If the relationship with SACS is terminated there will be cost implications both at a National and Provincial level.

CONSTITUTIONAL EDUCATION PROGRAMME

A. PUBLICATION OF A DRAFT CONSTITUTION

The CA's needs in respect of the publication of a draft are:

1. Translation - 11 languages.
2. Simple language version.
3. Media - well co-ordinated production of educational resources for radio, video/TV and print.
4. Focused distribution strategy and efficient distribution mechanism.
5. Workshop programme.

Translation, simple language and media resource production should not, if possible, be postponed until the completion of the English language draft text, but should be developed in parallel with the production of the English text. If this approach is followed, upon publication date, the CA will be ready to distribute in a coherent fashion. Simultaneous distribution of a draft constitution in all languages and with supporting media resources will assist in achieving maximum publicity impact.

B. WORKSHOP PROGRAMME

The workshop programme has 3 objectives:

1. Train trainers from NGO's and CBO's so that they may be able to train facilitators from civil society. Civil society will then be able to educate their own constituencies. This is in accordance with the principle that we cannot directly reach all 44 million South Africans and therefore we should reach those people who can access the public.
2. Support future CPM type events by ensuring that civil society structures in a particular community are prepared for a CPM.
3. Train politicians for respond to ad hoc requests for constitutional education.

Methodology

1. Training of trainers and facilitators

Just prior to or just after publication, NGO and CBO trainers should be trained on the draft. Thereafter the Provincial CEP Co-ordinators should implement a programme of workshops where the NGO and CBO trainers will train facilitators from civil society structures. These

facilitators will then return to their structures with a supply of resources and begin educating their constituency. A mechanism needs to be created to ensure the re-supply of these facilitators with resources.

2. Management of CEP

The Provincial CEP Co-ordinators will develop and manage their own provincial programmes in conjunction with the CEP National office. Their functions will be management-oriented and except initially, they will not conduct much of the training themselves. Their responsibility will be to manage the NGO and CBO trainers and ensure the re-supply of resources to sector facilitators. To provide for effective management it will probably be necessary to train a controllable number of NGO and CBO trainers in each province.

3. Monitoring

NGO's and CBO's will be paid by the CA for the work done by their trainers. Sector facilitators will be required to distribute a large amount of CA resources. Both of the above processes are vulnerable to abuse. Consequently an effective monitoring system needs to be created as part of the management programmes for each province.

C. MATERIALS DEVELOPMENT/EDUCATIONAL PUBLICATIONS

The CEP intends developing a set of materials based on the draft Constitution. These materials will be developed in-house and with the assistance of outside contractors. These materials will then be used to develop the following publications/materials:

1. an update for the training manual;
2. a summary of the draft;
3. 5 new booklets;
4. educational supplements;
5. a poster;
6. a radio programme; and
7. a television programme, including national and community TV.

In addition, the following publications are in development:

1. a training manual which is being photocopied;
2. You and Building the new Constitution booklet (an additional 400 000 copies to be produced); and
3. 4 posters.

CEP BUDGETIntroduction

The community workshop budget has been finalised. The budgets for the publication of the draft constitution and for the development of training materials and educational publications have not yet been finalised. However, the means of working out these budgets have been ascertained and are outlined below. Final figures will be provided during the course of this month.

**A. PUBLICATION OF DRAFT CONSTITUTION
BUDGET**

Simple Language

Developed inhouse, using Law Advisers, CEP. Contract?

Translation

Afrophone has already translated the interim Constitution into all official languages. State Language Services (Wouter le Roux at 012-314 6911) contracted them to do this. They tendered for 4 months, at a cost of R513 000 for 9 African languages. This is the rate of R50 per 100 words. They were a little over time - about 10 days.

Approval of Material and Translations

Possible cost implications include travel and accommodation if there is need for the editorial board to meet during recess.

Distribution

Cost implications are considerable. If we send out the draft to all those who have made submissions, we incur postage costs. Alternatively we could arrange for the public to obtain copies through the Government Printers - this is not free.

Media have come up with a figure of R6 million for distribution of the draft Constitution.

