

A crucial determinant of the success of an *Imbizo* is effective follow-up on issues and concerns raised during an event, as an *Imbizo* will ultimately be measured by its follow-up in terms of action taken. Outlined below are some guidelines, which serve as pointers for effective capturing of issues and concerns.

There should be a central person who co-ordinates and briefs scribes. The co-ordinator should also have prior access to the programme to make logistical arrangements for scribes to be present at all the events. There should be at least two scribes allocated per event. Scribes could take on alternate (Event one and three OR two and four) events in the programme to allow for travelling arrangements.

Scribes must be fluent in both English and the prevalent language spoken in the area where the *Imbizo* takes place. Scribes should come from the communication section, because they are more aware of the communication environment in which they will be documenting issues raised. When capturing issues raised it must be done in such a way that follow-up action is borne in mind. Accuracy and capturing the gist of the issue are therefore essential.

The response and action committed to by the relevant political principals (MECs, Premier, President, Deputy President, mayor, councillors) must also be accurately captured. This is crucial in terms of accountability. A user-friendly form needs to be drawn up for each scribe to complete when documenting issues raised by the people.

Hint: Copies should be made of the form and compiled into a booklet with a hardback cover and a plastic front cover. This helps scribes to document in rural areas. An example of the format of the form is attached as a guide (Addendum 1).

The co-ordinator needs to collect all scribe notes and collate them into a follow-up report of all issues raised. Ideally, this should be in the form of a database, such as Access, or in a tabular form, which captures all the fields of the scribe form. An example is attached in Addendum 2, A fortnight after the *Imbizo* visit, it may be necessary to visit the province to obtain their report-back as well as to discuss the development of a consolidated report.

The consolidated report of issues raised will form part of the comprehensive report prepared by the hosting province of the *Imbizo*. Issues raised will affect various provincial departments and local government, and may even have implications for national departments. The report must thus be communicated from the relevant Premier's Office to the relevant responsible departments or bodies via the proper protocol channels to ensure that action is taken and communicated to the affected province or area.

The HoC in the province needs to put in place follow-up mechanisms to ensure that feedback from provincial departments, national departments and all other responsible entities is communicated to the affected communities. Together with other documentation and plans, all research material and notes must be filed and used during the assessment and closure of the project for that particular *Imbizo* event.

Addendum 1

PRESIDENTIAL *IMBIZO* IN NORTH WEST

<b>Name and contact details of scribe:</b>		
<b>Date: (tick appropriate box)</b>		
<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Issue raised:</b>		
<b>Raised by whom:</b>		
<b>Action already taken:</b>		
<b>Action needed or committed:</b>		

**Provincial responsibility: (tick the appropriate box)**

**Portfolios for North West**

Office of the Premier (Premier BE. Molewa)

Roads and Public Works (MEC H.D Yawa)

Agriculture, Conservation and Environment (MEC N Duma)

Education (MEC O.J Tselapedi)

Finance (MEC D. Afrika)

Economic Development and Tourism (MEC M.E Modiselle)

Health (MEC M. Mayisela)

Development, Local Government and Housing (MEC F.P Vilakazi)

Transport and Roads (MEC J.D Thibedi)

Safety and Liaison (MEC M. Modiselle)

Social Service, Arts, Culture and Sport (MEC R.N Rasmeni)

**National responsibility: (tick the appropriate box)**

**National department**

**National department**

Agriculture and Land Affairs

Labour

Arts and Culture

Science and Technology

Minerals and Energy

Communications

The Presidency

Correctional Services

Provincial and Local Government

Defence

Public Enterprises

Education

Public Service and Administration

Environmental Affairs and Tourism

Public Works

Finance

Safety and Security

Foreign Affairs

Social Development

Health

Sport and Recreation South Africa

Home Affairs

Trade and Industry

Housing

Transport

Intelligence
Water Affairs and Forestry
Justice and Constitutional Development
<b>Other responsible organisations:</b>

Addendum 2

Province or Dept/Place/Date: Free State/ Sediba Thaba Nchu – Open day for MPCC – / 09 October 2002				
Issue raised	Cluster	Responsible authority	Action taken or to be taken	Status

**Note:**

**Province:** refers to the province where the *Imbizo* took place OR the department which organised the *Imbizo*.

**Place:** refers to the actual location where the interactive governance took place (events from the programme).

**Date:** The date when issues were captured by Scribes on the ground.

An example of the form to be filled in by Scribes during the *Imbizo*

**IMBIZO TO THE NORTH WEST PROVINCE BY DEPUTY PRESIDENT JACOB ZUMA**

Name and contact details of Scribe:

