

DRAFT WORK PROGRAMME : FEBRUARY 1995

PUBLIC PARTICIPATION PROGRAMME

COMMUNITY LIAISON

MISSION STATEMENT :

“To facilitate an interface or dialogue between the South African people and their elected representatives by consulting the population at various levels and at various stages of the process of constitution making.”

(CA Resolution of 31 October 1994)

INTRODUCTION

On 24 October 1994 the Constitutional ^{Assembly} Committee adopted a document entitled “**Public Participation - A Strategic Overview**” which set out the broad framework within which the community liaison programme will take place.

1. GUIDING PRINCIPLES

- Transparency
- Credibility
- Legitimacy
- Consultation
- Inclusivity

2. OBJECTIVES OF PUBLIC PARTICIPATION PROGRAMME (PPP) :

(Extracted from Constitutional Assembly Resolutions, 5 September 1994)

- ensure that the draft constitution enjoys the support and allegiance of all South Africans
- new constitution should represent the aspirations of all our people
- process should serve to unite the country’s people and produce a constitution which will become the cornerstone of the future South Africa. It should be people driven and transparent
- new constitution must be the product of an integration of ideas of all role players. In this regard, there should be maximum public participation
- there should be an effective strategy for media and community liaison
- media and public participation strategies should aim at facilitating the required “dialogue” and channels of communication between the broader public and their elected representatives
- programmes of the Constitutional Assembly should be “non-party political”. Strict monitoring should ensure that the programmes promote the Constitutional Assembly and the interests of the country as a whole

3. **COMMUNICATION OBJECTIVES**

- Develop, raise and popularise the CA profile
- Solicit views and submissions
- Brief public - on the constitution making process
- procedure for submissions to CA
- Consult all sectors and role players
- Increase public interest and awareness through constitutional education
- General involvement and engagement of public at large

4. **PROGRAMMES**

- Constitutional Education Programme (CEP)
- Constitutional Public Meetings (CPMs)
- Theme Committee Requests/Meetings
- Special Events

5. **TIME FRAMES**

It is envisaged that the CLP will be run in two phases;

- First Phase : Develop draft constitution - February 1995 to end of July 1995
- Second Phase : Popularising the draft constitution - August 1995 to May 1996

This document deals with detailed planning for February 1995.

LIST OF ABBREVIATIONS

PPP : Public Participation Programme	PMT : Project Management Team
CL : Community Liaison	SACS : South African Communication Service
CLP : Community Liaison Programme	TC : Theme Committee
CPM : Constitutional Public Meetings	NGO : Non Governmental Organisation
CEP : Constitutional Education Programme	CBO : Community Based Organisation

COMMUNITY LIAISON PROGRAMME

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8. SPECIAL EVENTS - LAUNCH OF COMMUNITY LIAISON PROGRAMME

8.1. Introduction

It is proposed that the CA Chairpersons - Messrs Cyril Ramaphosa & Leon Wessels - should visit three provinces - namely the Western Cape, Northern Cape and Northern Transvaal, in order to launch the CLP. Briefings in the other provinces are envisaged in the months to come.

8.2. Objective

To develop, raise and popularise the CA profile.

8.3. Process

Three briefings are envisaged to launch the Community Liaison Programme (CLP). The briefings used to nationally launch the CLP should be of high profile to attract maximum media coverage.

8.4. Proposed Briefings

First briefing

Date : First week in February
 Area : Western Cape (Boland)
 Target group : Farmworkers and management

Urban Area
 also for 2nd phase

Second briefing

Date : Second week in February
 Area : Northern Cape (Kuboes)
 Target group : Rural community

Third briefing

Date : Third week in February
 Area : Northern Transvaal to be decided - Zions
 Target group : Rural community

Structure

CA participants : Mr Cyril Ramaphosa (Chairperson CA)
 Mr Leon Wessels (Deputy Chairperson CA)
 Chair : It is proposed that the Provincial Premier or a delegate from the Provincial Government should chair the meeting. ✓ or member of Provincial MEC

Content of meeting : Duration: 1 hour:
 Brief: 30 minutes
 Questions: 30 minutes

accompanied by Senior Representative from each Party.
Programme:

The programme will consist of a briefing on the Constitutional Process by the CA Chairs. It is expected, through these briefings, that:

- public participation will be encouraged;

- public awareness will be increased;
- the role of the CA in directing public participation is highlighted.

It is inevitable that questions from the audience will arise. Opportunity - though limited - should be given for questions to be posed to the Chairs.

