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GLOSSARY

Brand	A brand is a mixture of tangible and intangible attributes that identity and differentiate a product, service, person or organization. It embodies the promise an organization makes to its stakeholders.
Brand architecture	Brand architecture is the organizing structure of the relationship of brands in a portfolio in relation to each other.
Coat of Arms	A symbolic object or figure, typically displayed on a shield, in conformity with the principles and rules of heraldry. It is the highest graphic representation of the State as represented by the national government.
Corporate identity	The way by which the organization presents itself to its stakeholders and differentiates itself from other entities.
Brand management	The management of the intangible and tangible aspects of a brand.
Branding signatures	The composition and placement of the brand's logo and symbols on various elements of communication.
Branding	Branding is the blending of tangible and intangible attributes to identify and differentiate a product, service, person or organization.
Column width	The unit of measurement by which space is sold in print media.
Corporate Identity Manual	Comprehensive guidelines and instructions on the correct use of the graphic elements which make up the corporate identity.
Copyright	The exclusive legal right to produce, publish and sell a literary, musical or artistic work for a specified number of years.
Co-branding	The use of two or more brand names in a communication usually to signify a partnership, joint venture or an endorsement of an initiative.
Clear space	The area around the symbol within which no other visual elements can encroach.
CMYK	Cyan, magenta, yellow and black ink used in four-colour process printing to achieve full-colour images or graphics.
Control grid	The definition of the space and sizing rules between the various elements of the identity such as name, logo/symbol and descriptors.
Embossing	Creating a raised surface on paper by using metal dye.
Functional naming	Naming of an entity by using descriptive words that define the specific function of the entity.



GLOSSARY

Foiling	Application of a thin film of colour or metallic ink to a surface.
Great Seal	The official seal of a nation used for the authentication of State documents.
Heraldry	The system, originating in medieval times, of identifying individuals by hereditary insignia.
Kerning	The space between the individual characters in a line of set type.
Leading	The measurement of space between the lines of type.
Media applications	Specifications for application of the national Coat of Arms in various media platforms.
Merchandise	Goods, products, stock or commodities.
Naming structure	Guidelines specifying the display and placement of the brand name or sub-brand name in relation to the mother brand and/or logo/symbol.
Point	Unit of measurement of the size of typography.
Pantone	International standard for colour specification and referencing.
RGB	The values of the colours red, green and blue used to make colours seen on screen, e.g. web, television, etc.
Scaling	Altering the horizontal or vertical measurement of any visual element.
Spot UV-varnish	Creating a transparent glossy surface in a selected area.
Sub-brand	A product or service within a portfolio of brands with a distinct identity from the mother brand.
Stock	Specification of paper in terms of its weight in grammage (gsm) and type (bond or laid).
Symbol	Visual representation of the national Coat of Arms.
Trade mark	The name, symbol, figure, letter, work or mark attached to goods used by a particular firm or individual, and legally reserved for the exclusive use of the owner of the mark as maker or seller.
Typography	The style of characters in type.
X-height	The height of a type character.
Y-width	The unit of measurement to determine clear space around an object.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

1 INTRODUCTION



INTRODUCTION

BACKGROUND

After 1994, South Africans were embracing and enjoying a newfound freedom. The task of correcting the wrongs of the past, however, was an all-encompassing one. Thirteen years after democracy much has been achieved, but a few important things were yet to be restored.

A new nation needs new symbols to identify with, to look up to and draw inspiration from. In 2000 Parliament engaged in processes to establish Parliamentary symbols that are in line with our new democratic dispensation. These processes at Parliamentary and political party levels culminated in the design, manufacture and launch of the new symbols for each of Parliament's two houses.

To this extent the National Assembly introduced and launched a new Mace in September 2004 known as the People's Mace. The National Council of Provinces launched and introduced a new Black Rod in February 2005.

The aforementioned events were initial phases of a bigger project to establish a new emblem for Parliament - an emblem that spans nine provinces and could be understood in all languages.

The old emblem dated back to 1964 and represented the Westminster tradition, with a shield representing the four colonies from which South Africa was composed at the beginning of the twentieth century. This emblem also included the old South African Coat of Arms.

WHY A NEW EMBLEM?

A new emblem was an important step in establishing an identity for Parliament, one that represents its values, vision and mission.

As a cornerstone of our new democracy, it was important that this new emblem was the result of a democratic process involving its Members, Officials and – importantly – the people of South Africa.

A new emblem that is representative of Parliament's role in society would inspire Members and Officials to uphold its values and strive for the ideals set out in our Constitution.

The new emblem would also serve to unite and educate the public as to the role of Parliament in their everyday lives.

TOWARDS A NEW EMBLEM

In 2006, the Presiding Officers to Parliament established a multi-party political steering committee. Consisting of thirteen Members, the role of this committee was to give political guidance in the development and design of the new emblem in terms of Parliament's values and vision.

The committee also had to ensure input from all political parties and see that the public participation process was considered in the development. Finally it also had to recommend a final design to the Presiding Officers.

Experts from across design, branding, Heraldry, African symbolism and art were consulted and played an integral part in the development of the new emblem.

Design criteria

The Joint Rules Committee ruled that the new emblem:

- should reflect our diverse multi-cultural society while still showing the unity of our nation
- should celebrate our democracy and our country's new beginning while upholding the dignity and stature of the institution
- had to be dignified and aesthetically pleasing, yet meaningful and simple with a distinctive African flavour

Design philosophy

The philosophy had to convey that Parliament is a **people's** Parliament which acts as **my voice** ensuring government by the people under the Constitution. It is where my elected representatives **assemble** to consider **national and provincial** issues that affect me. Parliament is **responsive** to my needs and is driven by the ideals of improving my quality of life. It upholds my values of **democracy, social justice and fundamental human rights**.



INTRODUCTION

THE PEOPLE'S EMBLEM

Public participation

Parliament is the voice of the people. Thus the search for a new emblem was entrusted to the very people it represents – the public.

After an internal call for submissions, the public advertising campaign launched on August 20 in all Sunday and some regional newspapers, national and regional radio, in all official languages.

Tapping into South African creativity and abundance of artistic talent was essential. Therefore the brief was sent out to design schools and departments, community art projects and high schools.

Supporting the campaign was extensive publicity and promotional activity, which resulted in coverage in almost every medium in the country.

To raise awareness of the project at street level, a series of public design days took place across the whole of South Africa. These design days, or D-Days as they were known, included internal sessions at Parliament. A total of 90 schools from all nine provinces ensured that the voice of our youth was represented at the highest level.

Final 20 designers

Over 2,000 designs were submitted by passionate South Africans during the 3-week call for entries. From these, the panel of experts chose 20 finalists - a vibrant mix of designers from rural to urban areas across the whole of South Africa.

The 20 finalists participated in an intensive four-day design workshop in Cape Town. Their programme included design and expert lectures, interactive workshops, and a tour of Parliament.

The expert lectures covered Heraldic Standards, Design Language, African Symbolism, Brand Management and a case study on the National Coat of Arms. Importantly, the participants were also orientated on Parliament's values, mission, vision, core objectives and strategic objectives.

Finally, the workshop saw four teams of five delegates each collaborate on new draft designs for a Parliamentary emblem.

The 20 finalist designers were:

Mr D Christer, Mr RG Clayton, Ms A De Jager, Mr N Franzen, Ms P Harris,
Mr R Humbulan, Mr M Leander, Mr A Ma'an-Hessari, Mr K Mathebula,
Mr L Moagi, Mr JL Mokoena, Mr PA Moleko, Mr M Moleme, Mr L Nkosi,
Mr V Nxedlana, Mr V Rust, Mr T Samuel, Mr M Shaw, Mr X Sokhela, Mr RG Tsie.

What do the different elements symbolise?

Our South Africa – The Sun

The sun heals the divisions of the past, improves the quality of life of all South Africans, frees the potential of each person and builds a united and democratic South Africa, taking its rightful place as a sovereign state in the family of nations.

Our People – The Protea Leaves

Our people, building on the foundation of a democratic and open society, freely elect representatives, acting as a voice of the people and providing a national forum for public consideration of issues.

Our Parliament – The Drum, Protea And Triangles (Nine Provinces)

The drum calls the people's Parliament, the National Assembly and the National Council of Provinces, to consider national and provincial issues, ensuring government by the people under the Constitution.

Our Constitution – The Book

Our Constitution lays the foundation for a democratic and open society based on democratic values, social justice and fundamental human rights. It is the supreme law of our country, and ensures government by the people.



INTRODUCTION

LAUNCH OF THE NEW EMBLEM

With the new emblem finalised, its elements and symbolism were introduced to Members and Officials of Parliament. A month-long launch campaign expressed the values and mission of Parliament through the four symbols of the emblem. Throughout, the focus remained on aligning Members and Officials with Parliament's new positioning.

Built on an experiential platform, the internal launch used print, internal broadcast, team drumming events, live performances, interactive competitions and online media to create excitement around the launch of this iconic new emblem.

Parliament of South Africa is proud to launch its new emblem at what will be an historic event on 27 March 2007 in Cape Town.

The launch of the new emblem is the first step in communicating the positioning of Parliament to the public and the event will honour all those South Africans who have been part of this historic project. Amongst the VIP guests will be the 20 designers, learner representatives of schools that participated and South Africans that inspired our new democracy.

With this new symbol we, as the people of South Africa, are reclaiming another important piece of our past and looking forward to a brighter future for all our people.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

2 IDENTIFICATION ELEMENTS

The National Coat of Arms is the state emblem and the Republic of South Africa's highest visual symbol. It differentiates us from other countries and reflects our unique, forward-looking history. The emblem establishes an identity for Parliament that represents its values, vision and mission. It inspires members and officials to uphold and strive for our constitutionally enshrined values.

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PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

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2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.1 Emblem Elements



OUR SOUTH AFRICA – THE SUN

The sun heals the divisions of the past, improves the quality of life of all South Africans, frees the potential of each person and builds a united and democratic South Africa, taking its rightful place as a sovereign state in the family of nations.



OUR PEOPLE – THE PROTEA LEAVES

Our people, building on the foundation of a democratic and open society, freely elect representatives, acting as a voice of the people and providing a national forum for public consideration of issues. “WE, THE PEOPLE” is the emblem’s legend, taken from the preamble to the Constitution of the Republic of South Africa.



OUR PARLIAMENT – THE DRUM, PROTEA AND TRIANGLES (NINE PROVINCES)

The drum calls the people’s Parliament, the National Assembly and the National Council of Provinces, to consider national and provincial issues, ensuring government by the people under the Constitution.



OUR CONSTITUTION – THE BOOK

Our constitution lays the foundation for a democratic and open society based on democratic values, social justice and fundamental human rights. It is the supreme law of our country, and ensures government by the people.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.2 Full Colour



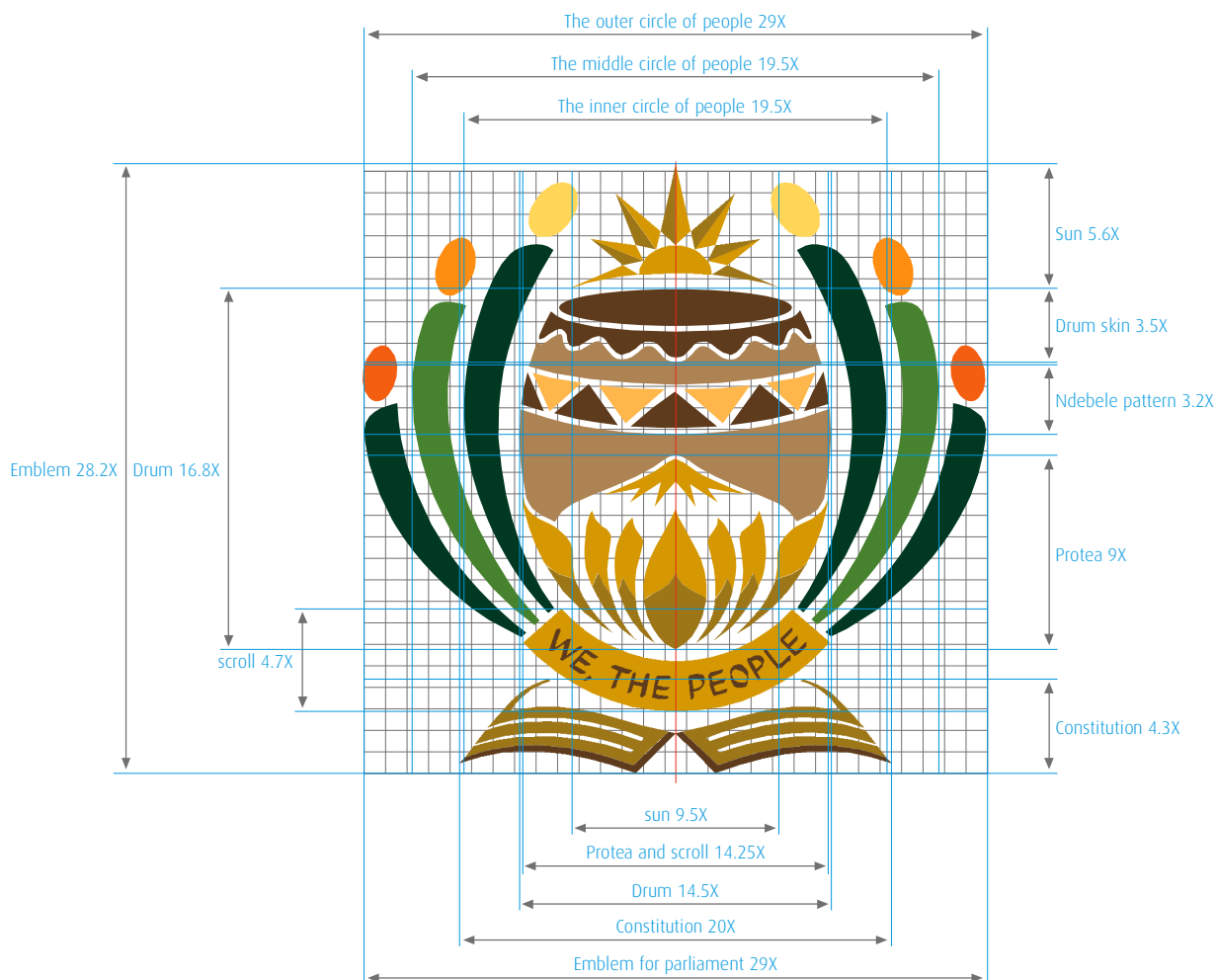
Colour is one of the most important building blocks of brand identity and the full colour version of the emblem projects the symbolic values of the Coat of Arms most strongly.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.3 Sizing Grid



The function of the sizing grid is to ensure that the emblem is correctly proportioned when manipulated in various sizes, without resulting in distortion or misrepresentation. Do not attempt to redraw the emblem and follow the sizing guidelines exactly.

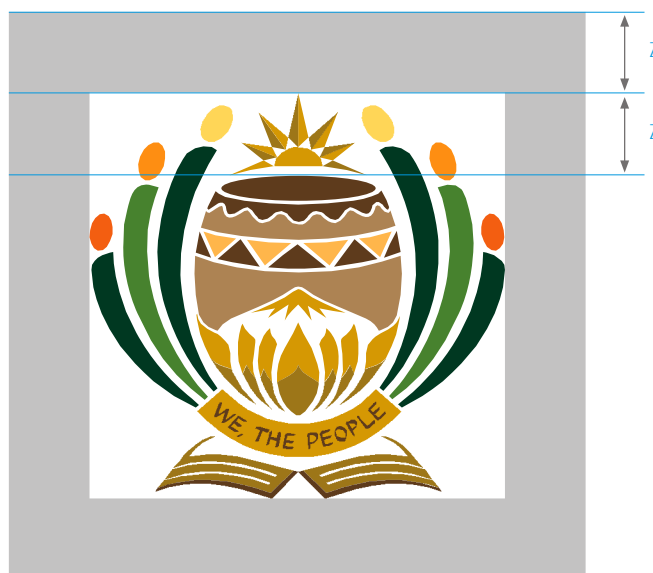


2. IDENTIFICATION ELEMENTS

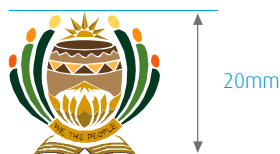
2.1 THE EMBLEM

2.1.4 Area of Isolation and Minimum Size

AREA OF ISOLATION



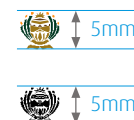
MINIMUM SIZE
FULL COLOUR
e.g. Business Card



MINIMUM SIZE
SINGLE COLOUR
e.g. Golf Ball



MINIMUM SIZE
SIMPLIFIED
e.g. Pen



Leave a clear space around the emblem equal to Z (as in the uppermost diagram) to ensure its impact and clarity.
The size of the emblem should never be less than 15mm in height, so that the fine details are always accurately captured.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.5 Black and White Application

BLACK ON WHITE BACKGROUND



WHITE ON BLACK BACKGROUND



In its basic form, the emblem may be represented in black or white, against its complementary background as shown above.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.6 Single Colour Applications

	Pantone 8383 C (metallic)	Pantone 465 C CMYK 9 29 66 26 RGB 179 153 93	Pantone 357 C CMYK 93 19 94 69 RGB 39 89 55	Pantone 412 C CMYK 52 59 45 92 RGB 51 43 42
Cream CMYK 0 5 15 0				
Pantone 465 C CMYK 9 29 66 26 RGB 179 153 93				
Pantone 357 C CMYK 93 19 94 69 RGB 39 89 55				
Pantone 412 C CMYK 52 59 45 92 RGB 51 43 42				

For corporate applications the emblem may only be used in one of the above colours and applied onto a background as specified here.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.7 Reversed out of a Single Colour

Pantone 8383 C
(metallic)



Pantone 465 C
CMYK 9 29 66 26
RGB 179 153 93



Pantone 412 C
CMYK 52 59 45 92
RGB 51 43 42



Pantone 357 C
CMYK 93 19 94 69
RGB 39 89 55



Pantone 370 C
CMYK 66 1 100 25
RGB 91 143 34



Pantone 152 C
CMYK 0 70 100 0
RGB 225 112 0



Pantone 137 C
CMYK 0 46 100 0
RGB 255 161 0



The emblem should appear in full colour wherever possible. It may be reversed out of a single colour if printing one or two spot colours only. When reversed out of a single colour, the emblem may be in any one of the primary or tertiary colours.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.8 Foiling and Embossing

MATT GOLD FOILING



EMBOSSING



The size of the emblem should never be less than 15mm in height, so that the fine details are always accurately captured.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.9 Embroidery - Standard Version



SINGLE COLOUR EMBROIDERY



The standard emblem is the preferred version for embroidery. If the embroidery vertical size is less than 75mm, use the simplified version as per page XX.

Note: The full colour emblem should appear on white fabric only.

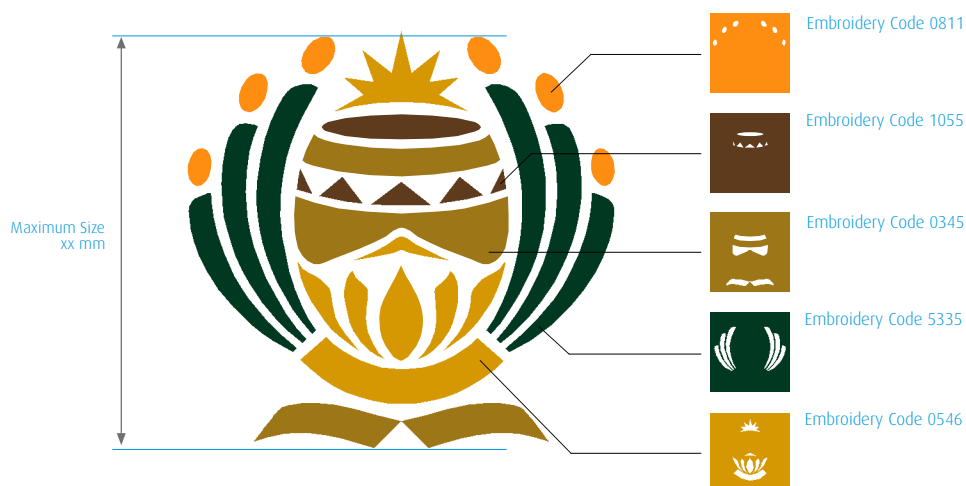


2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

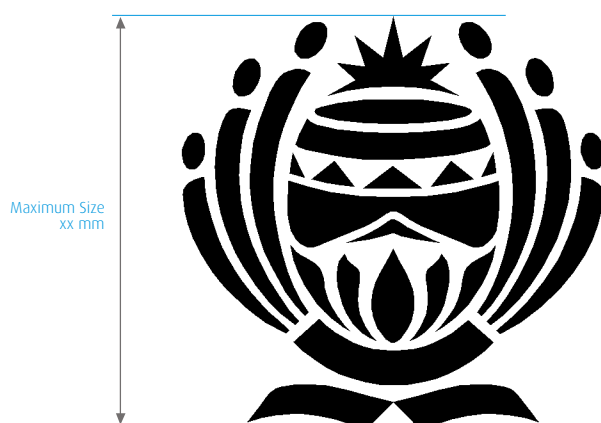
2.1.10 Embroidery - Simplified Version

SIMPLIFIED FIVE COLOUR EMBROIDERY



The maximum vertical size permissible is ??mm

SIMPLIFIED SINGLE COLOUR EMBROIDERY



The maximum vertical size permissible is ??mm

If the embroidery has a vertical height of less than ??mm, the simplified version should be used in order to maintain the essence of the emblem.

Note: The five colour emblem should appear on white fabric only.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.11 Embroidery Colour Usage Table - Full Emblem

Single Colour

	White	Cream	Gold	Embroidery Code 5335	Black
White					
Cream					
Gold					
Embroidery Code 5335					
Black					
Tertiary Colour					

Full Colour

Colour Emblem



For corporate applications, the emblem may only be embroidered in one of these single colours and on one of the fabric colours as specified in the table above. For projects applications, the emblem may also be reversed out of the tertiary colours.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.12 Embroidery Colour Usage Table - Simplified Emblem

	White	Cream	Gold	Embroidery Code 5335	Black
White					
Cream					
Gold					
Embroidery Code 5335					
Black					
Tertiary Colour					
Full Colour					
Colour Emblem					

For corporate applications, the emblem may only be embroidered in one of these single colours and on one of the fabric colours as specified in the table above. For projects applications, the emblem may also be reversed out of the tertiary colours.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.13 Colour Specifications



The colours above represent the full spectrum of colours that are used for the National Coat of Arms.



2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

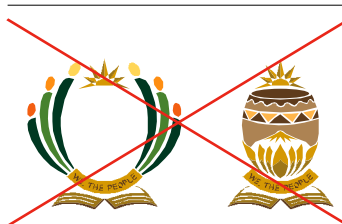
2.1.14 Incorrect Use of the Emblem



The emblem should not be overlapped by or blended with other visual objects, unless this is done for security purposes on items such as the South African passport.



No borders may be drawn around the emblem, or changes made to the thickness of lines.



The emblem should be displayed as a whole; not partially, as a section or detail thereof, as this may distort its intended symbolism.



The compositional area of the emblem may not be interfered with, defaced or creatively adapted in any form.



The emblem may not be used as a drop shadow, slanted or skewed.



The emblem may not incorporate a realistic drop shadow, such as the Photoshop drop shadow effect.

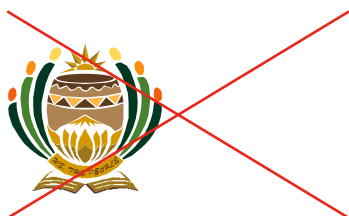
These are examples of unacceptable ways of reproducing the emblem and serve to illustrate the sacrosanct nature of the Parliamentary corporate identity which should not be diluted in any way.



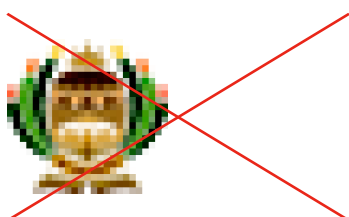
2. IDENTIFICATION ELEMENTS

2.1 THE EMBLEM

2.1.14 Incorrect Use of the Emblem



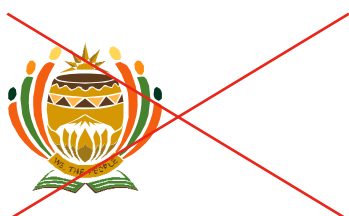
No changes may be made to the font type.



Copying from inferior reproductions is discouraged to avoid poor quality images that may compromise the integrity of the emblem.



No rotation or skewing may be made to the emblem.



The colours within the emblem may not be swapped around or replaced.



Only specified colours may be used as a single colour application

As per page xx, these are further examples of incorrect usage to highlight the importance of maintaining the consistency of the Parliamentary brand image.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.1 The Logotype

PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

The logotype should never be used in isolation unless the emblem appears elsewhere on the same item i.e. emblem on golf shirt pocket; description on sleeve.

We have chosen the DAX family of fonts for the following reasons:

- Simplistic, clean and very legible in numerous applications from signage to brochureware
- It is derived from a big font family with six weightings, facilitating diverse applications
- Tension is created between the vertical and the horizontal axes of the letters, giving it an African flavour with global appeal



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.2 The Emblem and Logotype



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

The font is placed on the right and the emblem to the left.

The vertical line in the middle serves as a defined line from which the text can be left-aligned.

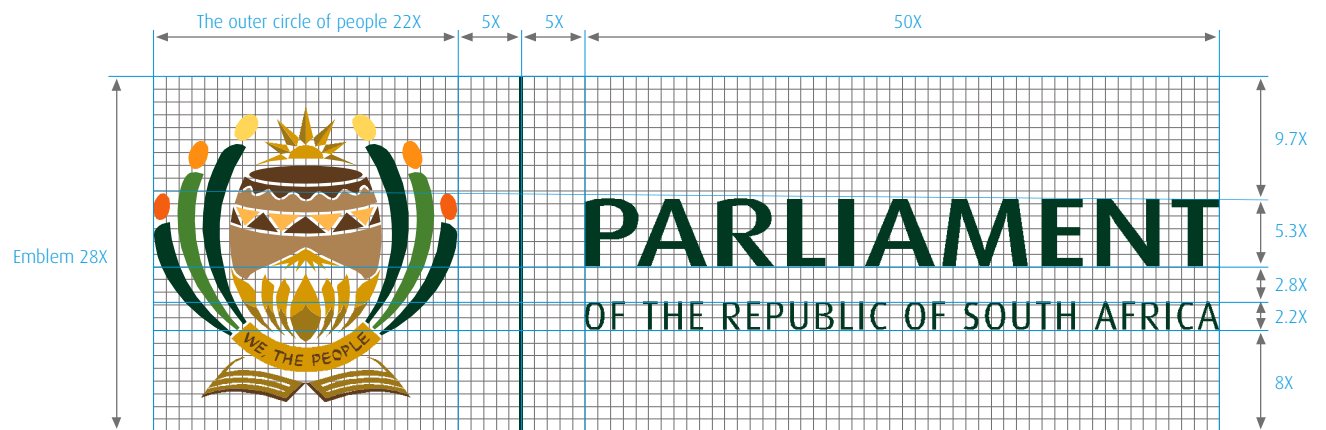
The emblem should never appear in isolation unless dictated so by the application. (e.g. small pocket embroidery or a window decal.)



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.3 Sizing Grid



The function of the sizing grid is to ensure that the emblem in relation to the typography is correctly proportioned when manipulated in various sizes without resulting in distortion or misrepresentation. Follow the sizing guidelines exactly.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.4 Area of Isolation



Leave a clear space around the emblem and typography equal to Y (as represented in the above diagram) to ensure non-interference with the impact and clarity of the designated layout.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.5 Non-standard Stacked Versions



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

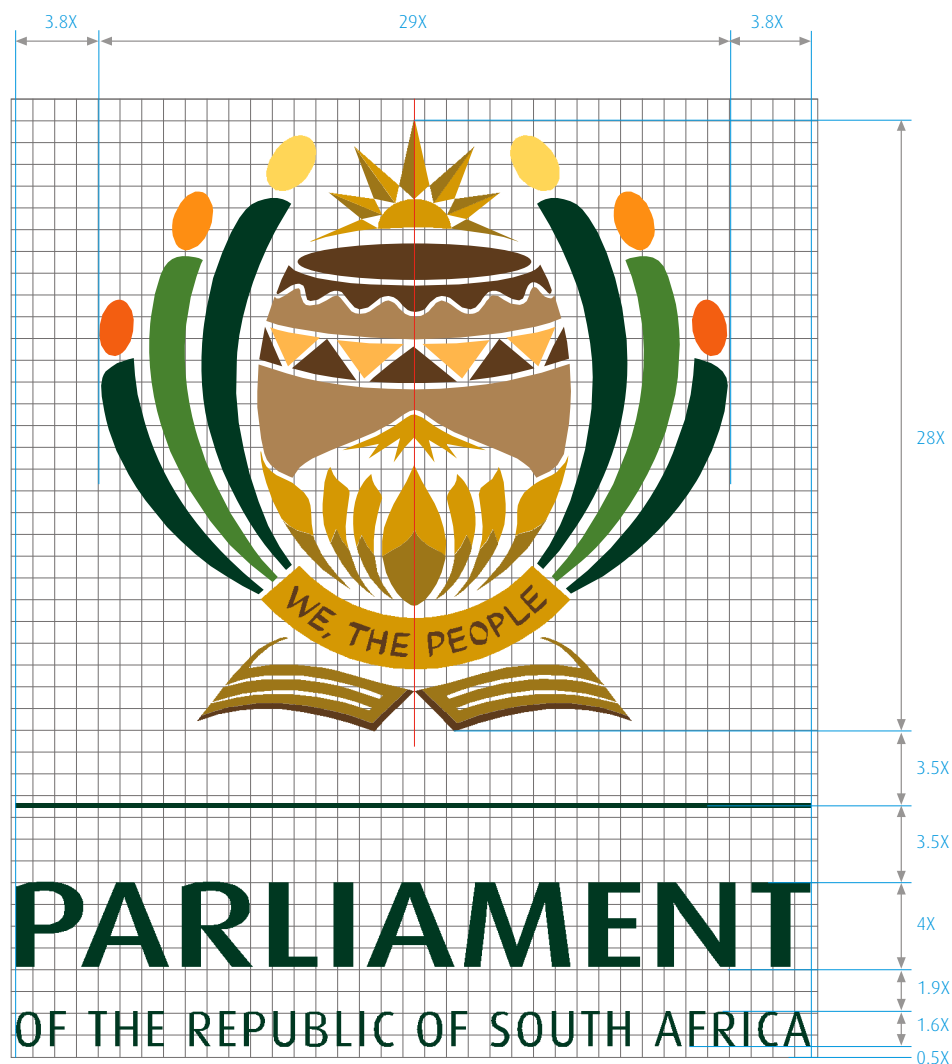
This format is to be used only in extreme cases and is an exception to the rule. The emblem/typography combination may be stacked, particularly in small applications or where the emblem needs to appear larger than the typography.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.6 Non-standard Stacked Version Sizing Grid



This format is to be used only in extreme cases and is an exception to the rule. The emblem/typography combination may be stacked, particularly in small applications or where the emblem needs to appear larger than the typography.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.7 Black and White Application

BLACK ON WHITE BACKGROUND



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

WHITE ON BLACK BACKGROUND



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Note: Never produce the full colour version in grey scale, but instead use black or white, against its complementary background as shown above.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.8 Single Colour Applications

Pantone 8383 C (metallic)

Pantone 465 C / CMYK 9 29 66 26 / RGB 179 153 93



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Pantone 357 C / CMYK 93 19 94 69 / RGB 39 89 55

Pantone 412 C / CMYK 52 59 45 92 / RGB 51 43 42



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

For corporate or protocol applications, the logo, incorporating the emblem and descriptor, may only be used in one of the above colours.



2. IDENTIFICATION ELEMENTS

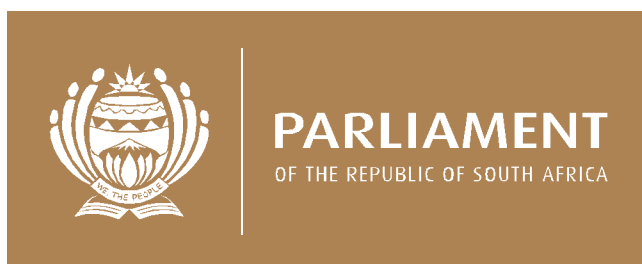
2.2 THE EMBLEM AND TYPOGRAPHY

2.2.9 Reversed out of a Single Colour

Pantone 8383 C (metallic)



Pantone 465 C / CMYK 9 29 66 26 / RGB 179 153 93



Pantone 412 C / CMYK 52 59 45 92 / RGB 51 43 42



Pantone 357 C / CMYK 93 19 94 69 / RGB 39 89 55



Pantone 370 C / CMYK 66 1 100 25 / RGB 91 143 34



Pantone 152 C / CMYK 0 70 100 0 / RGB 225 112 0



Pantone 137 C / CMYK 0 46 100 0 / RGB 255 161 0



When reversed out of a single colour, the emblem and descriptor may be in one of the above colours or as permitted by the Image and Positioning Project Management Team. Follow the emblem rules on pages xx to xx.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.10 Matt Gold Foiling

Standard Version



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Stacked Version



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

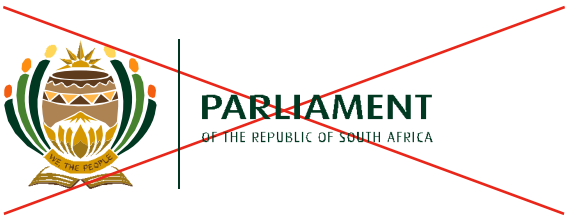
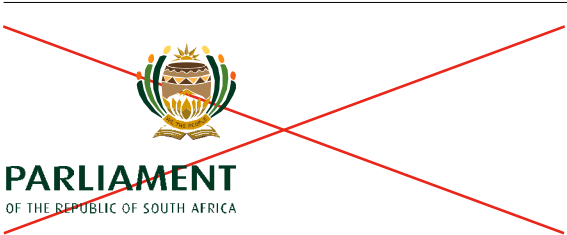
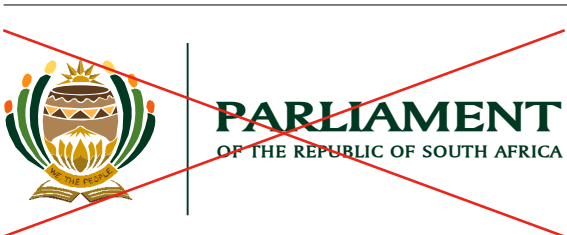
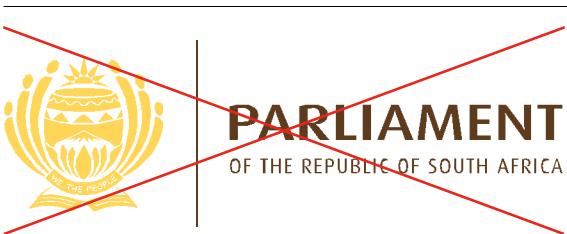
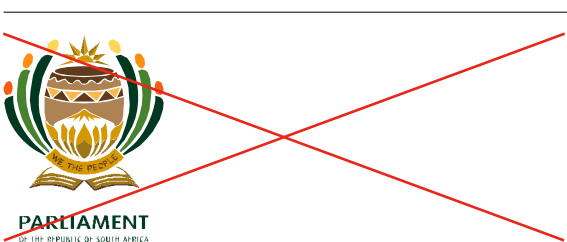
Use only a one colour version of the logo for foiling purposes. The minimum size for foiling is a vertical height of 15mm, so that the fine details are always accurately captured.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.11 Incorrect Use of the Emblem and Typography

	The proportions of the logo and logotype may not be changed.
	The positioning of the logo in relation to the logotype may not be changed.
	The font type may not be changed.
	The emblem and logotype may not be applied in a combination of non-specified colours.
	The emblem may only be stacked with the logotype as shown on p.xx in exceptional cases.

These are examples of unacceptable ways of reproducing the logo and serve to illustrate the sacrosanct nature of the Parliamentary corporate identity which should not be diluted in any way.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.12 Eleven Official Languages

ENGLISH



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

SEPEDI



PALAMENTE
YA REPHABLIKI YA AFORIKA BORWA

AFRIKAANS



PARLEMENT
VAN DIE REPUBLIEK VAN SUID-AFRIKA

SISWATI



IPHALAMENDE
YASENINGIZIMU AFRIKA

SESOTHO & SETSWANA



PALAMENTE
YA REPHABOLIKI YA AFORIKA BORWA

TSHIVENDA



PALAMENDE
YA RIPHABULIKI YA AFURIKA TSHIPEMBE

XITSONGA



PALAMENDE
YA RIPHABLIKI YA AFRIKA DZONGA

ISIXHOSA & ISIZULU



IPALAMENTE
YOMZANTSI AFRIKA

ISINDEBELE



IPALAMENDE
YE RIPHABLIKI YESEWULA AFRIKA

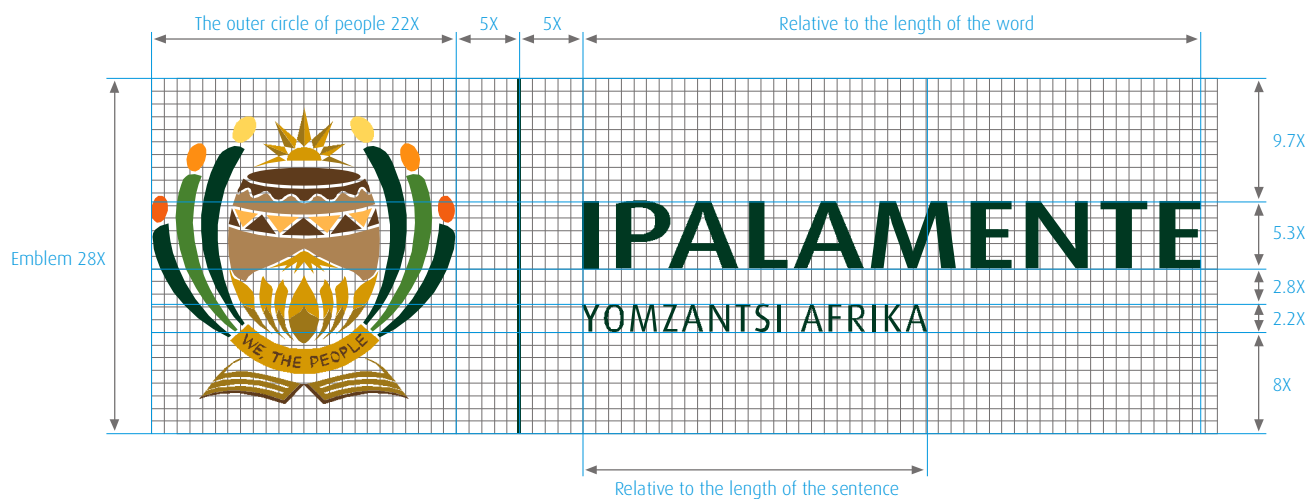
Any one of the eleven official languages may be used for a document in that specific language.



