



## **What is a constituency working group?**

A constituency working group is a number of stakeholders living or working in the constituency who can inform the legislator's understanding of the constituency.

Choose a few community leaders with which you might consult regularly:

- the head of a particularly active NGO;
- a respected religious or educational leader;
- a popular business person; or,
- an influential union organizer.

are all intimately involved with constituents and can serve as the "eyes and ears" of legislators who can't be in the constituency all the time.

*Consult the constituency profile for candidates, considering the size of the constituency with which they are involved.*

## **Consider local ANC leaders and members of the allied organizations**

One legislator pointed out that some regional party offices are jealous of their territory and do not welcome parliamentary constituency programmes in their midst. Involving local political party leaders in the working group — making them de-facto "board members" of the constituency programme — might help alleviate this tension.

Invite their input into the types of programmes the constituency office should implement. Explore areas where the two offices can cooperate. Emphasize how a constituency office can complement a political party office, not detract from its importance.

Consult with them regularly — one MP meets this core group every other week.

*A constituency working group is the eyes and ears of legislators who can't be in the constituency all the time*

*Organizing a launching workshop gives legislators an opportunity to assess community leaders and find potential working group members.*

*Analyze the constituency profile towards identifying informed advisors*

## **Develop a more loosely-organized group of advisors to consult about specific issues**

### CONSIDER THE CONSTITUENCY PROFILE...

What groups exist in the constituency with which the legislator doesn't have a lot of contact or experience?

Consider the size of the group, as well as their strategic importance. For example, maybe the constituency includes a lot of students, but the legislator isn't familiar with the particular concerns of youth groups in the constituency area.

What special needs exist in the constituency which might need expertise beyond the capacity of the legislator?

One workshop participant mentioned coping with evictions as the main goal of her constituency work. Another referred to providing mediation in community conflicts. Analyze the constituency profile to consider what kind of assistance might be needed to supplement his or her own experience.

### ...AND IDENTIFY KEY PEOPLE FOR CONSULTATION.

Consider...

...other Gauteng legislators.

Who might have a background or committee assignment which would suggest a relevant expertise? Monica suggested that the Caucus draw up a list matching skills with legislators, for easy reference.

...local CBOs.

Do organizations exist in the constituency which work on this issue?

...national NGOs.

Some issues may require a more advanced expertise than what is available in the constituency.

...provincial and national ministries.

Inevitably, the legislator or constituency staff will have to deal with a branch of government to resolve a problem. The constituency office should have contact names and numbers for as wide a selection of ministries as possible.

## THE PROS AND CONS OF A PHYSICAL OFFICE

### ADVANTAGES:

- An office can convey to the constituency a sense of permanence about the legislator's participation in the community;
- There is always a physical site for clinics, meetings, and programmes;
- Constituents can identify one place through which they can contact their legislator;
- Resource materials can be collected and offered to the public;
- Information regarding casework and casework servicing can be centralized and easily accessed by the legislator and the office staff.

### DISADVANTAGES:

An office may inhibit legislators from thinking creatively about how to reach out to constituents. Many legislators open offices and then look to the staff to run its programmes.

Opening an office is only a small part of a constituency programme.

Constituency outreach is only as effective as the legislator who is doing it.

#### Even a highly efficient office cannot replace:

- **regular visits** by the legislator to the constituency
- **the need to constantly explore ways and means of reaching out**
- **the attention of the legislator to the planning and management of constituency programmes**
- **the authority of the legislator, as a representative of government for the constituency and as a representative of that constituency in the legislature.**

The majority of constituents will never visit the office.

Many won't have the time, or the money for transport.

No matter how well its publicized, many constituents won't know the office exists.

*Nothing  
can replace the  
involvement of  
the legislator*

*Create  
opportunities for  
constituency  
contact*

It is essential that the legislator is constantly considering strategies to reach as broad an audience as possible. Monica stated that legislators in Ireland do not have constituency offices. Yet it is still **absolutely** necessary for legislators to visit and participate in their constituencies. She suggested:

**Sports networks.** Both the rugby world cup series and the Africa Cup of Nations soccer tournament were important nation building activities for South Africa. Play the President's part at the local level. Attend important games. Recruit team members to participate in constituency development activities.