Media:

Since these briefings serve as the launch of the CLP, time should be allowed for media interviews, if requested. Close co-operation with ~~RRR~~ (Media) is of utmost importance.

8.5. Resources

Given the time constraints, resources such as exhibitions, pamphlets, T-shirts cannot be fully utilised for the first three proposed briefings. The Media Department is requested to arrange posters and pamphlets.

8.6. Evaluation / monitoring

To determine the success of the first three briefings, and to set guidelines for future briefings, evaluation is important and will be dealt with as follows:

- Tape recording of the Briefing;
- Monitoring the media response;
- Report back from the Chairs;
- Members of the CL team will attend the Briefings to evaluate and monitor evaluation thereof.

9. HEARINGS

9.1. Introduction

It is proposed to hold hearing in order to brief Theme Committees on constitutional issues as per work programme. Theme Committees will require specialist submissions on specific issues. Thus specialists/ sectors will be invited to hearings to give expert views on required issues. The need for these hearings is subject to input from the TCs.

9.2. Objective

To solicit views and submissions.

9.3. Process

Community Liaison (CL) proposes single hearings where there is an overlap between different Theme Committees (TCs). The following schedule of hearings is proposed for the month of February 1995.

Speechist academic Workshops **Schedule of Hearings**

*→ identify all sectors
Target Groups plan Feb to July.
→ Start c Business → May or Target Groups.*

Date	TCs Involved	Target Groups	Time Schedule
February 7	TC 3 and TC 6	Public Administration	-
February 14	TC 4 TC 6 TC 1 TC 2	Volkstaat Council	08:30 - 13:00 14:00 - 18:30
February 15	TC 1 TC 2 TC 4 TC 5	Traditional Leaders	08:30 - 13:00 14:00 - 18:30
February 20	TC 4 TC 5 TC 6 TC 1 TC 2	Universities & Technikons <i>how depts.</i> <i>Religious.</i>	08:30 - 12:00 18:00 - 21:30
February 27	TC 2 TC 4 TC 6	Women's Organisations	08:30 - 12:00 18:00 - 21:30

All Theme Committees are free to indicate to CL which hearings they would like to attend.

Theme Committee requests

CL will draft a standard request form to be used by Theme Committees.

CL required reasonable notice from TCs, taking into account:

- availability of experts,
- availability of sectors who will need time to consult with their constituencies.

9.4. Resources

Cape Town is venue for meetings.

Agency principle →
to specialist input
via Seminars + workshops
Stipulate workshops →
TC refine requests for sectors

Sus
look at
T-C reports

short
another
meeting
in the
morning

- Background information packages eg press cuttings.

- **9.5. Evaluation/Monitoring**

Managing Secretaries will evaluate the hearings and submit a report to CL.

10. CONSTITUTIONAL PUBLIC MEETINGS (CPMs)

10.1. Introduction

add item - issue constitution linked to work plan

To involve and engage the public at large, Constitutional Public Meetings (CPMs) will be held throughout the country. The public will have direct access to their elected representatives and will be invited to give individual submissions.

10.2. Objective

To involve and engage the public at large.

10.3. Process

February will be used as the pilot phase of the Community Liaison Programme.

Proposed CPMs

Orientation - Target Group

Bias: Rural and disadvantaged communities

Free State

Target date : February 18
Venue : Mangaung

Eastern Cape

Target date : February 18
Venue : Grahamstown

Eastern Transvaal

Target date : February 18
Venue : Drum Rock

Western Cape

Target date : February 18
Venue : Worcester

Northern Cape

Target date : February 25

*options only operational from March explain that this component is just people or T.C.s.
✓ each theme committee shld designate a travel group which comprise rep from each party.
Suggest size of group for travel*

*Choose T.C. for each Province
name T*

Venue : Kimberley

KwaZulu - Natal

Target date : February 25
Venue : Durban

- Rural or in a hall

→

North West

Target date : February 25
Venue : Klerksdorp

Gauteng

Target date : February 25
Venue : Duduza

Northern Transvaal

Target date : February 25
Venue : Namakgale

Seminars for very contentious issues →
Specialist →

10.4. Theme Committee Commitments

Three options as to how TC members will attend future CPMs are proposed (operational from March 1995). TC members are requested to decide on the most feasible option available, taking into account the objectives of the PPP as stated by the Chair of the CA.

→ explain that relevant communities (only) - will be consulted on Sunday
as outlined by Resolutions of CA.