2. IDENTIFICATION ELEMENTS

2.2 THE EMBLEM AND TYPOGRAPHY

2.2.13 Sizing Grid for Other Languages



Ensure that the size of the typography never changes in relation to the emblem (as set out above).



2. IDENTIFICATION ELEMENTS

2.3 HIERARCHY

LEVEL 1 - PRESIDING OFFICERS

SPEAKER OF THE NATIONAL ASSEMBLY
CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

LEVEL 2 - PRESIDING OFFICERS

DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY
DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL
OF PROVINCES



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

LEVEL 3 - MEMBERS OF PARLIAMENT



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

LEVEL 4 - OFFICIALS



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

 Matt Gold Foiling

Note that there is no matt gold foiling in the Staff logo. The hierarchy of foiling is related to seniority and is reflected in the emblem as follows: Members of Parliament – one element foiled, as shown above; Level 2 Presiding Officers – two elements foiled, as shown above; Level 1 Presiding Officers – three elements foiled, as shown above.



2. IDENTIFICATION ELEMENTS

2.4 DEPARTMENTAL DESCRIPTORS

THE HOUSES

NATIONAL ASSEMBLY

NATIONAL COUNCIL OF PROVINCES

ADMINISTRATION

OFFICE OF THE SPEAKER

OFFICE OF THE CHAIRPERSON

TREASURY AND AUDIT

PROJECTS

INTERNAL: **PCMS, Marang**

EXTERNAL: **Parliamentary Millenium Project, IPU**

The Houses utilise Matt Gold (A CMYK version of gold is used here for guideline purposes only).
Administration and Projects utilise Dark Green.



2. IDENTIFICATION ELEMENTS

2.5 THE SEAL

GOLD ON WHITE BACKGROUND



GOLD ON BLACK BACKGROUND



The seal may only appear on Presidential protocol items, preferably applied as a matt gold foiling or alternatively in gold metallic ink. Refer to the hospitality section for examples. The seal is applied as a stamp on legal documents as stickers on protocol gifts and as a wax seal on banqueting items.



2. IDENTIFICATION ELEMENTS

2.6 COLOUR PALETTE

2.6.1 Primary Colour Palette



Pantone 8383 C
(metallic)



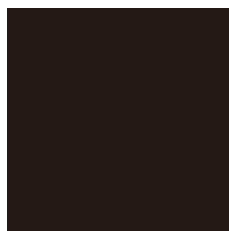
Pantone 166 C
CMYK 0 75 100 0
RGB 225 112 0



Pantone 357 C
CMYK 93 19 94 69
RGB 39 89 55



Pantone 465 C
CMYK 9 29 66 26
RGB 179 153 93



Pantone 412 C
CMYK 52 59 45 92
RGB 51 43 42



Pantone 137 C
CMYK 0 46 100 0
RGB 255 161 0



Pantone 370 C
CMYK 66 1 100 25
RGB 91 143 34



Pantone 142 C
CMYK 0 25 78 0
RGB 239 189 71

Our primary colour palette is drawn from the emblem and used on most collateral. Gold represents our mineral wealth. Orange, the richness of our earth and speaks of the warmth of our people. Green is indicative of our lush coastal areas, representing the growth of our nation and rational approach to Parliament's decision making. Metallic White Gold and Charcoal Black have been introduced to add sophistication to the palette.

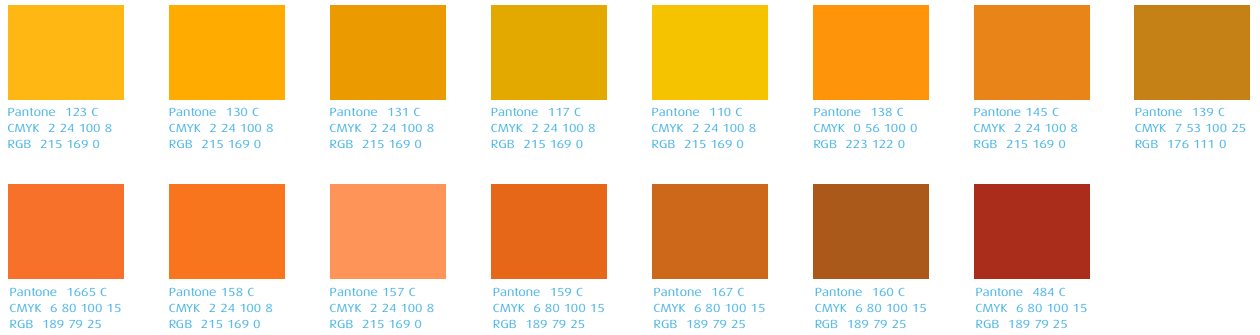


2. IDENTIFICATION ELEMENTS

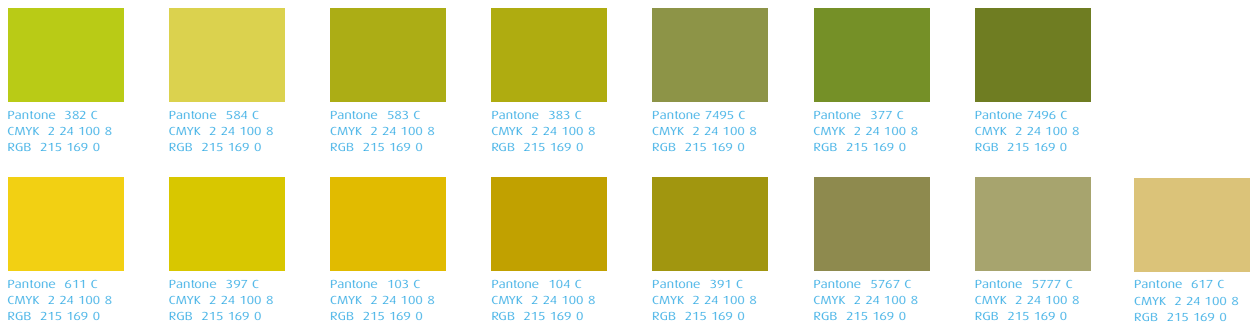
2.6 COLOUR PALETTE

2.6.2 Secondary Projects' Colour Palette

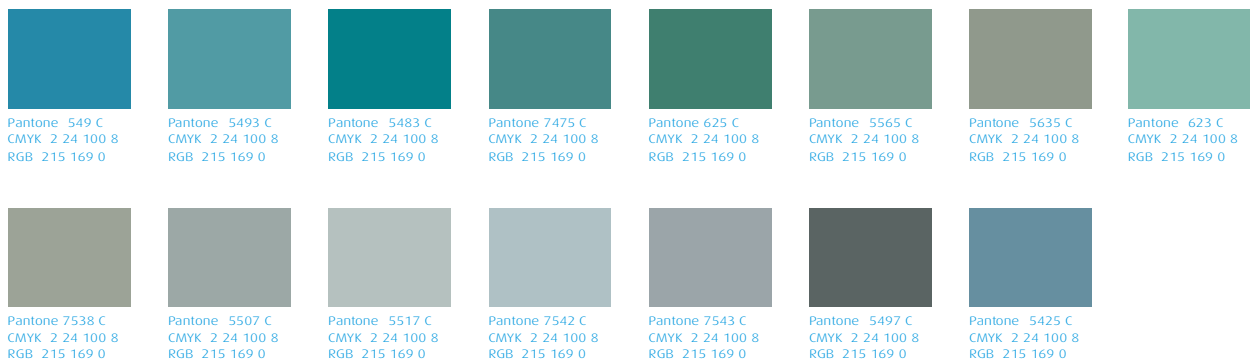
Strategic Objective 1 Overview



Strategic Objective 2 Public Participation



Strategic Objective 3 Effective Institution



These colours are reserved for Projects only and apply to collateral, excluding clothing and promotional items.
Refer to page xx.



2. IDENTIFICATION ELEMENTS

2.7 CORPORATE TYPEFACE

PRIMARY FONT

DAX light

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()

DAX bold

**abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()**

DAX regular

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()

DAX extra bold

**abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()**

DAX medium

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()

DAX black

**abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()**

MICROSOFT FONT

Arial regular

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()

Arial bold

**abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#% ^ & * ()**

The primary font family is DAX. Use any version, from light to black, depending on the application, but check against the guidelines within this manual for specific stationery protocol use which may make the use of specific font types within the DAX family mandatory.

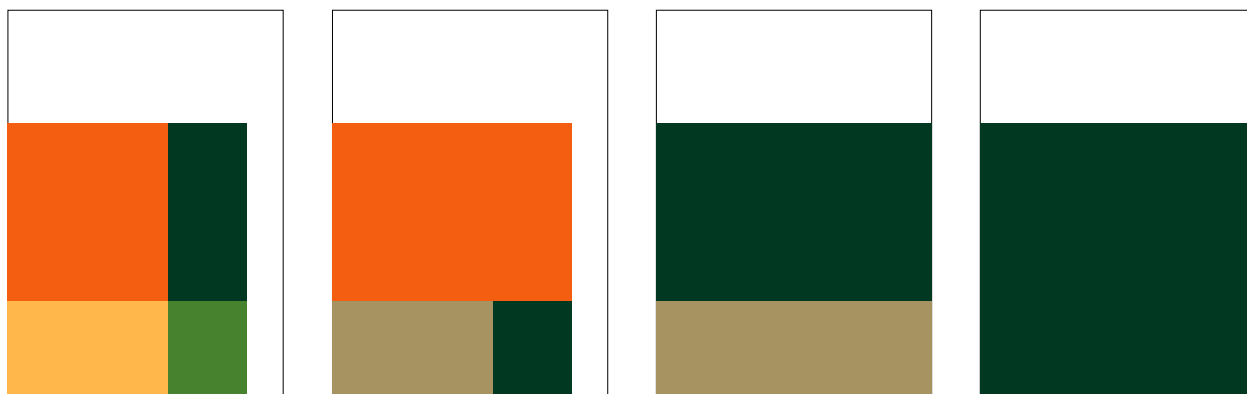
The Microsoft font is used in-house for all documents created in Microsoft applications (e.g. PowerPoint/Website/Word documents).



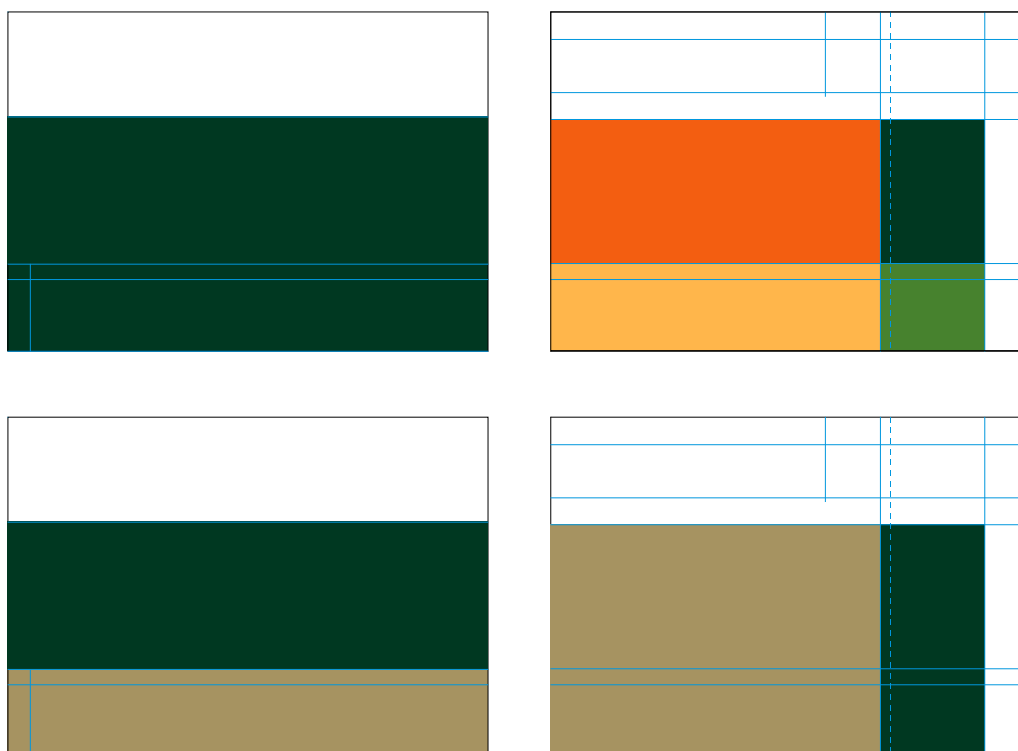
2. IDENTIFICATION ELEMENTS

2.8 THE LAYOUT GRID

PORTRAIT VERSION



LANDSCAPE VERSION



The design grid for all generic parliamentary collateral is based on a reference to building blocks. The above grid is a basic structure that is, to a certain degree, open to interpretation. The building blocks represent the formation of a solid shape out of many parts and reflect unity through diversity. Our colour palette is chosen from the colours found in the emblem and are reflective of the characteristics of South Africa's people: warm, African, dynamic, vibrant, confident and strong.



2. IDENTIFICATION ELEMENTS

2.9 MATERIALS AND TEXTURES

WOOD



STONE



GOLD / BRASS



BEADS / FABRIC



Our inspiration for a materials' and textures' palette was borne from the natural and traditional elements found throughout South Africa. In application of the emblem we would recommend wood, stone, gold and beading.



2. IDENTIFICATION ELEMENTS

2.10 PHOTOGRAPHIC STYLE

2.10.1 Correct Usage



Our photographic style is one of the most important parts of the visual language that will deliver the new positioning. We have chosen black and white imagery to complement the vibrant colour palette of the emblem. The style of photography lends gravitas to the subject matter and is often deemed to be super-realistic and dramatic. Black and white also delivers a documentary style, is timeless and aptly captures a moment in time. The subject matter should always show people that are confident, happy, content and displaying a great degree of dignity. Our subject matter should also be diverse and representative of our multicultural society.



2. IDENTIFICATION ELEMENTS

2.10 PHOTOGRAPHIC STYLE

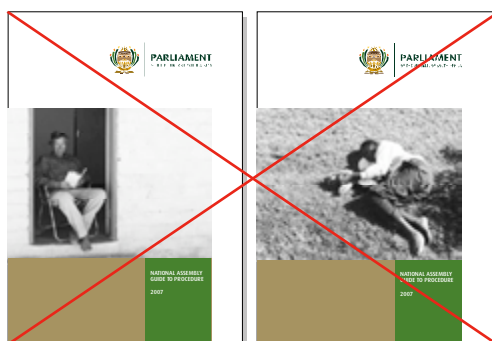
2.10.2 Incorrect Usage



No full colour or sepia imagery may be used on covers.



People should always be the focus of the picture. Don't use buildings, interiors or objects as the primary subject.



People should be depicted in a dignified manner. Controversial subjects and images depicting suffering people should be avoided.



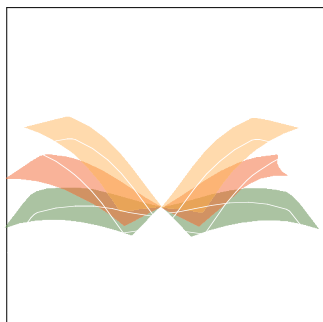
One picture per cover only. Collages should be avoided.



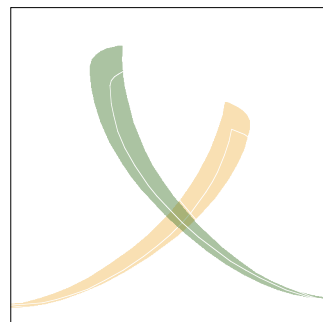
2. IDENTIFICATION ELEMENTS

2.11 ANNUAL THEMES

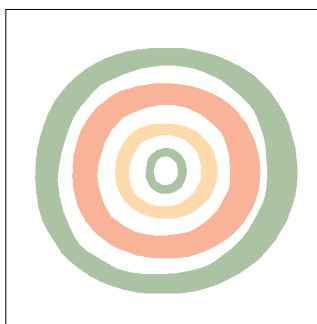
OUR CONSTITUTION
"THE BOOK"



OUR PEOPLE
"THE PEOPLE COME TOGETHER"



OUR PARLIAMENT
"THE PROTEA AND THE DRUM"



OUR SOUTH AFRICA
"THE SUN"



CMYK 0 75 100 0
RGB 238 70 17



CMYK 0 25 78 0
RGB 255 167 61



CMYK 66 0 100 25
RGB 57 114 35

The graphic style should be applied as a lens overlapping the layout grid. High profile collateral may support spot varnish graphics. The annual themes will change each year.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

3 STATIONERY CONTROLS

The emblem normally appears at the top left with the address details at the top right. Presiding Officers and Deputy Officers have their own set of stationery (Refer Gold Foiling at page XX), and each department within Parliament will have its own set of stationery and the relevant descriptor (e.g. Legal Resources) in Green.

3.1 HIGH PROFILE

3.1.1 Official Letterhead

3.1.2 Folder with Descriptor - Flat Sheet Indicating Die Line

3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.1 Letterhead and Letter Writing Style

3.2.2 Continuation Sheet

3.2.3 Compliment Slip

3.2.4 Business Card

3.2.5 A5 Notepad

3.3 CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.3.1 Letter and Letter Writing Style

3.3.2 Continuation Sheet

3.3.3 Compliment Slip

3.3.4 Business Card

3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.1 Letter and Letter Writing Style

3.4.2 Continuation Sheet

3.4.3 Compliment Slip

3.4.4 Business Card

3.4.5 A5 Notepad

3.5 DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.5.1 Letterhead and Letter Writing Style

3.5.2 Continuation Sheet

3.5.3 Compliment Slip

3.5.4 Business Card

3.6 MEMBER OF THE NATIONAL ASSEMBLY

3.6.1 Letterhead and Letter Writing Style

3.6.2 Continuation Sheet

3.6.3 Compliment Slip

3.6.4 Business Card



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

3 STATIONERY CONTROLS

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3.7.1	Letterhead and Letter Writing Style	XX
3.7.2	Continuation Sheet	XX
3.7.3	Compliment Slip	XX
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3.8.18	Online Templates - Announcements Tablings and Committee Reports - Colour	XX
3.8.19	Online Templates - Announcements Tablings and Committee Reports - B&W	XX
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3.8.23	Folder Cover - Department Specific	XX
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3.8.25	Folder - Flat Sheet Indicating Die Line	XX
3.8.26	A4 Generic Notepad	XX
3.8.27	Payslip	XX



3. STATIONERY CONTROLS

3.1 HIGH PROFILE

3.1.1 Official Letterhead

	20mm	70mm	37mm	20mm
20mm				
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA			
30mm	PO Box 15 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION			
Letter ends				
40mm				

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the legal watermark.

The official letterhead carries a legal watermark and may only be signed by Presiding Officers, Deputy Secretaries, and the Secretary to Parliament and Exco.

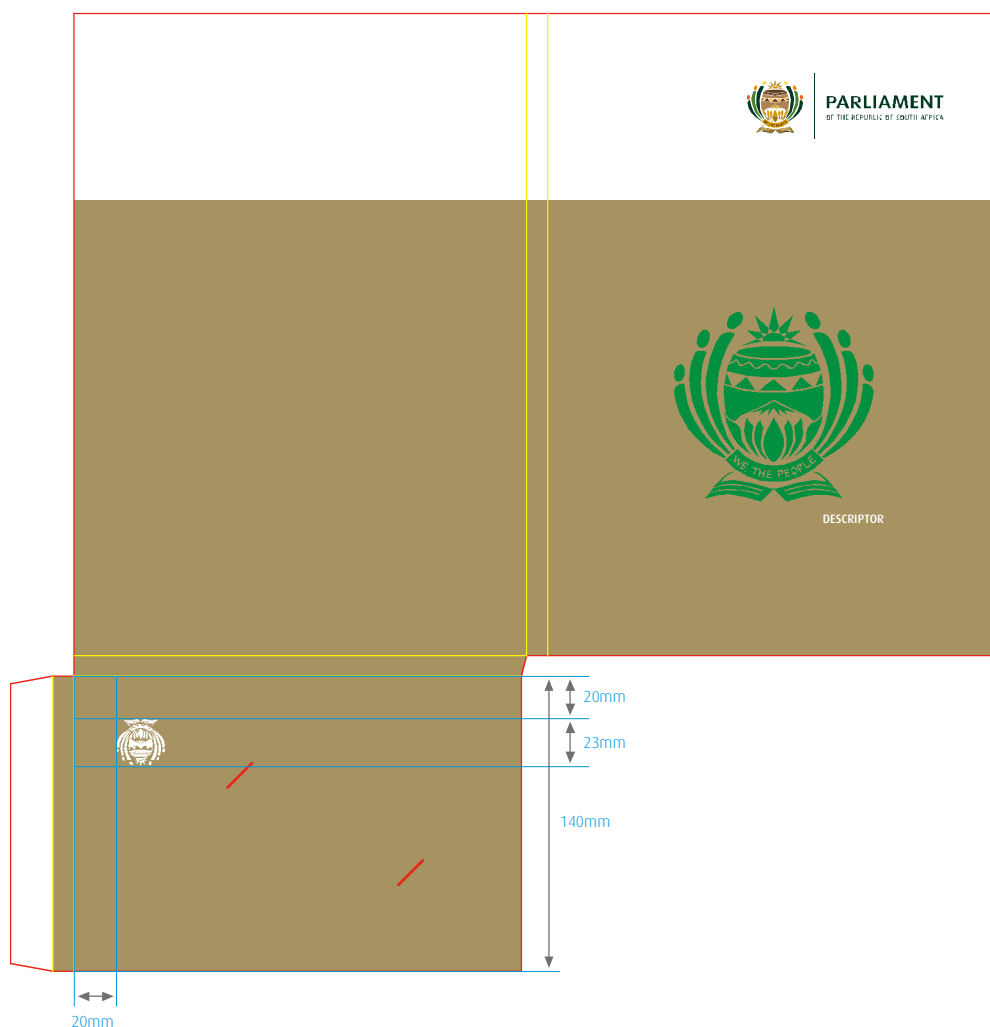
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.1 HIGH PROFILE

3.1.2 Folder with Descriptor - Flat Sheet Indicating Die Line



DEPARTMENT NAME

DAX Medium 16pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Spot Varnish Embossing Scoring

Folder Flat Size	510mm X 507mm	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	Embossing & Metallic Spot



3. STATIONERY CONTROLS

3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.1 Letterhead & Letter Writing Style

20mm	70mm	37mm	20mm
20mm			
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL ASSEMBLY OFFICE OF THE SPEAKER PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
30mm			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION		
Letter ends			
40mm			

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the emblem with
 foiling plus the centred
 watermark.

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.2 Continuation Sheet

20mm

21mm

20mm

31mm

Letter starts

Letter ends

40mm

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

20mm

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

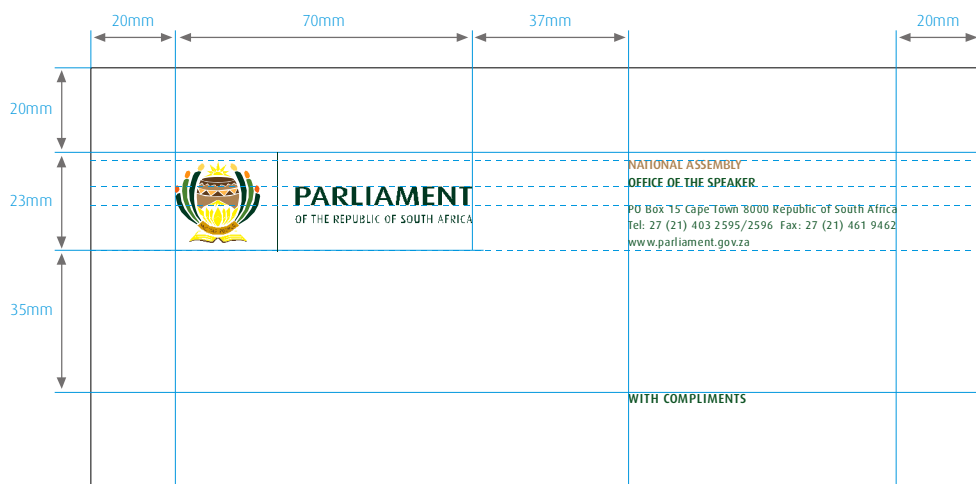
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
Kerning: 5
Leading: 0.75pt
Colour: Green
Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

 Matt Gold Foiling

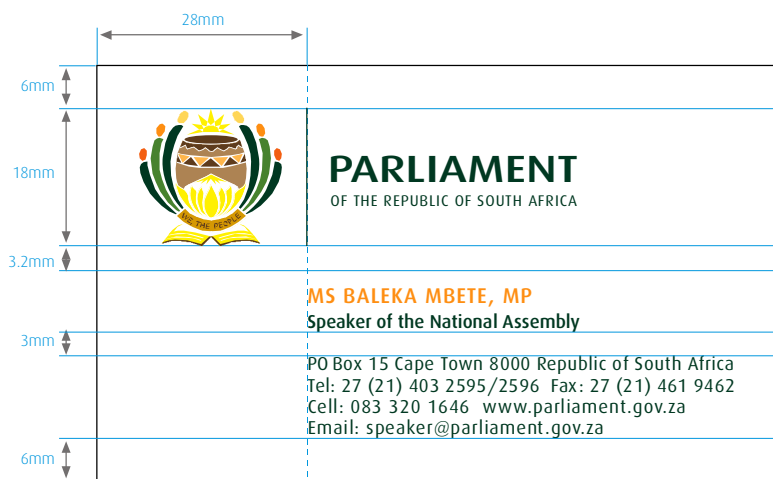
Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.4 Business Card



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

 Matt Gold Foiling

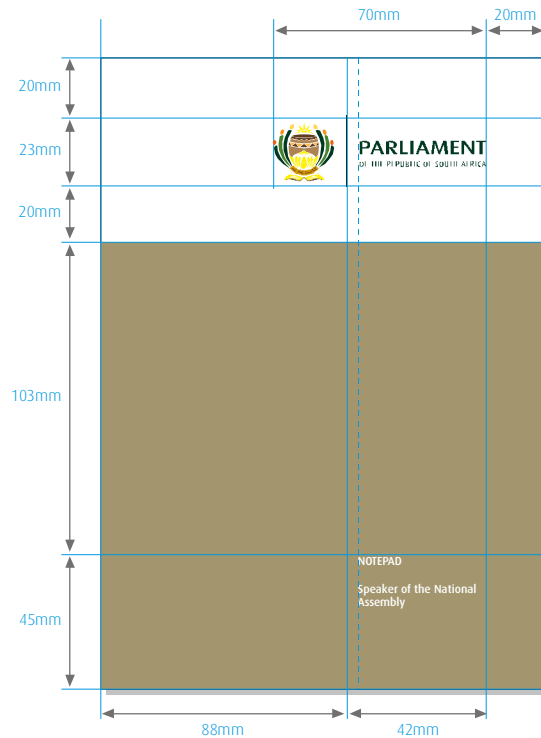
Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

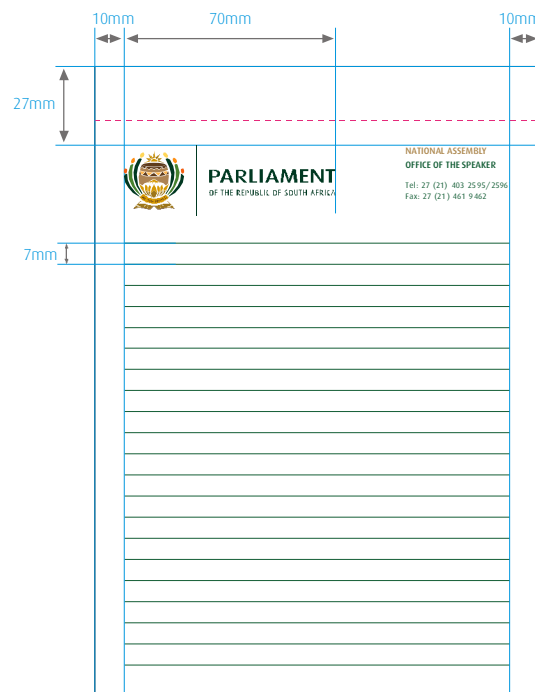
3.2 SPEAKER OF THE NATIONAL ASSEMBLY

3.2.5 A5 Notepad



TITLE & SUBTITLE

DAX Medium 11pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

 Matt Gold Foiling

 Perforation



3. STATIONERY CONTROLS

3.3 CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.3.1 Letterhead & Letter Writing Style

20mm	70mm	37mm	20mm
20mm			
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL COUNCIL OF PROVINCES OFFICE OF THE CHAIRPERSON PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
30mm			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION		
Letter ends			
40mm			

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the emblem with
 foiling plus the centred
 watermark.

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.3 CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.3.2 Continuation Sheet

20mm

21mm

20mm

31mm

Letter starts

Letter ends

40mm

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

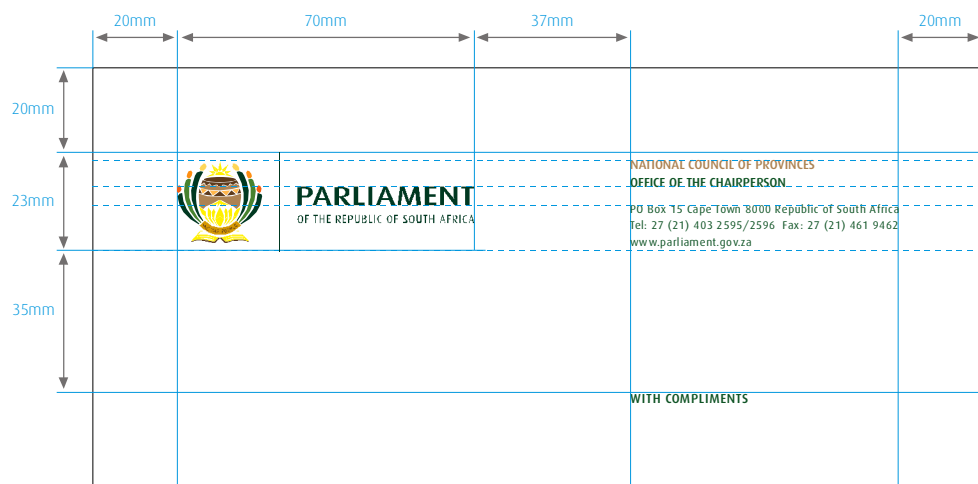
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.3 CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.3.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

 Matt Gold Foiling

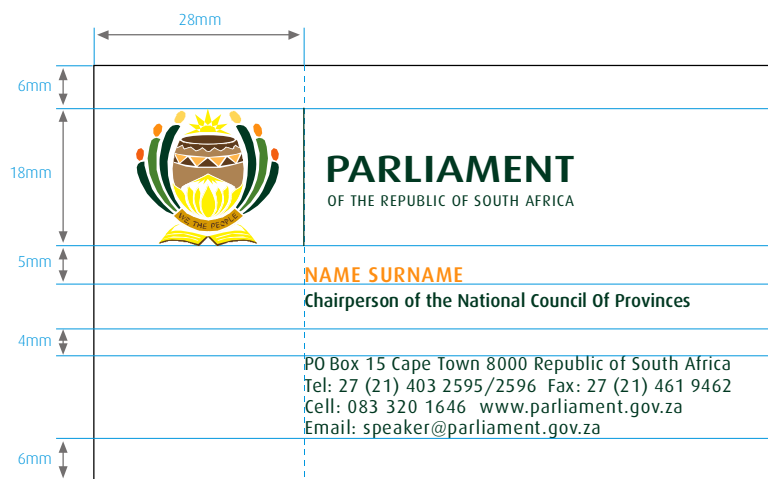
Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.3 CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.3.4 Business Card



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

 Matt Gold Foiling

Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.1 Letterhead & Letter Writing Style

20mm	70mm	37mm	20mm
20mm			
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL ASSEMBLY OFFICE OF THE DEPUTY SPEAKER PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
30mm			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION		
Letter ends			
40mm			

DEPARTMENT HEADING

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
Kerning: 5
Leading: 0.75pt
Colour: Green
Alignment: Left

BODY COPY

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Note the emblem with
foiling plus the centred
watermark.

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.2 Continuation Sheet

20mm

21mm

20mm

31mm

Letter starts

Letter ends

40mm

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

20mm

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

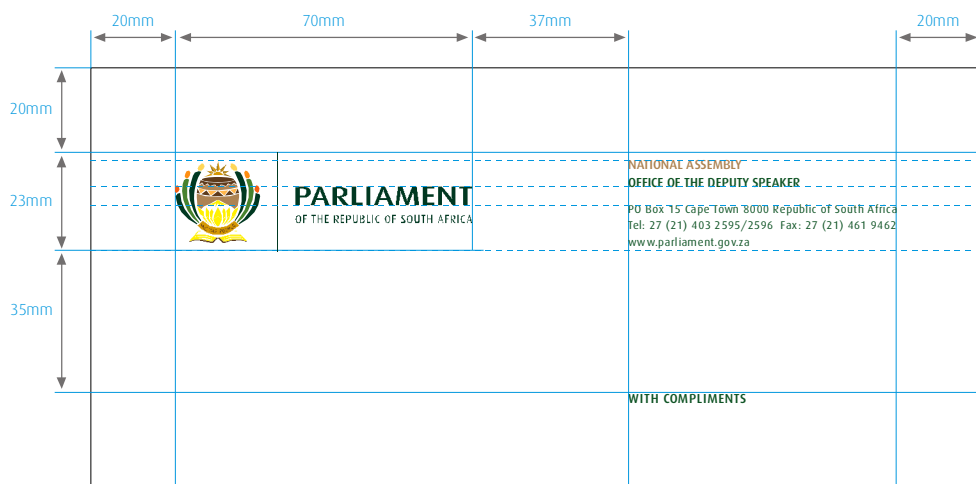
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

 Matt Gold Foiling

Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.4 Business Card



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

 Matt Gold Foiling

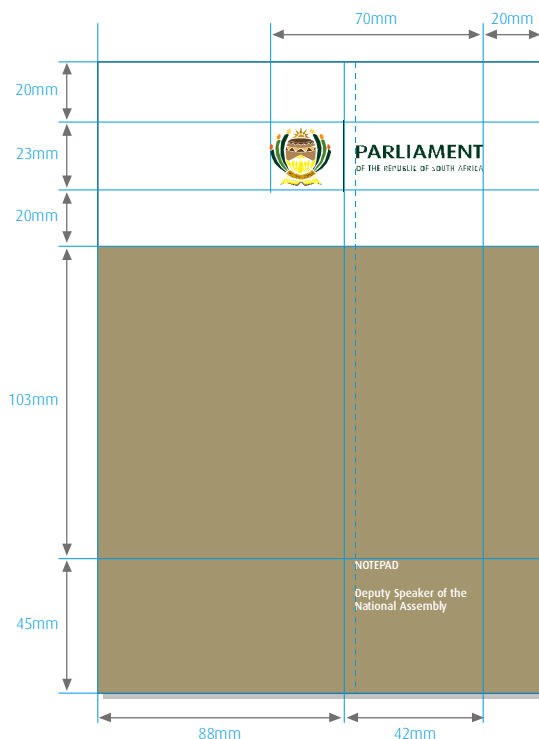
Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

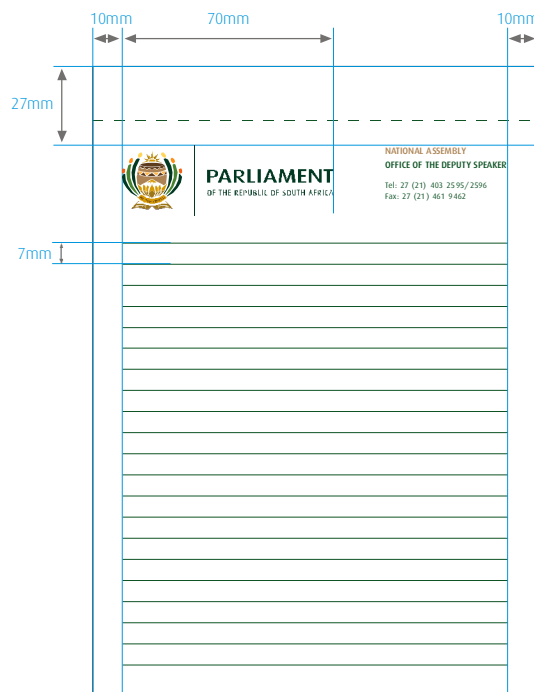
3.4 DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY

3.4.5 A5 Notepad



TITLE & SUBTITLE

DAX Medium 11pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Matt Gold Foiling

Perforation



3. STATIONERY CONTROLS

3.5 DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.5.1 Letterhead & Letter Writing Style

20mm	70mm	37mm	20mm
20mm			
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL COUNCIL OF PROVINCES OFFICE OF THE DEPUTY CHAIRPERSON PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
30mm			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION		
Letter ends			
40mm			

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the emblem with
 foiling plus the centred
 watermark.