Date: Friday 06 July 2001

Event (tick appropriate box) Relebogile Clinic      Traditional Leaders meeting  
Lebotlwane MPCC

Issue Raised:

Raised by whom:

Action already taken:

Action needed or committed:

Provincial responsibility: (tick the appropriate box)

Portfolio's for North West

Office of the Premier

Traditional Affairs and Corporate Affairs MEC

Agriculture, Conservation and Environment MEC

Education MEC

Finance MEC

Economic Development, Planning and Tourism MEC

Health MEC

Development, Local Government and Housing MEC

Transport, Public Works and Roads MEC

Provincial Safety and Liaison MEC

Social Service, Arts, Culture and Sport MEC

National responsibility: (tick the appropriate box)  
National Department

National Department

Agriculture and Land Affairs

Labour

Arts and Culture

Science and Technology

Minerals and Energy

Communication

The Presidency

Correctional Service

Provincial and Local Government

Defence

Public Enterprises

Education

Public Service and Administration

Environmental Affairs and Tourism

Public Works

Finance

Safety and Security



Foreign Affairs

Social Development

Health

Sport and Recreation South Africa

Home Affairs

Trade and Industry

Housing

Transport

Intelligence

Water Affairs and Forestry

Justice and Constitutional Development

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Fax: (011) 686 6666  
E-mail [zmrwebi@mnet.co.za](mailto:zmrwebi@mnet.co.za)

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Tel: (021) 481 4500  
Fax: (021) 481 4520/4630  
E-mail [info@etv.co.za](mailto:info@etv.co.za)

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E-mail [angie@jacarandafm.co.za](mailto:angie@jacarandafm.co.za)

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E-mail [info@algoafm.co.za](mailto:info@algoafm.co.za)

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Fax: (011) 882 1148  
E-mail [acbt@alxfm891.co.za](mailto:acbt@alxfm891.co.za)  
Frequen FM 89.1

cy

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Frequen FM 104.1  
cy

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Tel: (021) 448 5450  
Fax: (021) 448 5451  
E-mail [mother@bush.co.za](mailto:mother@bush.co.za)  
Frequen FM 89.5  
cy

### ***Radio Bushbuckridge***

Mail: PO Box 2014, BUSHBUCKRIDGE, 1280  
Street: Office E, Bushbuckridge Old Complex, BUSHBUCKRIDGE  
Tel: (013) 799 1486  
Fax: (013) 799 1486/1378  
Frequen FM 88.4  
cy

### **Cape Community fm**

Mail: PO Box 50, MUIZENBERG, 7950  
Street: 146 Main Road, Muizenburg, CAPE TOWN  
Tel: (021) 788 9492  
Fax: (021) 788 9493  
E-mail [mail@ccfm.org.za](mailto:mail@ccfm.org.za)  
Frequen FM 104  
cy

### **Chinese Community Radio**

Mail: PO Box 623, NOORDWYK, 1687  
Street: 1788 Essenoord Road, Midrand, JOHANNESBURG  
Tel: (011) 318 1732/1729  
Fax: (011) 318 3152  
E-mail [ocmc@icon.co.za](mailto:ocmc@icon.co.za)  
Frequency MW 835.5  
cy

### **East Rand Stereo**

Mail: PO Box 54, SPRINGS, 1560  
Street: East Rand Stereo Building, 13 Louise Botha Street, Castle Bay, SPRINGS  
Tel: 083 910 0939  
Fax: 083 910 1939  
E-mail [eastrandstereo@oribi.co.za](mailto:eastrandstereo@oribi.co.za)  
Frequency FM 93.9  
cy

### **East Wave Radio**

Mail: PO Box 3000, LENASIA, 1820  
Street: 7354 Protea Avenue, Ext 8 Lenasia, JOHANNESBURG  
Tel: (011) 854 4451  
Fax: (011) 854 4414  
Frequency FM 92.2  
cy

### **Fine Music Radio**

Mail: PO Box 1013, CAPE TOWN, 8000  
Street: Arts Cape Theatre Centre, Hertzog Bullawayo, Offshore, CAPE TOWN  
Tel: (021) 401 1013  
Fax: (021) 401 1014  
E-mail [fmr@iafrica.com](mailto:fmr@iafrica.com)  
Frequency FM 101.3  
cy

### **Good News Community Radio**

Mail: PO Box 33, CANELANDS, 4341  
Street: Givannadi Building, Sunfield Drive, Shortlanes, CANELANDS

Tel: (032) 533 3003  
Fax: (032) 533 3002  
E-mail [gncr@worldonline.co.za](mailto:gncr@worldonline.co.za)  
Frequency FM 98.0  
cy