B. COMMUNITY WORKSHOP PROGRAMME

BUDGET

Provincial Training of Trainers Workshop

10 people x 3 days	
Accommodation @ R200 per person per day	R 6 000
Travel @ R300 per person	R 3 000
Costs of running workshop, including administrative expenses	R 2 000
Total for 1 province	R 11 000
Total for 9 Provinces	R 99 000
2 further provincial Training of Trainers Workshops (see note 1)	
R99 000 x 2	R 198 000

Facilitators' workshops
(see note 2)

10 people x 2 days	
Accommodation @ R200 pp per day	R 4 000
Travel @ R100 pp	R 1 000
Costs of running workshop, including administrative expenses	R 2 000
Total for 1 workshop	R 7 000
Total for 10 workshops	R 70 000
Total for 9 provinces	R 630 000
2 further facilitators' workshops (see note 3)	
	R1 260 000

Community workshops

(see note 4)

110 facilitators run 2 workshops per month @ R200 per workshop	R 44 000
Total for 9 provinces per month	R 396 000
July 1995 - May 1996 11 months	R4 356 000

Evaluation

(see note 5)

National

Travel

2 persons to two provinces each month @ R2 000 per person per trip (including car hire)	R 8 000
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Accommodation

2 persons 2 nights @ R200 per person	R 1 600
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July 1995 - May 1996 11 months	R 105 600
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Provincial

Travel

2 persons to 1 sub-region per month	R 2 000
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Accommodation @ R200 per person for 5 days a month	R 2 000
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9 provinces	R 36 000
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July 1995 - May 1996 11 months	R 396 000
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Total evaluation costs	R 501 600
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TOTAL COST OF WORKSHOP PROGRAMME	R7 017 600
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Notes:

- 1 The first Training of Trainers workshop will focus on the constitution-making process and deal with methodology. It is essential that trainers are able to run training workshops which reflect the impartial and non-partisan nature of the CA.

The second workshop will be held towards the end of the year, when there is a draft constitution. This will focus on the content of the draft, and how to encourage comment on the draft.

The third workshop will be held early in 1996, and will be a follow-up workshop. The process of writing a constitution is a very dynamic one, and is related to the political process as a whole. It is important to make sure that the information reaching rural and disadvantaged communities is accurate and up-to-date.

- 2 At the end of the training of trainers workshops there will be a core group of 10 trainers in each province. Each trainer will train facilitators to run community workshops. These will be local and held over 2 days, and will incur various costs such as transport (of facilitators and trainers), accommodation, newsprint and administrative costs.

The trainer will travel to rural communities and train local facilitators to run community workshops. The number of facilitators trained will be approximately 10 per trainer per course.

The costs of these workshops will be less than for the training of trainers workshops, as there will be reduced travel expenses and the workshop will be over 2 days.

- 3 **Follow-up training workshops**
It is envisaged that facilitators would need to undergo refresher training during the the period January to May 1996. The programme has been planned so that updates to material can be provided, but there would be a need to hold at least one refresher training course, for both trainers and facilitators.

- 4 At this stage there would be 100 facilitators in each province trained to run community workshops. These workshops would be costed at R200 per workshop. Each facilitator would run 2 workshops per month. The 10 trainers would also run community workshops, giving a total of 110 facilitators per province.

- 5 **Evaluation costs**
The provincial co-ordinators will travel to the rural areas to assess the workshop programme. In addition, members of the CEP national team will travel to the provinces to ensure that the management systems are in place

and that there is proper accountability, and to assess the provincial programme and workshops.

6 Costing:

On the above basis, 21 780 community workshops would be held across the country during the period June 1995 to May 1996 at a cost of R7 017 600.

Each community workshop would be attended by 20 people, giving a per capita cost of R16.11. If 30 people attend each workshop, the per capita cost is R10.74.

C. **DEVELOPMENT OF TRAINING MATERIALS
AND EDUCATIONAL PUBLICATIONS**

BUDGET

Development of Content of Materials (to be used for manual; summary; booklets; posters; radio; and television)

Contracting out - 80 hours at approximately R120.00 per hour.

Training Manual

63 copies already produced. Additional 500 copies to be photocopied (approx. 85 pages double-sided)

Manual update

Photocopying 25 pages X 600 manuals

Summary of Draft

Similar cost as LRC Know Your Constitution booklet X 5 million copies.

You and Building the New Constitution booklet

100 000 copies already printed.

Cost implications are translation (R15 500 + vat for booklet + 4 posters - see below) and reprinting 400 000 copies (Pat has already established the cost)

New booklets

Anticipate 5 booklets at same cost as You and Building and at same translation cost. Same number of copies to be produced (500 000 each). To be drawn from back pages of Constitutional Talk.

Additional cost implication - development of graphics (Pat can assist with estimated cost of these).

Educational Supplements

To be drawn from back pages of Constitutional Talk. Additional cost implication -

reprinting into supplement format and cost of inserting into magazines and newspapers.

Posters

Pat was to obtain cost of producing current 4 posters. One additional poster to be developed after draft. Same cost as previous 4.

Translation of current 4 included in translation cost of booklet.

Cost implication - printing of 20 000 copies of each poster.