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.5 DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.5.2 Continuation Sheet

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

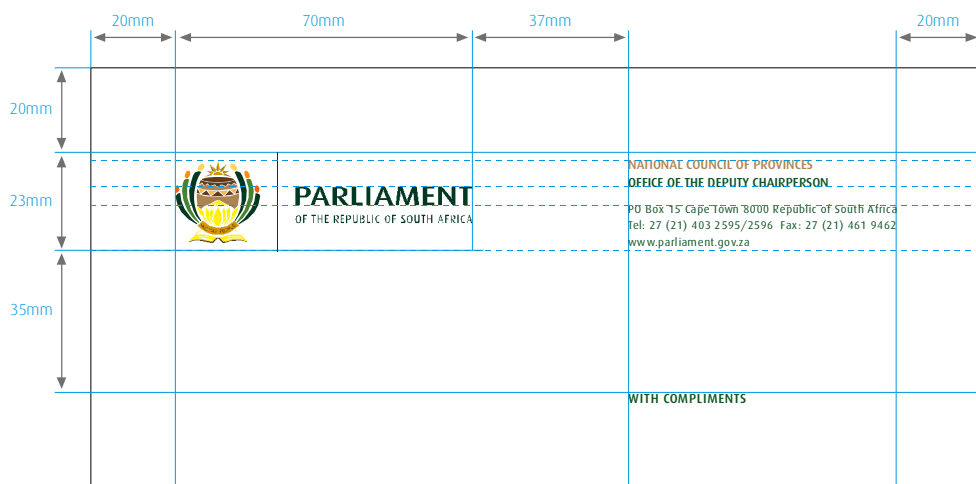
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.5 DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.5.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

 Matt Gold Foiling

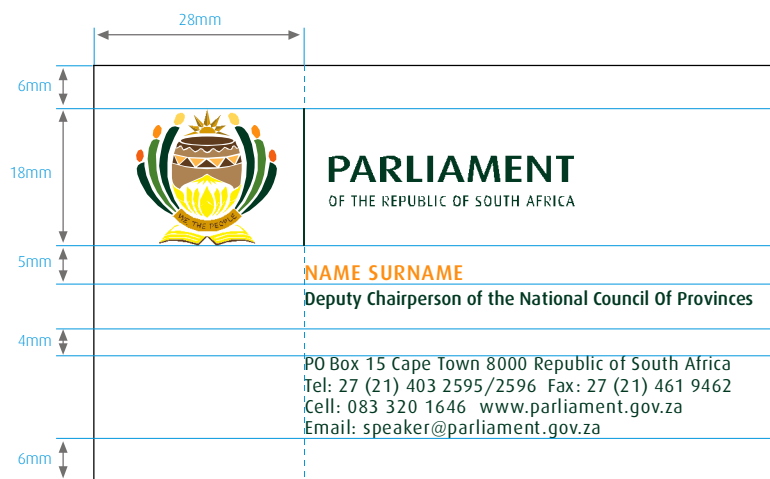
Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.5 DEPUTY CHAIRPERSON OF THE NATIONAL COUNCIL OF PROVINCES

3.5.4 Business Card



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

 Matt Gold Foiling

Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.6 MEMBER OF THE NATIONAL ASSEMBLY

3.6.1 Letterhead & Letter Writing Style

	PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL ASSEMBLY MEMBER OF PARLIAMENT PO Box 15 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
DEPARTMENT HEADING DAX Medium 8.75pt Kerning: 0 Leading: 4.25pt Colour: Gold/Green Alignment: Left			
ADDRESS DETAILS DAX Regular 7.5pt Kerning: 5 Leading: 0.75pt Colour: Green Alignment: Left			
BODY COPY Arial Regular 9pt Kerning: 0 Leading: 6pt Colour: Black Alignment: Left			
01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION			
Note the emblem with foiling plus the centred watermark.			

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.6 MEMBER OF THE NATIONAL ASSEMBLY

3.6.2 Continuation Sheet

20mm

21mm

20mm

31mm

Letter starts

Letter ends

40mm

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

20mm

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

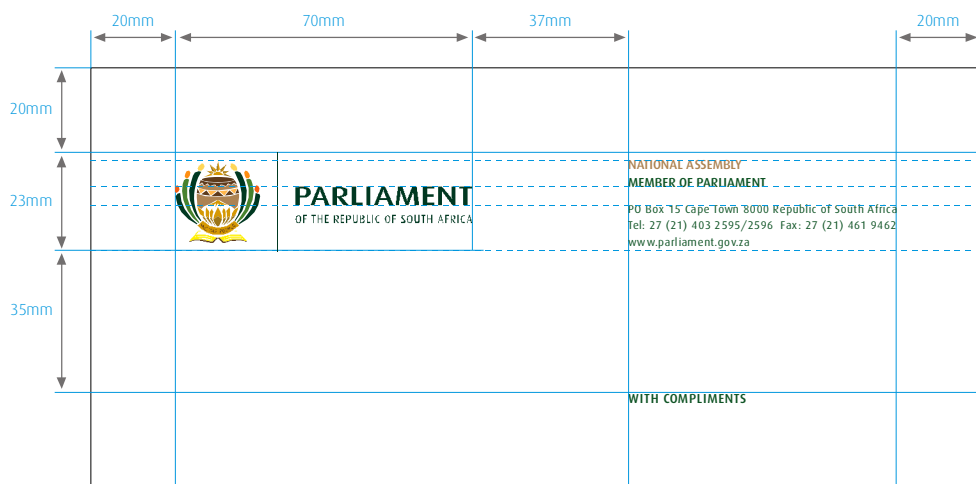
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.6 MEMBER OF THE NATIONAL ASSEMBLY

3.6.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
Kerning: 5
Leading: 0.75pt
Colour: Green
Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

 Matt Gold Foiling

Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.6 MEMBER OF THE NATIONAL ASSEMBLY

3.6.4 Business Card

FRONT



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

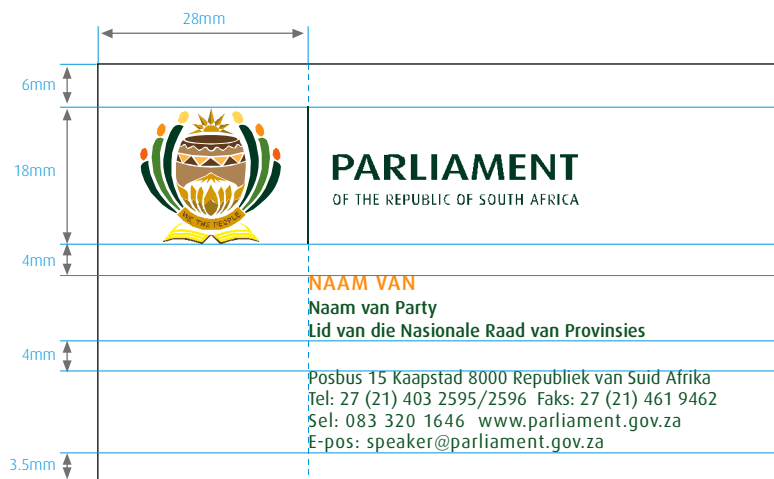
DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

BACK



 Matt Gold Foiling

Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.7 MEMBER OF THE NATIONAL COUNCIL OF PROVINCES

3.7.1 Letterhead & Letter Writing Style

20mm	70mm	37mm	20mm
20mm			
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NATIONAL COUNCIL OF PROVINCES MEMBER OF PARLIAMENT PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
30mm			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION		
Letter ends			
40mm			

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the emblem with
 foiling plus the centred
 watermark.

 Matt Gold Foiling

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.7 MEMBER OF THE NATIONAL COUNCIL OF PROVINCES

3.7.2 Continuation Sheet

20mm

21mm

20mm

31mm

Letter starts

Letter ends

40mm

sum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis.

Yours Sincerely

NAME SURNAME
DESIGNATION

20mm

Note the emblem with no descriptor plus the centred watermark.

Matt Gold Foiling

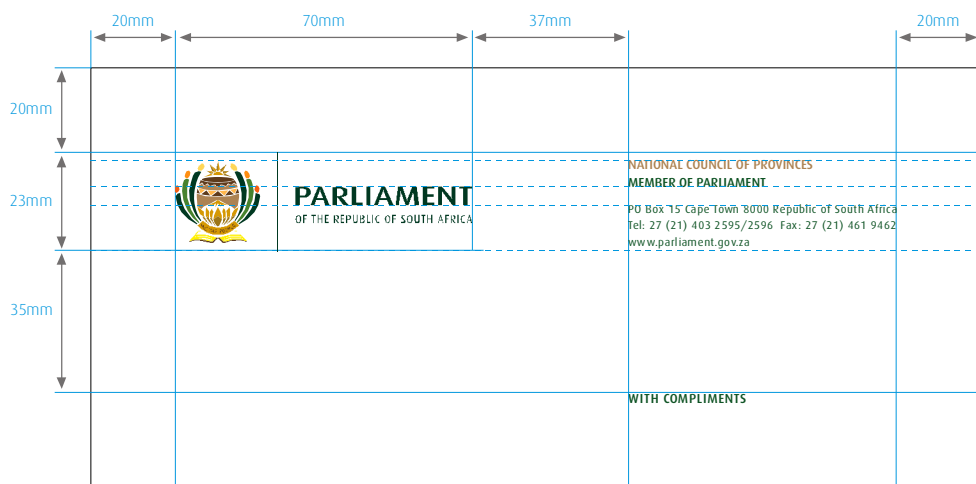
Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.7 MEMBER OF THE NATIONAL COUNCIL OF PROVINCES

3.7.3 Compliment Slip



DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

 Matt Gold Foiling

Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.7 MEMBER OF THE NATIONAL COUNCIL OF PROVINCES

3.7.4 Business Card

FRONT



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

Note: The preferred language of the member may appear on the back of the business card.

BACK



 Matt Gold Foiling

Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	Matt Foiled



3. STATIONERY CONTROLS

3.8 STAFF

3.8.1 Letterhead & Letter Writing Style

	20mm	70mm	37mm	20mm
20mm				
23mm	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA			
30mm	NAME OF DEPARTMENT PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za			
Letter starts	01 November 2006 Mr A M Sithole Chief Executive Officer National House of Traditional Leaders Department of Provincial and Local Government Private Bag X804 PRETORIA 0001 Dear Sir/Madam SUBJECT HEADING HERE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, dui vel cursus luctus, elit ligula rhoncus dui, sed malesuada pede quam vitae felis. Yours Sincerely NAME SURNAME DESIGNATION			
Letter ends				
40mm				

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Note the emblem with no
 foiling plus the centred
 watermark.

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.2 Continuation Sheet

20mm	20mm	20mm
21mm	20mm	20mm
20mm	20mm	20mm
31mm	20mm	20mm
Letter starts	Letter starts	Letter starts
Letter ends	Letter ends	Letter ends
40mm	40mm	40mm

Note the emblem with no descriptor plus the centred watermark.

Size	A4	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.3 Compliment Slip

	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NAME OF DEPARTMENT PO Box 75 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
	WITH COMPLIMENTS		

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

"WITH COMPLIMENTS"

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

Size	210mm X 99mm	Colours	Full colour printing
Stock	African Dream 90 gsm	Colour	White
Printing	Single side	Special Process	None

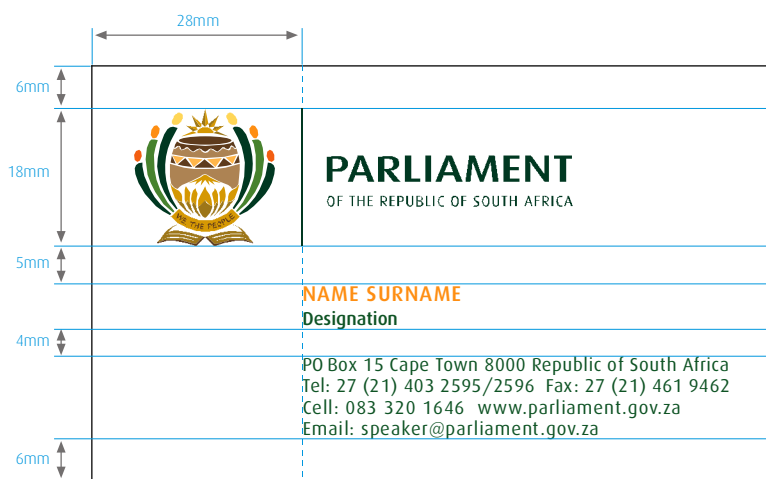


3. STATIONERY CONTROLS

3.8 STAFF

3.8.4 Business Card

FRONT



NAME & SURNAME

DAX Medium 8pt
Kerning: 0
Leading: 0pt
Colour: Orange
Alignment: Left

DESIGNATION

DAX Medium 7pt
Kerning: 0
Leading: 0pt
Colour: Green
Alignment: Left

ADDRESS DETAILS

DAX Regular 7pt
Kerning: 5
Leading: 1pt
Colour: Green
Alignment: Left

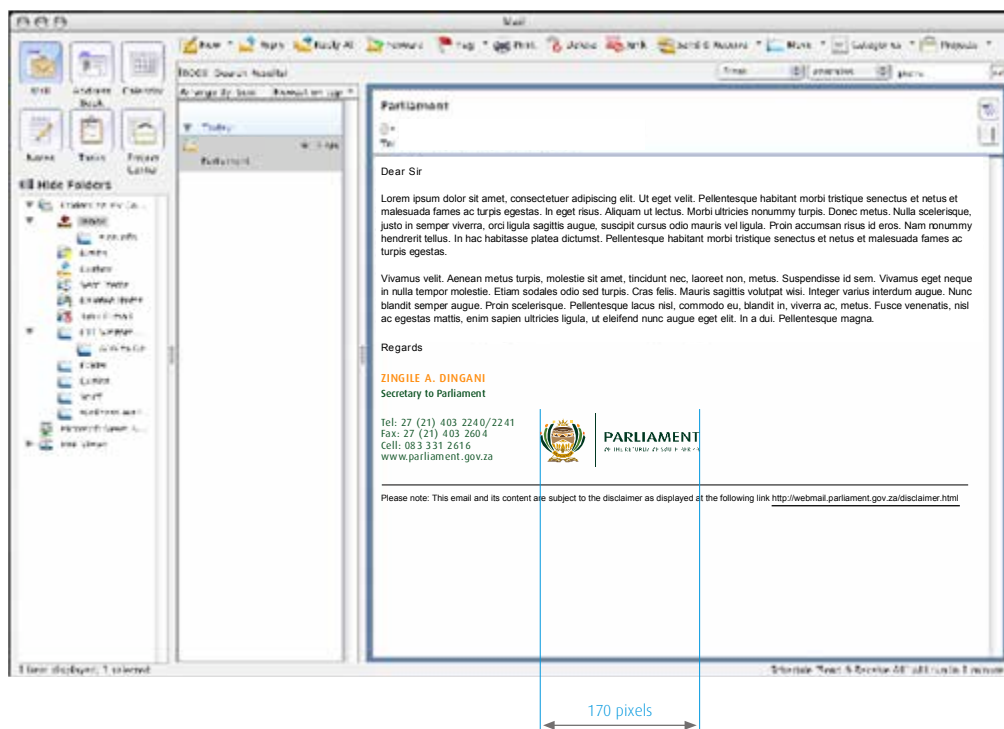
Size	90mm X 55mm	Colours	Full colour printing
Stock	Sovereign Select Wove 300 gsm	Colour	Arctic White
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.5 Email Signature



BODY COPY

Arial Regular 12pt
Kerning: 0
Leading: Auto
Colour: Black
Alignment: Left

NAME & SURNAME

DAX Medium 12pt
Kerning: 0
Leading: Auto
Colour: Orange
Alignment: Left

DESIGNATION

DAX Regular 11pt
Kerning: 0
Leading: Auto
Colour: Green
Alignment: Left

CONTACT DETAILS

DAX Regular 11pt
Kerning: 0
Leading: Auto
Colour: Green
Alignment: Left

DISCLAIMER

Arial Regular 9.5pt
Kerning: 0
Leading: Auto
Colour: Black
Alignment: Left



3. STATIONERY CONTROLS

3.8 STAFF

3.8.7 Memorandum

	PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	NAME OF DEPARTMENT PO Box 15 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2364/2786 Fax: 27 (21) 403 2371 www.parliament.gov.za	
MEMORANDUM			
TO			
FROM			
DATE			
SUBJECT			

DEPARTMENT HEADING

DAX Medium 8.75pt
 Kerning: 0
 Leading: 4.25pt
 Colour: Gold/Green
 Alignment: Left

ADDRESS DETAILS

DAX Regular 7.5pt
 Kerning: 5
 Leading: 0.75pt
 Colour: Green
 Alignment: Left

DOCUMENT HEADING

DAX Medium 12pt
 Kerning: 5
 Leading: 3pt
 Colour: Green
 Alignment: Left

ADDRESS

Arial Regular 9pt
 Kerning: 0
 Leading: 23pt
 Colour: Black
 Alignment: Left

BODY COPY

Arial Regular 9pt
 Kerning: 0
 Leading: 6pt
 Colour: Black
 Alignment: Left

Size	A4	Colours	Black and White
Stock	NA (Electronic Template)	Colour	White
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.8 Document Title Page

	PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	
	TITLE OF DOCUMENT GOES HERE 28 NOVEMBER 2007	
	Human Resources Report	

TITLE OF DOCUMENT

Arial Bold 18pt
 Kerning: 0
 Leading: 5pt
 Colour: Black
 Alignment: Left

DATE

Arial Regular 14pt
 Kerning: 0
 Leading: 5pt
 Colour: Black
 Alignment: Left

DOCUMENT FOOTER

Divider line 0.5pt

Department

Arial Bold 7pt
 Kerning: 0
 Leading: 0pt
 Colour: Black
 Alignment: Left

Document Title

Arial Regular 7pt
 Kerning: 0
 Leading: 0pt
 Colour: Black
 Alignment: Left

Size	A4	Colours	Black and White
Stock	NA (Electronic Template)	Colour	White
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.9 Document Cover with Window



Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.10 Document Cover with Window - Department Specific



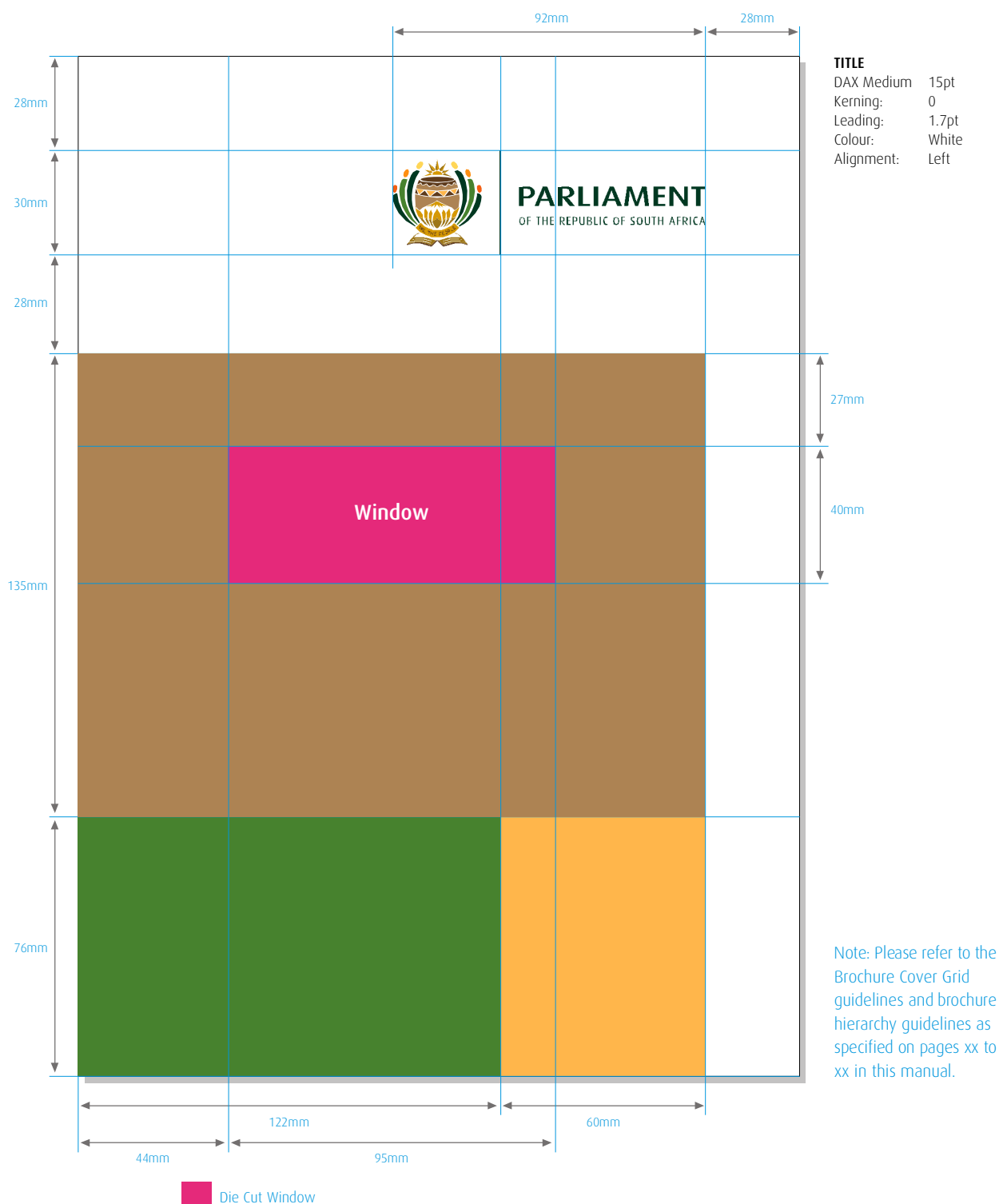
Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.11 Document Cover with Window - Without Picture



Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.12 Document Cover - Electronic RGB Word Version



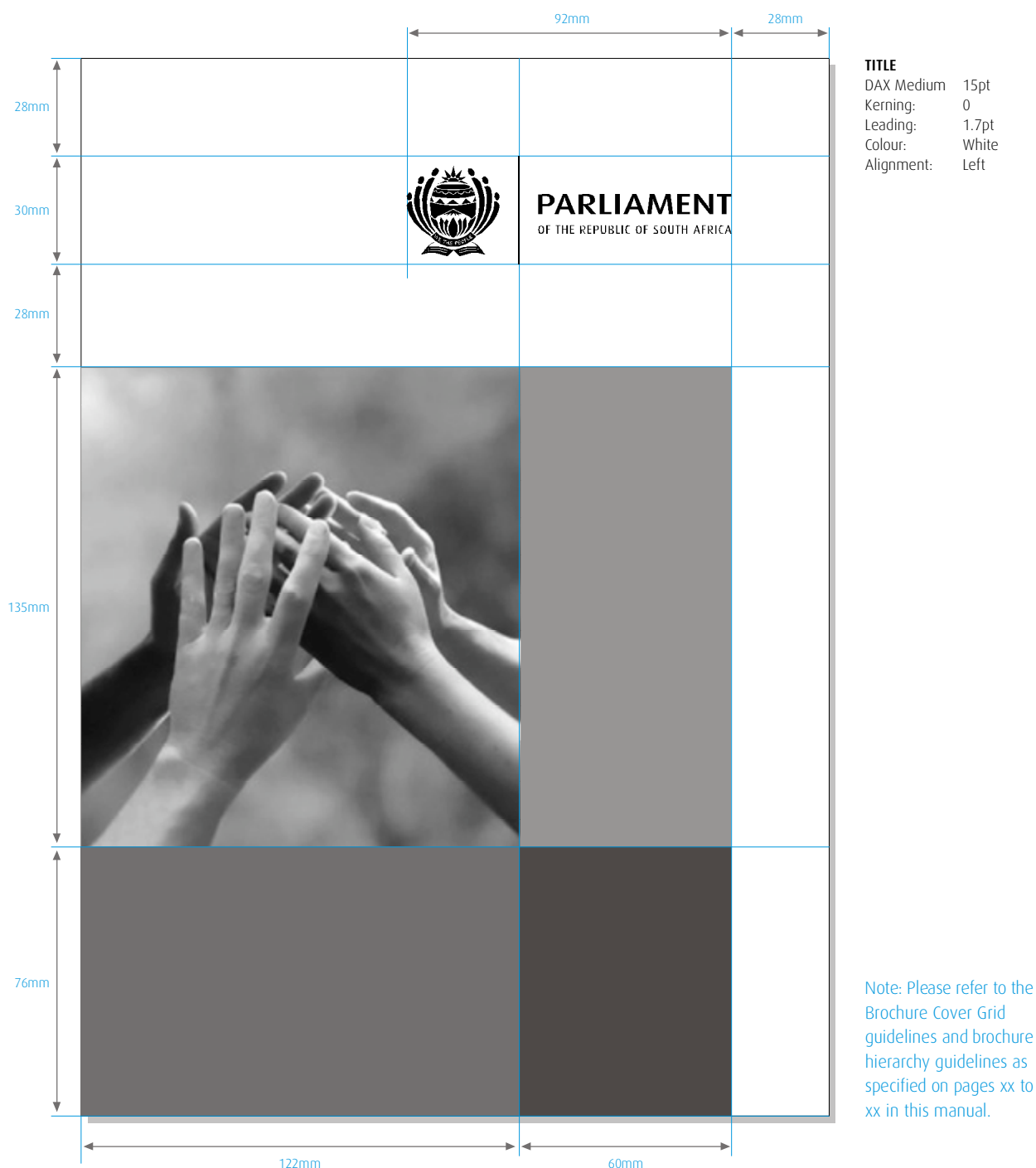
Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.13 Document Cover - Electronic Greyscale Word Version



Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.14 Online Templates - Copy Specifications

15mm



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

NATIONAL COUNCIL OF PROVINCES
PO Box 15 Cape Town 8000 Republic of South Africa
Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462
www.parliament.gov.za

MINUTES OF PROCEEDINGS

1. FIRST LEVEL HEADING

1.1. SECOND LEVEL HEADING

1.1.1. Third level heading
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

1.1.2. Third level heading
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

2. FIRST LEVEL HEADING

2.1. SECOND LEVEL HEADING

2.1.1. Third level heading
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

2.2. SECOND LEVEL HEADING

2.2.1. Third level heading
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

National Council of Provinces | Minutes of Proceedings 1

FIRST LEVEL HEADING

Numbering

Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Uppercase
Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

SECOND LEVEL HEADING

Numbering

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Uppercase
Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

THIRD LEVEL HEADING

Numbering

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Title Case
Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

BODY COPY

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

This is the guideline for copy sizing and the layout of Word documents.



3. STATIONERY CONTROLS

3.8 STAFF

3.8.15 Online Templates - Forms

	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	LIBRARY OF PARLIAMENT PO Box 15 Cape Town 8000 Republic of South Africa Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462 www.parliament.gov.za	
	APPLICATION FOR LIBRARY CARDS		
	PLEASE READ THE LIBRARY RULES ON THE BACK OF THE FORM BEFORE SIGNING		
PLEASE PRINT			
TITLE		INITIALS	SURNAME
SECTION ☐ Min Staff ☐ Presidency ☐ Speaker's Office ☐ Other			
DESIGNATION ☐ Party Researcher ☐ NCOP Researcher ☐ Other			
PHYSICAL OFFICE NO		TEL NO (W)	STAFF/MEMBER NO
TEL NO (H)		CELL NO	FAX NO
EMAIL		HOME ADDRESS	
I declare that I have read the rules of the Library of Parliament and that I accept them.			
DATE		SIGNATURE	
TO BE FILLED IN BY SUPERVISOR (IF PERSON IS NOT PAID BY PARLIAMENT)			
TITLE		INITIALS	SURNAME
PHYSICAL OFFICE NO		TEL NO (W)	FAX NO
CELL NO		APPLICANT PAID BY	
I hereby accept responsibility to ensure that all material is returned and I undertake to notify the Library if the above-mentioned employee is no longer supervised by me.			
DATE		SIGNATURE	
LIBRARIAN			
DATE		SIGNATURE	
Library of Parliament Application Form			

FIRST LEVEL HEADING

Numbering

Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Uppercase
Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

SECOND LEVEL HEADING

Numbering

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Uppercase
Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

THIRD LEVEL HEADING

Numbering

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

Heading

Title Case
Arial Bold 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

BODY COPY

Arial Regular 9pt
Kerning: 0
Leading: 6pt
Colour: Black
Alignment: Left

This is the guideline for forms. Please take note of the positioning of the emblem and departmental details relative to each other.



3. STATIONERY CONTROLS

3.8 STAFF

3.8.17 Online Templates - Landscape Format with Tables

20mm

70mm

123mm

20mm

15mm

15mm

15mm

10mm



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

INSTITUTIONAL SUPPORT DIVISION

PO Box 15 Cape Town 8000 Republic of South Africa
 Tel: 27 (21) 403 2595/2596 Fax: 27 (21) 461 9462
 www.parliament.gov.za

TRAINING COMPLETED FOR THE PERIOD 1 TO 30 JUNE 2006

Date	Name	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount
Date	Name Surname	Designation	Occupational Categories	Section	Race/Gender	Training	Amount

Institutional Support Division | Training Schedule

1

The example above is a guideline for the layout of tables in a landscape format. The use of the primary colour palette within a table is permitted.



3. STATIONERY CONTROLS

3.8 STAFF

3.8.18 Online Templates -

Announcements Tablings and Committee Reports - Full Colour

20mm

70mm

15mm

75mm

20mm

14mm

10mm

6mm

20mm

46mm



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

ANNOUNCEMENTS
TABLINGS AND
COMMITTEE REPORTS

TUESDAY, 20 JUNE 2006

LPU | REF 123456/001

TABLE OF CONTENTS

ANNOUNCEMENTS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

4. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis.

5. Donec metus.

6. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula.

NATIONAL ASSEMBLY

1. Vivamus velit.

2. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus.

NATIONAL COUNCIL OF PROVINCES

1. Suspendisse id sem.

2. Vivamus eget neque in nulla tempor molestie.

TABLINGS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

COMMITTEE REPORTS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

10mm

LPU | Announcements, Tablings and Committee Reports

HEADER TITLE

DAX Medium 23pt

Kerning: 0

Leading: 1pt

Colour: White

Alignment: Left

DATE AND REFERENCE

NUMBER

Arial Bold 9pt

Kerning: 0

Leading: 0pt

Colour: White

Alignment: Left

Size	A4	Colours	Full Colour Printing
Stock	NA (Electronic Template)	Colour	White
Printing	Single side	Special Process	None

Stationery Controls | Staff

XX



3. STATIONERY CONTROLS

3.8 STAFF

3.8.19 Online Templates -

Announcements Tablings and Committee Reports - Black & White

20mm

70mm

15mm

75mm

20mm

14mm

10mm

6mm

20mm

46mm



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

ANNOUNCEMENTS
TABLINGS AND
COMMITTEE REPORTS

TUESDAY, 20 JUNE 2006LPU | REF 123456/001

TABLE OF CONTENTS

ANNOUNCEMENTS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

4. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis.

5. Donec metus.

6. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula.

NATIONAL ASSEMBLY

1. Vivamus velit.

2. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus.

NATIONAL COUNCIL OF PROVINCES

1. Suspendisse id sem.

2. Vivamus eget neque in nulla tempor molestie.

TABLINGS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

COMMITTEE REPORTS

NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2. Ut eget velit.

3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

LPU | Announcements, Tablings and Committee Reports

HEADER TITLE

DAX Medium 23pt

Kerning: 0

Leading: 1pt

Colour: White

Alignment: Left

DATE AND REFERENCE

NUMBER

Arial Bold 9pt

Kerning: 0

Leading: 0pt

Colour: White

Alignment: Left

Size	A4	Colours	Black and White
Stock	NA (Electronic Template)	Colour	White
Printing	Single side	Special Process	None

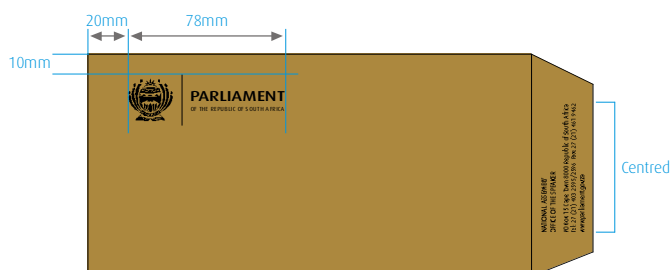


3. STATIONERY CONTROLS

3.8 STAFF

3.8.20 Official Envelopes - Manilla

DL ENVELOPE



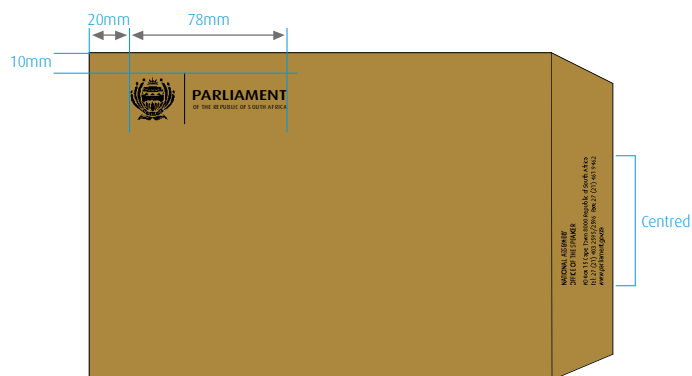
DEPARTMENT HEADING

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

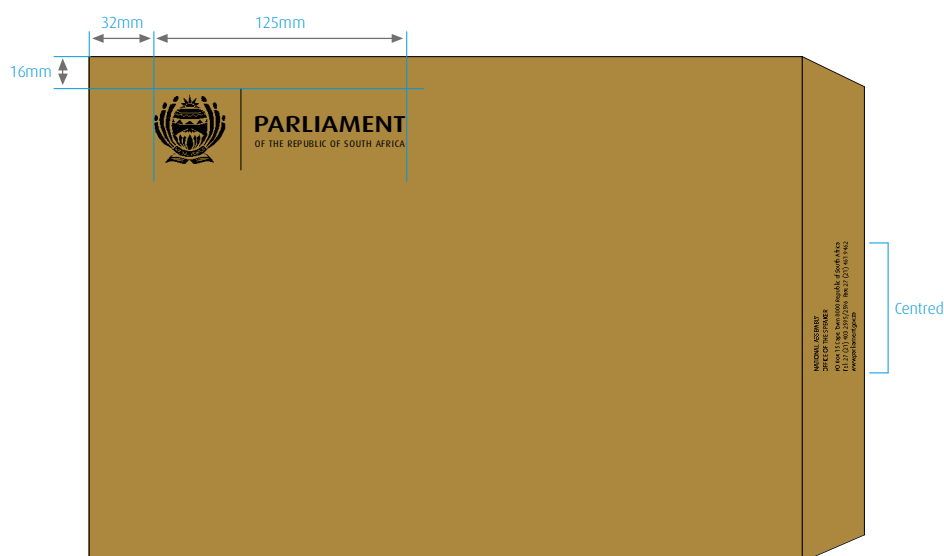
ADDRESS DETAILS

DAX Regular 7.5pt
Kerning: 5
Leading: 0.75pt
Colour: Green
Alignment: Left

C5 ENVELOPE



B4 ENVELOPE



Size	DL, C5, B4	Colours	Black
Stock	Manilla Bond 80 gsm	Special Process	None
Printing	Single side		

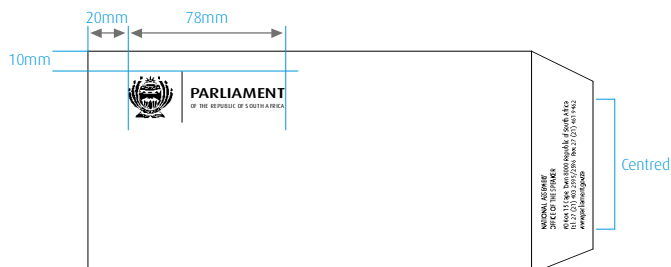


3. STATIONERY CONTROLS

3.8 STAFF

3.8.21 Official Envelopes - White

DL ENVELOPE



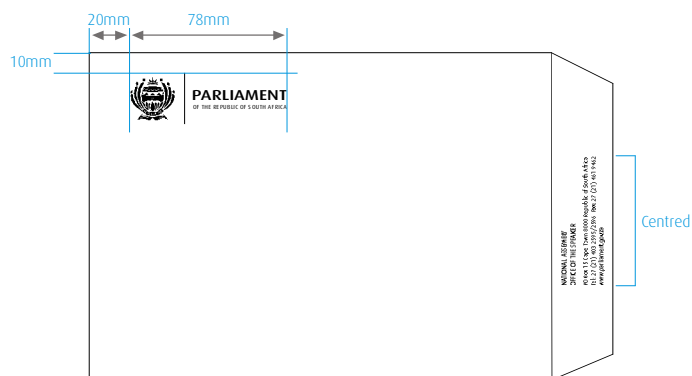
DEPARTMENT HEADING

DAX Medium 8.75pt
Kerning: 0
Leading: 4.25pt
Colour: Gold/Green
Alignment: Left

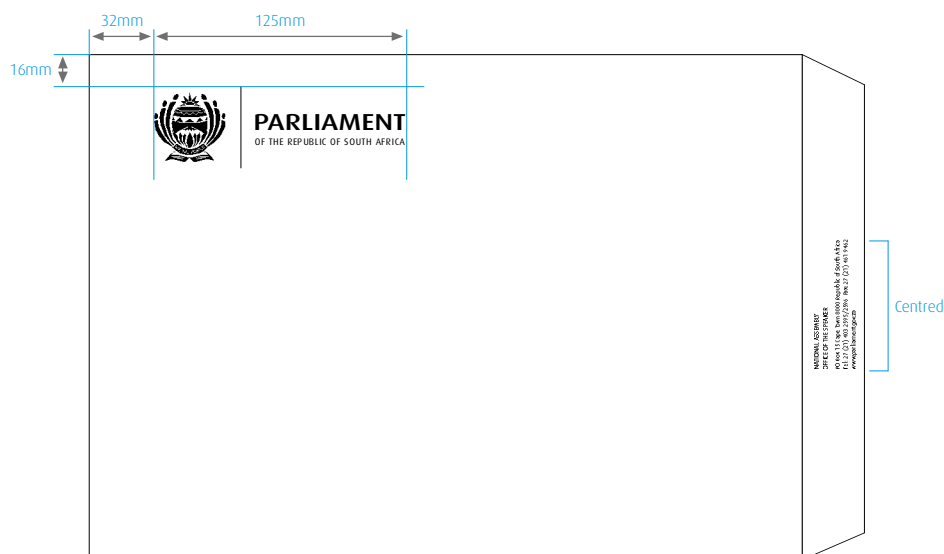
ADDRESS DETAILS

DAX Regular 7.5pt
Kerning: 5
Leading: 0.75pt
Colour: Green
Alignment: Left

C5 ENVELOPE



B4 ENVELOPE



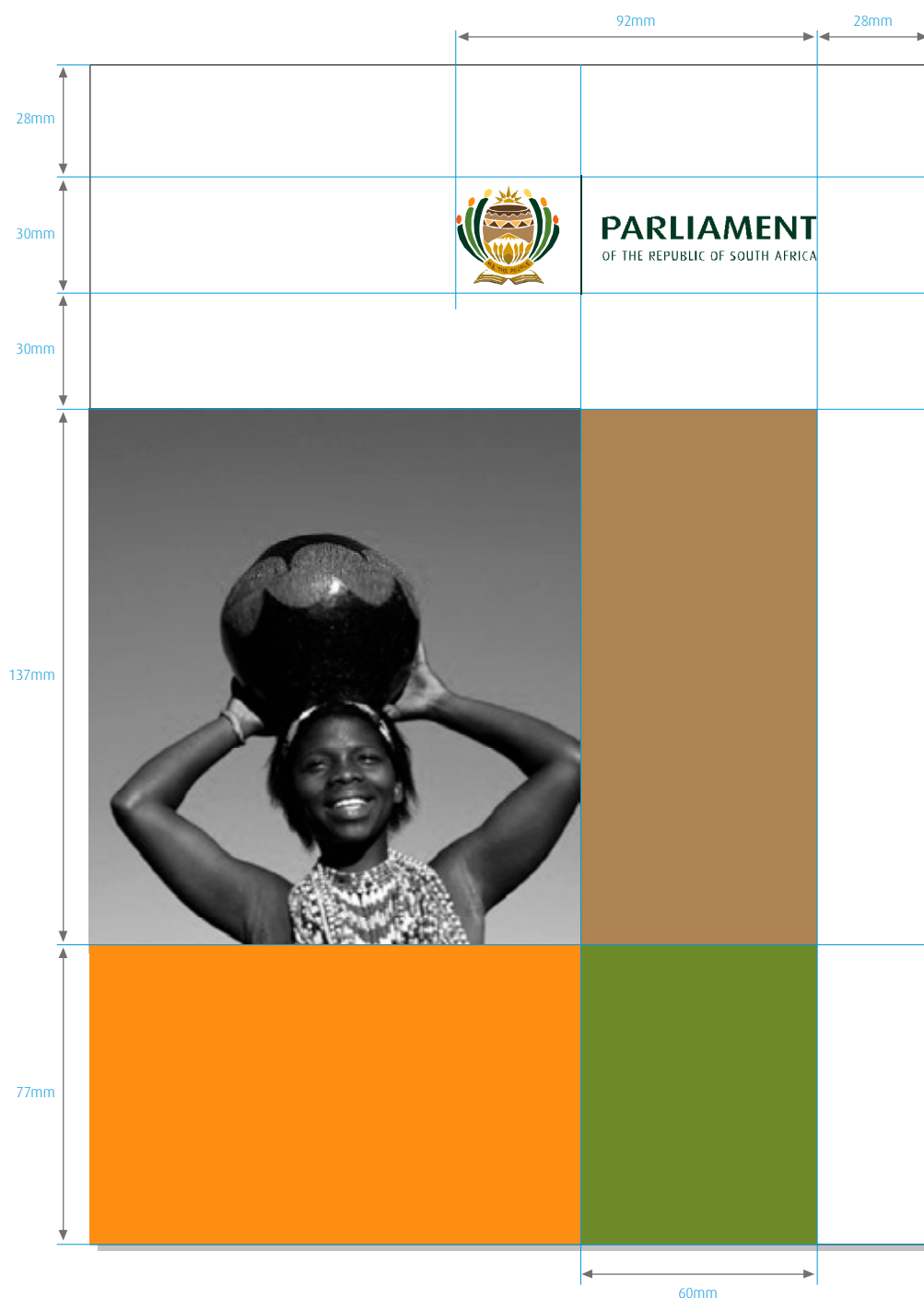
Size	DL, C5, B4	Colours	Black
Stock	Cartridge Bond 80 gsm	Special Process	None
Printing	Single side		



3. STATIONERY CONTROLS

3.8 STAFF

3.8.22 Folder Cover - Generic



Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Refer to the Layout Grid guidelines on page xx. Although the choice of photo is optional, refer to page xx for Photographic Style guidelines.