**Pubs.** Monica explained that in Dublin, the first constituency meetings were held in pubs for lack of any other public spaces. While holding a constituency meeting in a shebeen may not be appropriate, consider social venues like sports clubs or cafes where people gather.

**Funerals.** As Monica explained, funerals in Ireland reaffirm the solidity of the community. A legislator's presence at a time of crisis or transformation sends a powerful signal to constituents.

**Shopping.** Monica described how shopping in her constituency helped constituents see her as one of them, a normal person who also had to cope with the responsibilities of day-to-day life and who could identify with their concerns (local shop owners probably appreciated her business as well). People felt comfortable approaching her to talk about what was happening in their community.

**Parliament Day.** Toby described a day when he would simply set up a table and chair at a local busy shopping area and constituents would line up to talk to him. All he had with him was a pad and pen to take notes on constituent requests.

**Develop a "Constituency Pack"** which can easily be carried when moving around the constituency:

- *A notebook to take notes on constituents comments or requests.*
- *Carry a diary to record appointments.*
- *Have contact cards to give to people.*
- *Include casework forms to record requests for assistance.*

Legislators identified a main goal of constituency work as "educating citizens about government", and the work of the legislature in particular. As summarized in the intake/out-flow model, an important part of a legislator's responsibility in undertaking constituency work is creating a forum in which to educate the public about the legislature, and learn from the community about the issues the constituency needs addressed by the legislature.

In addition to creating more informal contacts with the constituency, legislators need to create structured programmes to hear about the problems in the constituency and inform the public about their work in the legislature.

Clinics and Report Backs are not new to South Africa, but have been organized mostly under the auspices of the political party. Legislators need to consider organizing these events to involve all constituents, not just party supporters.

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## **CLINICS**

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Clinics are commonly thought of as time scheduled in the constituency when constituents know the legislator will be present for consultation or informal discussion about problems in the community. Identify a regular time to be in the community and post or advertise the schedule prominently. Schedule clinics at a variety of places around the constituency, even if only for an hour or two:


- Make sure the legislator's visit is publicized.
- Consider the set-up of the location. Is there a place where relatively private meetings can be held?
- Take the Constituency Pack. The legislator should at least have a diary (in case a constituent wants a meeting), some resource materials, and casework forms.

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## **REPORT BACKS**

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Report Backs are organized forums during which legislators "report back" to their constituencies about recent developments in government. Legislators can discuss personal achievements, developments in a committee they sit on, important laws being discussed by the legislature or a recent important political or social developments.



*Legislators can link their reports to the broader theme of educating people about government*

*Compare  
the benefits  
of specific issue  
agendas or  
open agendas*

Report Backs also give the legislator a chance to hear from constituents about their concerns regarding community development or government policies and performance. Legislators can tie their presentations to the broader theme of educating people about government while analyzing what they learn to inform their work in the legislature.

While South African legislators report to their political party, consider some of the broader goals of the constituency programme. One of the first definitions of constituency outreach "includes entire electorate". Perhaps attending local party branch meetings regularly is an effective way to reach the party audience directly, however the legislator should commit time to Report Backs for the larger community.

Several dynamics need to be considered when planning a Report Back for a constituency which includes a variety of political affiliations:

**Invitations and Advertising:**

They should be posted or distributed where the announcement will reach a broad audience.

**Select accessible venues and change the meeting place regularly:**

Make sure to move to central locations across the constituency map.

**Setting an agenda:**

Legislators need to decide if the Report Back should focus on a specific issue like the budget, housing or labor relations; or, be a more general open forum.