Option 1

Working days : Saturdays & Sundays
Who : The 6 TCs divided into 2 groups = 12 groups
Group 1: Saturday & Sunday mornings : 2 meetings per weekend
Group 2: Saturday & Sunday afternoons : 2 meetings per group per weekend

do evaluation
→ response
limitation for
pilot phase

CPMs : 24

Total CPMs : 24 x 18 (available weekends till 30 June 1995)
= 432

Estimated impact : 108 000
(48 CPMs per province, estimated, for duration of programme with an average of 250 persons per meeting)

Option 2

Working days : Saturdays only : mornings & afternoons
Who : The 6 TCs

or. 12 TCs

+ Sub-theme groups for Theme Committee 61

CPMs : 12 : 6 TC groups x 2 meetings per day

Total CPMs : 12 x 18 (weekends available till end of June 1995)
= 216

Estimated impact : 54 000
(24 CPMs per province, estimated for duration of programme with an average of 250 persons per meeting)

? **Option 3**

Working days : Every second Saturday
Who : The 6 TCs, alternating
CPMs : 6 (6 meetings per weekend)

Total CPMs : 6 x 18 weekends
= 108 CPMs during PPP

take out impact

Estimated impact : 27 000
(108 CPMs per province, estimated for duration of programme with an average of 250 persons per meeting)

10.5. Proposed structure of the CPMs

Duration	:	3 hours	
Welcome	:	Host	: 10min
Introduction	:	Facilitator	: 10min
Input	:		: 45min
-		Constitution Making Process	
-		Specific TC issues	
-		Issues discussed by other TCs	
Break	:		: 30min
Submissions	:	discussion	: 75min
Closure	:		: 10min

Criteria for determining what issues to be dealt process - how / or who will identify issues. Menecan in consultation with TCS to identify issues raised in the meeting. can expect

Please note: Due to translation and other factors, time allocated could be extended.

X **Appointment of Chairperson** workshops

It is proposed that :

- criteria for the selection of the chairperson be established by CL.
- chairperson should be neutral and identified from the community.
- the national Community Liaison Team should have veto power on the appointment of the chairperson.

Facilitator:

- ask Provincial Govts to arrange → maybe in April

- It is proposed that the facilitator should introduce the constitution making process and facilitate the making of submissions.

10.6 Proposed role of the Secretariat

It is proposed that the Managing/Minute Secretaries be involved in three levels of the Constitutional Public Meeting :

- before the CPM
 - accompany MPs to airport
 - ensure that MPs are settled in hotel rooms
- during the CPM
 - take minutes of meeting and receive written submissions
 - record meetings
 - collect evaluation forms from facilitator to return to CL
- after the CPM
 - take evaluation forms to Deputy Assistant Director : Community Liaison

Secretary Students

Travel Agent

10.7 Evaluation of Community Liaison Programme

The following people could as evaluators: ~~Mps~~ ^{Members}, facilitators, provincial co-ordinators (CEP), national community liaison officers, random audiences and community leaders. Areas of evaluation will include process, content and promotional material.

→ *Insert CEP*

12. CONCLUSION

It is proposed that detailed project planning be submitted to the Directorate: CA Administration and the Management Committee on a monthly basis. Planning should reach the Management Committee not later than the second meeting of the preceding month.

CONSTITUTIONAL EDUCATION PROGRAMME

1. Introduction

The Constitutional Assembly Work Programme for 1995 articulated the objectives of the Constitutional Education Programme as follows:

"The Constitutional Assembly, in association with a wide variety of NGOs, CBOs and other sectors of South African society, will conduct a wide ranging programme of constitutional education that will be accessible to South Africans at all levels. The programme will include South Africans in the constitution-making process by providing training on the key issues of constitutionality and briefing them on developments within the Constitutional Assembly. The assistance of NGOs and CBOs will allow this programme to reach disadvantaged communities, inaccessible or 'invisible' sectors and rural communities."

On 2 December 1994 the Constitutional Committee approved the programme and requested further information. Such information is detailed below.

2. Objectives

The Constitutional Education Programme has the following objectives:

- * helping to ensure maximum community participation in the constitution-making process, primarily through community workshops;
- * raising the profile of the CA and popularising the process;
- * a specific focus on rural and disadvantaged communities, including a process of empowerment;
- * ensuring that the Constitutional Education Programme is in step with the different phases of the constitution-making process. In the first phase this will require a Constitutional Education Programme grounded in the workplan of the Theme Committees;
- * ensuring co-ordination with other aspects of the Public Participation Programme (PPP), including:
 - Constitutional Public Meetings (CPMs)
 - briefings
 - special events
 - Theme Committee requests eg sectoral and other consultations/ hearings;
- * ensuring linkage between the Constitutional Education Programme and other CA departments, especially the Media Dept and the Secretariat;
- * co-operating, where practical, with other national programmes, such as the RDP.