Folder Flat Size	510mm X 507mm	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.23 Folder Cover - Department Specific



Refer to the Layout Grid guidelines on page xx. Although the choice of photo is optional, refer to page xx for Photographic Style guidelines.

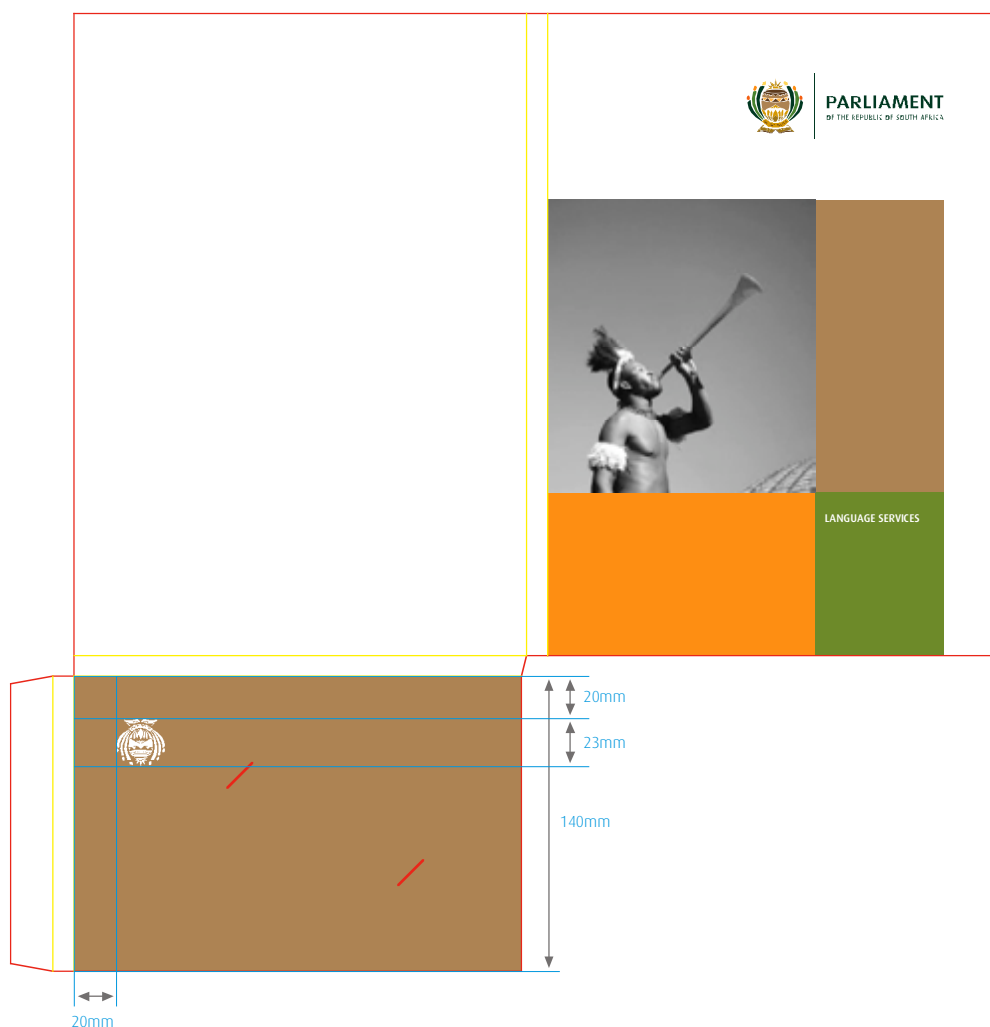
Folder Flat Size	510mm X 507mm	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.24 Folder - Flat Sheet Indicating Die Line



DEPARTMENT NAME

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

■ Die line ■ Scoring

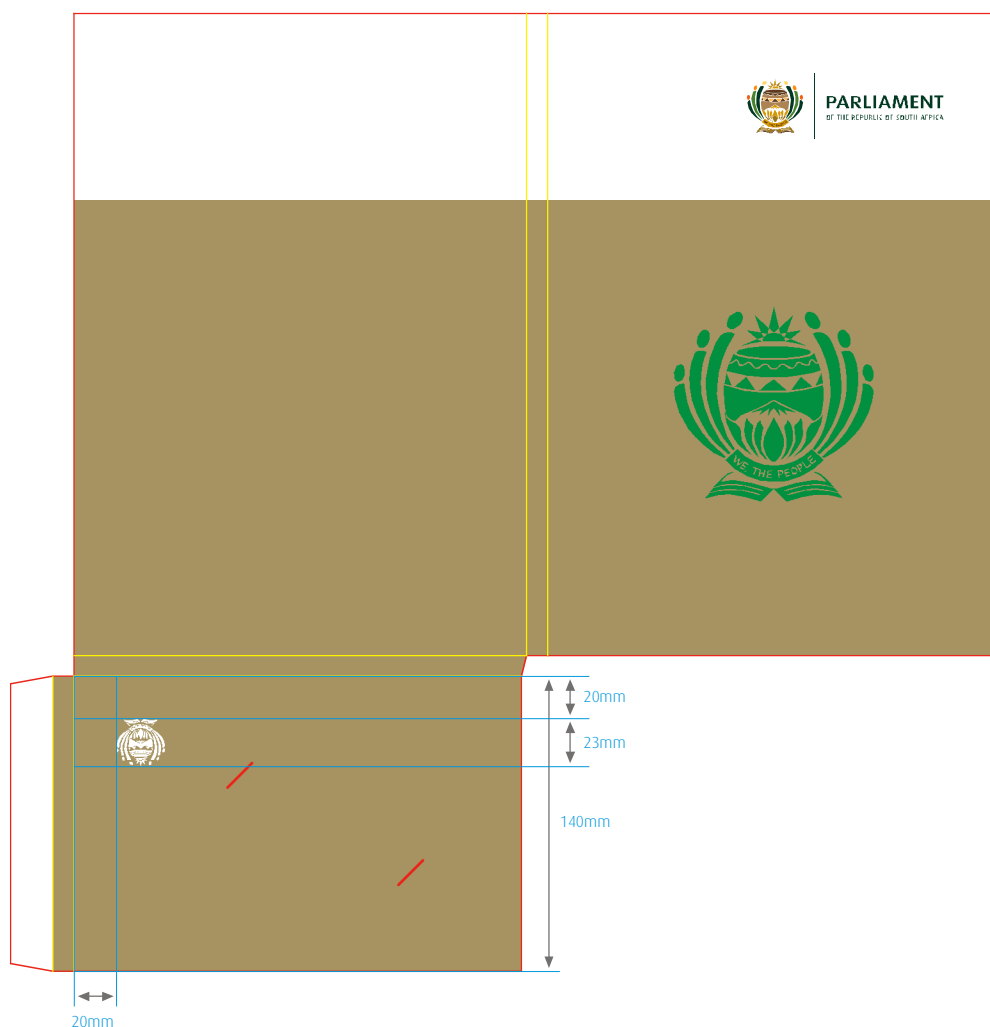
Folder Flat Size	510mm X 507mm	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



3. STATIONERY CONTROLS

3.8 STAFF

3.8.25 Folder - Flat Sheet Indicating Die Line



DEPARTMENT NAME

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Spot Varnish Embossing Scoring

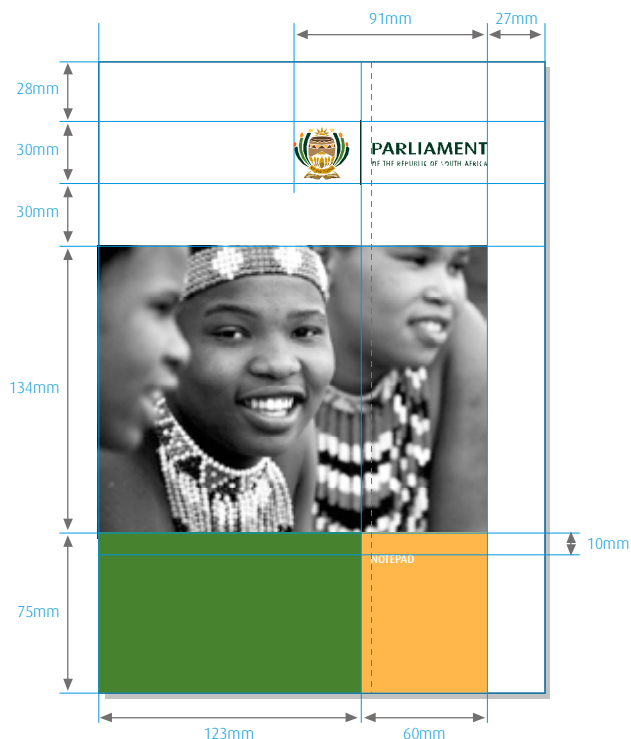
Folder Flat Size	510mm X 507mm	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	Embossing & Metallic Spot



3. STATIONERY CONTROLS

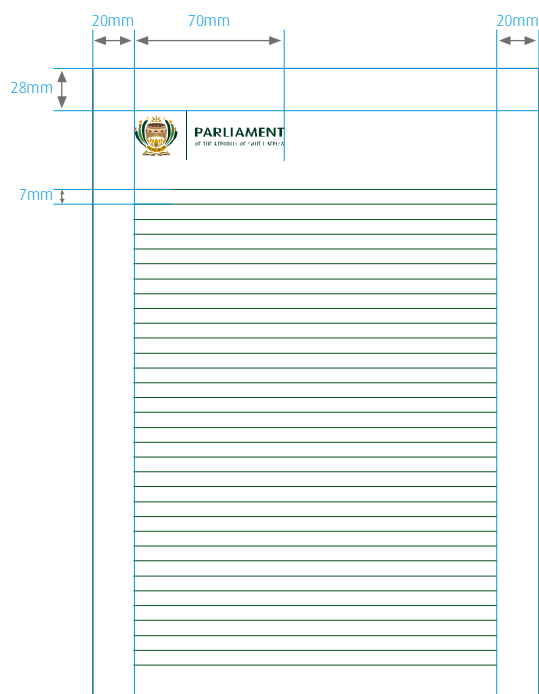
3.8 STAFF

3.8.26 A4 Generic Notepad



TITLE

DAX Medium 15pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left



Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.



3. STATIONERY CONTROLS

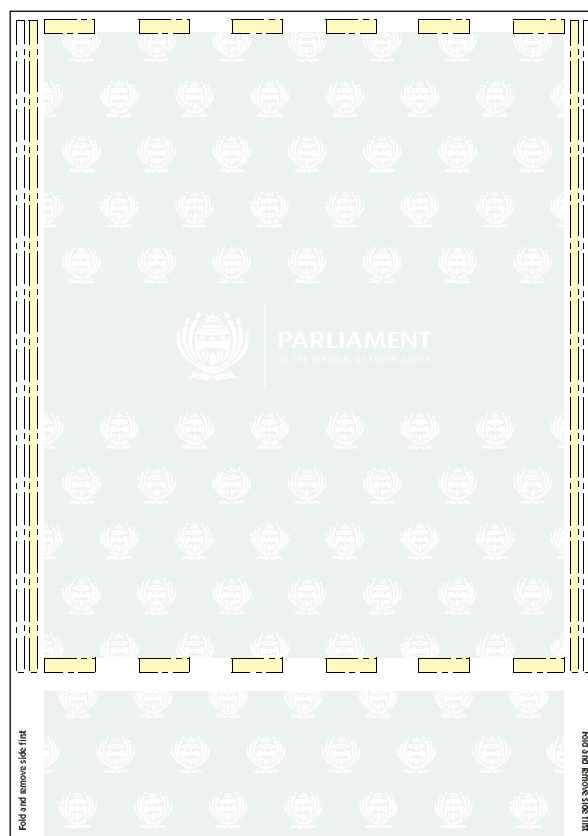
3.8 STAFF

3.8.27 Payslip

OUTSIDE



INSIDE





PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

4. CO-BRANDING

In certain instances, arms of state or other non-state third parties may wish to co-brand with Parliament to signify a joint venture, partnership, programme or project. The following co-branding guidelines are applicable.

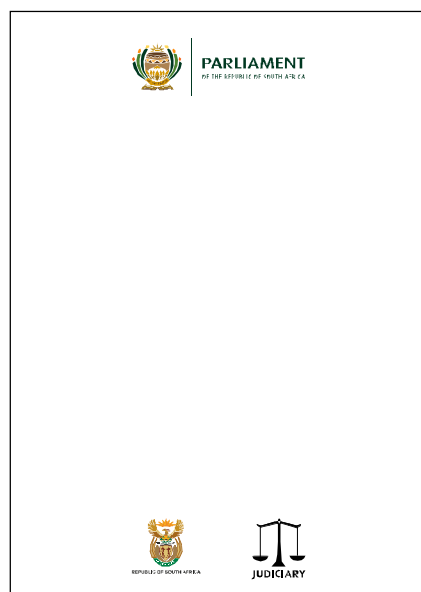
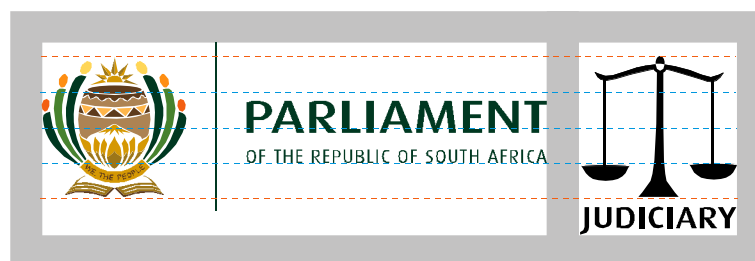
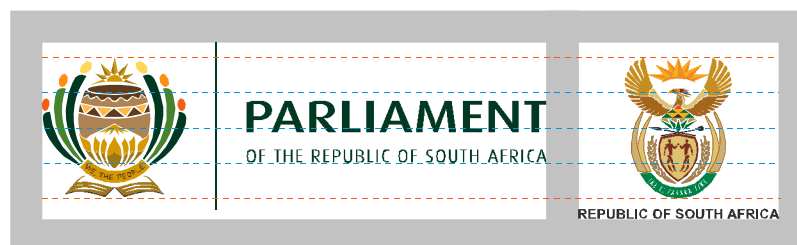
4.1	LEVEL 1 CO-BRANDING	XX
4.2	LEVEL 2 CO-BRANDING	XX
4.3	LEVEL 3 CO-BRANDING	XX
4.3.1	Single Corporate Sponsor Co-Branding	XX
4.3.2	Multiple Corporate Sponsor Co-Branding	XX
4.3.3	Multiple Sponsor Co-Branding	XX
4.4	LEVEL 3 CO-BRANDING	XX
4.5	CO-BRANDING EXAMPLES	XX
4.5.1	Brochure cover	XX
4.5.2	Folder	XX
4.5.3	Banner	XX
4.6	CO-BRANDING LEVEL 3 EXAMPLES	XX
4.6.1	Poster	
4.6.2	PowerPoint templates	XX
4.6.3	Laptop bag	XX



4. CO-BRANDING

4.1 LEVEL 1 CO-BRANDING

Three arms of state



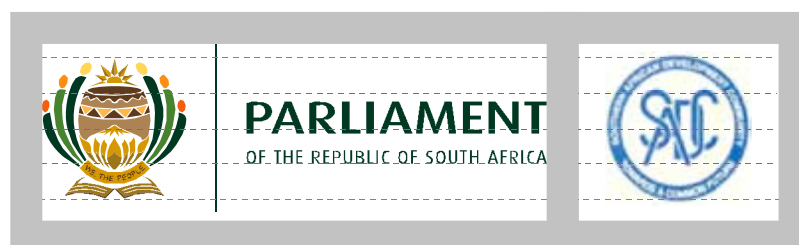
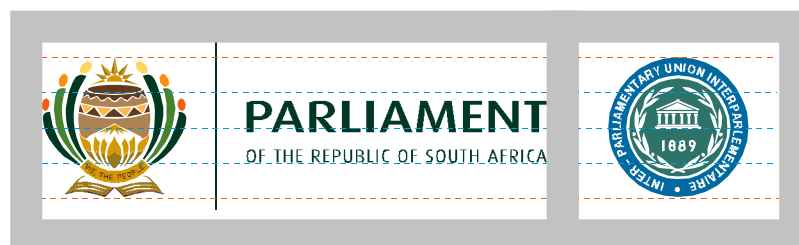
If Parliament is the main sponsor for any event or project, in conjunction with Government, or the judiciary, it should always take a position of priority. The Parliamentary emblem should always be on the left hand side or above the logo of the party seeking endorsement.

The proportionate sizing of Government's and the Judiciary's emblem should be applied as shown in the grid above.



4. CO-BRANDING

4.2 LEVEL 2 CO-BRANDING



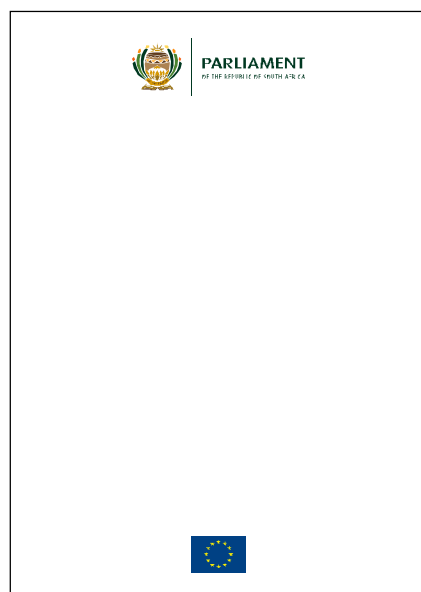
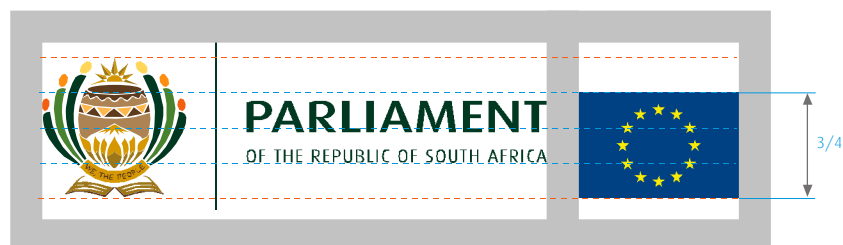
If Parliament co-brands with organisations or associations to which it is officially linked e.g. IPV or SADEC, then the Parliamentary emblem takes a position of priority on the left hand side or above the association seeking endorsement. The Level 2 branding partner's logo should never be larger than what is shown above.



4. CO-BRANDING

4.3 LEVEL 3 CO-BRANDING

4.3.1 Single Corporate Sponsor Co-Branding



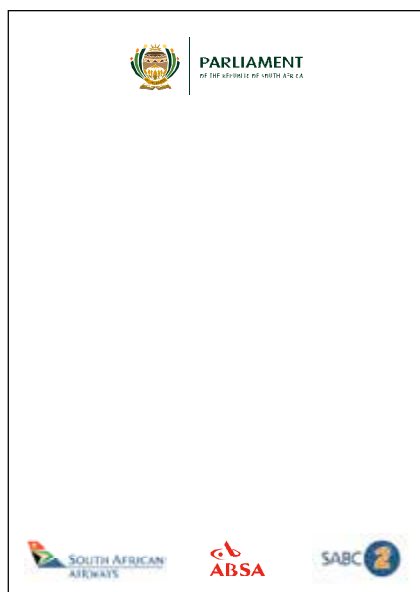
If Parliament co-brands with corporate sponsors, whether they be single or multiple sponsors, then the Parliamentary emblem takes a position of priority on the left hand side or above the sponsor/s, as shown above. The Level 3 branding partner's logo should never be larger than what is shown above.



4. CO-BRANDING

4.3 LEVEL 3 CO-BRANDING

4.3.2 Multiple Corporate Sponsor Co-Branding

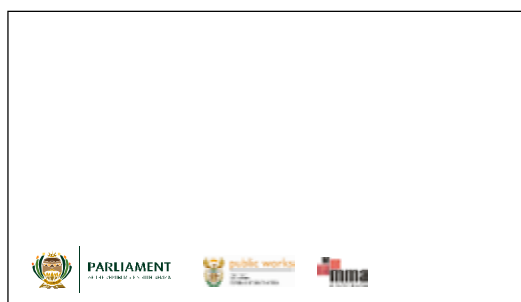
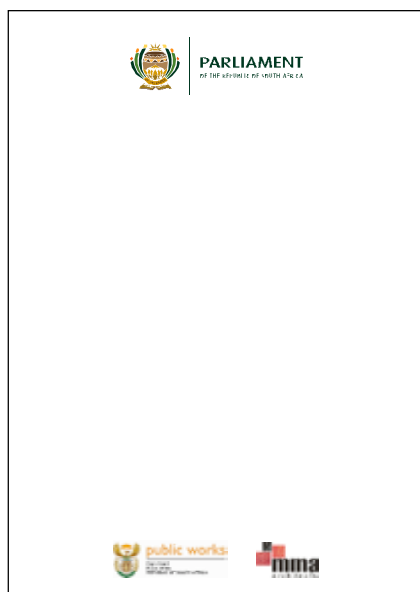




4. CO-BRANDING

4.3 LEVEL 3 CO-BRANDING

4.3.3 Multiple Sponsor Co-Branding

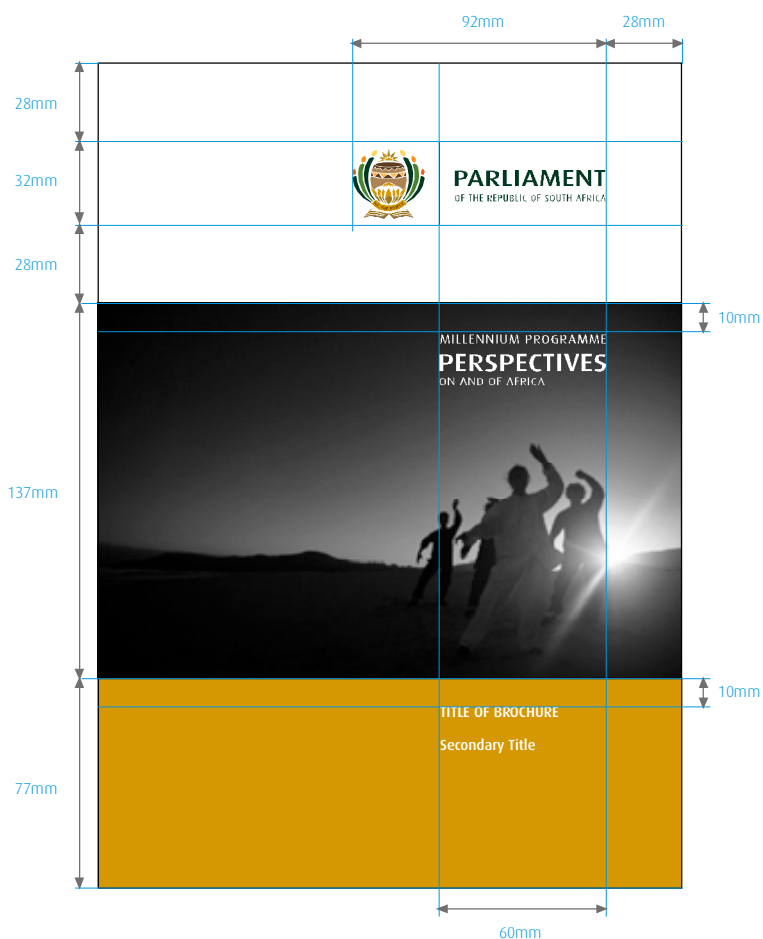




4. CO-BRANDING

4.4 LEVEL 4 CO-BRANDING

Internal Projects Co-Branding



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

Internal Parliamentary projects may be co-branded with Parliament. However, should they wish the name of the project to appear along with the Parliamentary Emblem then the areas of isolation as shown above must be respected at all times.

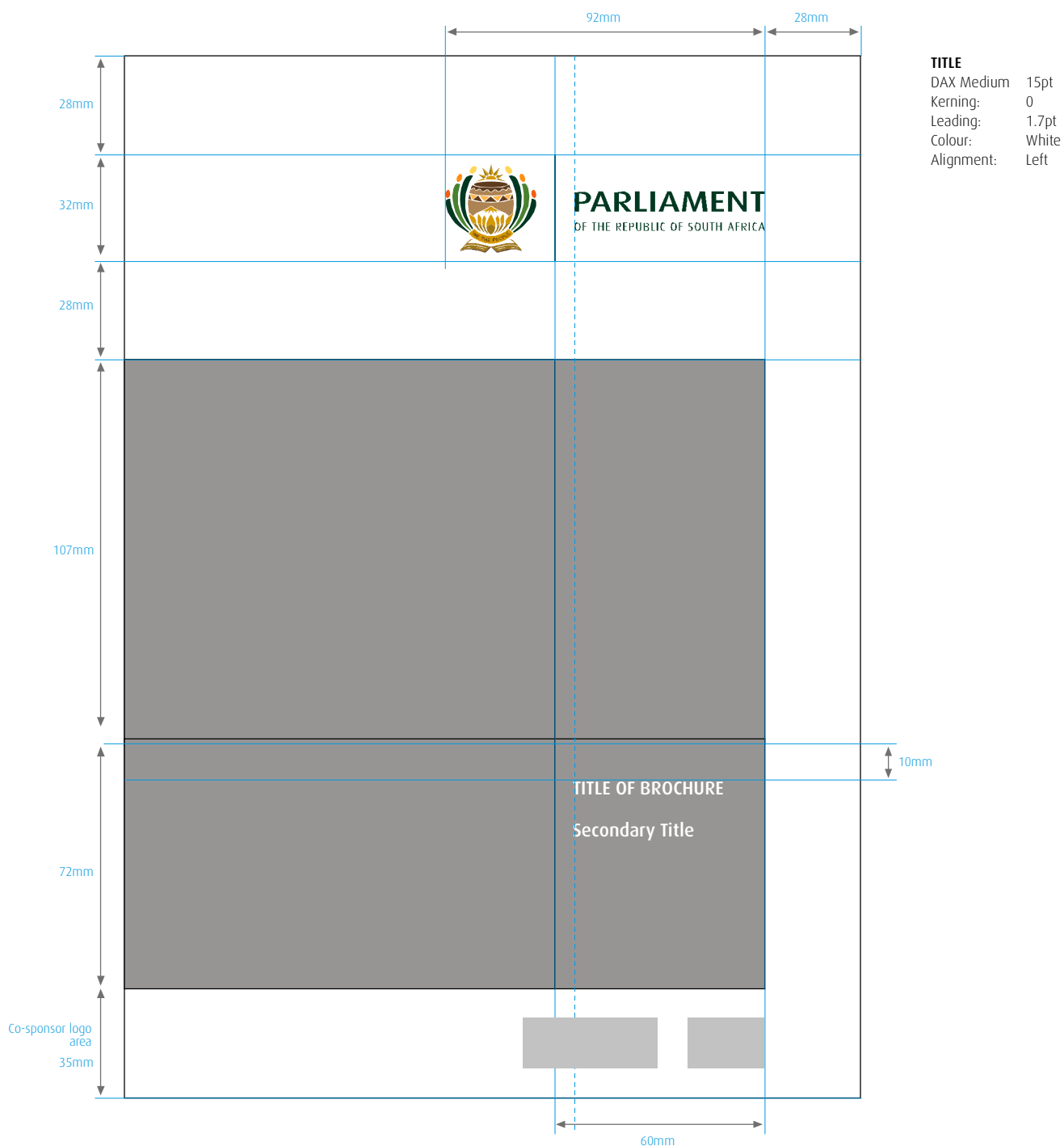


4. CO-BRANDING

4.5 CO-BRANDING EXAMPLES

4.5.1 Brochure cover

What follows are examples of how co-branding may be applied across a variety of media. Please apply the grid rules as laid out below.

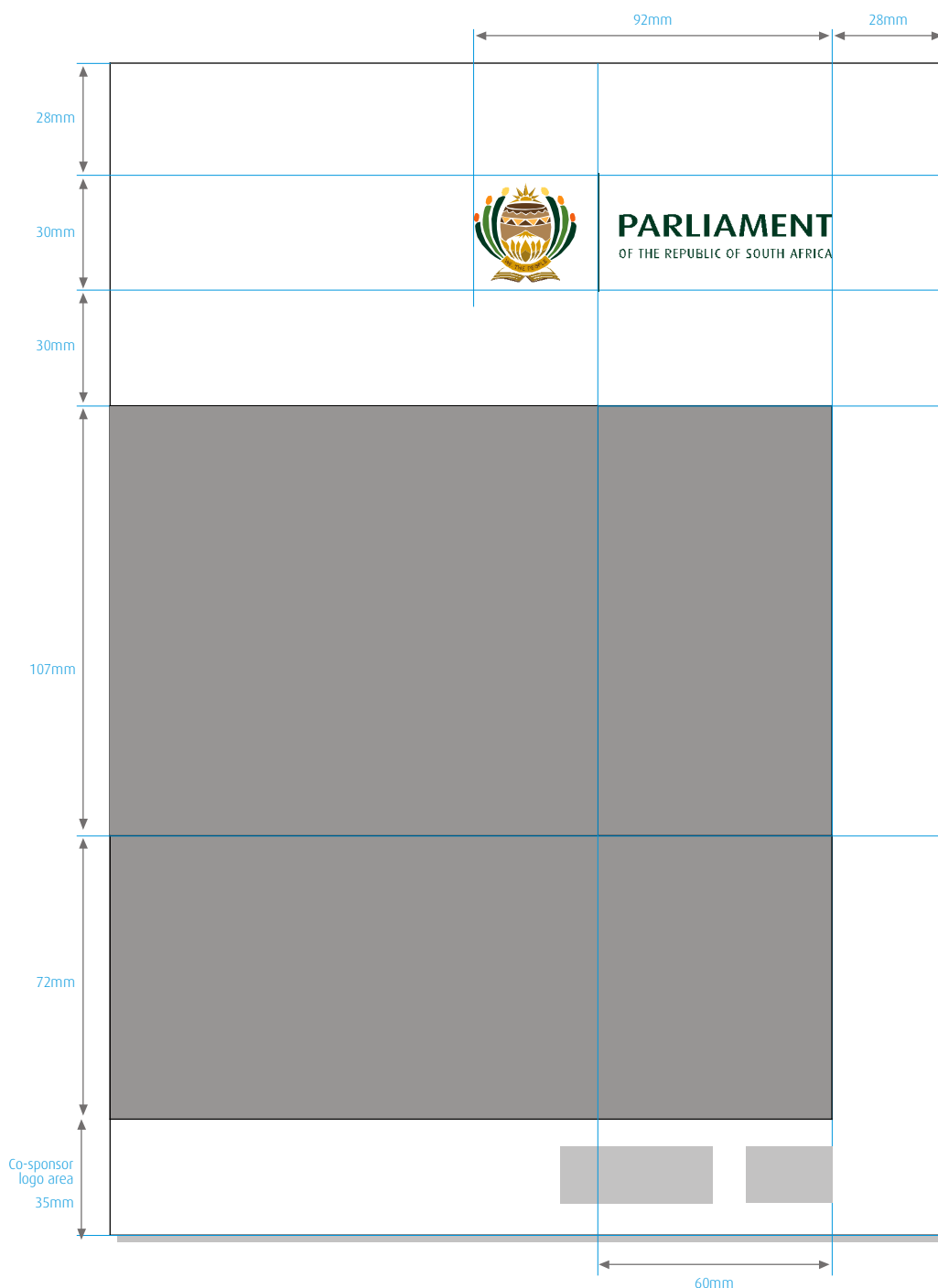




4. CO-BRANDING

4.5 CO-BRANDING EXAMPLES

4.5.2 Folder

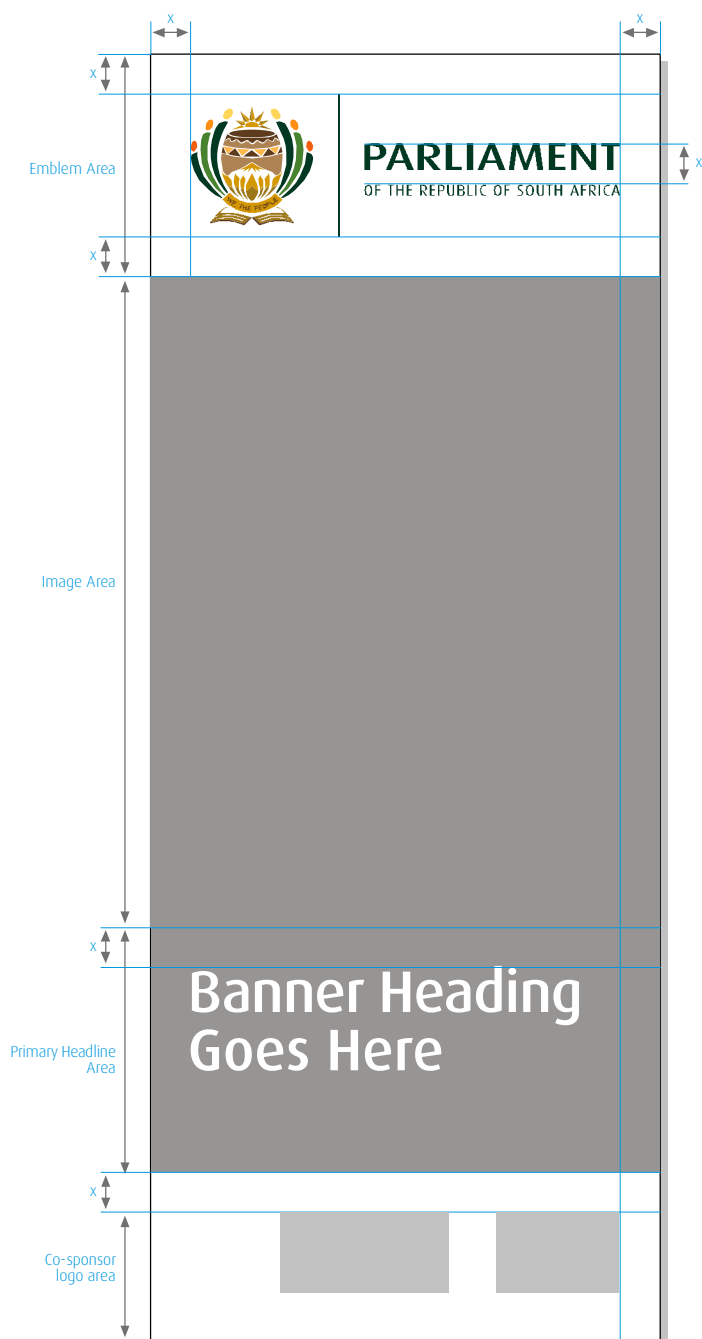




4. CO-BRANDING

4.5 CO-BRANDING EXAMPLES

4.5.3 Banner

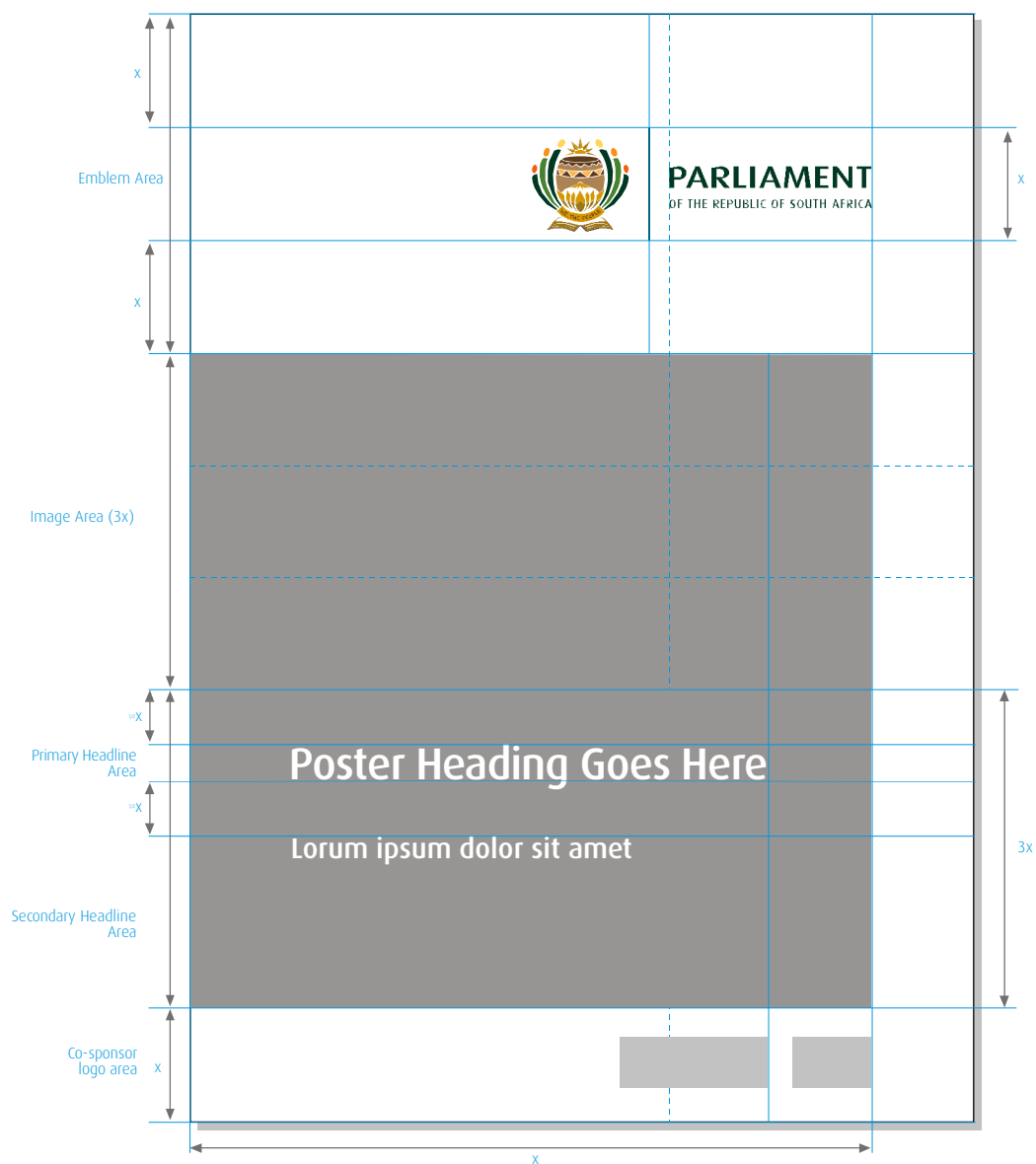




4. CO-BRANDING

4.6 CO-BRANDING LEVEL 3 EXAMPLES

4.6.1 Poster





4. CO-BRANDING

4.6 CO-BRANDING LEVEL 3 EXAMPLES

4.6.2 PowerPoint templates

Title Slide Grid

		x
	 PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	
	Primary title goes here Secondary title goes here	
	TITLE OF PRESENTATION GOES HERE DATE	
		x Co-sponsor logo area

TITLE OF PRESENTATION

Arial Bold 14pt
 Colour: White
 Alignment: Left

SECONDARY TITLE AND DATE

Arial Bold 12pt
 Colour: White
 Alignment: Left



4. CO-BRANDING

4.6 CO-BRANDING LEVEL 3 EXAMPLES

4.6.3 Laptop bag





5 PRINTED COLLATERAL

Parliamentary protocol dictates a hierarchy of importance for different types of printed collateral. This is reflected in the layout and design of the particular category of collateral. High profile collateral, for example, is simplified and classically conservative, while internal and staff collateral is fairly informal in its presentation.