- 1. Specific issue agendas** will attract a particular audience, allow the legislator to prepare presentations more thoroughly and know what kind of questions constituents may raise:
- Choose less controversial agenda topics around which its easier to organize support or consensus.
  - Focus on the information. Describe current government programmes as opposed to party philosophies.
  - Emphasize the involvement of legislators from other parties in this issue.
  - Bring guest speakers. Are there any stakeholders in the constituency who support the government's programme? Identify technical experts who can educate the community about the issue.

- ❑ Keep meetings short and focused. Have a strong moderator, if possible a neutral figure from the constituency.

*Consider this strategy in constituencies less familiar to the legislator.*

**2. Open forums** are also important, however, as they may attract a wider audience and give constituents the chance to raise issues important to them.

- ❑ **Use a Moderator:**  
It is important to have a moderator who can control the proceedings, leaving the legislator to focus attention on the presentation and answering questions.
- ❑ **Inform the Audience:**  
Legislators won't make much of an impression talking about their committee work if the audience doesn't understand the role of committees in the government. If required, give a brief overview to prepare the audience for the information to be presented.
- ❑ **Materials:**  
Have a sign in sheet for names and contact information. Offer relevant materials, such as copies of a bill summary or newspaper articles.

No matter what type of session the legislator organizes, **develop back up plans in case something goes wrong.**

Laurence described his position when the MP he worked with had to cancel appearances due to last-minute changes in the parliamentary schedule. If the legislator is called away, is there someone to replace him or her at the event? If the audience asks questions the legislator can't answer, is a someone present who can take notes and follow up?

**Be prepared for criticism:**

Try to respond to it constructively or at least note complaints for follow-up.

Brief the moderator to assist in **deflecting clear attempts at provocation** from hostile audience members.

Most of the constituents who take the trouble to attend a Report Back will want to hear what the legislator has to say, and will appreciate the discussion being guided back onto a constructive path.

**Media:** Consider the role of the media at these forums. If the legislator uses the media to advertise the event, the media may come. If not, talk to the media after the Report Back. Try to develop a story about the proceedings that will motivate the media to report on it.

Through the course of the workshop, participants touched on a lot of cost-effective strategies:

❑ **Networking**

Know what resources exist in the constituency and in the government which can be useful. Keep contact information in the constituency profile up to date. Inform relevant organizations of your activities, even if they aren't involved in the particular programme. Keep the network active so you can identify resources quickly.

Remember to try to offer something to networking partners as well. Consult them for outreach strategies. Involve them in programmes to enhance their exposure. Consider ways you could develop their capacities.

❑ **Piggy-Backing**

Find ways to get involved in activities which are already a part of the constituency. This approach relieves legislators of the time and expense of constantly organizing, advertising and paying for new initiatives to insert themselves into the constituency, and emphasizes their connection to the existing culture of the community. Apply this concept to:

**Public Appearances.** Be aware of events in the constituency.

Contact the constituency network to learn about events they are organizing. Appear at sports events, holiday celebrations, matriculation ceremonies. Evaluate the possibility of combining clinics, report backs and casework with these activities.

**Regularly attend local party or affiliate meetings.** While this is only a first step towards addressing the problems which might exist in the relationship, it will help you understand these problems as they are manifested in the constituency.

**Find ways to develop existing programmes.** Assist an NGO which wants to petition the legislature about an issue of concern to the constituency; for example, community policing.

❑ **Identify Needs**

Keeping your programmes related to the needs of the constituency means you won't have to commit a lot of resources to generating interest. Stay in touch with the working group. Talk to constituents constantly, no matter how informally. Reflect on the type of casework requests received. Clip newspapers and keep notes on news programmes related to the constituency.

❑ **Adopt a Message**

Periodically the caucus or party would choose a message or theme it wants to promote through constituency. Report Back agendas, speeches at public appearances, newsletter topics, even specific programmes would then be organized around this message to tie it to the party's profile in the province.

*Look for  
existing  
opportunities  
in the  
constituency*



□ **When Possible, Use Existing Materials**

Consider what materials are produced by the legislature, government ministries or parliament which can be distributed: bill summaries, the Gauteng legislature newsletter, copies of the new Constitution.