### **Radio Helderberg**

Mail: PO Box 5509, HELDERBERG, 7135  
Street: cnr N2 and R44 Roads, Northern Entrance, Somerset Mall, HELDERBERG  
Tel: (021) 852 7483/4  
Fax: (021) 852 7482  
E-mail [info@radiohelderberg.co.za](mailto:info@radiohelderberg.co.za)  
Frequency FM 95.9  
cy

### ***Highway Radio***

Mail: Suite 221, Postnet X817, NEW GERMANY, 3620  
Street: 49 Kings Road, PINETOWN, 3620  
Tel: (031) 709 2950  
Fax: (031) 709 2925  
E-mail [lukelanga@highwayradio.co.za](mailto:lukelanga@highwayradio.co.za)  
Frequency FM 101.5  
cy

### ***Iscorian fm***

Mail: PO Box 2, VANDERBIJLPARK, 1900  
Street: Belfast Boulevard Street, VANDERBIJLPARK, 1911  
Tel: (016) 889 2005  
Fax: (016) 889 4694  
E-mail [ifmioz@iscor.com](mailto:ifmioz@iscor.com)  
Frequency FM 102.2  
cy

### **Kangala Community Radio**

Mail: PO Box 119, EKANGALA, 0121  
Street: Kangala Community Radio, 135A Section D, EKANGALA  
Tel: (013) 934 8669  
Fax: (013) 934 8673  
E-mail [kcrs@mweb.co.za](mailto:kcrs@mweb.co.za)  
Frequency FM 92.8  
cy

### **Link fm**

Mail: PO Box 18368, QUIGNEY, 5211  
Street: No 6 3rd Floor, River Park Building, Pondy Road, EAST LONDON, 5201  
Tel: (043) 743 0056  
Fax: (043) 743 0065  
E-mail [edyman@linkfm.co.za](mailto:edyman@linkfm.co.za)  
Frequen FM 97.1  
cy

### **Moutse Community Radio**

Mail: PO Box 2000, ELANDSDOORN, 0485  
Street: Stand no 2956, Sempupuru, DENNILTON  
Tel: (013) 980 0532  
Fax: (013) 980 0059/16  
E-mail [moutsecr@bridges.co.za](mailto:moutsecr@bridges.co.za)  
Frequen FM 95.5  
cy

### **New Panhellenic Voice**

Mail: PO Box 4077, Edenvale, 1610  
Street: Greek Sporting Club, 7 Civin Drive, Senderwood, JOHANNESBURG  
Tel: (011) 453 3794  
Fax: (011) 453 3778  
E-mail MW 828

### **Overvaal Stereo**

Mail: PO Box 934, VILJOENSKROON, 9520  
Street: 67 Engelbracht Street, VILJOENSKROON  
Tel: (056) 343 2077  
Fax: (056) 343 2078  
E-mail [stereo@lantic.co.za](mailto:stereo@lantic.co.za)  
Frequen FM 96.1  
cy

### **Pretoria Radio**

Mail: Posbus 14935, SINOVILLE, 0129  
Street: 378 Brown Pretoria Street, PRETORIA  
Tel: (012) 543 0120

Fax: (012) 567 7394  
E-mail [bestuur@radiopretoria.co.za](mailto:bestuur@radiopretoria.co.za)  
Frequen FM 104.2  
cy

### **Radio 7**

Mail: PO Box 2185, HERMANUS, 7200  
Street: Radio 7, Bergsight Street, Sandbaai, HERMANUS  
Tel: (028) 316 4900  
Fax: (028) 316 4905  
E-mail [radio7@maxitec.co.za](mailto:radio7@maxitec.co.za)  
Frequen FM 87.7  
cy

### **Radio Graaff-Reinet**

Mail: PO Box 509, GRAAF-REINET, 6280  
Street: SB van Zyl Building, 133 Church Street, GRAAF- REINET  
Tel: (049) 892 5716  
Fax: (049) 892 5716  
Frequen FM 90.2  
cy

### **Radio 786**

Mail: PO Box 364, GATESVILLE, 7766  
Street: Radio 786 Building, 05 Ernest Road, Rylands, GATESVILLE  
Tel: (021) 699 1786  
Fax: (021) 699 0786  
Frequen FM 100.4  
cy

### **Radio Atlantis**

Mail: PO Box 3071, REYGERDAL, 7350  
Street: 1 Dolly Busine Centre, Ardennes, ATLANTIS  
Tel: (021) 572 4320/3146  
Fax: (021) 572 4320  
E-mail [rafm@mweb.co.za](mailto:rafm@mweb.co.za)  
Frequen FM 107.9  
cy