5.1 INSTITUTIONAL LITERATURE

- 5.1.1 Hierarchy Colour Usage
- 5.1.2 Hierarchy
- 5.1.3 A4 Brochure: Front Cover Grid
- 5.1.4 A4 Brochure: Back Cover Grid
- 5.1.5 A4 Landscape Brochure: Front Cover Grid
- 5.1.6 A4 Landscape Brochure: Back Cover Grid
- 5.1.7 A5 Brochure: Front Cover Grid
- 5.1.8 A5 Brochure: Back Cover Grid
- 5.1.9 A5 Landscape Brochure: Front Cover Grid
- 5.1.10 A5 Landscape Brochure: Back Cover Grid
- 5.1.11 DL Brochure: Front Cover Grid
- 5.1.12 DL Brochure: Back Cover Grid
- 5.1.13 Coffee Table Book - Front
- 5.1.14 Coffee Table Book - Back
- 5.1.15 A5 Hard Cover Document Example
- 5.1.16 A4 High Profile Brochure Cover Example
- 5.1.17 A4 High Profile Brochure
- 5.1.18 A4 High Profile Brochure
- 5.1.19 A4 High Profile Brochure
- 5.1.20 A4 High Profile Brochure Cover - Horizontal Format
- 5.1.21 A4 High Profile Brochure - Horizontal Format DPS
- 5.1.22 A4 Medium Profile Brochure Cover for Staff
- 5.1.23 A4 Medium Profile Brochure for Staff - DPS Divider
- 5.1.24 A4 Medium Profile Brochure for Staff - DPS - Text and Pictures
- 5.1.25 A4 Medium Profile Brochure for Staff - DPS - Text and Graphs
- 5.1.26 A4 Soft Cover for Staff
- 5.1.27 A4 General Brochure Cover for Staff
- 5.1.28 A4 General Brochure for Staff - DPS Divider Page
- 5.1.29 A4 General Brochure for Staff - DPS - Text Only
- 5.1.30 A4 General Brochure for Staff - DPS - Text and Graphs
- 5.1.31 A4 General Brochure for Staff - DPS (Black & White)



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

5 PRINTED COLLATERAL

5.2 NEWSLETTERS

- 5.2.1 Around the House Front Page
- 5.2.2 In Session Front Page
- 5.2.3 NCOP News Front Page
- 5.2.4 Double Page Spread Example

5.3 BANNERS

- 5.3.1 Banner Grid - Option 1
- 5.3.2 Banner Grid - Option 2
- 5.3.3 Banner Grid - Option 3
- 5.3.4 Horizontal Banner Grid
- 5.3.5 Press Banner

5.4 POSTERS

- 5.4.1 Close-up, Image with Copy
- 5.4.2 Close-up, Copy Intensive
- 5.4.3 Viewed from Afar, Image with Copy
- 5.4.4 Poster Grid without Image (viewed from afar)

5.5 CORPORATE FILES

- 5.5.1 Corporate File Cover
- 5.5.2 Corporate File Cover - Option 2
- 5.5.3 Corporate file Divider Pages

5.6 NAME TAGS

5.7 SECURITY CARD



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

5 PRINTED COLLATERAL

5.8 INTERNAL EVENTS

- 5.8.1 Internal Staff A5 Landscape Invitation
- 5.8.2 Internal Staff DL Invitation
- 5.8.3 Internal Staff A5 Envelope
- 5.8.4 Internal Staff A6 Envelope
- 5.8.5 Internal Staff DL Envelope
- 5.8.6 Internal Staff A4 Menu/Programme Cover Front
- 5.8.7 Internal Staff A4 Menu/Programme Layout
- 5.8.8 Corporate A6 Landscape Invitation
- 5.8.9 Corporate A6 Envelope
- 5.8.10 Corporate DL Envelope
- 5.8.11 Corporate DL Invitation
- 5.8.12 Corporate A4 Menu/Programme Cover
- 5.8.13 Corporate A4 Menu/Programme Layout



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.1 Hierarchy Colour Usage

	Hard Cover Document	High Profile Publications	Medium Profile Publications	Soft Cover For Staff	General Cover
Gold Foil on Dark Green					
Gold Foil on Maroon					
Gold					
Dark Green					
Charcoal					
Spot Varnish					
Primary Colour Palette					

The hierarchy for different levels/types of printed collateral follow the examples as set out above and have been designed to designate a hierarchy of importance for each category.

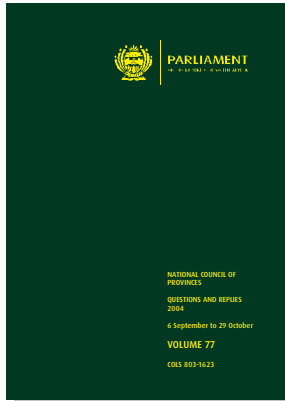


5. PRINTED COLLATERAL

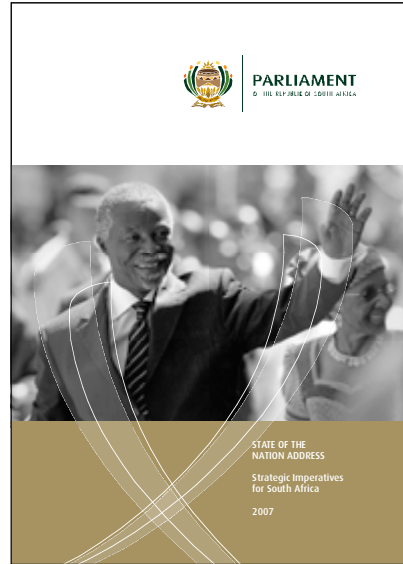
5.1 INSTITUTIONAL LITERATURE

5.1.2 Hierarchy

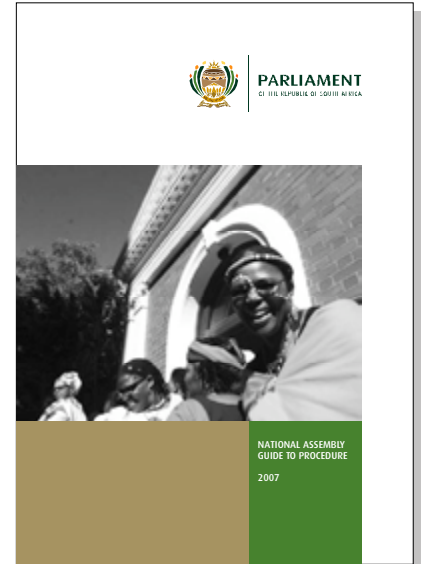
HARD COVER DOCUMENT
Note: Vinyl/leather with foiling.



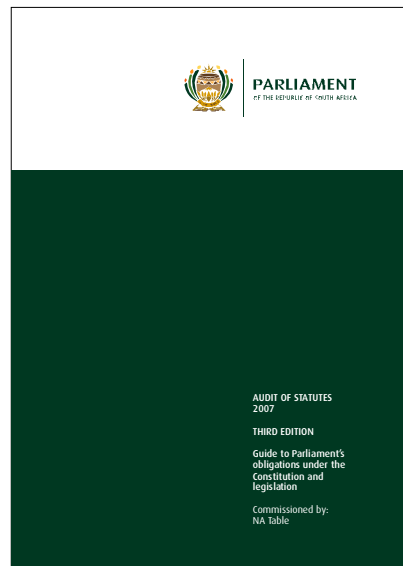
HIGH PROFILE PUBLICATIONS
Note: Second block below masthead in metallic ink with spot varnish.



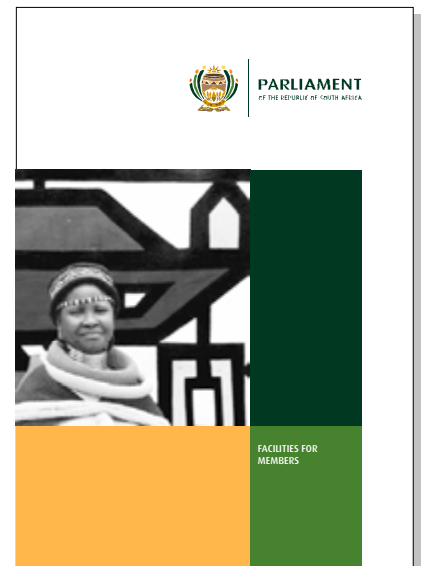
MEDIUM PROFILE PUBLICATIONS
Note: Second block below masthead in metallic ink plus choice of secondary colour as an offset sub-block to the right.



SOFT COVER FOR STAFF



GENERAL COVER



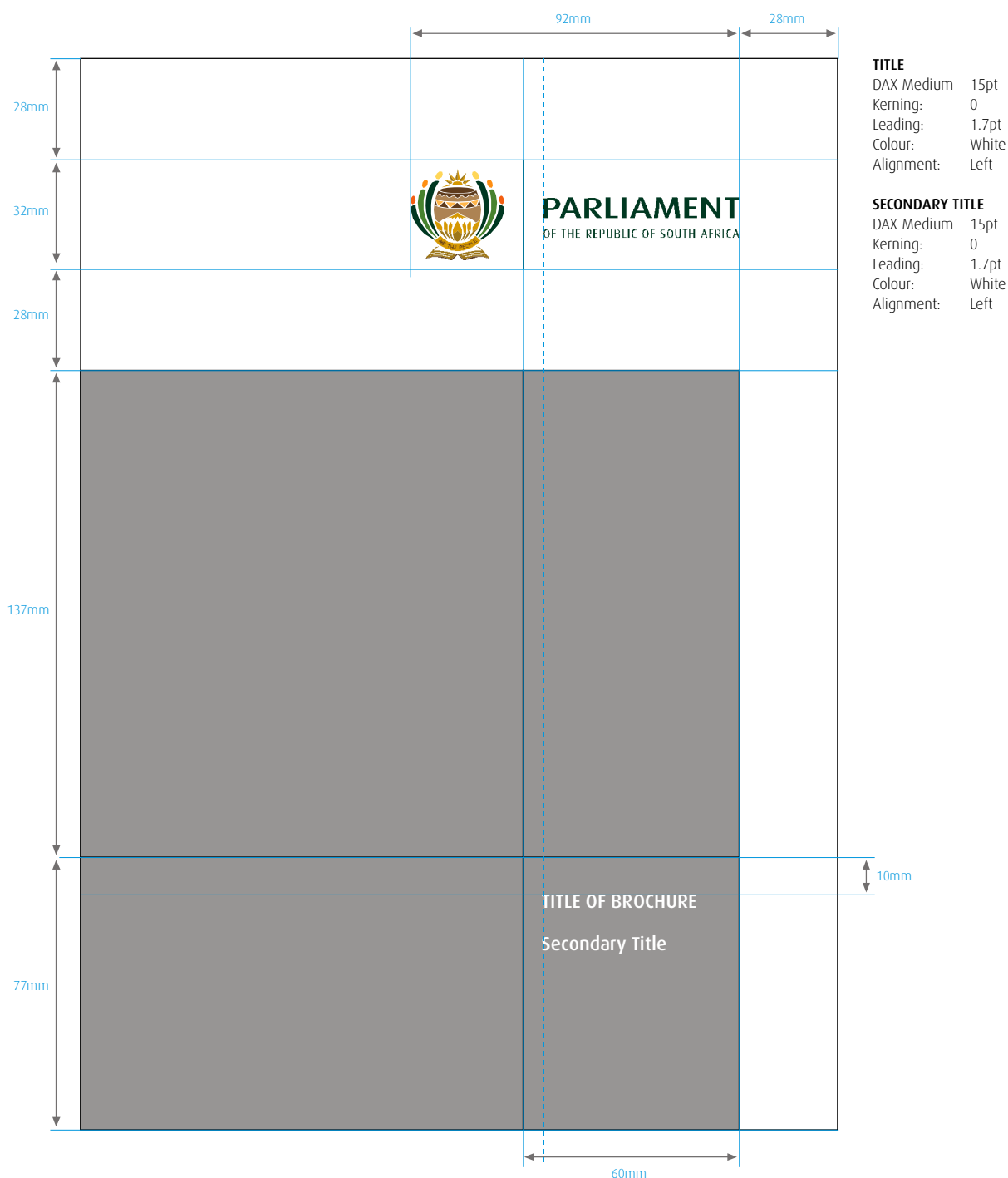
The hierarchy for different levels/types of printed collateral follow the examples as set out above and have been designed to designate a hierarchy of importance for each category.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.3 A4 Brochure: Front Cover Grid



A4 Brochure front cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.4 A4 Brochure: Back Cover Grid



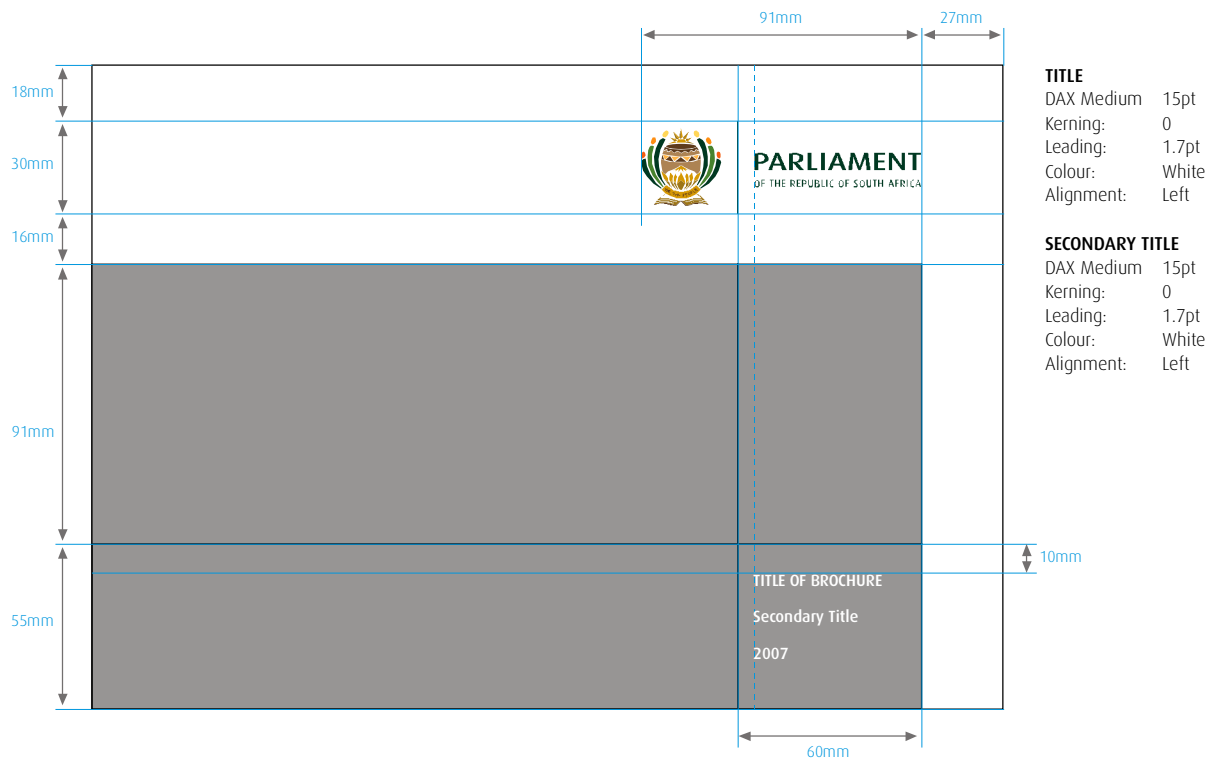
Document back cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.5 A4 Landscape Brochure: Front Cover Grid



A4 Landscape brochure front cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.6 A4 Landscape Brochure: Back Cover Grid



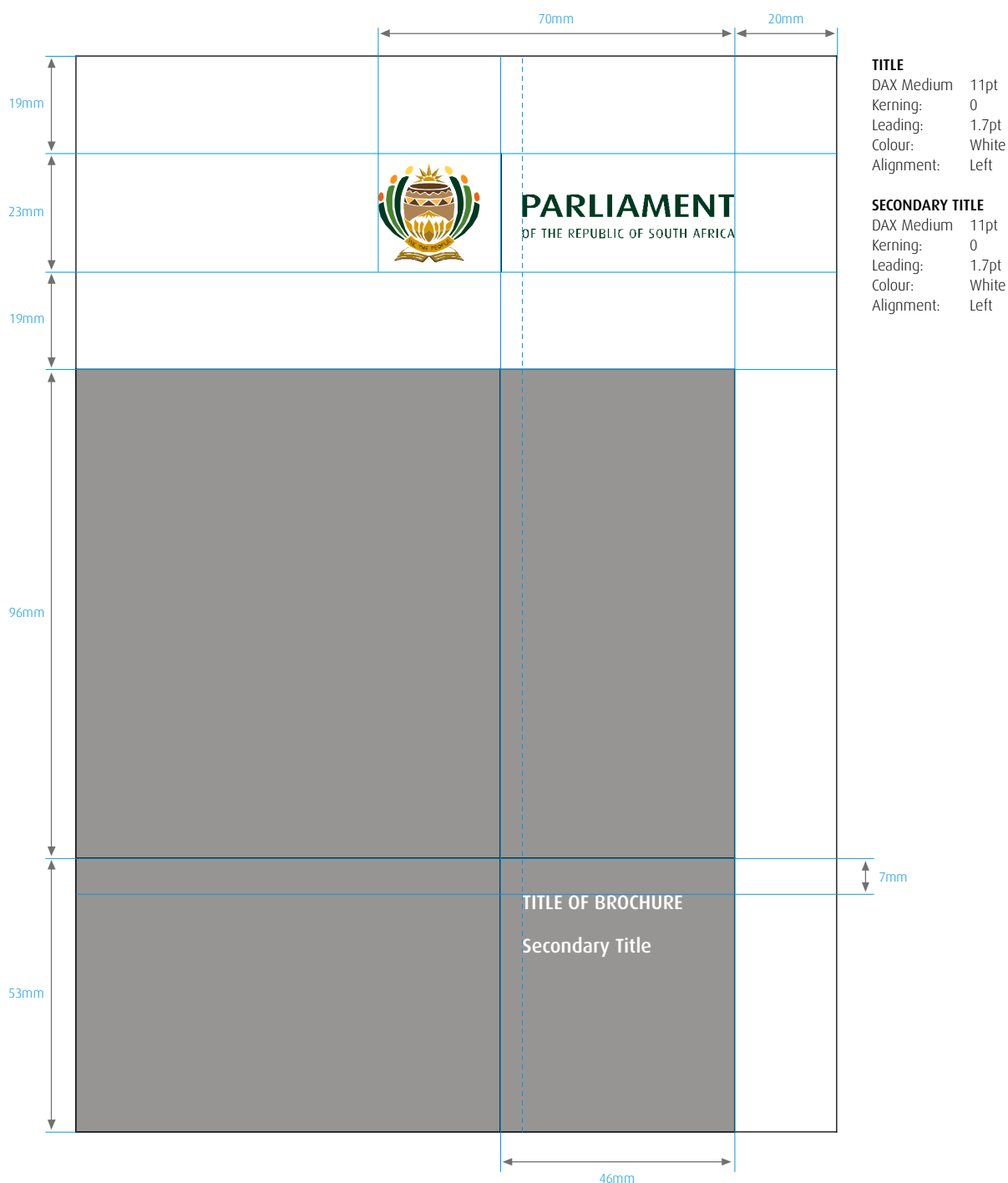
A4 Landscape brochure back cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.7 A5 Brochure: Front Cover Grid



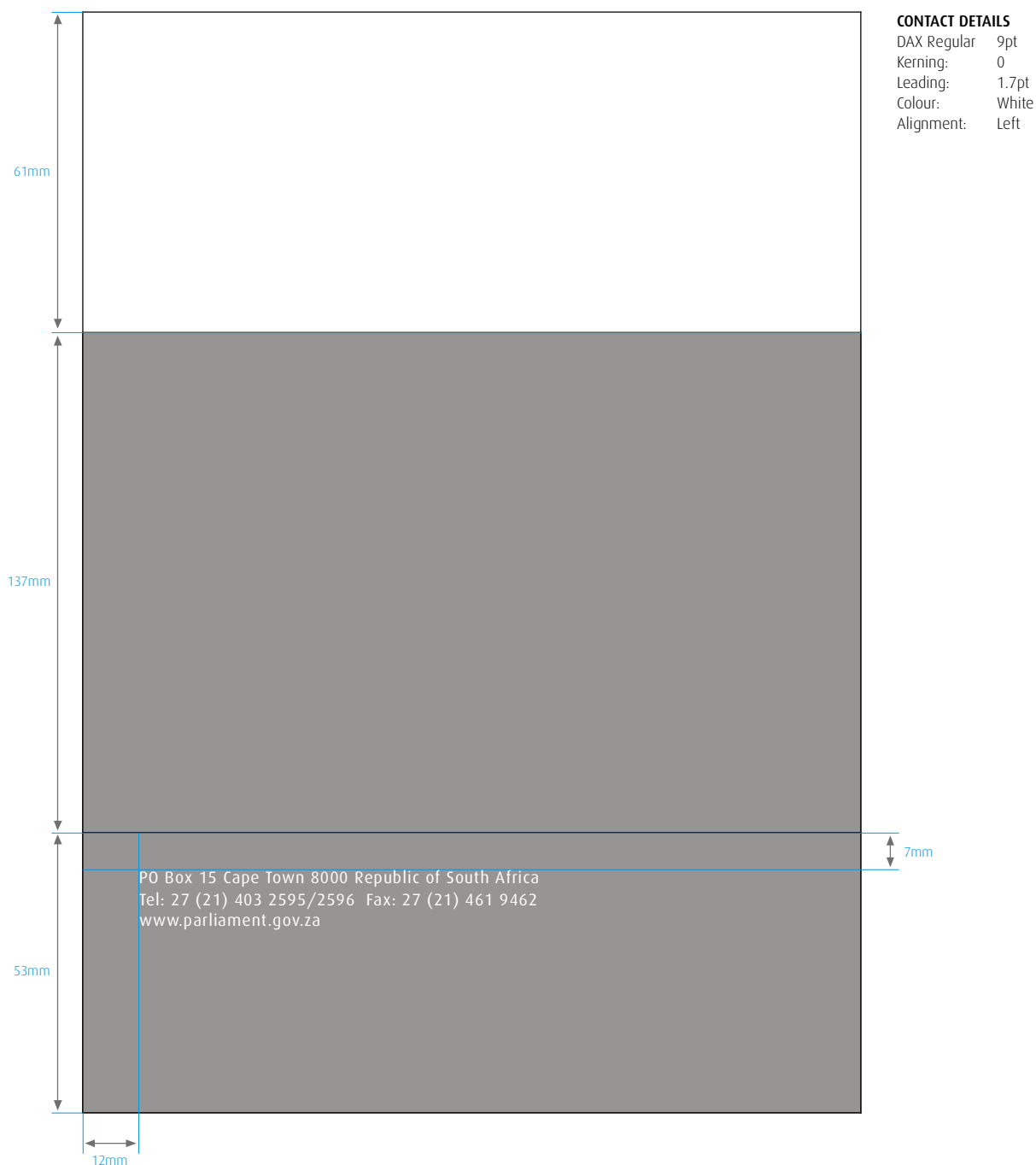
A5 Brochure front cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.8 A5 Brochure: Back Cover Grid



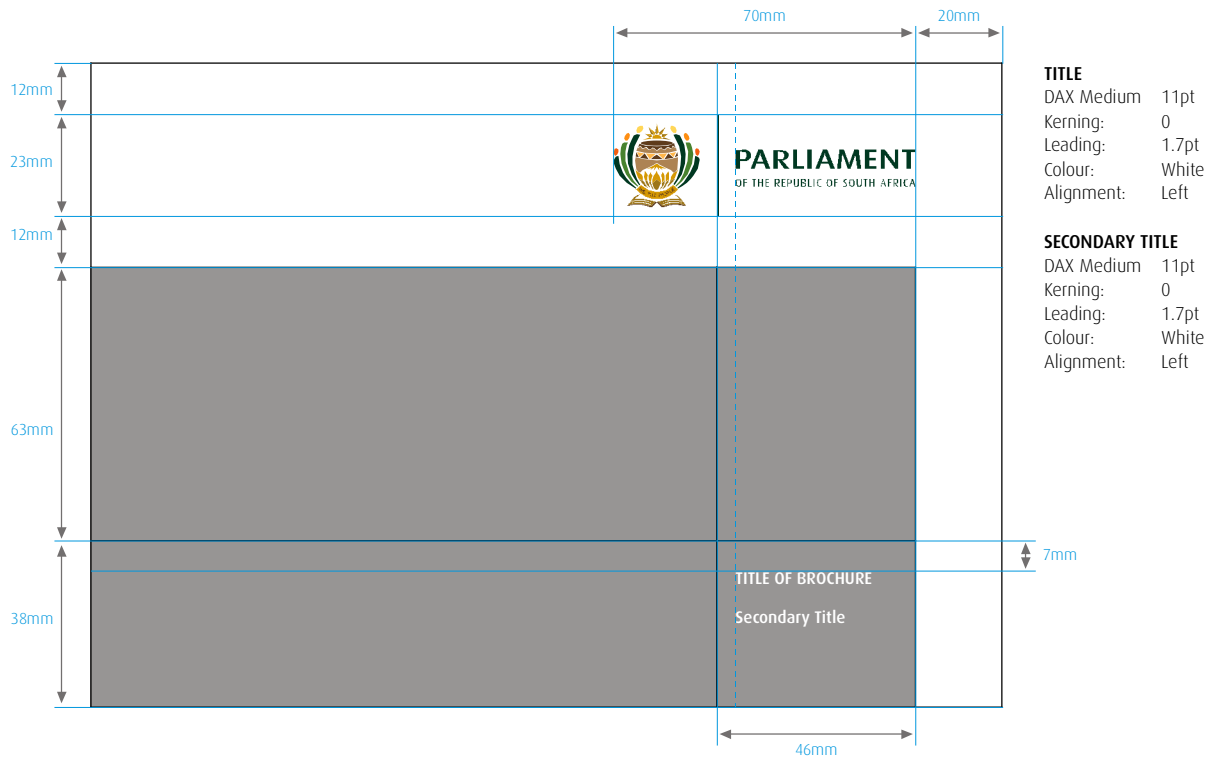
A5 Brochure back cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.9 A5 Landscape Brochure: Front Cover Grid



A5 Landscape brochure front cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.10 A5 Landscape Brochure: Back Cover Grid

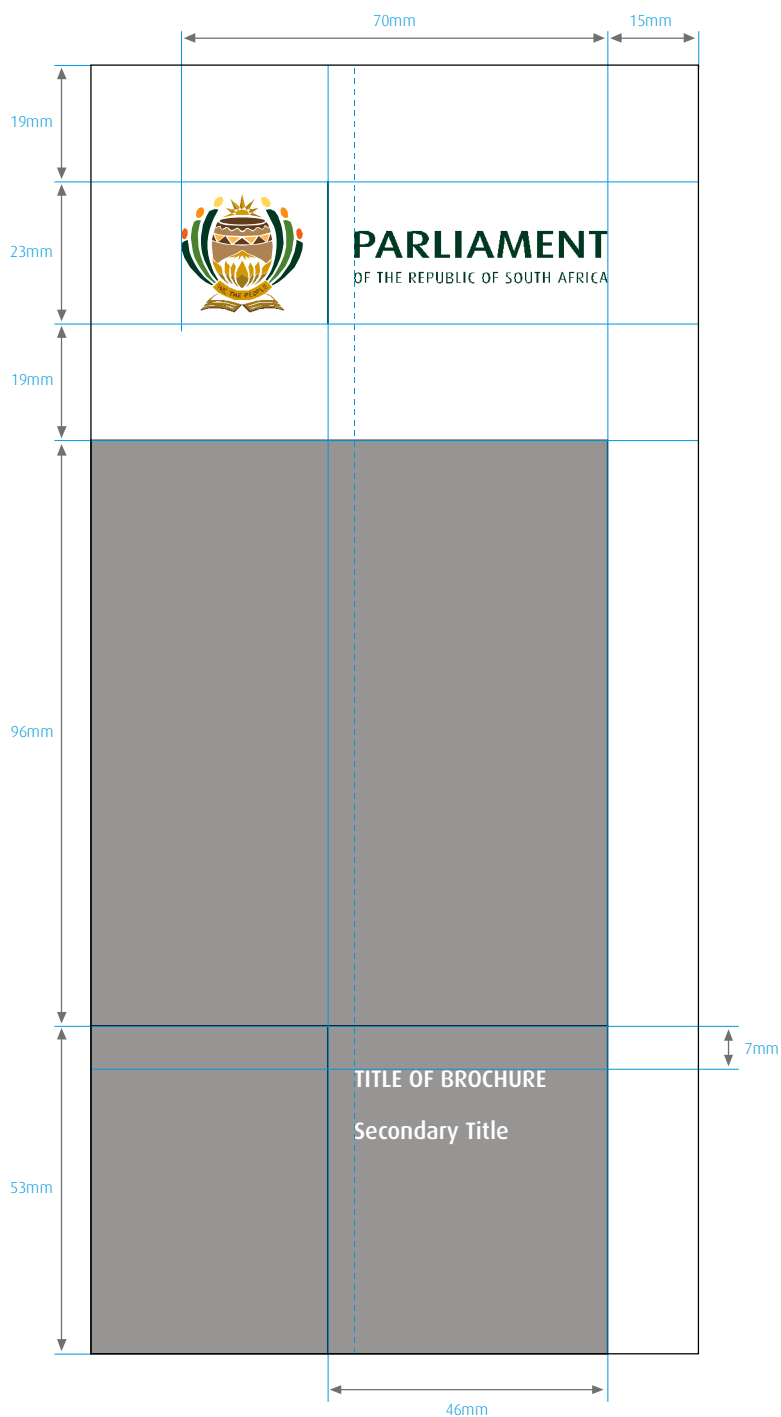


A5 Landscape brochure back cover layout must adhere to the measurements as laid out in the document grid structure above.



5.1 INSTITUTIONAL LITERATURE

5.1.11 DL Brochure: Front Cover Grid



TITLE

DAX Medium 11pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left

SECONDARY TITLE

DAX Medium 11pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

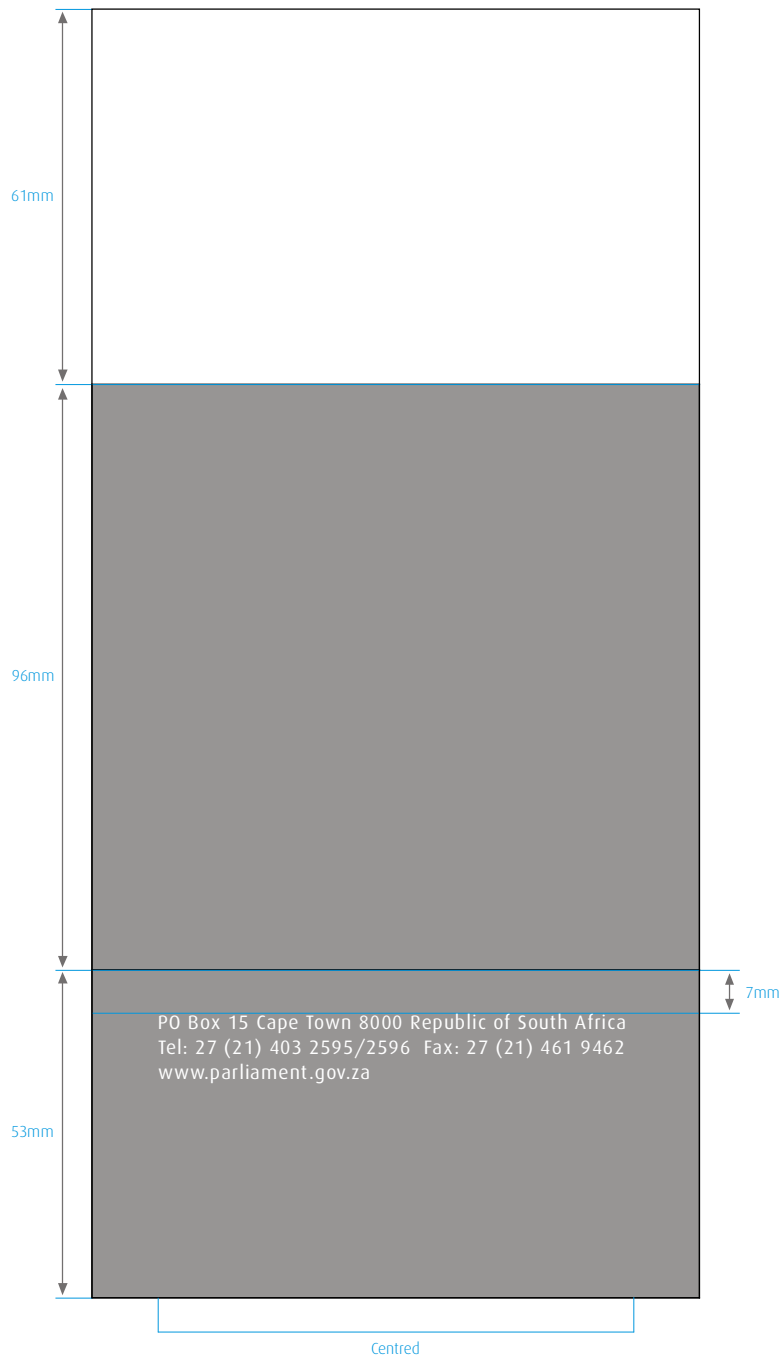
DL Brochure front cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.12 DL Brochure: Back Cover Grid



CONTACT DETAILS

DAX Regular 9pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

DL brochure back cover layout must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

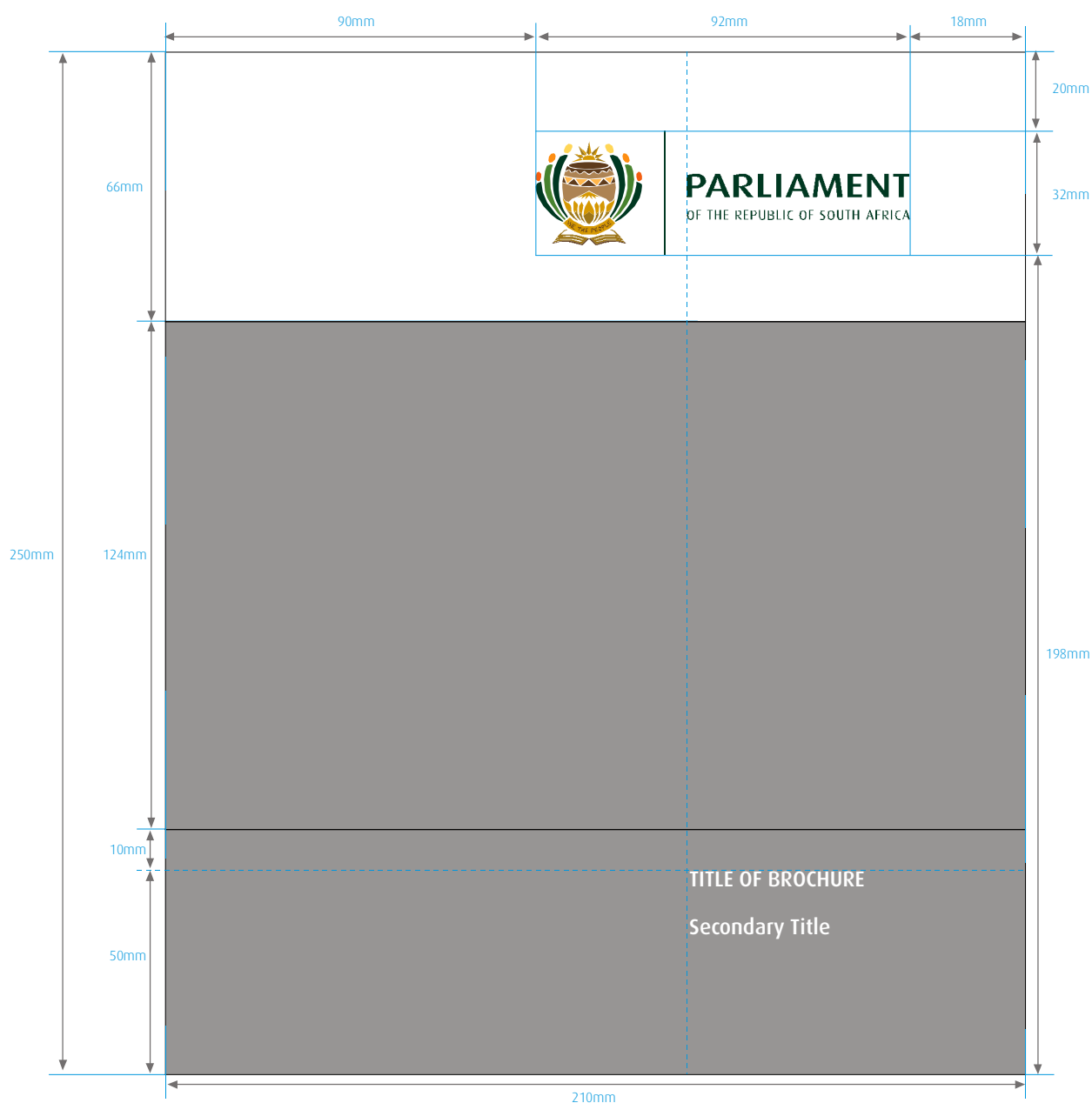
5.1.13 Coffee Table Book - Front

TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left



High profile brochure covers are simplified to two blocks. Block simplification is synonymous with conservatism and indicates a higher hierarchical value. Note that the second block is in Metallic Gold, with the graphic overlay spot varnished.