3. Process

The primary mechanism of delivery for this programme is the concept of the community workshop. This will ensure that all sectors of the population will be reached and enabled to participate fully in the constitution-making process. Existing networks of NGOs and CBOs will be accessed and utilised to ensure delivery of the workshop programme. In order to meet the above objectives, two types of community workshops will be required:

- a) community workshops as a forerunner to Constitutional Public Meetings, so as to educate the community on the constitution-making process and to empower communities to make submissions through these meetings; and
- b) community workshops run independently of Constitutional Public Meetings, providing a more sustainable educative function. This programme would continue into the second phase of the constitution-making process (the consideration of the draft constitution) and will lay the foundation for a wide-reaching public education programme which could be utilised in the development of a human rights culture.

The following tasks need to be completed urgently in order to set the programme in motion:

- * consultation with and integration of the NGO and CBO sectors. This includes assessing existing resources, personnel, infrastructure and capacity to deliver on national, provincial and local levels;
- * appointment of staff required in provinces and at CA in order to create the necessary capacity to deliver the programme. To ensure effective coordination of the programme, provincial coordinators and trainers will need to be appointed.
- * assessment of existing training resources and materials, including the use of simple language and drama as vehicles for transferring information;
- * development of existing resources and new resources where required, including:
 - community workshop programme and materials;
 - training trainers programme and materials.

Short-term implementation:

Bearing in mind that it will take some time to develop the resources necessary for the full implementation of the Constitutional Education Programme, and in line with the Public Participation Programme as a whole, a short-term programme has been developed for February:

- * Contacting NGOs and CBOs to arrange the undermentioned pilot workshops and a consultative meeting;

- * Convening a national consultative meeting to be held in Cape Town, provisionally scheduled for 9/10 February, to provide NGOs and CBOs with a briefing and to collect existing resources;
- * Pilot workshop 1:
Sunday 19 February in conjunction with an existing NGO, at a venue still to be finalised. This workshop will be a forerunner to a Constitutional Public Meeting to be held on Saturday 25 February;
- * Pilot workshop 2:
Sunday 26 February in conjunction with an NGO, at a venue still to be finalised. This workshop will be independent of the Constitutional Public Meeting programme.

4. Training and Resource Development

Training:

This will encompass the initial training/briefing of co-ordinators and workshop facilitators, as well as monitoring of training and refresher training where required. The following groups will require training:

- * Provincial Constitutional Education Co-ordinators
- * Provincial Constitutional Training Co-ordinators
- * SACS trainers and SACS Provincial Co-ordinators
- * NGO trainers
- * Trainers from the paralegal sector, including advice office workers
- * Trainers from CBOs and other sectors eg labour and business

Constitutional Public Meeting facilitators may be an additional target group requiring training/briefing in facilitation skills for the running of Constitutional Public Meetings.

Resources:

A wide range of resources are envisaged, in order to ensure that the constitution-making process is accessible to as many sectors and constituencies as possible. The use of simple language, translation, drama and visual materials will be essential components of these resources. A workshop kit will be developed in conjunction with the NGO sector, including a number of the undermentioned proposed resources:

- * educational booklet on how to participate in the constitutional process, including (hypothetical) practical examples of submissions;
- * looseleaf constitutional education manual (allowing for updates);
- * outlines for community workshops;
- * outlines for training trainers workshops;

*Contracting out → -brainstorm then hand-over
Commissionary Organisation - ~ between their budgets
& what we need → shld be provided*

- * update notes for trainers;
- * notes with examples on how to use drama and roleplays to encourage participation;
- * further educational/information pamphlets and booklets, as required, such as a simplified version of the new draft constitution;
- * educational/information posters, including CA promotional material for use in local community venues such as advice offices and municipal offices;
- * other forms of creative media such as comics, videos, cassettes and the use of local radio stations;
- * educational material to feed into other CA media, such as Constitutional Talk.

5. Management

The Constitutional Education Programme will be managed by a Constitutional Education Manager and a Resource and Training Manager at a national level. The Constitutional Education Programme forms part of the Public Participation Programme which is jointly run by Community Liaison and SACS.

6. Evaluation Mechanisms

Evaluation mechanisms will be developed in the following areas:

- overall implementation and impact of programme
- feedback from specific workshops
- performance of trainers
- effectiveness of resources
- effectiveness of co-ordination between the CA and SACS with regard to the Constitutional Education Programme.