Attach a brief cover letter which describes the material and mentions your constituency work. Letterhead for the constituency can be easily developed on the office computer.

If you want to develop materials, try to keep them simple and relatively generic. For example, if you want to write a newsletter about events in the legislature, maybe share the responsibility and costs with a group of interested legislators who could use the same sheet in their constituency. If the newsletter is developed on a computer disk, it can easily be printed on constituency letterhead and a few constituency-specific items added.

Supply materials which constituents could use or need. "Where to Get Help" sheets are useful to constituents. Maybe the constituency needs an NGO Directory or other resource guide.

□ **Know How to Use the Media**

Know the media which covers your constituency, from local reporters for daily newspapers to a local community newsletter. Legislators can use the media to introduce their constituency offices, promote their programmes and advertise events.

However, remember the media is a self-interested entity. Educate yourself about the needs of the media. Which media outlets are looking for stories and would be most receptive to covering local events? Are there any local events which might interest larger media sources?

□ **Move Around**

Be prepared to commit some resources to petrol or transport. The legislator is the constituency programme's most valuable asset. Invest that asset in as many locations around the constituency as possible, through organized meetings or simply setting up a table and chairs in a shopping area to chat with constituents and receive casework requests. Even the President goes door-to-door.

□ **Mobilize Supporters**

Keep contact lists for constituents whose casework has been handled successfully, who attended report backs or visited the office. Utilize these resources when possible. Ask them to tell neighbors about a programme you are launching, the next report back session or even simply what types of materials constituents will find in the office.

If possible, explore ways to involve them in constituency programmes. For example, consider establishing an intern programme for youth who live or study near the office. Youth may gain valuable work experience and can help clip newspapers, post notices, type reports.

*Planning a strategy for constituency work saves time and money and maximizes impact*

At the opening of the workshop, legislators listed many things they would like their constituency programmes to accomplish: teach the people about government, develop communities, improve relations within the political structure. Legislators were also presented with many options on how they can spend their time and money in their constituency.

*Most legislators aren't going to have the time or the resources to do it all.*

Many legislators simply pursue constituency work on a "supply and demand" basis. They appear at local events when invited. They will organize a report back if there is a particular success in the legislature.

**Problem:** As legislators become more involved in the constituency, and more responsive to constituent requests, more constituents will become interested in the programme. The legislator will become more and more busy without the resources — staff, money, time — increasing in proportion to the growing workload. At some point, *legislators will have to begin making choices about what they can do.*

**Problem:** Another problem is that legislators may spend time and money without considering the impact of their activities. Are their efforts reaching the neediest groups? Are their efforts reaching the most important problems in the constituency? Are their efforts forwarding any of the broader goals for the constituency programme?

**Response:** Identifying priorities will help legislators select what activities they want to pursue in the constituency. Planning these activities with a strategy in mind helps legislators make the most of each activity, streamlining resource expenditures.

Developing a strategy helps legislators:

- make informed choices about what kind of activities he or she undertakes in the constituency
- focus the use of resources on goal-oriented activities
- plan these activities to maximize effectiveness
- create a framework with which to evaluate the legislators' efforts and plan future action

Compare the programmes of Legislators A & B on the following page. While neither approach is *wrong*, Legislator B's strategic approach allows him or her to maximize the impact of the time and resources used.