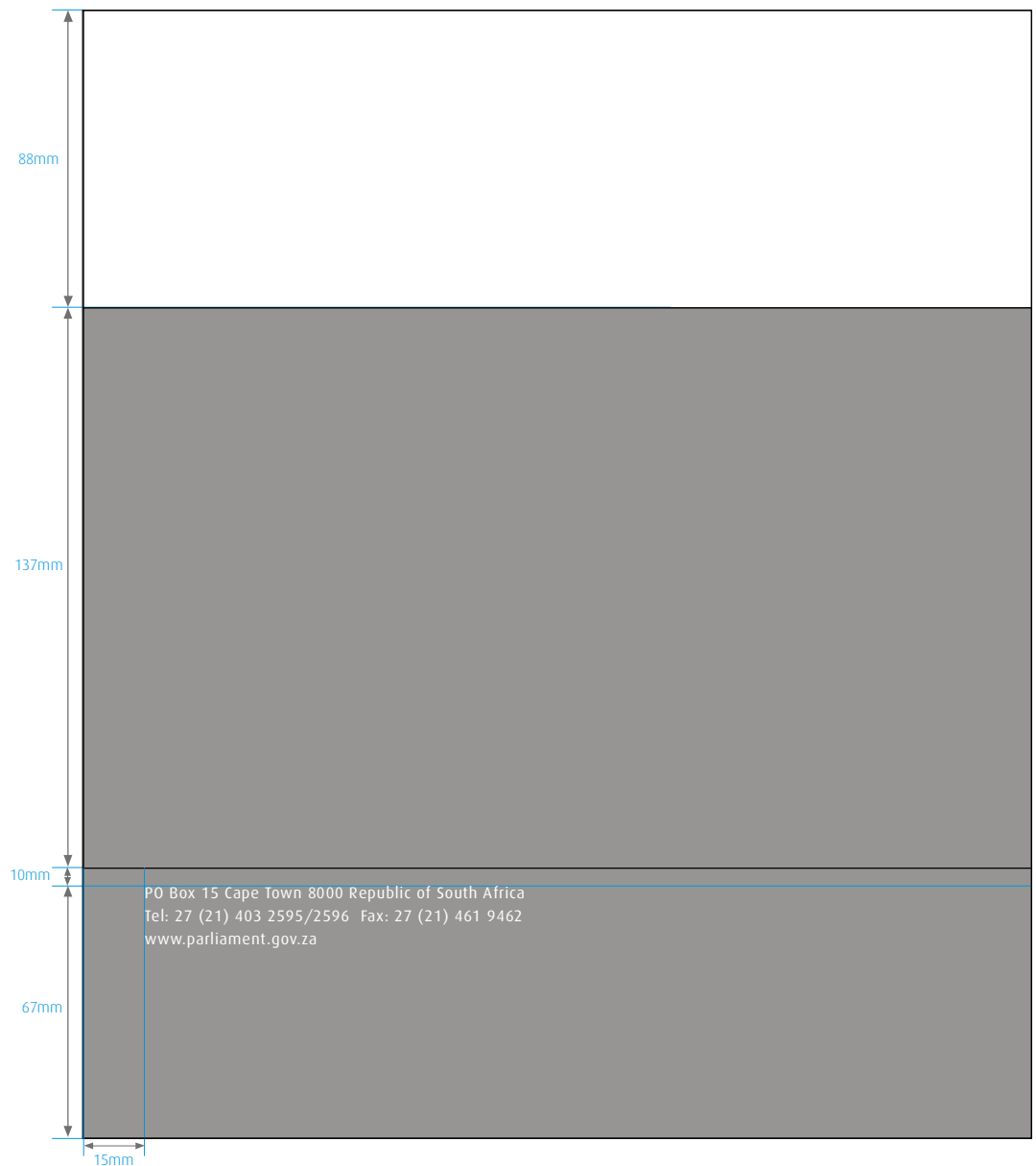
5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.14 Coffee Table Book - Back

CONTACT DETAILS

DAX Regular 9pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left



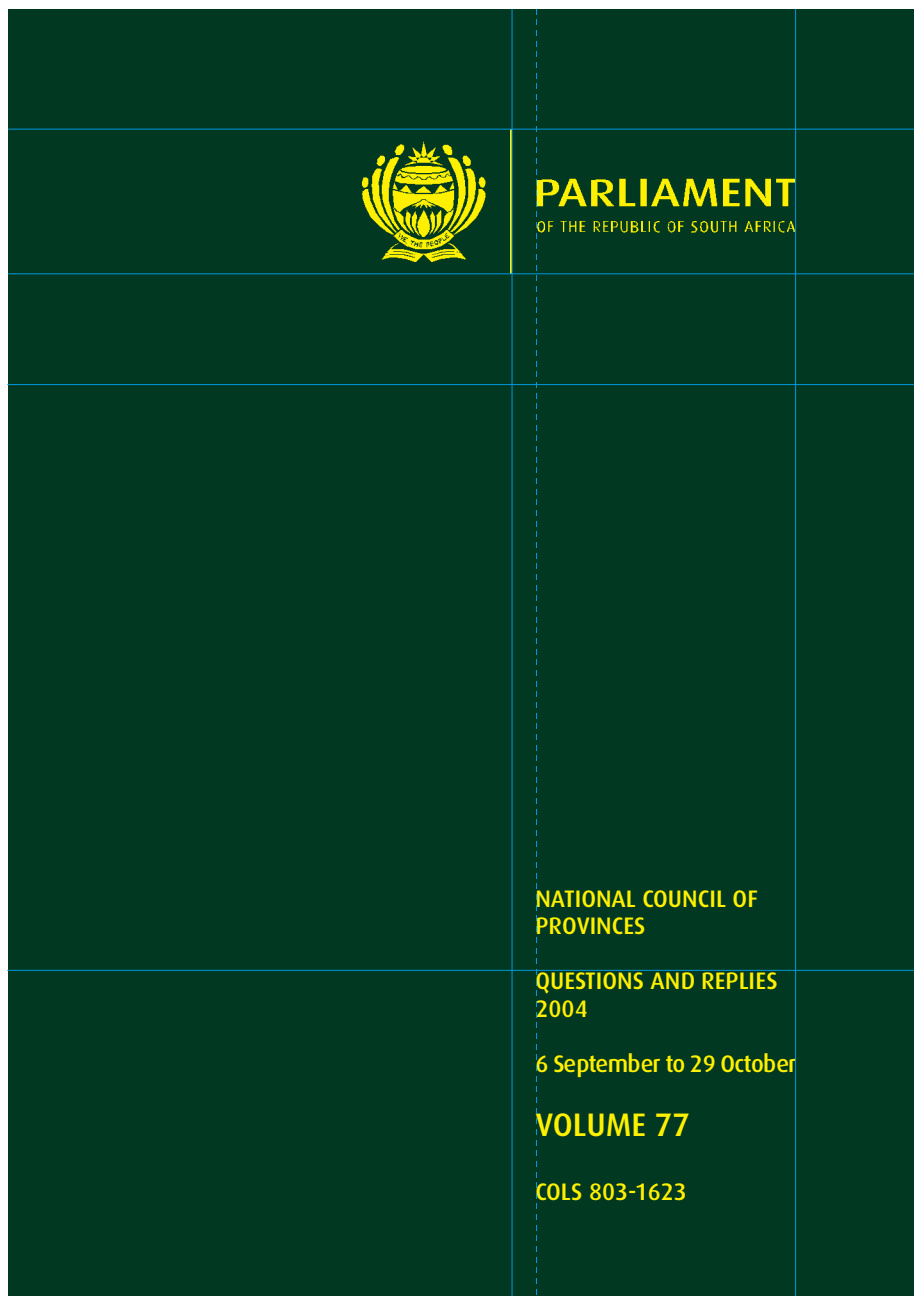
High profile brochures have a cleaner, more classic layout, denoting greater hierarchical value. Note the use of Metallic Gold, Charcoal and Dark Green only, with generous air (white space).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.15 A5 Hard Cover Document Example Vinyl/Leather with Foiling



TITLE

DAX Medium 11pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 11pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

VOLUME

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

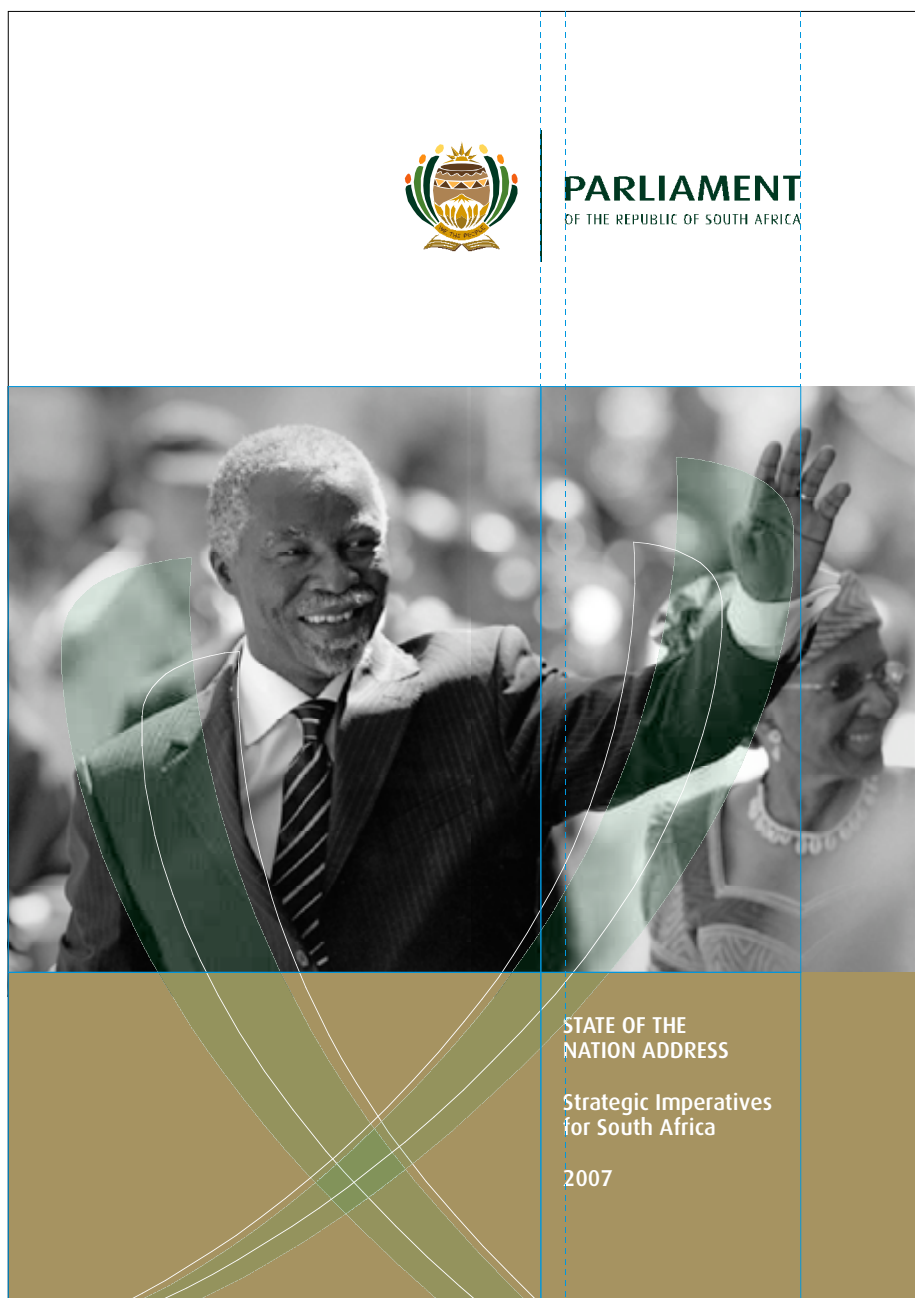
Hard cover documents denote hierarchical importance and are covered in facsimile leather (coloured Green for the National Council of Provinces and Red Brick for the National Assembly) plus Gold foiling for the emblem and titling.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.16 A4 High Profile Brochure Cover Example



Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

==== Invisible Grid



Spot Varnish

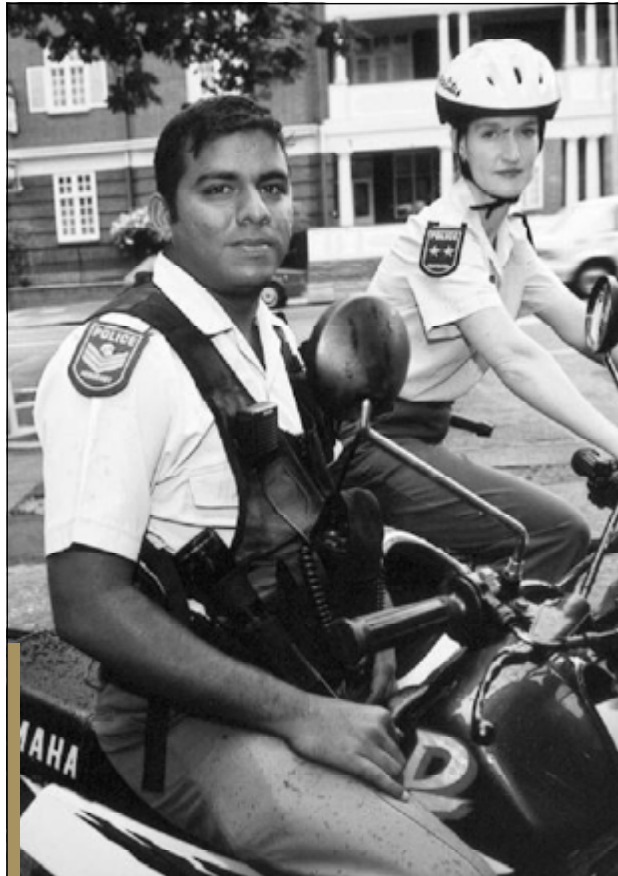
High profile brochure covers are simplified to two blocks. Block simplification is synonymous with conservatism and indicates a higher hierarchical value. Note that the second block is in Metallic Gold, with the graphic overlay spot varnished.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.17 A4 High Profile Brochure Double Page Spread Example



CHAPTER 1

SAFETY AND SECURITY

INTERNATIONAL ENGAGEMENT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis.

International relations policy

Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Pellentesque molestie urna sit amet tortor. Duis justo nulla, pharetra eu, feugiat sit amet, pretium et, ipsum. Morbi urna arcu, tincidunt cursus, mattis non, porta ac, ligula. Ut non tellus nec ipsum porta cursus. Duis metus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor. Etiam scelerisque tortor a elit. Quisque enim nibh, ultrices sed, blandit non, pharetra eu, pede. Pellentesque nulla lacus, consectetur a, placerat vitae, faucibus id, libero. Proin elementum, elit vitae iaculis placerat, enim augue tristique libero, in elementum libero risus non enim. Vestibulum bibendum. Sed aliquam, magna sed lobortis bibendum, ante urna rutrum quam, ac luctus augue ipsum eu dolor. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus a ante. Praesent tempus sodales nunc. Pellentesque vel lectus vitae risus ultrices hendrerit.

Vivamus velit. Aenean metus turpis, molestie sit amet, tincidunt nec, laoreet non, metus. Suspendisse id sem. Vivamus eget neque in

nulla tempor molestie. Etiam sodales odio sed turpis. Cras felis. Mauris sagittis volutpat wisi. Integer varius interdum augue. Nunc blandit semper augue. Proin scelerisque. Pellentesque lacus nisl, commodo eu, blandi in, viverra ac, metus. Fusce venenatis, nisl ac egestas mattis, enim sapien ultricies ligula, ut eleifend nunc augue eget elit. In a dui. Pellentesque magna. Cras aliquam, metus sit amet suscipit vestibulum, ligula enim consectetur mi, eget semper leo non nisl. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed quis nisl in tortor vulputate dictum. Sed quis magna. Phasellus erat. Nunc libero.

Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla. Cras et risus at tellus elementum blandit. Curabitur dapibus venenatis urna. Ut pellentesque quam nec orci. Duis ullamcorper, du vel cursus luctus, elit ligula rhencus du, sed malesuada pede quam vitae felis. Aliquam a metus nec arcu pulvinar vehicula. Sed ac dolor a augue dignissim facilisis. Nulla et arcu non lorem egestas fringilla.

Multilateral Engagements

Morbi sit amet est. Phasellus molestie portitor enim. In a pede ut metus euismod rhencus. Vestibulum euismod. Phasellus rutrum vulputate tellus. Ut malesuada justo eget libero. Nullam quis enim. Suspendisse consectetur. Aliquam fermentum. Integer venenatis, mauris id vulputate malesuada, sem lorem auctor neque, quis faucibus purus magna dictum mi. Fusce id velit ac quam facilisis blandit. Mauris laoreet mi id eros. Cras eleifend fermentum orci. Maecenas aliquam, neque a varius dapibus,

High profile brochures have a cleaner, more classic layout, denoting greater hierarchical value. Note the use of Metallic Gold, Charcoal and Dark Green only, with generous air (white space).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.18 A4 High Profile Brochure Double Page Spread Example - Text Only



High profile brochures have a cleaner, more classic layout, denoting greater hierarchical value. Note the use of Metallic Gold, Charcoal and Dark Green only, with generous air (white space).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.19 A4 High Profile Brochure

Double Page Spread Example - Text and Graphs/Tables



High profile brochures have a cleaner, more classic layout, denoting greater hierarchical value. Note the use of Metallic Gold, Charcoal and Dark Green only, with generous air (white space).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.20 A4 High Profile Brochure Cover - Horizontal Format



TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.



Spot Varnish

The high profile A4 brochure front cover layout in landscape format must adhere to the measurements as laid out in the document grid structure above.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.21 A4 High Profile Brochure - Horizontal Format Double page Spread Example

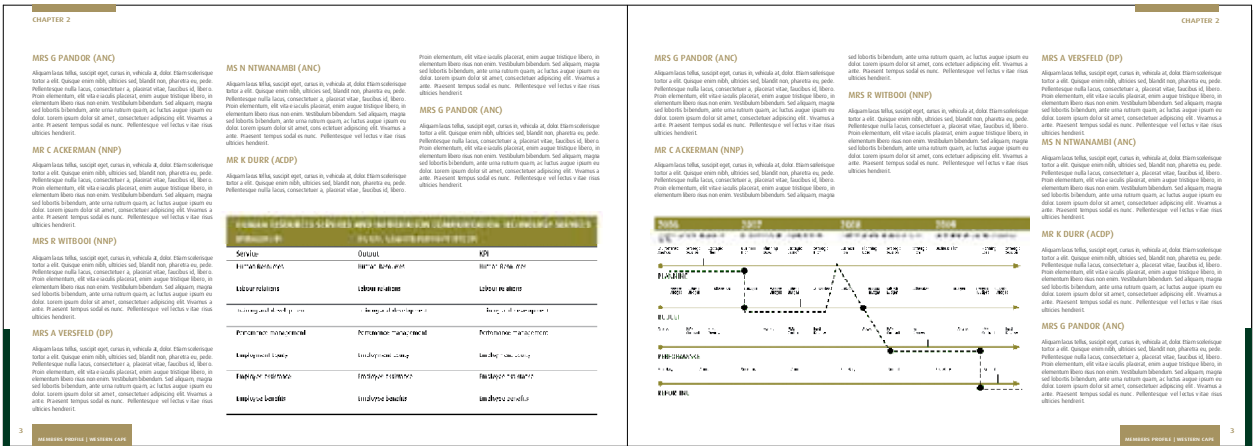
Divider Page



Divider Page - text only



Divider Page - text and graphs/tables



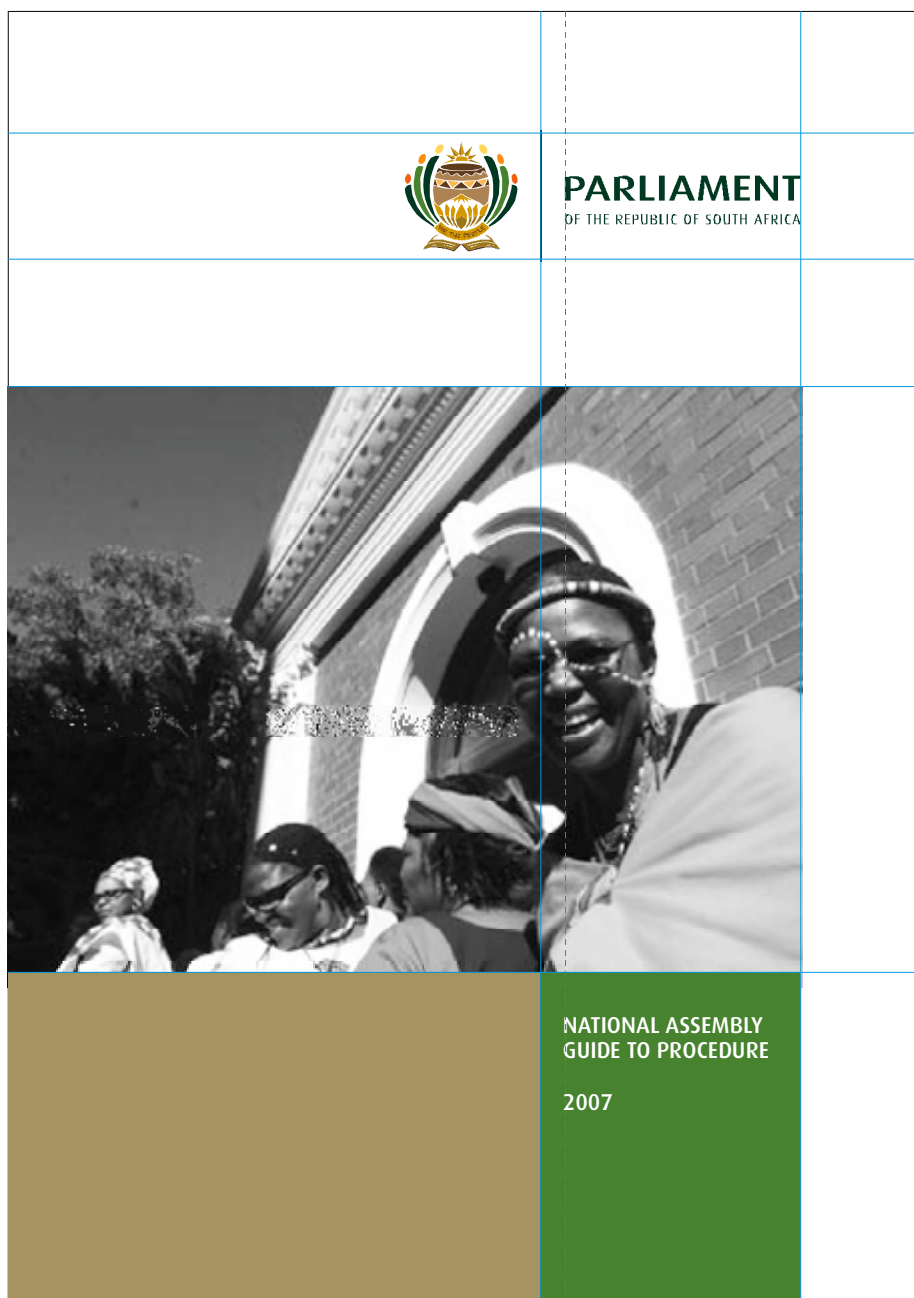
The high profile A4 brochure double page spread layout in landscape format makes use of Metallic Gold, Charcoal and Dark Green only, with generous air (white space). This clean, classic layout denotes a higher hierarchical value.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.22 A4 Medium Profile Brochure Cover for Staff



TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

This hierarchical level utilises Spot Metallic Gold in the second block plus one offset block in any one of the CMYK colours from the primary colour palette (refer to page xx).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.23 A4 Medium Profile Brochure for Staff Double Page Spread Example - Divider



Use Metallic Gold as per the layout above plus one offset block in any one of the CMYK colours from the primary colour palette (refer to page xx).



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.24 A4 Medium Profile Brochure for Staff Double Page Spread Example - Text and Pictures



Any of the primary colour palette colours as on page xx are permissible.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.25 A4 Medium Profile Brochure for Staff Double Page Spread Example - Text and Graphs

24mm

1.3 STRATEGIC OVERVIEW AND DEVELOPMENTS
IN THE ENVIRONMENT

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2006 2007 2008 2009

2

STRATEGIC PLAN FOR 3RD PARLIAMENT

24mm

1.4 KEY AREAS

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HUMAN RESOURCES SERVICES AND INFORMATION COMMUNICATION TECHNOLOGY SERVICES

Service	Output	KPI
Human Resources	Human Resources	Human Resources
Labour relations	Labour relations	Labour relations
Training and development	Training and development	Training and development
Performance management	Performance management	Performance management
Employment equity	Employment equity	Employment equity
Employee retention	Employee retention	Employee retention
Employee benefits	Employee benefits	Employee benefits

3

STRATEGIC PLAN FOR 3RD PARLIAMENT

Any of the primary colour palette colours as on page xx are permissible.

Printed Collateral | Institutional Literature

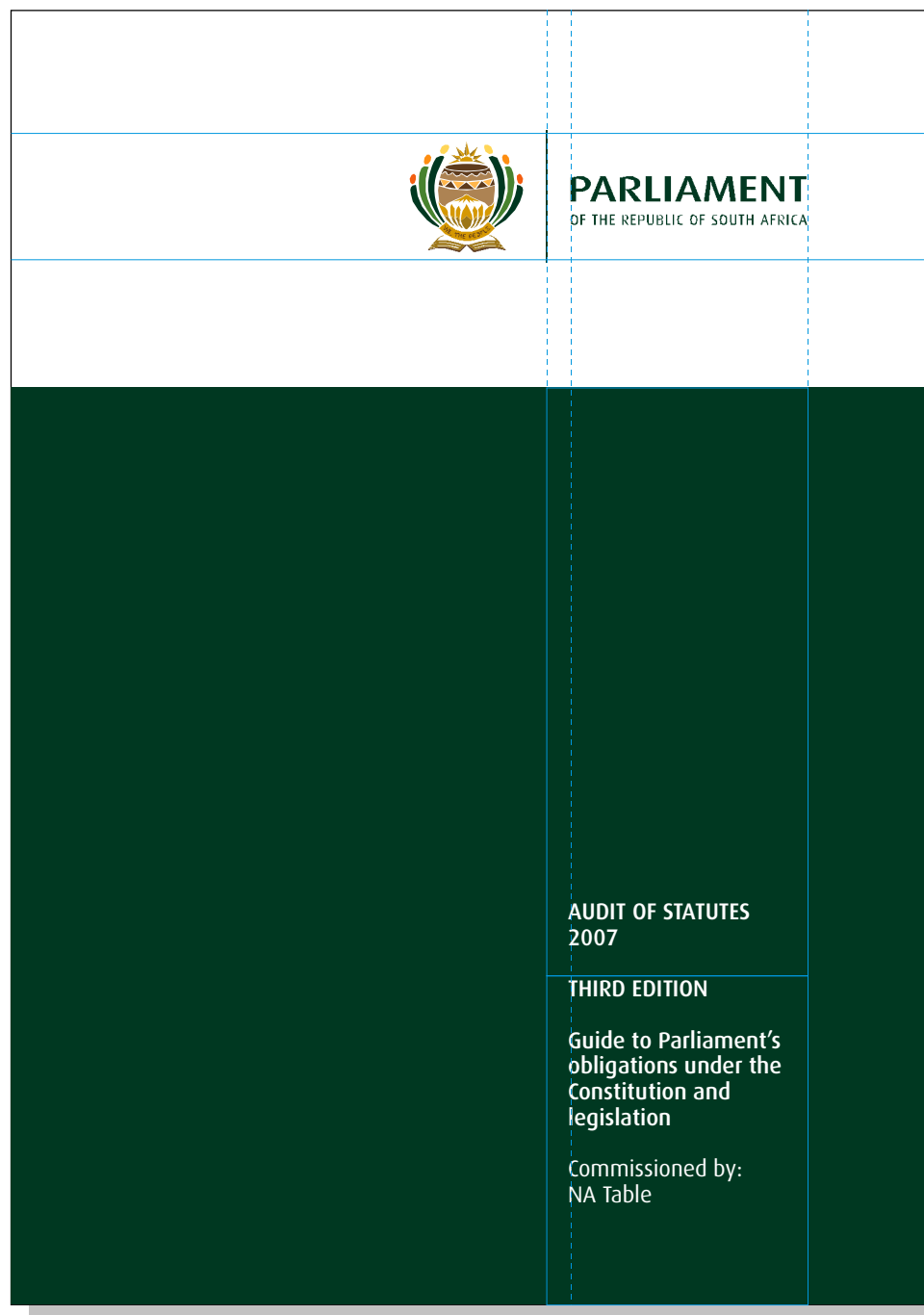
XX



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.26 A4 Soft Cover for Staff



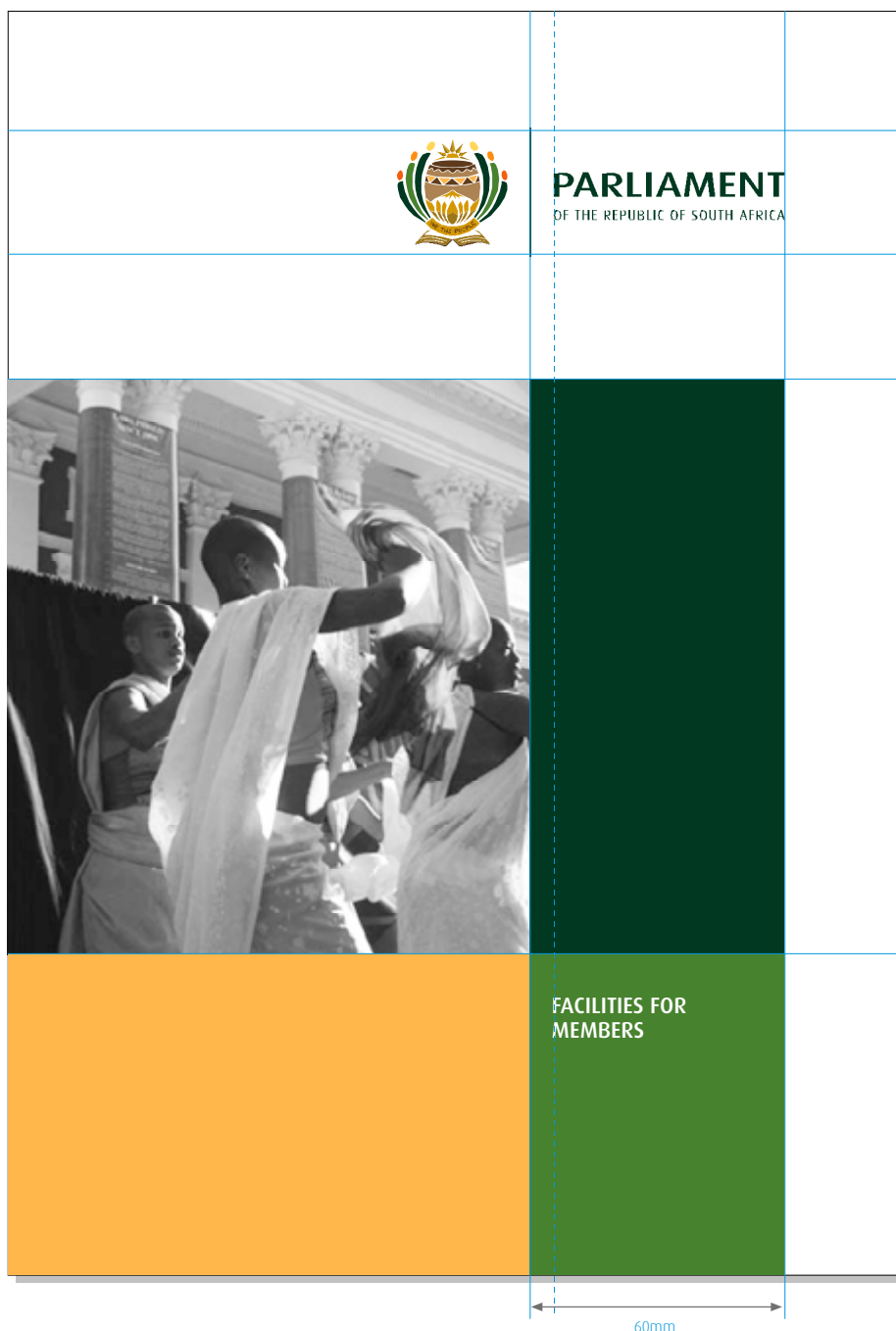
The grid is simplified to a single block. Either Dark Green or Charcoal may be used.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.27 A4 General Brochure Cover for Staff



TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Metallic Gold may NOT be used for this hierarchical level. Substitute any one colour chosen from the CMYK colours of the primary palette (see page xx) plus an extra, different colour for the offset block, also chosen from the indicative primary palette on page xx.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.28 A4 General Brochure for Staff Double Page Spread Example - Divider Page



Any of the primary colour palette colours as indicated on page xx are permissible.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.30 A4 General Brochure for Staff Double Page Spread Example - Text and Graphs

24mm

1.3 STRATEGIC OVERVIEW AND DEVELOPMENTS IN THE ENVIRONMENT

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Occupational Levels	Male	Female	Total
Top Management	12	8	20
Senior Management	15	10	25
Professional/Technical/Executive/Management	20	15	35
Sub-Professional/Technical/Executive/Management	25	20	45
Skilled/Unskilled/Non-Professional/Technical/Executive/Management	30	25	55
Unskilled/Unskilled/Non-Professional/Technical/Executive/Management	35	30	65
Unskilled/Unskilled/Non-Professional/Technical/Executive/Management	40	35	75
Unskilled/Unskilled/Non-Professional/Technical/Executive/Management	45	40	85
Unskilled/Unskilled/Non-Professional/Technical/Executive/Management	50	45	95
Unskilled/Unskilled/Non-Professional/Technical/Executive/Management	55	50	105

2

STRATEGIC PLAN FOR 3RD PARLIAMENT

24mm

1.4 KEY AREAS

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3

STRATEGIC PLAN FOR 3RD PARLIAMENT

Any of the primary colour palette colours as indicated on page xx are permissible.



5. PRINTED COLLATERAL

5.1 INSTITUTIONAL LITERATURE

5.1.31 A4 General Brochure for Staff Double Page Spread Example (Black & White)

Procedural developments in the National Assembly

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CONTENTS	
MORBI SIT AMET EST. PHASELLUS MOLESTIE PORTITITOR ENIM	25. Duis metus. Vestibulum ante ipsum primis 26. Duis metus. Vestibulum ante ipsum primis 27. Duis metus. Vestibulum ante ipsum primis 28. Duis metus. Vestibulum ante ipsum primis 29. Duis metus. Vestibulum ante ipsum primis 30. Duis metus. Vestibulum ante ipsum primis 31. Duis metus. Vestibulum ante ipsum primis 32. Duis metus. Vestibulum ante ipsum primis 33. Duis metus. Vestibulum ante ipsum primis
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Education and skills development

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Interventions in the Second Economy

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Double page spreads at this hierarchical level are in black and white print only, with a black font against a white background and white titles reversed out of a grey background field.



5. PRINTED COLLATERAL

5.2 NEWSLETTERS

5.2.1 Around the House Front Page

15mm

80mm

20mm

18mm

50mm

18mm

AROUND THE HOUSE



PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

YOUR SEAT IN PARLIAMENT

ISSUE 12 | NOVEMBER 2005



IN THIS ISSUE:

RUSSIAN VISIT -
the historic event

CELEBRATING 10 YEARS OF DEMOCRACY

HOME AFFAIRS
passing the bill?

2010
signed and sealed

PMP
breaking new ground

LOREM IPSUM DOL

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Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor. Etiam scelerisque

EGIT VELIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy

MASTHEAD

DAX Medium 82pt
Kerning: 0
Leading: 0.7pt
Colour: Brown
Alignment: Left

ISSUE

DAX Light 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

DATE

DAX Medium 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE HEADINGS

DAX Medium 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE SUB-HEADINGS

DAX Light 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

HEADINGS

DAX Light 25-55pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

BODY COPY

DAX Light 14pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Note the Brown colour of the masthead which distinguishes it from other newsletters. The grid rules as set out on page xx are also applicable.