Additional Cost Implication

Distribution of materials.

Radio

No cost for programme time

Cost implication is the development of the programmes. This can only be ascertained after meeting with SAFRITEL (being arranged by Media).

Television

Costs are programme time (similar to that for "Constitutional Talk on CCV) and development of the videos. This can only be ascertained after meeting with CCV (to be arranged)

Roots TV cost = R41 000 per month X 4 months (to be negotiated further).

NOTE: We will be able to assist Fazela with the further development of this budget next week.

BUDGET

Socio - Economic Rights:

1st August 1995

ITEM OF EXPENSE	BUDGET	ACTUAL	UND/OVER	
Transport and Accommodation:				
> Flights (130 x R1200)	156000			
> Shuttle Services (130 x R30)	3900			
> Road Transport Claims (50 x R100)	5000			
	164900			
Accommodation:				
> 40 people accommodated (40 x 250)	10000			
Catering:				
> 250 people attend (250 x 50) {teas and lunch}	12500			
Other Conference Services:				
> Audio Recording (for tapes)	100			
> Video Recording (for tapes)	250			
> Stationary, photocopy facilities	1500			
	1850			
	189250			
Contingency @ 5 %	9462.5			
TOTAL	198712.5			

BUDGET

Workshop on Land Rights:

1 and 2 August 1995

ITEM OF EXPENSE	BUDGET	ACTUAL	UND/OVER	
Transport and Accommodation:				
> Flights (70 x R1200)	84000			
> Shuttle Services (70 x R30)	2100			
> Road Transport Claims (30 x R100)	3000			
> International Speaker (travel, accommodation, other costs)	20000			
	109100			
Accommodation:				
> 70 people accommodated (70 x 250) + *(8 x 250)	19500			
Catering:				
> 150 people attend (150 x 100) {teas,lunch,dinner}	15000			
Other Conference Services:				
> Audio Recording (for tapes)	100			
> Video Recording (for tapes)	250			
> Stationary, photocopy facilities	1500			
	1850			
	145450			
Contingency @ 5 %	7272.5			
TOTAL	152722.5			

* Speakers will arrive the night before workshop

BUDGET
SECOND PHASE

Presentation of the Draft

1. At CA - Cape Town

Travel	+ - 15 people @ R1200	R18 000
Tea/Coffee	+ - 50 people @ R10	R 500

2. Provincial Capitals

Travel	+ - 12 people @ R1200	R14 400
Accommodation	+ - 12 people @ R300	R 3 600

BUDGET
Second Phase

National Sector Public Hearings :
At the World Trade Centre for 5 days

consolidated list

ITEM OF EXPENSE	BUDGET	ACTUAL	UND/OVER
Transport and Accommodation:			
> Flights (450 x R1200) *90 delegates/ day	540000		
> Shuttle Services (450 x R30) *90 delgates/day	13500		
> Road Transport Claims (350 x R100) *70 delegates/day	35000		
	588500		
Accommodation:			
> 50 people/day accommodated (50 x 250x5)	62500		
Catering:			
> 200 people/day attend (200 x 100 x 5)	100000		
Other Conference Services:			
> Audio Recording (for tapes) (5 days x 140)	700		
> Video Recording (recording and for tapes)	10500		
> Stationary, photocopy facilities (5 daysx1500)	7500		
> Telephone and Fax (500 x 5 days)	2500		
> Telephone and Fax for invitations	5000		
	26200		
	777200		
Contingency @ 5 %	38860		
TOTAL	816060		

BUDGET
Second Phase

Provincial Sector Public Hearings :

Held in each province for one day

consolidated list

**** Flights and accommodation exclude the W/Cape****

*** Flights and accommodation relate to CA members and staff ***

ITEM OF EXPENSE	BUDGET	ACTUAL	UND/OVER
Transport and Accommodation:			
> Flights (30 x 8 x R1200)	288000		
> Shuttle Services (30 x 8 x R30)	7200		
> Road Transport Claims (150 x 9 x R100)	135000		
	430200		
Accommodation:			
> 30 people/day accommodated (30x8x250x2days)	120000		
Catering:			
> 200 people attend (200 x 50 x 9)	90000		
Other Conference Services:			
> Audio Recording (for tapes) (140 x 9)	1260		
> Video Recording (recording and for tapes)	10500		
> Stationary, photocopy facilities (1500 x 9)	13500		
> Telephone and Fax for invitations	10000		
> Telephone and Fax (500 x 9)	4500		
> Venue Hire (1000 x 9)	9000		
> Other Admin.costs incurred by NGO to organise event	18000		
	66760		
	706960		
Contingency @ 5 %	35348		
TOTAL	742308		