LEGISLATOR A	LEGISLATOR B
<p>Background: Organizing Senior Citizens. Member: Health Committee. Interest: Improving Relations within ANC Alliance.</p>	<p>Background: Organizing Senior Citizens. Member: Health Committee. Interest: Improving Relations within ANC Alliance.</p>
<p>Wants to do constituency work.</p>	<p>Wants to do constituency work. Decides to develop theme of educating constituency about government.</p>
<p>Decides to organize report back about health committee activities.</p>	<p>Decides to organize report back about health committee activities.</p>
<p>Advertises widely. Calls party and allies offices. Posts notices at taxi stands, shopping areas, post offices, schools.</p>	<p>Invites nurses. Holds report back at local hospital. Invites leader of a local NGO concerned with health care for senior citizens to moderate.</p>
<p>At the meeting, talks about recent activity in the health care committee. Asked a lot of questions related to the broad range of interests represented at the meeting.</p>	<p>At the meeting, talks about recent activity in the health care committee. Uses the committee as an illustration of how committees work in the structure of the legislature, and its relationship to the executive.</p>
<p>Wants to develop follow-up activity.</p>	<p>Wants to develop follow-up activity.</p>
<p>Contacts report back attendees, but can't generate a lot of interest in health care issues, as the audience mostly knows only what the legislator had talked with them about.</p> <p>Instead, in response to a lot of requests, organizes programme about how to access RDP programmes.</p>	<p>Meets with NGO leader, and decides to organize a Health Care Day for senior citizens who live far away from medical facilities. Contacts nurses who attended meeting, a few agree to participate. Approaches SANCO for assistance in identifying key areas and getting the word out to membership. Advertises widely.</p>
<p>At forum, talks about RDP and passes out guidelines about how to apply for funding.</p> <p>Receives requests from a variety of constituents for assistance in organizing a programme.</p>	<p>On Health Care Day, drives around with nurses to identified sites. Gets chance to chat informally with seniors, learns about their concerns. Passes out "How to Get Help" contact sheets. Based upon success of day and the need demonstrated by the response, gets together with SANCO leaders and NGO partner to discuss possibility of organizing an RDP programme to fund permanent mobile health care facility, or petition legislature to consider funding.</p>
<p>Gets lots of calls at constituency office from audiences and from people who saw notices.</p>	<p>Gets lots of calls at constituency office. Understanding the type of profile he or she has created, Legislator B provides office staff with lots of information and contact numbers related to health care legislation, needs of senior citizens.</p>
<p>Informs media of activities.</p>	<p>Tells media story of Health Care Day, mentioning role of SANCO, NGO partner and nurses. Describes attempts to organize mobile clinic for the constituency.</p>
<p>Evaluates activity. Realizes not reaching many senior citizens, so decides to start scheduling visits to senior citizen centers and NGOs.</p>	<p>Evaluates activity. Realizing not reaching a lot of voting age men, a large population block in the constituency. Starts considering strategies to get men involved in the evolving programme.</p>

While Legislator A initially reaches a broader audience and provides a wider variety of information, Legislator A:

- was faced with a lot of questions at a Report Back for which he wasn't prepared;
- can't point to a specific section of the constituency to which he has provided service, or with which he can develop follow-up activity;
- spent time and money organizing a new programme, and developing a follow-up activity in an area with which he doesn't necessarily have a lot of expertise;
- hasn't found a opening in which to develop a partnership with ANC or NGO partners; and,
- evaluating programme only leads him back to step one.

Legislator B's focused approach allows him or her to:

- link information and activities to a broader goal, namely educating the constituency;
- better focus the efforts of the constituency office staff;
- create a "personal satisfaction group" through providing information or services which meet their needs, and who may be available to support future initiatives based on common interests;
- create active and productive linkages between the legislator as the representative of government and local NGOs;
- offer services to meet an identified need in the constituency, and expand the capacity of existing resources and organizations;
- have a story with which to tell the media;
- better organize the office towards the resource needs of the constituency; and,
- evaluate the programme's effectiveness with an eye towards increasing its scope.

By developing a strategy, Legislator B has been able to plan a more results-oriented programme.