5. PRINTED COLLATERAL

5.2 NEWSLETTERS

5.2.2 In Session Front Page

15mm

18mm

50mm

18mm

80mm

20mm

IN SESSION



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

YOUR SEAT IN PARLIAMENT

ISSUE 12 | NOVEMBER 2005



IN THIS ISSUE:

RUSSIAN VISIT -
the historic event

**CELEBRATING 10 YEARS
OF DEMOCRACY**

HOME AFFAIRS
passing the bill?

2010
signed and sealed

PMP
breaking new ground

LOREM IPSUM DOL

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus

et malesuada fames ac turpis egestas. Pellentesque molestie urna sit amet tortor. Duis justo nulla, pharetra eu, feugiat sit amet, pretium et, ipsum. Morbi urna arcu, tincidunt cursus, mattis non, porta ac, ligula. Ut non tellus nec ipsum porta cursus. Duis metus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor. Etiam scelerisque

EGIT VELIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy

MASTHEAD
DAX Medium 82pt
Kerning: 0
Leading: 0.7pt
Colour: Orange
Alignment: Left

ISSUE
DAX Light 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

DATE
DAX Medium 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE HEADINGS
DAX Medium 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE SUB-HEADINGS
DAX Light 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

HEADINGS
DAX Light 25-55pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

BODY COPY
DAX Light 14pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Note the colour of the masthead which distinguishes it from other newsletters. The grid rules as set out on page xx are also applicable.



5. PRINTED COLLATERAL

5.2 NEWSLETTERS

5.2.3 NCOP News Front Page

15mm

18mm

50mm

18mm

NCOP NEWS


PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

YOUR SEAT IN PARLIAMENT



LOREM IPSUM DOL

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy hendrerit tellus. In hac habitasse platea dictumst. Pellentesque habitant morbi tristique senectus et netus

et malesuada fames ac turpis egestas. Pellentesque molestie urna sit amet tortor. Duis justo nulla, pharetra eu, feugiat sit amet, pretium et, ipsum. Morbi urna arcu, tincidunt cursus, mattis non, porta ac, ligula. Ut non tellus nec ipsum porta cursus. Duis metus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor. Etiam scelerisque

ISSUE 12 | NOVEMBER 2005

IN THIS ISSUE:

MUNICIPALITIES MAKE STRIDES
despite challenges

PROVINCES CALLED TO ACCOUNT FOR TAXPAYER'S MONEY

PARLIAMENT'S BUDGET VOTE
challenges emanates

WOMAN'S PARLIAMENT
celebrating women's month

NEW EMBLEM FOR PARLIAMENT IS ON THE WAY

EGIT VELIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget velit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In eget risus. Aliquam ut lectus. Morbi ultricies nonummy turpis. Donec metus. Nulla scelerisque, justo in semper viverra, orci ligula sagittis augue, suscipit cursus odio mauris vel ligula. Proin accumsan risus id eros. Nam nonummy

MASTHEAD
DAX Medium 82pt
Kerning: 0
Leading: 0.7pt
Colour: Dark Green
Alignment: Left

ISSUE
DAX Light 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

DATE
DAX Medium 14pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE HEADINGS
DAX Medium 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

IN THIS ISSUE SUB-HEADINGS
DAX Light 15.5pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

HEADINGS
DAX Light 25-55pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

BODY COPY
DAX Light 14pt
Kerning: 0
Leading: 3pt
Colour: Black/White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines and brochure hierarchy guidelines as specified on pages xx to xx in this manual.

Note the colour of the masthead which distinguishes it from other newsletters. The grid rules as set out on page xx are also applicable.



5. PRINTED COLLATERAL

5.2 NEWSLETTERS

5.2.4 Double Page Spread Example



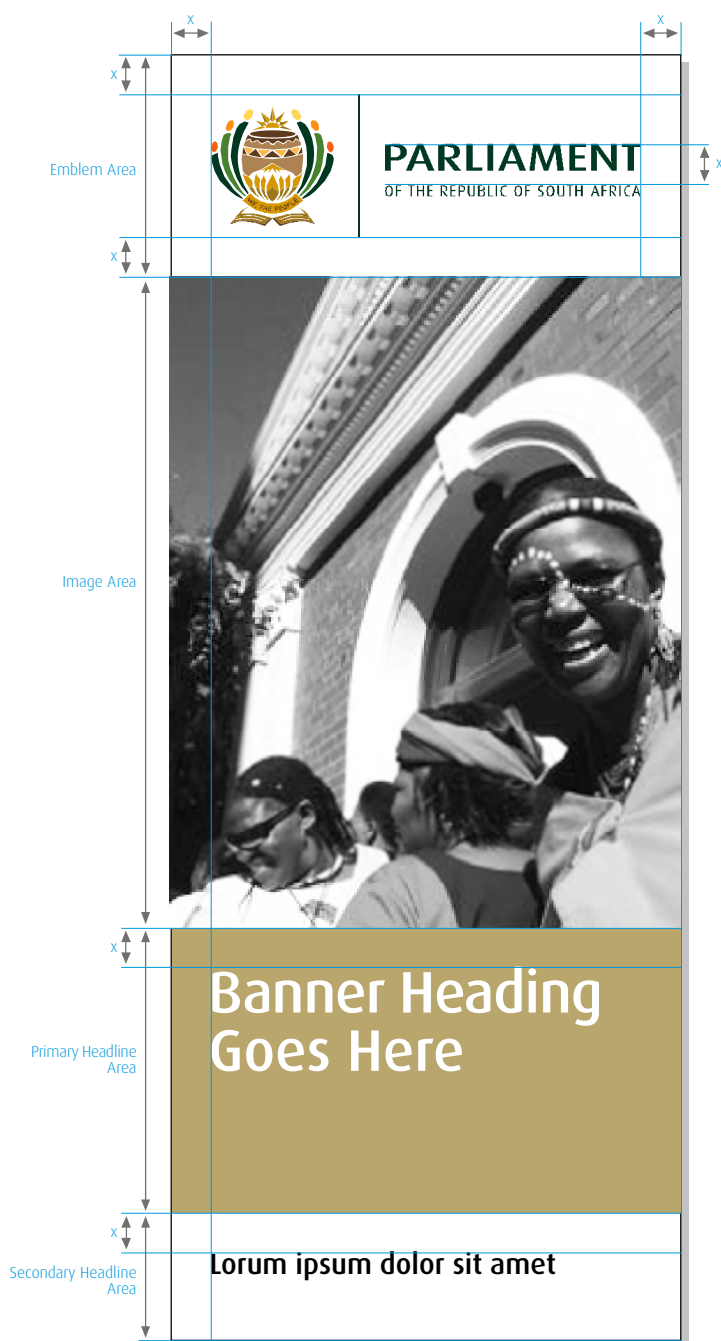
This is an example of the general double page spread for all three newsletters. Note that font colours may be chosen from the primary colour palette for fonts (refer to page xx) and that field tints may be chosen from the primary colour palette (refer to page xx) to block highlight pieces of copy (text).



5. PRINTED COLLATERAL

5.3 BANNERS

5.3.1 Banner Grid - Option 1



The comparative picture and copy (text) block sizing may be adjusted according to compositional dictates based upon the copy (text) length and choice of image.



5. PRINTED COLLATERAL

5.3 BANNERS

5.3.2 Banner Grid - Option 2



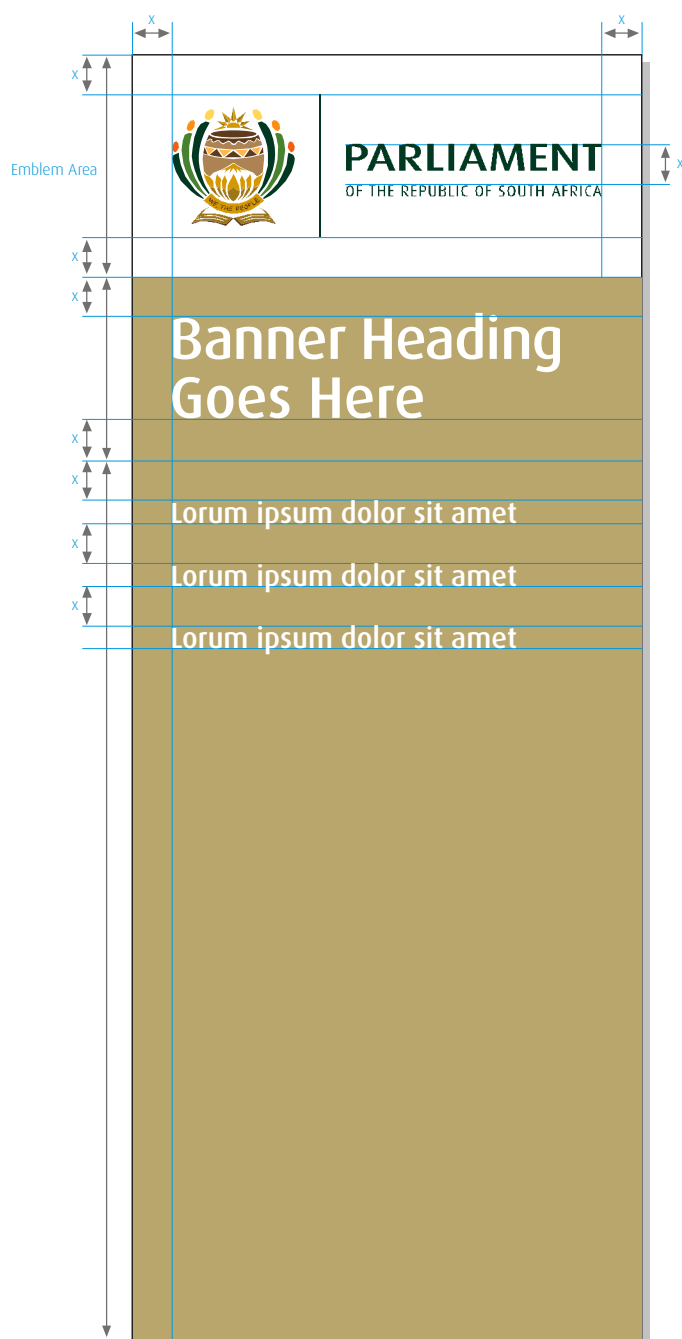
The comparative picture and copy (text) block sizing may be adjusted according to compositional dictates based upon the copy (text) length and choice of image.



5. PRINTED COLLATERAL

5.3 BANNERS

5.3.3 Banner Grid - Option 3

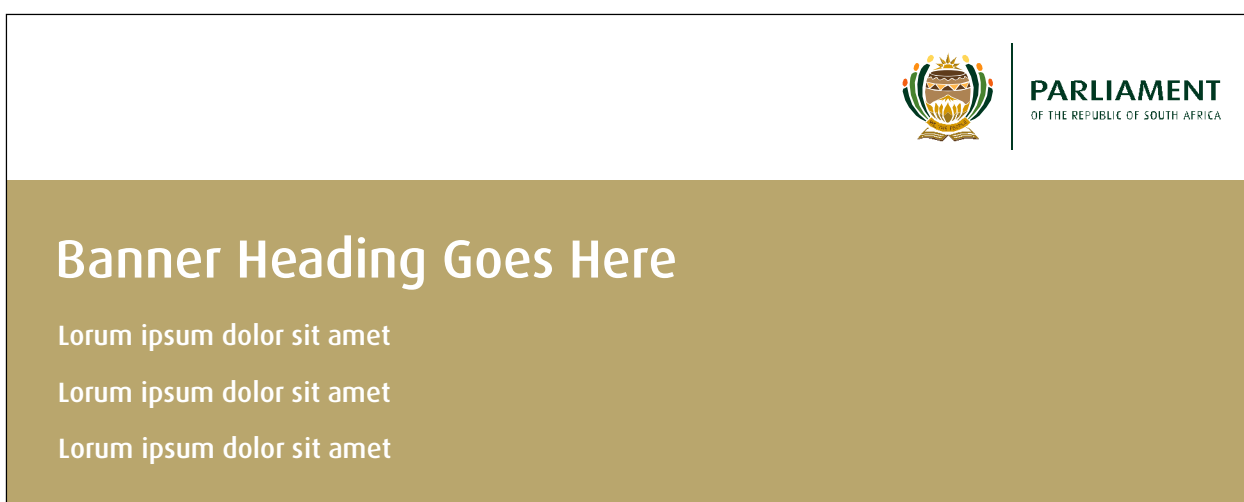




5. PRINTED COLLATERAL

5.3 BANNERS

5.3.4 Horizontal Banner Grid

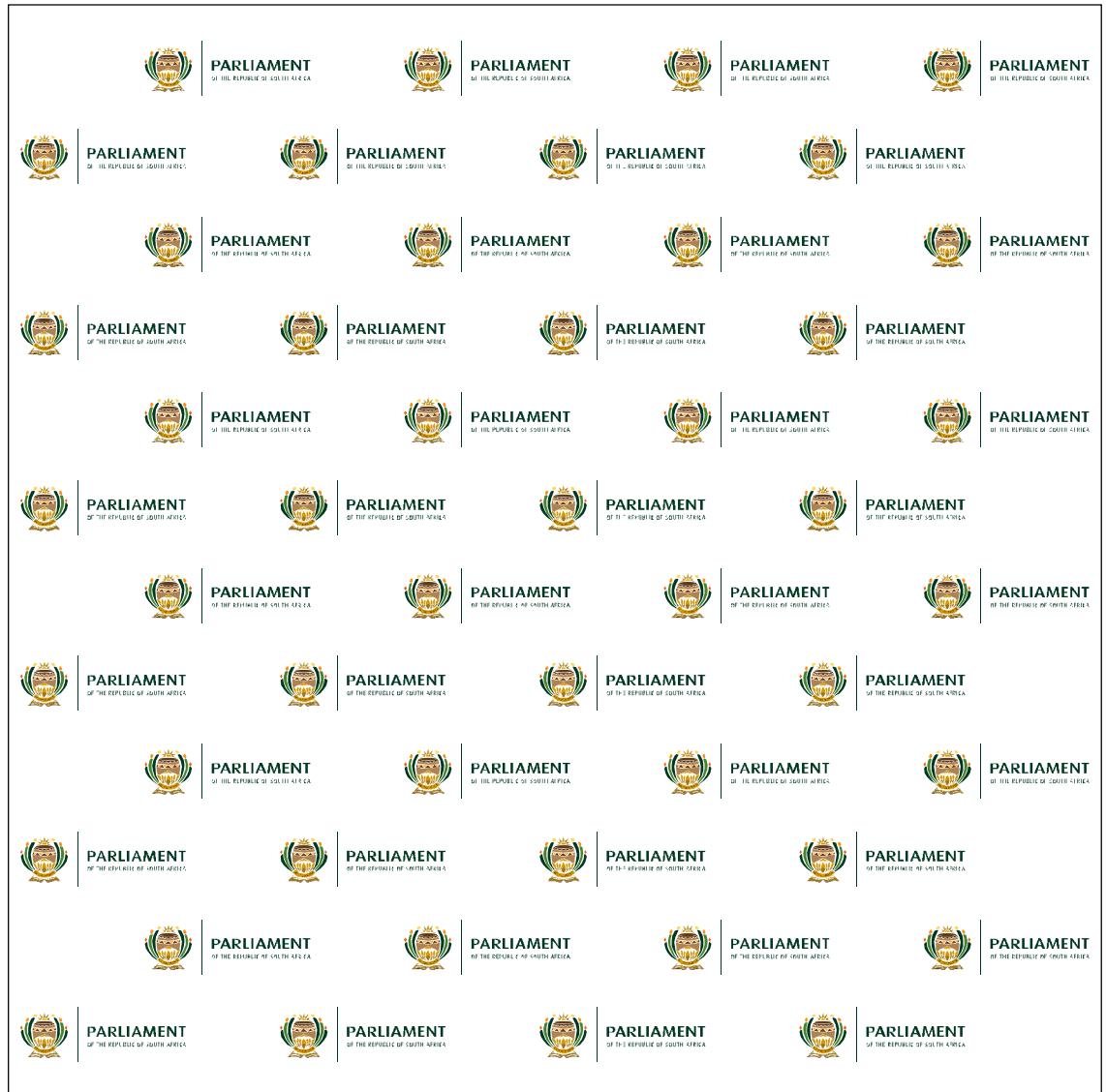




5. PRINTED COLLATERAL

5.3 BANNERS

5.3.5 Press Banner





5. PRINTED COLLATERAL

5.4 POSTERS

5.4.1 Close-up, Image with Copy

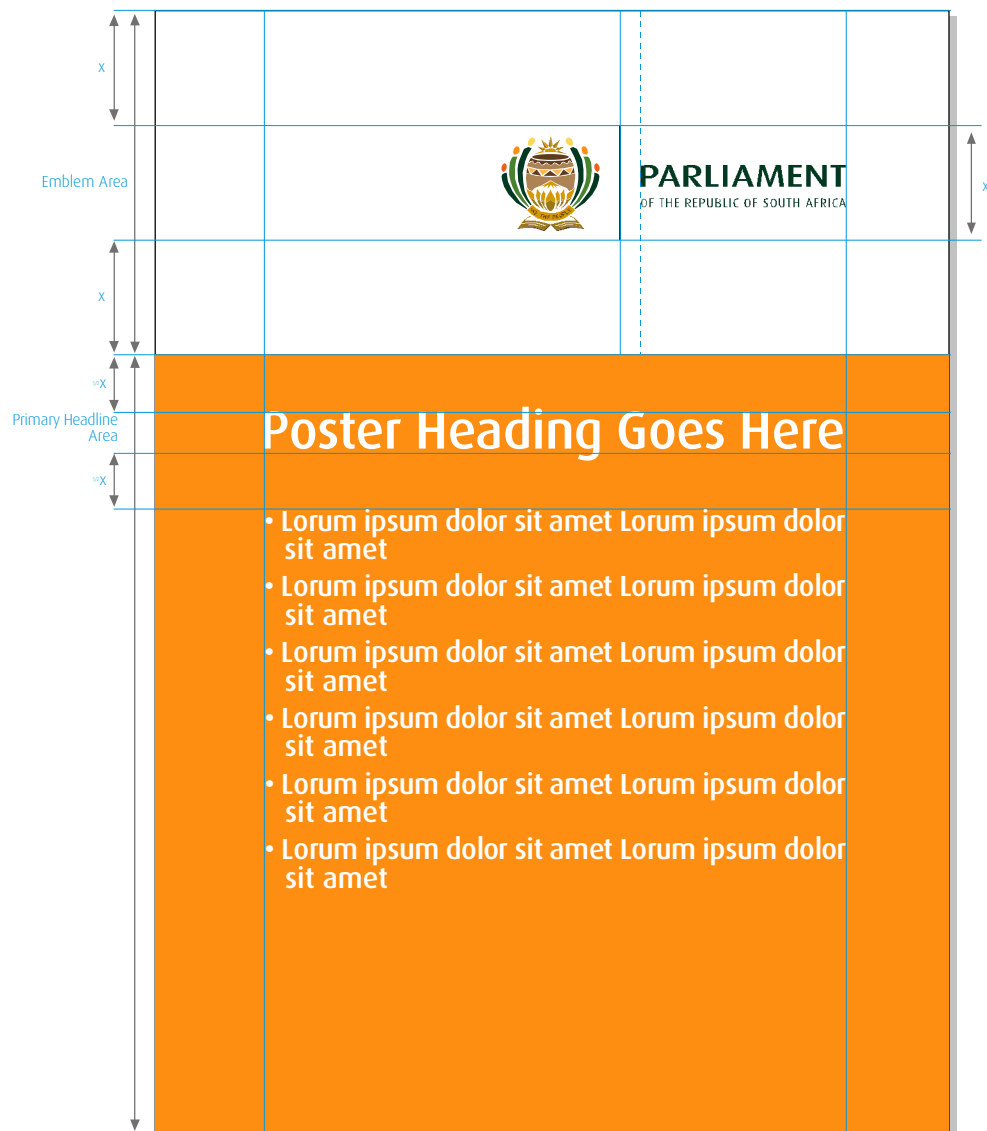




5. PRINTED COLLATERAL

5.4 POSTERS

5.4.2 Close-up, Copy Intensive





5. PRINTED COLLATERAL

5.4 POSTERS

5.4.3 Viewed from Afar, Image with Copy



The emblem block size is increased for this format in order to enjoy greater visibility.



5. PRINTED COLLATERAL

5.4 POSTERS

5.4.4 Poster Grid without Image (viewed from afar)



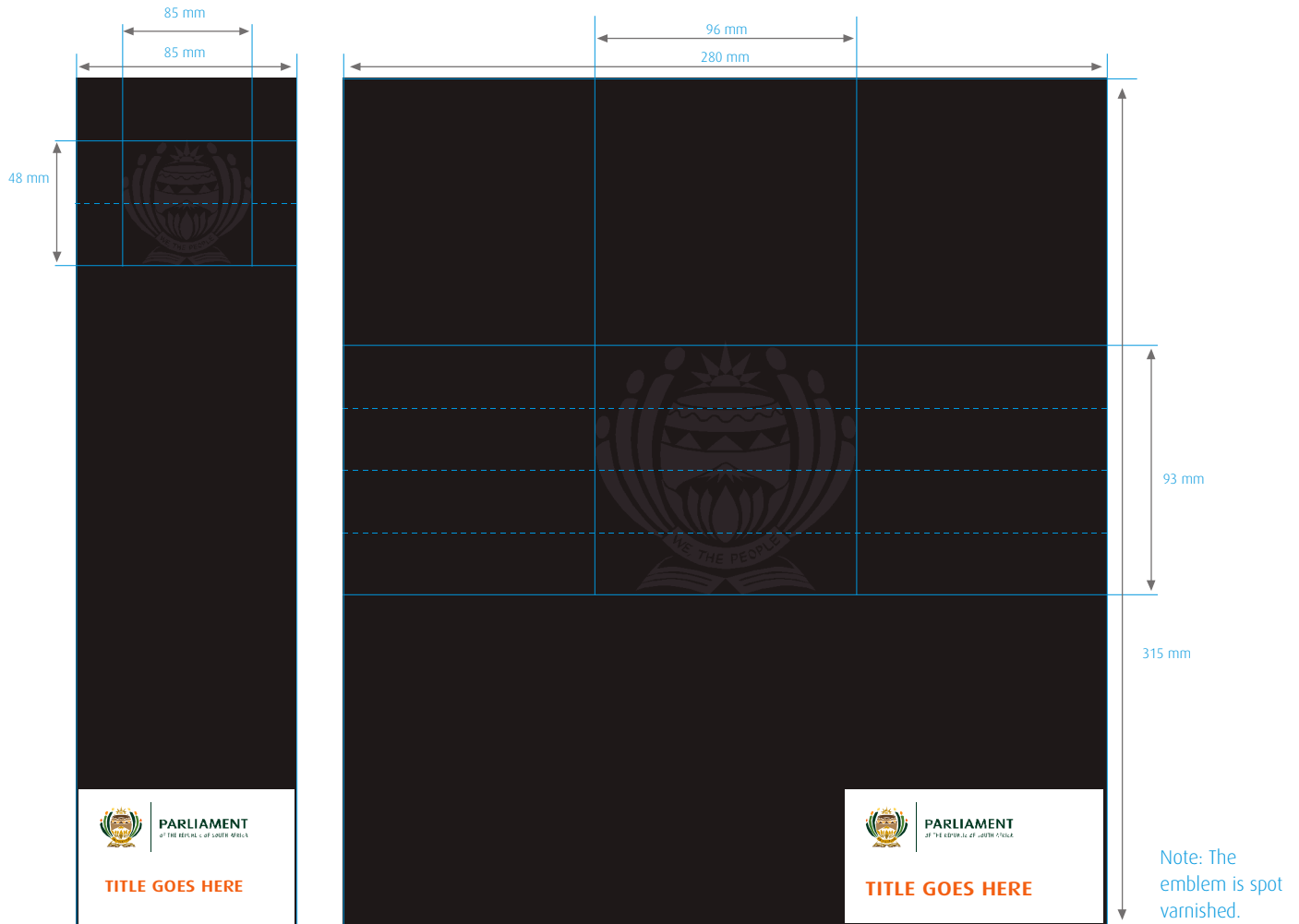
Note: The typography is larger on standard posters as compared to "Close-Up" posters (refer to page xx), in order to enjoy greater legibility.



5. PRINTED COLLATERAL

5.5 CORPORATE FILES

5.5.1 Corporate File Cover

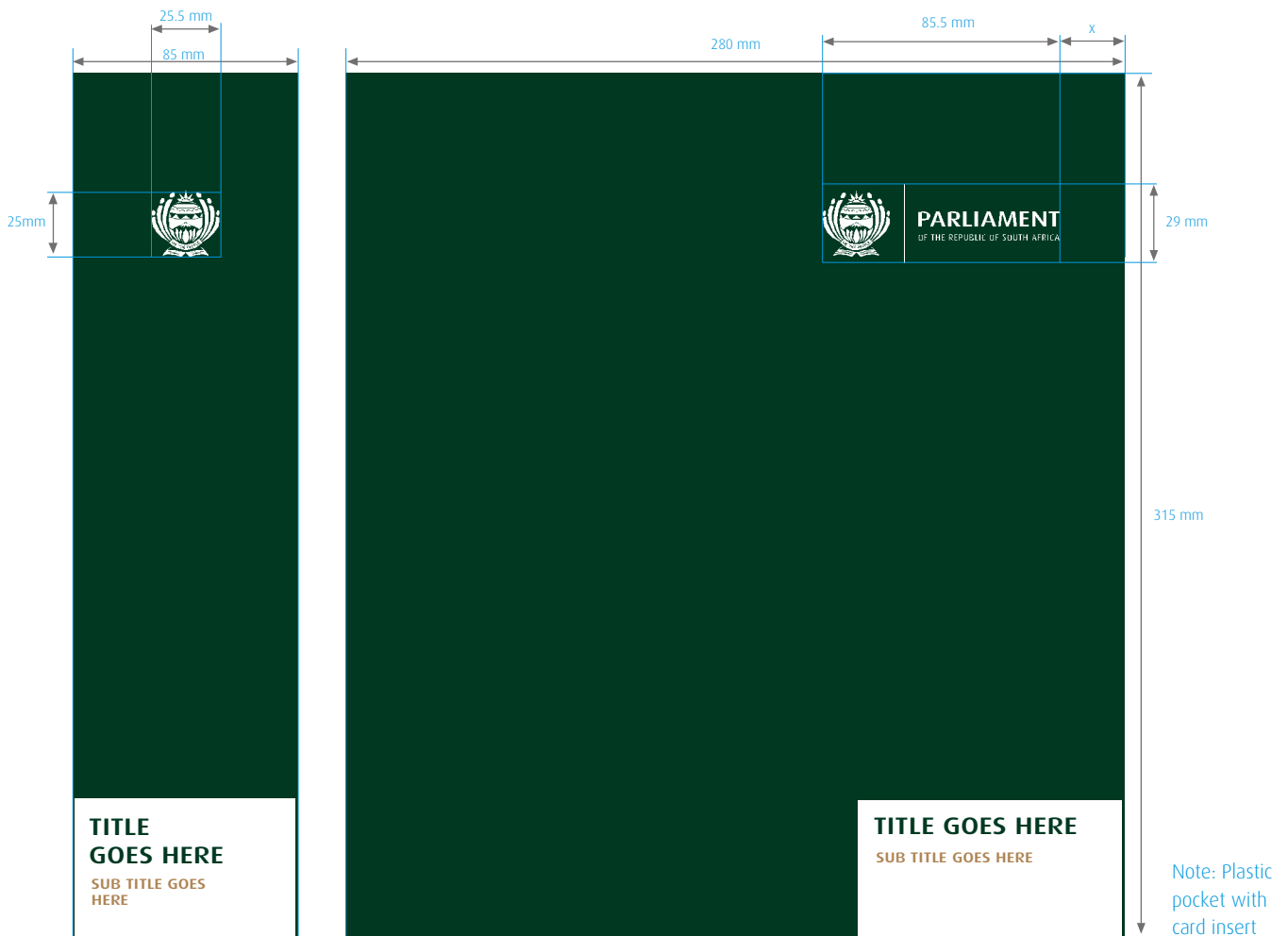




5. PRINTED COLLATERAL

5.5 CORPORATE FILES

5.5.2 Corporate File Cover - Option 2

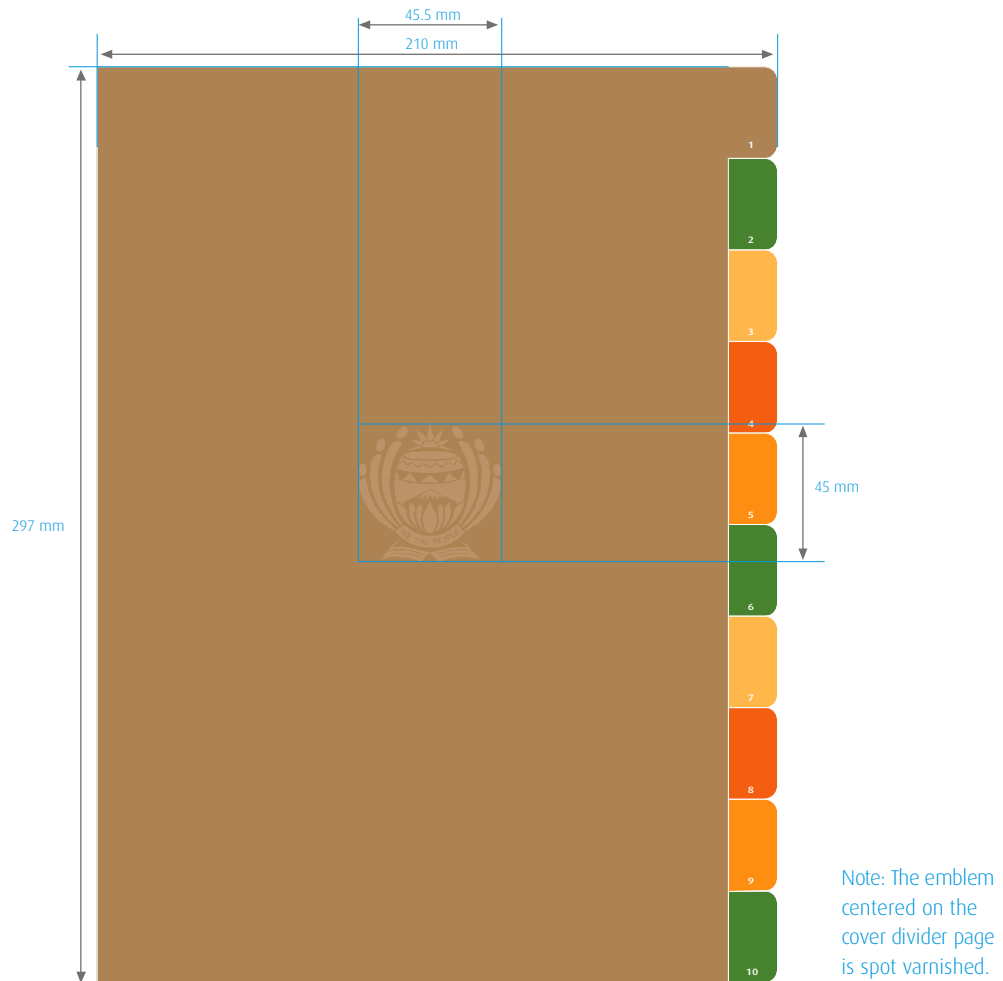




5. PRINTED COLLATERAL

5.5 CORPORATE FILES

5.5.3 Corporate file Divider Pages



Divider pages are differentiated by colour to highlight different sections in a folder, with colours chosen from the primary colour palette on page xx.



5. PRINTED COLLATERAL

5.6 NAME TAGS



COLOUR REFERENCE:

 - contractor

 - media

 - staff

 - members of parliament

 - government official

 - the presidency

 - protection services V.I.P.

Name tags are colour-coded according to protocol and functional designations, with the descriptor in white.



5. PRINTED COLLATERAL

5.7 SECURITY CARD



COLOUR REFERENCE:



- contractor



- government official



- media



- the presidency



- staff



- protection services V.I.P.



- members of parliament

Security cards have a horizontal coloured strip at the base of the card, which is colour-coded according to protocol and functional designations (as per name tags), with the descriptor in white.



5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

5.8.1 Internal Staff A5 Landscape Invitation

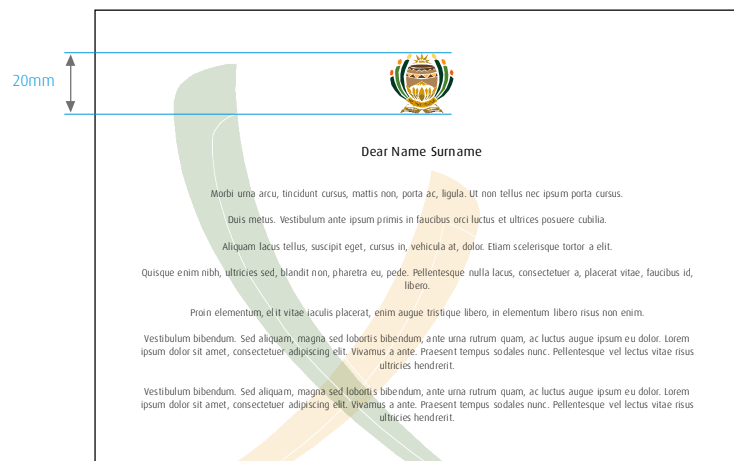
FRONT



TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

BACK - OPTION 1



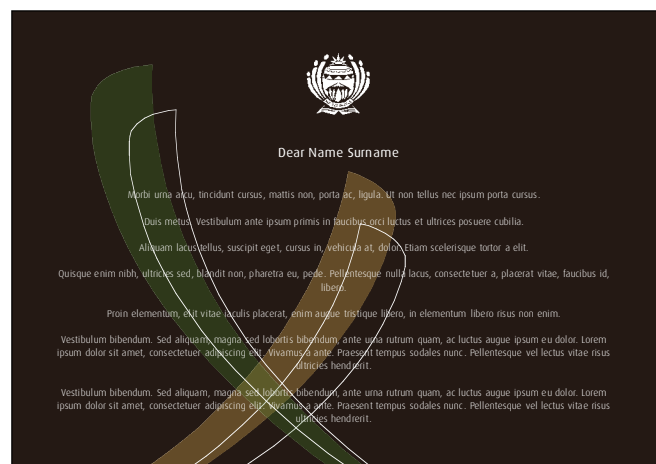
TITLE

DAX Regular 12pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

BODY COPY

DAX Regular 9pt
Kerning: 0
Leading: 3pt
Colour: Black
Alignment: Centre

BACK - OPTION 2



Note: Please refer to the A5 landscape Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

The style is fairly informal and incorporates the annual symbolic theme.



5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

5.8.2 Internal Staff DL Invitation

FRONT - OPTION 1



FRONT - OPTION 2



TITLE

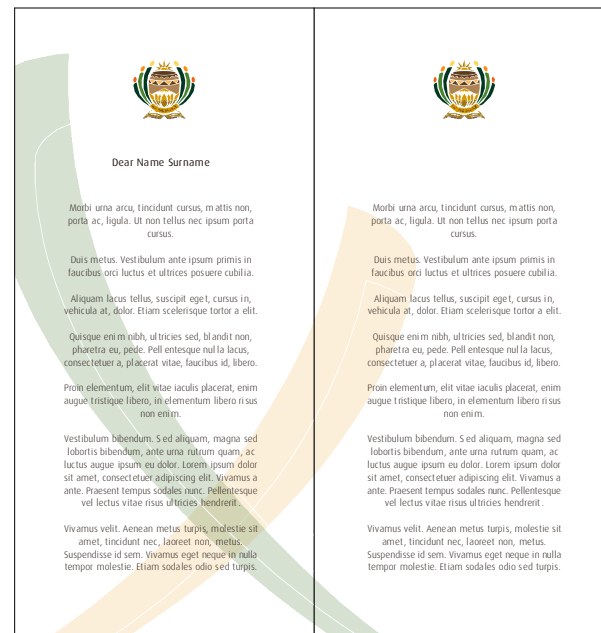
DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the DL Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

BACK



INSIDE



BACK TITLE

DAX Regular 12pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

BODY COPY

DAX Regular 9pt
Kerning: 0
Leading: 3pt
Colour: Black
Alignment: Centre

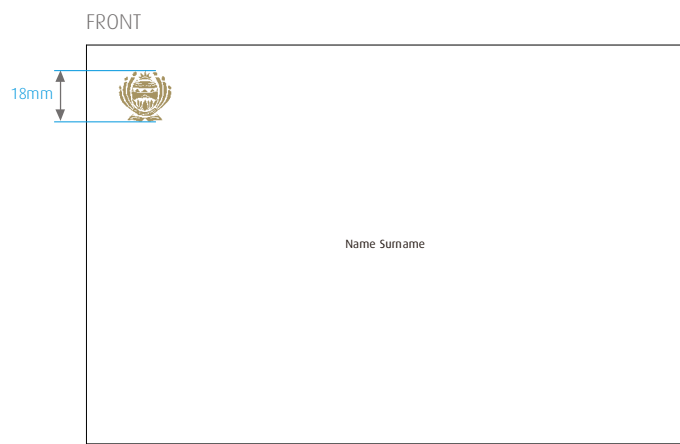
The style is fairly informal and incorporates the annual symbolic theme.