### **Radio Kwezi**

Mail: PO Box 49415, KRANSKOP, 3268  
Street: Silverstream Farm, KRANSKOP, 3268



Tel: (032) 481 5520/2520  
Fax: (032) 481 5523  
E-mail [peter@khwezi.org.za](mailto:peter@khwezi.org.za)  
Frequency FM 90.5  
cy

### **Radio KingFisher**

Mail: PO Box 34403, NEWTON PARK, 6005  
Street: Manie Steyn Trust Building, 34 Newton Street, NEWTON PARK  
Tel: (041) 365 5785  
Fax: (041) 364 1038  
E-mail [rkinfo@rkf.co.za](mailto:rkinfo@rkf.co.za)  
Frequency FM 103.8  
cy

### **Radio Mafisa**

Mail: PO Box 7047, RUSTENBURG, 0300  
Street: 161 Malan Street, RUSTENBURG  
Tel: (014) 592 7620  
Fax: (014) 592 3072  
E-mail [moyo@mweb.co.za](mailto:moyo@mweb.co.za)  
Frequency FM 89.9  
cy

### **Radio Maritzburg**

Mail: PO Box 3446, PIETERMARITZBURG, 3200  
Street: Publicity House Building, 177 Commercial Road, PIETERMARITZBURG  
Tel: (033) 342 4650  
Fax: (033) 342 6510  
Frequency FM 107.6  
cy

### **Radio Rippel**

Mail: PO Box 9121905, SILVERTON, 0161  
Street: 30 Dehaulland Crescent, Persequo Park, SILVERTON  
Tel: (012) 349 2574  
Fax: (012) 349 2578  
E-mail [kobus@ripple.org.za](mailto:kobus@ripple.org.za)  
Frequency FM 90.5  
cy

### **Radio Shimla**

Mail: PO Box 659, University of Free State, BLOEMFONTEIN, 9300  
Street: Medical Centre, University of Free State, BLOEMFONTEIN  
Tel: (051) 448 2048  
Fax: (051) 444 0851  
E-mail [directoe@rsm.co.za](mailto:directoe@rsm.co.za)  
Frequency FM 97.0  
cy

### **Radio Teemaneng**

Mail: PO Box 1895, KIMBERLEY, 8301  
Street: Old Pescod Building, 31 Scalan Street, New Park, KIMBERLEY  
Tel: (053) 833 3786  
Fax: (053) 833 3787  
Frequency FM 89.1  
cy

### **Radio TNG**

Mail: Private Bag X07, PRETORIA NORTH, 0116  
Street: TNG Main Campus, Two College Road, SOSHANGUVE, 0116  
Tel: (012) 799 9257  
Fax: (012) 799 9256  
Frequency FM 96.2  
cy

### **Radio Today**

Mail: PO Box 2820, PARKLANDS, 2121  
Street: 176 Jan Smuts Avenue, PARKTOWN NORTH, 0193  
Tel: (011) 880 0369  
Fax: (011) 880 5839  
Frequencies FM 106.3, MW 1485  
es

### **Radio Turf**

Mail: Private Bag X1106, SOVENGA, 0727, POLOKWANE  
Street: New Administration Block, University of the North, Sovenga, POLOKWANE  
Tel: (015) 268 3062/3  
Fax: (015) 267 0152  
E-mail [turffm@unin.ac.za](mailto:turffm@unin.ac.za)  
Frequency FM 103.8  
cy

### **Radio Tygerberg**

Mail: PO Box 4321, TYGERVALLEY, 7536

Street: Noble Park, cnr Corie and Old Paarl Streets, BELLVILLE  
Tel: (021) 948 8801  
Fax: (021) 948 8870  
E-mail [r-tyger@iafrica.com](mailto:r-tyger@iafrica.com) or [news@104fm.org.za](mailto:news@104fm.org.za)  
Frequen FM 96.7  
cy

### **Radio Panorama**

Mail: PO Box 605, HENNENMAN, 9445  
Street: 25 Maryna Street, HENNENMAN  
Tel: (057) 573 1005/6  
Fax: (057) 573 1007  
E-mail [panorama@lantic.net](mailto:panorama@lantic.net)  
Frequen FM 107.6  
cy

### **Radio Rosestad**

Mail: PO Box 28894, DANHOF, 9310  
Street: Cockram Avenue, Groenvlei, BLOEMFONTEIN  
Tel: (051) 436 6744  
Fax: (051) 436 7340  
E-mail [haydee@radiorosestad.co.za](mailto:haydee@radiorosestad.co.za)  
Frequen FM 100.6  
cy