## Steps to developing a constituency outreach strategy

First, determine priorities for the constituency programme:

1. Consider the goals of constituency outreach as listed at the workshop.
2. Evaluate your special skills, experience or interests.
3. Compare the priorities and interests identified with the constituency profile.
  - What groups exist in the constituency which share personal interests or are related to identified skills, and benefit from the goals identified for the constituency outreach efforts?
  - How important are the groups targeted — in terms of size, voting power, need — within the contexts of the constituency?
  - How accessible are they — will it take a lot of time and money to organize programmes to reach them? How much contact does this group have with the broader community: are they in a position to “spread the word” about the programme?
  - What are the ramifications of not reaching the groups which personal priorities might not include? Has such a small audience been targeted that the priorities identified need to be re-evaluated?
4. Use your target-groups to penetrate the constituency, and look for ways to develop the programme while increasing the scope of outreach.
5. Evaluate efforts regularly, again considering the constituency profile.

There continues to be a need for clarification regarding the identity and purpose of the two types of offices. Monica and Toby explained the relationship as it exists in Ireland and the United States.

In Ireland, MPs for the most part do not have constituency offices. However, they are elected by a specific constituency, so their re-election depends in large part upon interacting with the areas they represent. Most MPs use the political party office as their constituency office. No MP or political party receive any public money for constituency work. In their constituency work, therefore, MPs are free to identify themselves as closely with a political party as they want. However, MPs are also then responsible for doing a large amount of fund-raising to support their political party, as well as to offset any costs incurred at the political party office by the MPs' presence there.

In the United States, members of the Congress do receive relatively generous constituency allowances. Very strict laws exist monitoring the relationship between the political party and the constituency office. While the office does have a political function by trying to attract support through effective constituency work — particularly among the opposition — elected officials must be extremely cautious about identifying their constituency offices with their political party, and no campaign activities can ever be run through a constituency office.

This discussion raised several points for the caucus to consider further. No laws currently exist in South Africa regarding constituency activities; the citations below are from a memorandum published by Reverend M.A. Stofile, ANC Chief Whip of the National Assembly, and the Honourable Bulelani Ngcuka, ANC Chief Whip of the Senate, intended to provide guidelines to ANC Members regarding constituency work. While this document was written for MPs and Senators, it can inform the MPLs' debate.

- To what extent does identifying the constituency office with the political party discourage or inhibit constituents with different party loyalties from visiting the office, potentially limiting the increase of party support in the constituency? This consideration would effect the type of stationary used, what kind of posters or flags are displayed in the office, where invitations or announcements are sent or posted.

*"Parliamentary Constituency Offices (PCOs)...are not to be party political offices, but offices of parliament established to serve all members of the public, irrespective of their party political affiliations."*

*"...in establishing PCOs, members...must ensure that...they are accessible to all members of the public..."*

- How far should the constituency office cooperate with a local political party office? Should constituency office materials or resources — fax machines, staff time — paid for by taxpayer dollars be used for

activities related specifically to the political party, e.g. sending out invitations to political party events, or canvassing for elections?

*"...public representatives...their constituency allowances are public funds, the taxpayers money, and not party political money...."*

*"It will be necessary that the resources of one deploying body are not abused for the unfair benefit of another deploying body. Therefore, the resources of the PCO'S should not be used to carry out the activities of political parties, organisations or any other body/ structures. Members...will be held responsible for any such irregularities."*

*"Each member of parliament and all employees should get personal pin/secret code numbers for the telephone to facilitate the proper control of the telephone usage."*

- How would setting up such guidelines affect the relationship between the local political party office and the constituency office? Could such guidelines assist in managing this relationship?

*"All members...must submit work reports...[T]o maximize accountability and the healthy interaction between the members...and their Provinces, members must also submit their reports to their PECs."*

One of the "responsibilities to the constituency" is listed as:

*"consulting with our party structures at local, sub-regional and regional levels so that at all times our programmes and action are in line with the broad outlines of party policy"*

- To what extent does running an "open" constituency office expose a legislator to having to deal with constituent needs which might conflict with their political beliefs?

*"...each member...is informed by his/her political vision in conceptualising and carrying out his/her public duties."*

As Toby pointed out in the workshop, legislators are allowed to say no. Refer the constituent to another resource.

- Do donations of resources pose any threat to compromising the legislator's constituent activities?

*"There may well arise situations where money may become available from other sources. At all times, however, all the monies received by the constituency office must be properly accounted for all relevant documentations kept..."*

Workshop participants considered establishing a system to record any donations made to constituency offices, so such transactions would be public knowledge.

*Laurence described how he posted a notice listing prices for individual's use of the telephone, fax and photocopy machine, signed by the Member. Requests to use these resources soon stopped.*

# CONSTITUENCY PROFILE WORKSHEET

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Population size: .....

Gender distribution: M ..... F .....

Languages (percentage if possible):

Sesotho .....	Sepedi .....	Setswana .....	Afrikaans .....	English .....
isiZulu .....	isiXhosa .....	isiSwatsi .....	Tshivenda .....	isiNdebele.....

Age demographics:

Under 18 ..... 18-30 ..... 30-60 ..... 60+ .....

Percentage voted in the national elections? .....

Percentage voted in the local government elections? .....

How many employed? .....

Average annual income: .....

Top ten modes of employment:

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Develop list of active labour unions and businesses: titles, names of leadership, contact names, address, telephone number, fax number.

Organize names, contact information and, if possible, profiles for the Local Government Councils and Councilors in the constituency.

What members of the ANC Alliance have branches in the constituency? Collect contact information.

Organize names and contact information for the other ANC MPs and MPLs assigned to the constituency, as well as any committee assignments or political party positions held by them.



What other political parties have constituency offices in the constituency?

Are traditional leaders active in the constituency? Develop a list of their names and contact information.

List address and phone numbers for police stations in constituency.

What is the most popular form of mass media in the constituency? Develop a list — including contact information — of media sources. If possible, rank according to accessibility and popularity. Organize research to discover:

- local reporters names and contact information
- what kind of news is the source interested in? Is there room for a guest column, a call-in radio show, a regular announcement of events in the legislature?
- advertising rates

Put together lists of churches, temples, and mosques: names of leadership, address, telephone number, fax number.

Develop a list of NGOs active in the constituency, including physical address, mailing address, phone and fax numbers. Is this a branch office? If so, gather similar information for the head office. Collect names of NGO leadership, as well as a contact working at the local level or a list of staff assignments.

Organize the list according to the type of mission declared by the NGO: social services? civic education? advocating special interests?

List schools, technicons and universities in the constituency.

List hospitals and clinics in the constituency.

List local sports teams in the constituency.

What RDP programs are currently up and running in the constituency. Who are the stakeholders in the program(s)?

# ADULT EDUCATION

NAME	STREET ADDRESS	POSTAL ADDRESS	PHONE	FAX
AIDS Training and Education Project	514 5th Floor Longsbank Bldg 187 Bree Street Johannesburg	PO Box 5611 Johannesburg 2000	833-1636	833-5760
Centre for Continuing Education	West Campus University of the Witwatersrand Braamfontein	Private Bag 3 Wits 2050	716-5509/5510	399-7763
Community Aids Centre	17 Esselen Street Hillbrow	PO Box 1477 Johannesburg 2000	725-6712	725-5966
Cope Foundation	Health Park Plane Road Spartan	PO Box 88 Kempton Park 1620	975-2951	970-2720
Council for Black Education and Research	Funda Centre Zone 6 Diepkloof Soweto	PO Box 344 Orlando 1804	933-1522	938-7439
Funda Centre		PO Box 359 Orlando 1804	938-1485	938-7439
Good Shepherd Community Services	Syd Molena Street Extension 6 Eldorado Park		945-2095	
Learning for All Trust	14 Hunter Street Yeoville 2198		648-3759	648-3759
National Literacy Cooperation	PO Box 8610 Johannesburg 2000		403-7657	711-2168
Planned Parenthood Association of South Africa		PO Box 3602 Johannesburg 2000	331-2695/7 482- 4601 Lenasia 852-3502	331-7777
Project Literacy	460 Proes Street Arcadia	PO Box 57280 Arcadia 0007	(012) 323-3447	(012) 324-3800
South African National Council of Young Men's Christian Association		PO Box 5 Orlando 1804  PO Box 23222 Joubert Park 2044	339-1385	339-7184
St Anthony's Adult Education Centre	St Anthony's Road, Reiger Park, Boksburg 1460	PO Box 131 Boksburg 1460	910-4944	910-4946
Thutukani Mission	473 Barry Hertzog Street Waterkloof Glen	PO Box 32146 Glenstantia 0010	(012) 98-2318	(012) 98-2318