### **Radio West Rand**

Mail: PO Box 2566, WILROPARK, 1731  
Street: cnr Swart and Mimosa Streets, WILROPARK  
Tel: (011) 768 0270-3  
Fax: (011) 768 0274  
E-mail [wesrand@worldonline.co.za](mailto:wesrand@worldonline.co.za)  
Frequen FM 90.7  
cy

### **Rhodes Music Radio**

Mail: PO Box 94, GRAHAMSTOWN, 6140  
Street: 1st Floor, Student Union Building, Prince Alfred Street  
Tel: (046) 603 8848  
Fax: (046) 622 8608  
E-mail [info@rmr.ru.ac.za](mailto:info@rmr.ru.ac.za)  
Frequen FM 89.7  
cy

### **Rainbow fm**

Mail: PO Box 69, ROODEPOORT, 1725  
Street: SIM Communication Centre, 16 Mare Street, ROODEPOORT  
Tel: (011) 763 7440  
Fax: (011) 763 6962  
E-mail [info@rainbowfm.co.za](mailto:info@rainbowfm.co.za)  
Frequency FM 90.7  
cy

### **Soshanguve Community Radio**

Mail: PO Box 200, SOSHANGUVE, 0152  
Street: Shop 45, NAFCOC Centre, SOSHANGUVE  
Tel: (012) 799 6054  
Fax: (012) 799 8334  
Frequency FM 93.0  
cy

### **Tuks fm**

Mail: PO Box 13762, HATFIELD, 0028  
Street: Student Centre, 3rd Floor, University of Pretoria, PRETORIA  
Tel: (012) 362 5316/7  
Fax: (012) 342 5313  
E-mail [jay@tuksfm.co.za](mailto:jay@tuksfm.co.za)  
Frequency FM 107.2  
cy

### **UCT Radio**

Mail: Private Bag X31, Rhodes Gift, RONDEBOSCH, 7700  
Street: Third Floor Leslie Social Science Building, University Avenue, University of Cape Town, RONDEBOSCH  
Tel: (021) 686 1870  
Fax: (021) 686 1871  
E-mail [caseymeil@hotmail.com](mailto:caseymeil@hotmail.com)  
Frequency FM 104.5  
cy

### **Unitra Community Radio**

Mail: Private Bag X01, Unitra, UMTATA, 5117  
Street: Unitra Community Radio, Old Library Building, Nelson Mandela Drive, Unitra, UMTATA  
Tel: (047) 502 2829/2875  
Fax: (047) 502 2801  
E-mail [ucrfm@hotmail.com](mailto:ucrfm@hotmail.com)  
Frequency FM 97.0  
cy

### **Univen Radio**

Mail: Private Bag X5050, THOHOYANDOU, 0950  
Street: Library Building, University of Venda, THOHOYANDOU  
Tel: (015) 962 8336  
Fax: (015) 962 4741  
E-mail [univenradio@univen.ac.za](mailto:univenradio@univen.ac.za)  
Frequency FM 99.8  
cy

### **Vaal Community Radio (VCR)**

Mail: PO Box 301, VEREENIGING, 1930  
Street: Mario Milan Drive, Riviera Country Club, VEREENIGING  
Tel: (016) 455 4080/1/2/3  
Fax: (016) 455 4084  
E-mail [vcr@telkomsa.net](mailto:vcr@telkomsa.net)  
Frequency FM 90.6  
cy

### **Voice of the Cape**

Mail: PO Box, VLAEBERG, 8018  
Street: Sablay Building, 2 Queenspark Avenue, Salt River, CAPE TOWN  
Tel: (021) 447 7262  
Fax: (021) 447 7271  
E-mail [voc@mweb.co.za](mailto:voc@mweb.co.za)  
Frequency FM 100.4  
cy

### **Vukani Community Radio**

Mail: PO Box 373, ELLIOT, 5460  
Street: 327 Calusa Building, cnr Bashee Street and Umzimvubu Road, CALA  
Tel: (047) 877 0095  
Fax: (047) 877 0143  
E-mail [vukani@awe.co.za](mailto:vukani@awe.co.za)  
Frequency FM 100.3  
cy

### **Zibonele Community Radio**

Mail: PO Box 294, KHAYELITSHA, 7783  
Street: Sanco Building, DD Block, Manyano Street, Town 2, KHAYELITSHA  
Tel: (021) 361 9344  
Fax: (021) 361 5194  
E-mail [zibonele@sn.apc.org](mailto:zibonele@sn.apc.org)  
Frequen FM 92.2  
cy