## ADULT EDUCATION (Continued)

NAME	STREET ADDRESS	POSTAL ADDRESS	PHONE	FAX
Training in English Language and Literacy		PO Box 32485 Braamfontein 2017	403-2660/1	403-1424
Wits Workers School		Private Bag X3 Wits University 2050	716-3670	716-8030
Workers Education Project	6th Floor Longsbank Bldg 187 Bree St Johannesburg	PO Box 25271 Ferreirdorp 2048	838-2181	838-2182
Zenex Adult Literacy Unit	Room 156 Education Bldg West Campus Wits Braamfontein	PO Box 3 Wits 2050	716-5837/5326	403-7557

## CHILDCARE

NAME	STREET ADDRESS	POSTAL ADDRESS	PHONE	FAX
ACFS Community Nutritional Educational and Feeding Scheme	119 Caroline Street Brixton	PO Box 96075 Brixton 2019	837-4841	839-2637
African Children's Feeding Scheme	1219 Braamfontein Centre Jorrissen Street Braamfontein	PO Box 96075 Braamfontein 2019	839-2630	839-2637
Boys Town South Africa	301 Happiness House cnr. Loveday and Wolmarans Streets	PO Box 31118 Braamfontein 2017	725-2210  Kagiso 692-4355  Observatory 648-3151	720-5968
Disabled People of South Africa	1211 Mnasi Street Mofolo Park 1852	PO Box 39008 Booyens 2016	982-1130  DPSA Discrimination Watch Programme: 333-8501	982-2181
Good Shepherd Community Services	Syd Molena Street Extension 6 Eldorado Park		945-2095	

## CHILDCARE (Continued)

NAME	STREET ADDRESS	POSTAL ADDRESS	PHONE	FAX
Johannesburg Parent & Child Counselling Centre	32 Honey Street Berea	32 Honey Street Berea 2198	484-1734/5/6	643-2957
South African National Council of Young Men's Christian Association		PO Box 23222 Joubert Park 2044  PO Box 5 Orlando 1804	339-1385	339-7184/f
Thutukani Mission	473 Barry Hertzog Street Waterkloof Glen	PO Box 32146 Glenstantia 0010	(012) 98-2318	(012) 98-2318
World Vision of Southern Africa	5 Main Avenue Florida	PO Box 1101 Florida 1710	674-2043	472-4885

## COMMUNITY PROJECTS AND DEVELOPMENT PROGRAMMES

African Development and Community Projects	Suite 475 Maude Street Sandown	PO Box 785415 Sandton 2146	884-9075	884-9366
Alexandra Community Development and Service Agency		PO Box 2287 Bramley 2090	887-1492	885-2780
Ananda Marga Universal Relief Team – Centre for Community Development	Plot 24 Drieziek 1 Orange Farm	PO Box 2528 Johannesburg 2000	850-1581	
Ashoka: Innovators for the Public	15th Floor Longsbank Bldg cnr Bree & Rissik Streets Johannesburg	PO Box 6079 Johannesburg 2000	838-7504	838-6310
Community Aids Centre	17 Esselen Street Hillbrow	PO Box 1477 Johannesburg 2000	725-6712	725-5966
Community Based Development Programme	30 Kitchener Avenue Kensington 2094	PO Box 65679 Braamfontein 2017	624-2555	624-1604
Community Based Educational Programme	62 Khotso House cnr Marshall & Sauer Str. Johannesburg	PO Box 32823 Braamfontein 2017	836-1170/1/2/3	836-4408