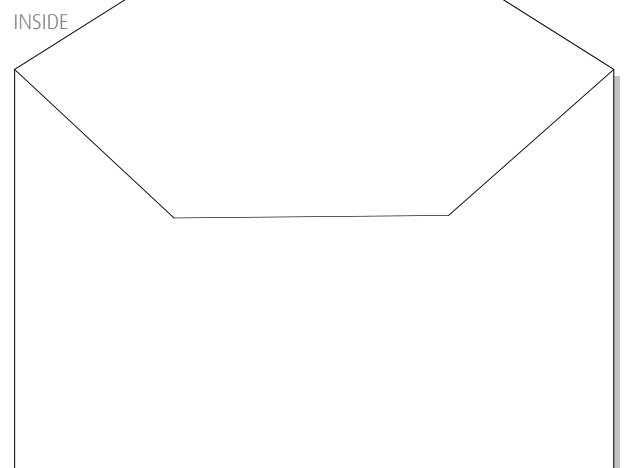
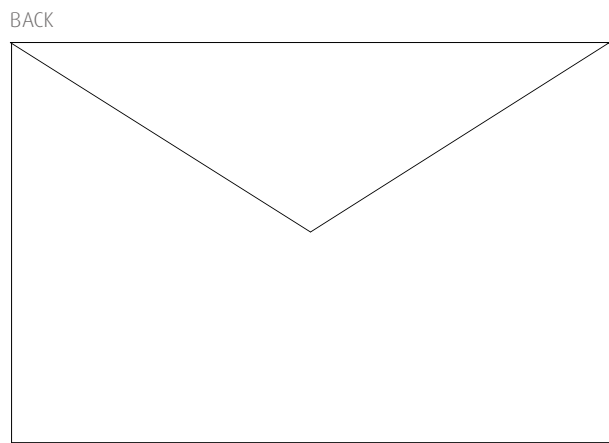
5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

5.8.3 Internal Staff A5 Envelope



TITLE	
Dax Regular	12pt
Kerning:	0
Leading:	1.7pt
Colour:	Black
Alignment:	Centre





5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

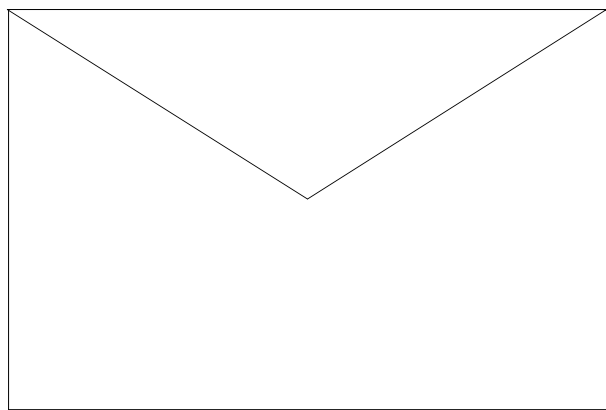
5.8.4 Internal Staff A6 Envelope

FRONT

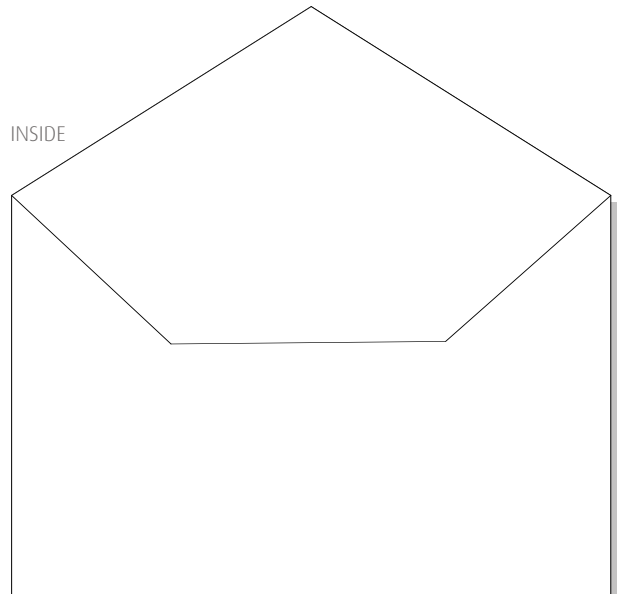


TITLE
Dax Regular 12pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

BACK



INSIDE





5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

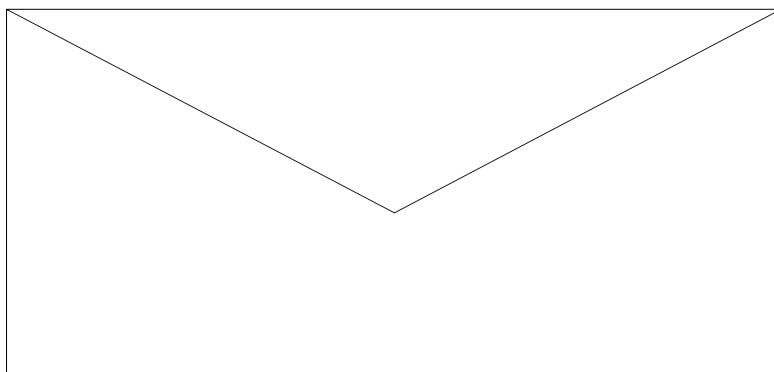
5.8.5 Internal Staff DL Envelope

FRONT

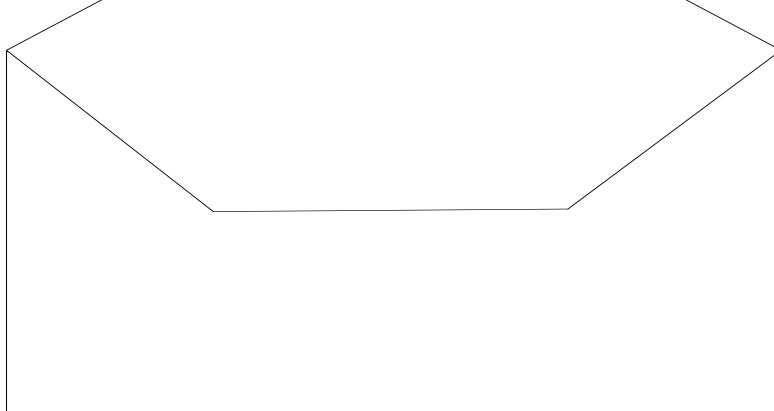
Name Surname

TITLE
Larisma 15pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

BACK



INSIDE





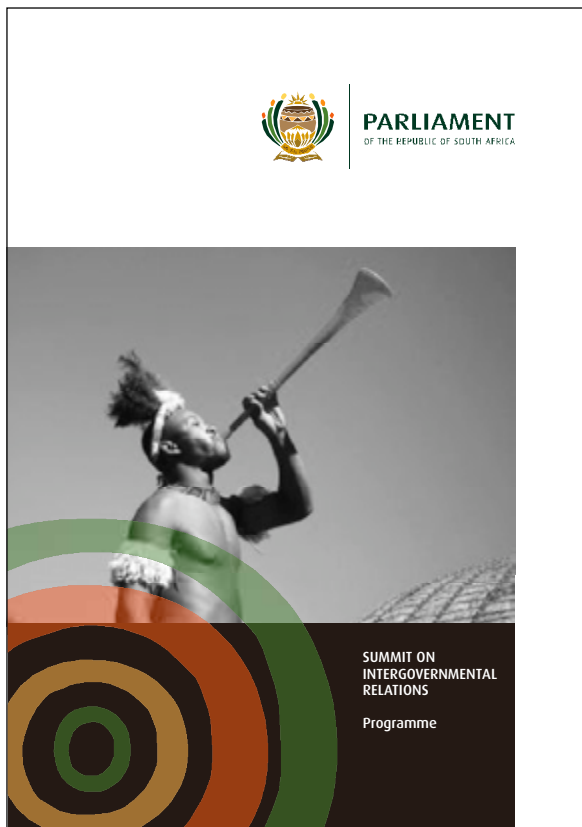
5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

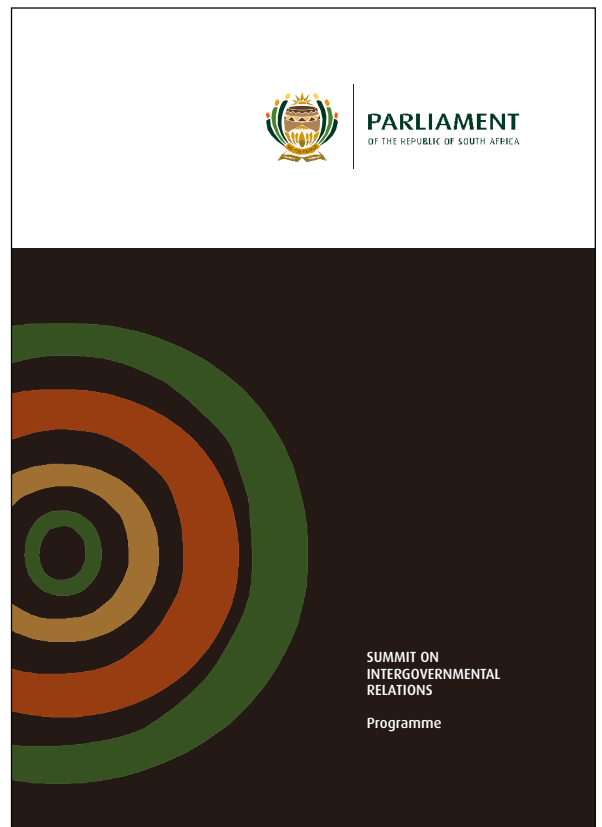
5.8.6 Internal Staff A4 Menu/Programme Cover Front

TITLE		
Dax Medium	12pt	
Kerning:	0	
Leading:	1.7pt	
Colour:	White	
Alignment:	Centre	

OPTION 1



OPTION 2



Note: Please refer to the A4 Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

A food menu or programme listing the order of proceedings of a colloquy may be presented as per the examples above.



5. PRINTED COLLATERAL

5.8 INTERNAL EVENTS

5.8.7 Internal Staff A4 Menu/Programme Layout

BACK TITLE

DAX Medium 12pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

BODY COPY

DAX Light 9pt
Kerning: 0
Leading: 3pt
Colour: Black
Alignment: Centre

LAYOUT EXAMPLE WITHOUT GRAPHIC STYLE



DAY ONE: 2 MAY 2006

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

SESSION 1

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

SESSION 2

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

SESSION 3

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

Summit on Intergovernmental Relations | Programme 1

LAYOUT EXAMPLE WITH GRAPHIC STYLE (OPTIONAL)



DAY ONE: 2 MAY 2006

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

SESSION 1

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

SESSION 2

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

SESSION 3

Chairperson: The Hon. Ms. P. Hollander (MP)
09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Mauris sem velit, aliquam quis, tempor nec, dapibus eget, quam. Phasellus porta luctus lorem. Suspendisse potenti. Nulla laoreet vulputate nulla.

09h00 - 09h45 **Lorem ipsum dolor sit amet.**
Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor.

Summit on Intergovernmental Relations | Programme 1

Note: Please refer to the A4 Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.



5. PRINTED COLLATERAL

5.8 CORPORATE EVENTS

5.8.8 Corporate A6 Landscape Invitation

FRONT



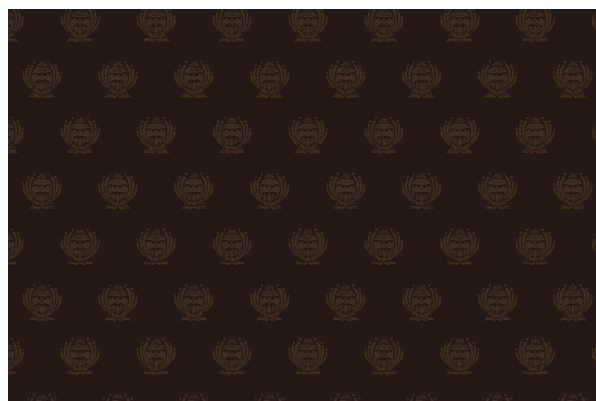
TITLE

Larisma: 15pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

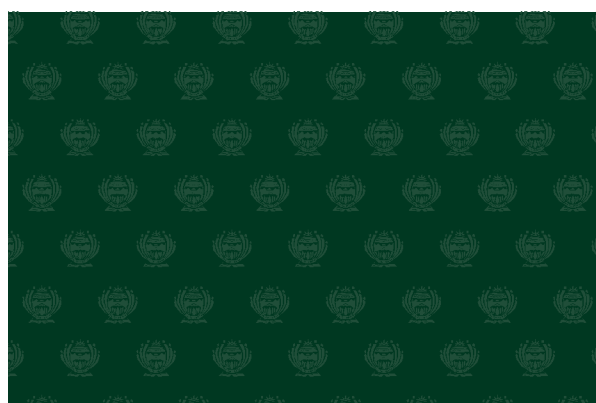
BODY COPY

DAX Light 9pt
Kerning: 0
Leading: 3pt
Colour: Black
Alignment: Centre

BACK OPTION 1



BACK OPTION 2



Note: Please refer to the A5 landscape Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

The style with respect to collateral for corporate events is more formal and utilises the following colours: Dark Green, Charcoal and Metallic Gold, plus a formal script font.



5. PRINTED COLLATERAL

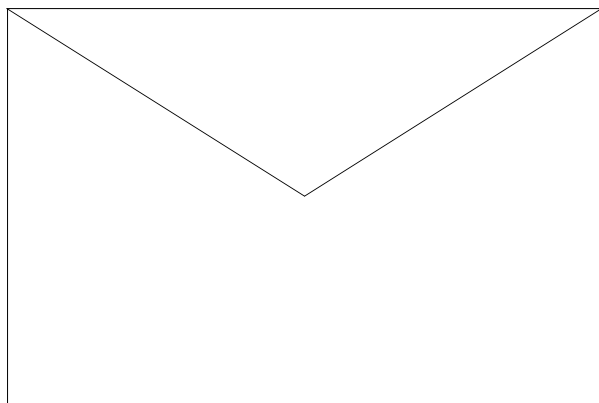
5.8 CORPORATE EVENTS

5.8.9 Corporate A6 Envelope

FRONT

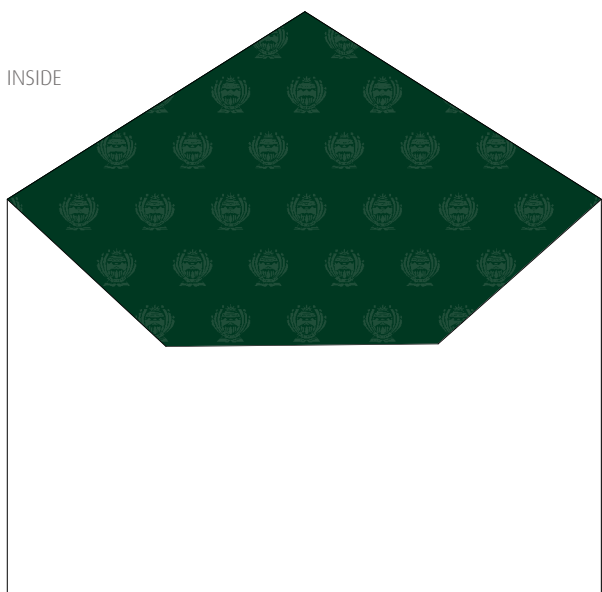


BACK

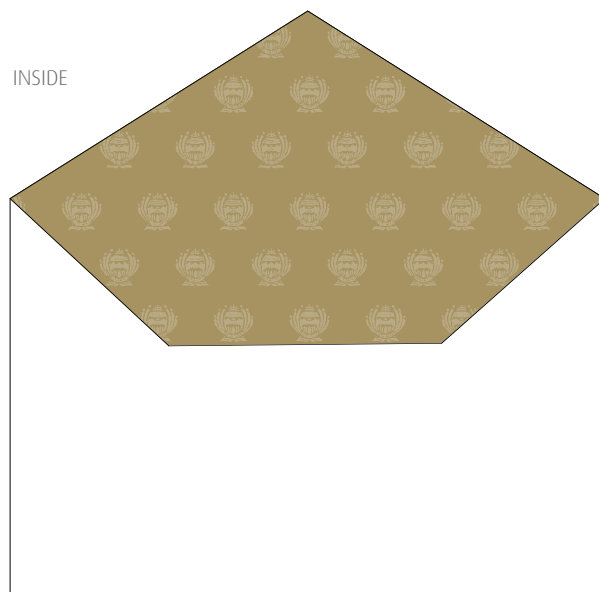


TITLE
Larisma 15pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

INSIDE



INSIDE





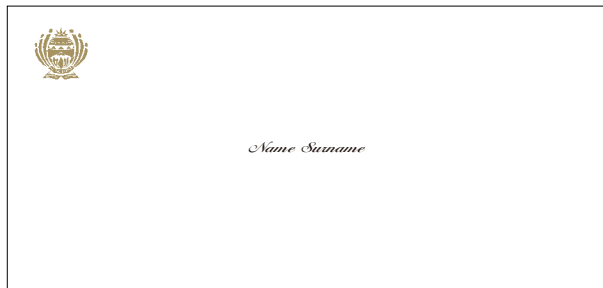
5. PRINTED COLLATERAL

5.8 CORPORATE EVENTS

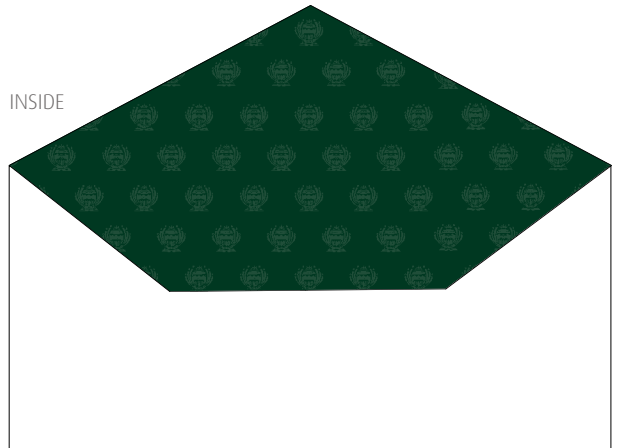
5.8.10 Corporate DL Envelope

TITLE
Larisma 15pt
Kerning: 0
Leading: 1.7pt
Colour: Black
Alignment: Centre

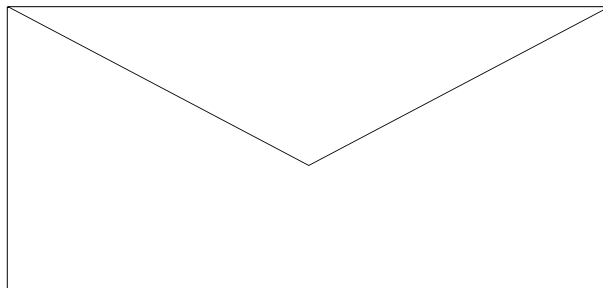
FRONT



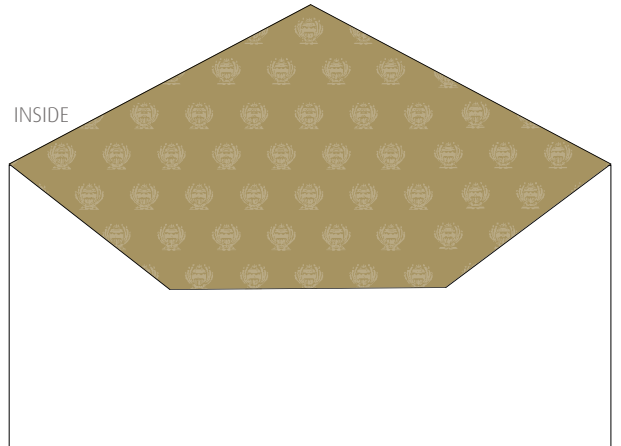
INSIDE



BACK



INSIDE





5. PRINTED COLLATERAL

5.8 CORPORATE EVENTS

5.8.11 Corporate DL Invitation

FRONT

25mm

FRONT

TITLE

Larissa	25pt
Kerning:	0
Leading:	1.7pt
Colour:	White
Alignment:	Left

Note: Please refer to the DL Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

BACK/INSIDE TITLE

Larissma	12pt
Kerning:	0
Leading:	1.7pt
Colour:	Black
Alignment:	Centre

BACK/INSIDE BODY COPY

DAX Light	9pt
Kerning:	0
Leading:	3pt
Colour:	Black
Alignment:	Centre

BACK

INSIDE



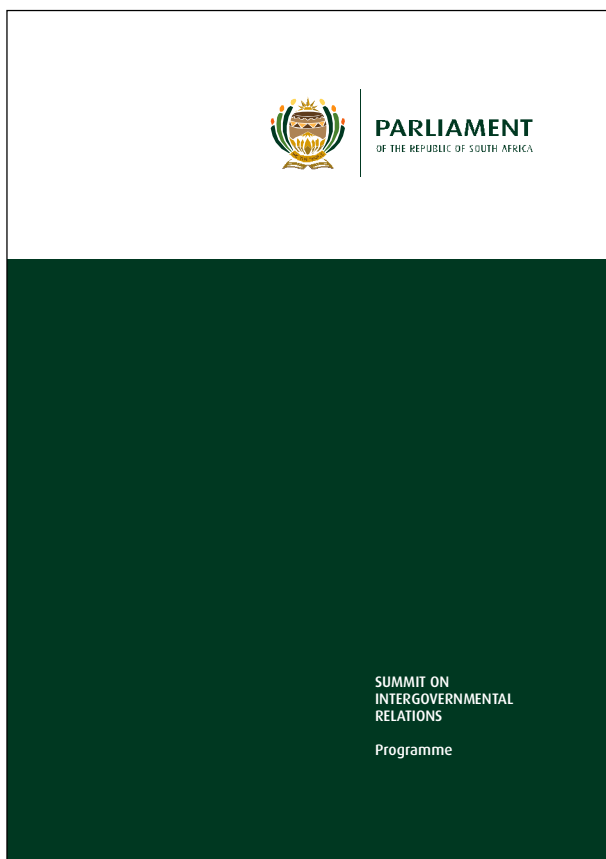
5. PRINTED COLLATERAL

5.8 CORPORATE EVENTS

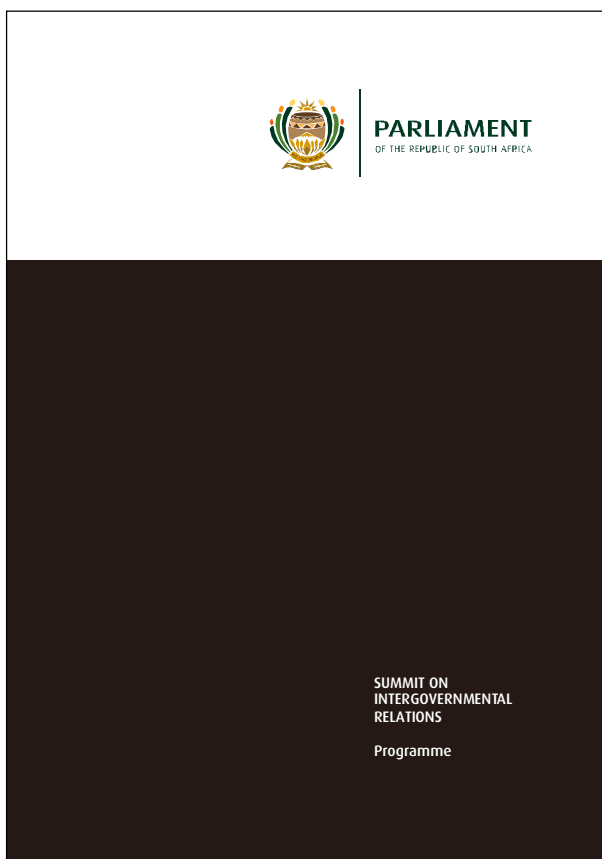
5.8.12 Corporate A4 Menu/Programme Cover

TITLE		
Dax Medium	12pt	
Kerning:	0	
Leading:	1.7pt	
Colour:	White	
Alignment:	Centre	

OPTION 1



OPTION 2





PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

6 CORPORATE CLOTHING

A certain degree of formality is required for corporate clothing. Colours and branding should be kept to a minimum to keep the uniforms elegant. Where branding is applied, the emblem should always form the focal point of the application.

6.1	GOLF SHIRTS	XX
6.2	WINDBREAKER	XX
6.3	FORMAL SHIRT	XX
6.4	TIES, TIE PINS AND CUFF LINKS	XX
6.5	FORMAL UNIFORMS	
6.6	HAT DESIGNS	
6.7	RECEPTION UNIFORMS	XX
6.7.1	Female Uniform - Option 1	XX
6.7.2	Female Uniform - Option 2	XX
6.7.3	Male Uniform	
6.8	TOUR GUIDE UNIFORMS	XX
6.9	FORMAL GALA EVENT UNIFORMS	XX
6.9.1	Female Uniform	XX
6.9.2	Male Uniform	XX



6. CORPORATE CLOTHING

6.1 GOLF SHIRTS



The full colour emblem is embroidered on white golf shirts with the shirt collar in dark green.
The emblem is embroidered in white on a dark green shirt. The full logo is repeated on the shirt sleeve.



6. CORPORATE CLOTHING

6.2 WINDBREAKER



Note: Please refer to the Embroidery Colour Usage Chart on page xx of this manual.



6. CORPORATE CLOTHING

6.3 FORMAL SHIRT



Formal shirts are white and require the emblem to be embroidered on the pocket only in white.



6. CORPORATE CLOTHING

6.4 TIES, TIE PINS AND CUFF LINKS



Ties have three colour variations: Dark Green, Charcoal or Gold.
Tie pins are Gold, with the full logo engraved.
Cuff links are Gold, with the emblem engraved.



6. CORPORATE CLOTHING

6.5 FORMAL UNIFORMS

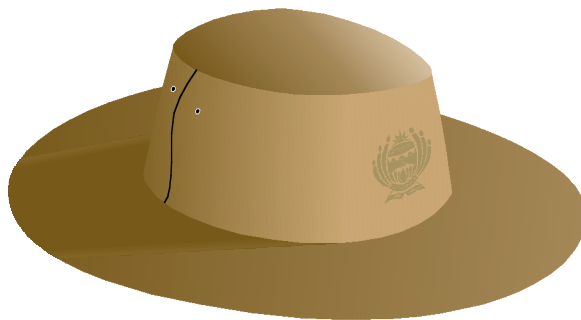


A certain degree of formality is reflected in uniforms, which are simple, yet functional. The emblem is embroidered on the jacket pocket in the same colour as the jacket. Standard camel trousers, or a skirt, are worn with a Dark Green or Charcoal jacket.



6. CORPORATE CLOTHING

6.6 HAT DESIGNS



A printed or embroidered application of the emblem is permissible on hats. The emblem must be in the same colour as the hat, or, in the case of a white hat, the emblem must be in full colour.



6. CORPORATE CLOTHING

6.7 RECEPTION UNIFORMS

6.7.1 Female Uniform - Option 1



The female reception uniform (option 1) consists of a standard dress in Camel that hangs just below the knee, with a Charcoal jacket for colder weather. The dress has a Charcoal belt. Stitching detail on the dress and belt can be repeated on the jacket cuffs in the primary colour palette. A bright orange African-style hat completes the outfit.



6. CORPORATE CLOTHING

6.7 RECEPTION UNIFORMS

6.7.2 Female Uniform - Option 2



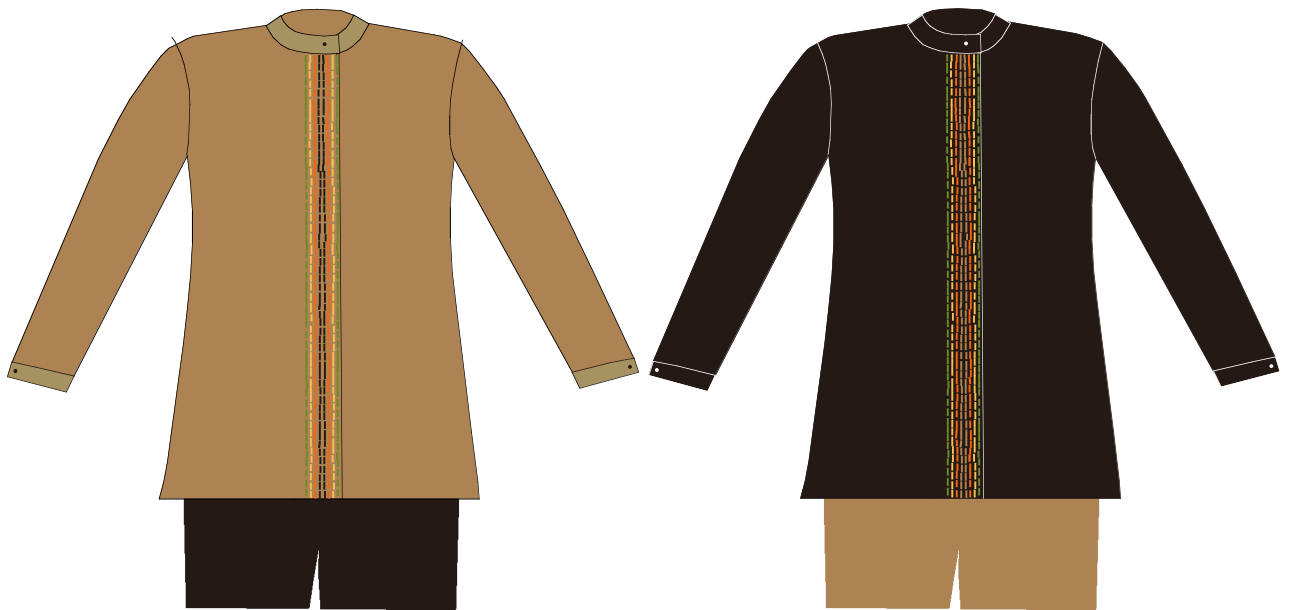
The female reception uniform (option 2) consists of a standard dress in Charcoal with a Camel jacket for colder weather. The dress has a Camel belt. Stitching detail on the dress and belt can be repeated on the jacket cuffs in the primary colour palette. A bright orange African-style hat completes the outfit.



6. CORPORATE CLOTHING

6.7 RECEPTION UNIFORMS

6.7.3 Male Uniform



The male reception uniform consists of a Madiba-style shirt with mandarin collar and cuffs. Colourful embroidered stitching is applied down the front button panel of the shirt. The colour palette of the uniform is Camel and Charcoal.



6. CORPORATE CLOTHING

6.8 TOUR GUIDE UNIFORMS



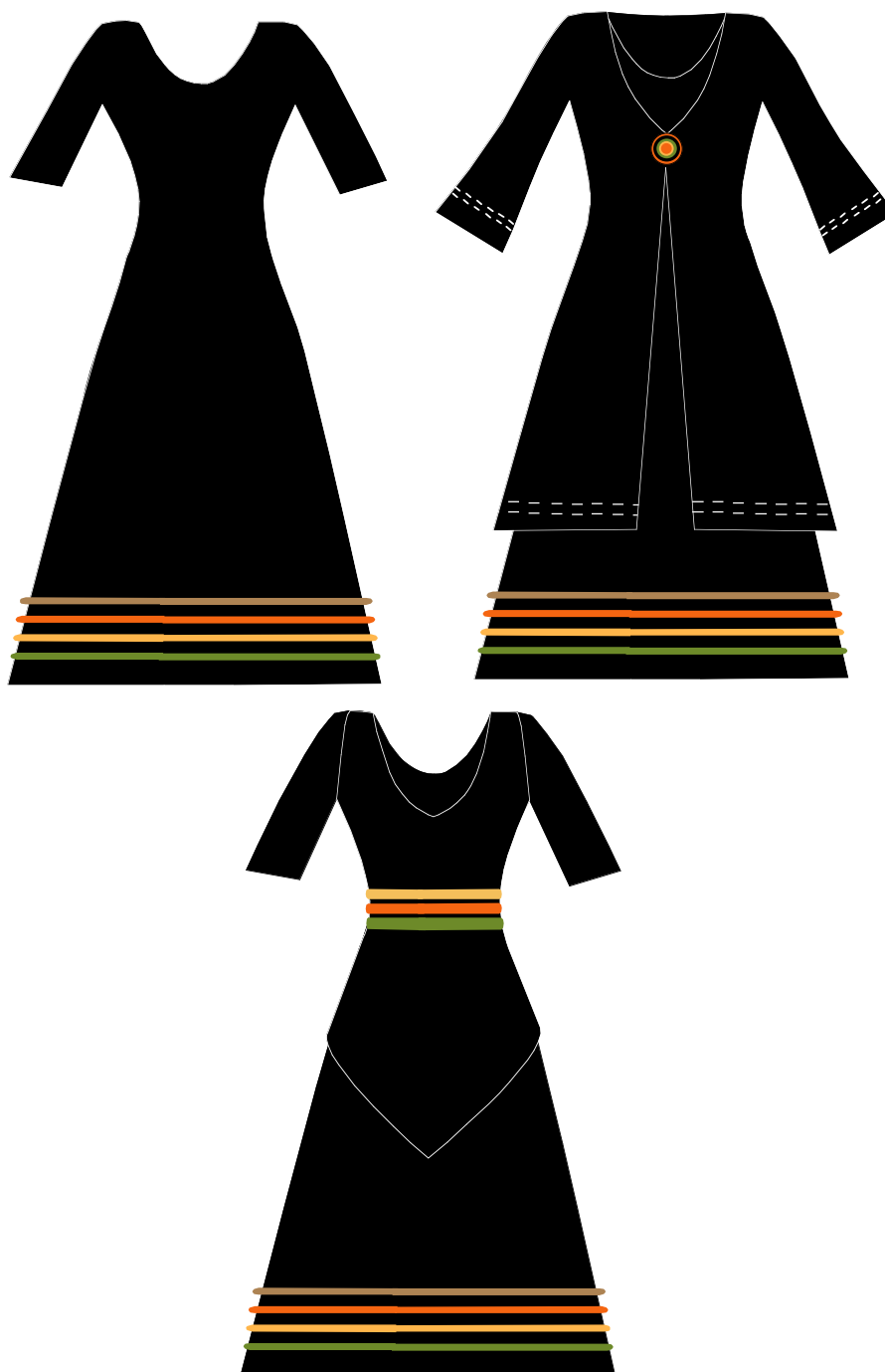
The tour guide costumes are designed to reflect the primary colour palette. The bright colour is instrumental in making the tour guide visible in a crowd of people. The standard dress is Dark Green with Lighter Green stitching at the bottom of the skirt. A white sleeveless jacket is worn over the outfit to break the dark green. A vertical Orange strip is added to the outfit for colour and the same colour is reflected in the bright headdress that completes this outfit.



6. CORPORATE CLOTHING

6.9 FORMAL GALA EVENT UNIFORMS

6.9.1 Female Uniform



The uniforms for a hostess at a formal gala event consist of a full length standard dress in black, with African-style braiding at the bottom of the dress in the primary colour palette. A black 3/4 length jacket with white top stitching completes the outfit. Ushers wear a standard full length dress with a black tunic and colourful braided belt over the dress.



6. CORPORATE CLOTHING

6.9 FORMAL GALA EVENT UNIFORMS

6.9.2 Male Uniform



Male ushers wear a black full length sleeved top with mandarin collar in black and standard black trousers. Colourful top stitching in the primary colour palette is applied down the button panel of the shirt.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

7 PROMOTIONAL ITEMS

The following section illustrates various ways in which the emblem can be applied to promotional items. Please use this as a guide when producing such or similar items.

7.1	KEY RINGS	XX
7.2	UMBRELLAS	XX
7.3	WRAPPING PAPER	XX
7.4	CALENDARS	XX
7.4.1	A3 Desk Calendar	Xx
7.4.2	Desk Tent Calendar	Xx
7.5	MOUSE PADS	XX
7.6	LAPTOP BAGS	XX
7.7	BUSINESS ORGANISER	XX
7.8	WALL CLOCK	XX



7. PROMOTIONAL ITEMS

7.1 KEY RINGS



Key rings can be produced in many shapes and sizes. Materials to be used are wood and brass.



7. PROMOTIONAL ITEMS

7.2 UMBRELLA



The emblem may appear in Full Colour on a White umbrella, or in Gold on a Black umbrella.



7. PROMOTIONAL ITEMS

7.3 WRAPPING PAPER



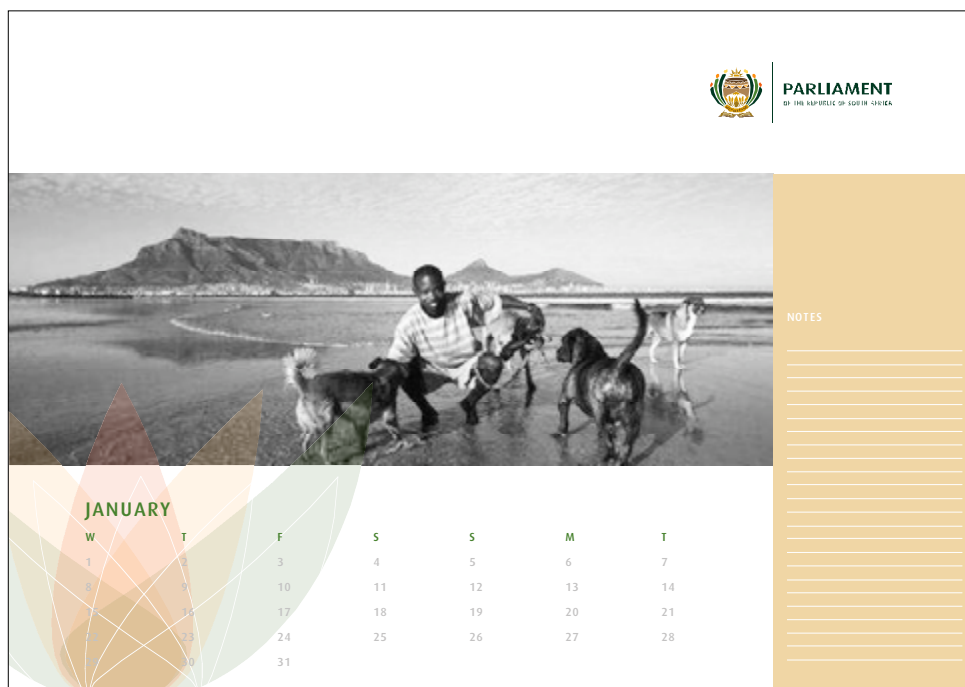
Wrapping paper should be either in Black or Gold, with the emblem applied as a spot varnish.



7. PROMOTIONAL ITEMS

7.4 CALENDARS

7.4.1 A3 Desk Calendar



A3 desk calendars should portray the annual graphic theme as part of the design.



7. PROMOTIONAL ITEMS

7.4 CALENDARS

7.4.2 Desk Tent Calendar

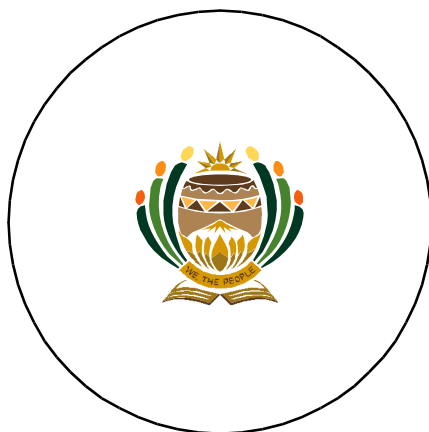


Desk tent calendars should portray the annual graphic theme as part of the design.



7. PROMOTIONAL ITEMS

7.5 MOUSE PADS



Mouse pads may be round in shape with the full colour emblem appearing on it. A square shape, with or without a picture as part of the design, is also permissible. The annual theme may also be used.



7. PROMOTIONAL ITEMS

7.6 LAPTOP BAG

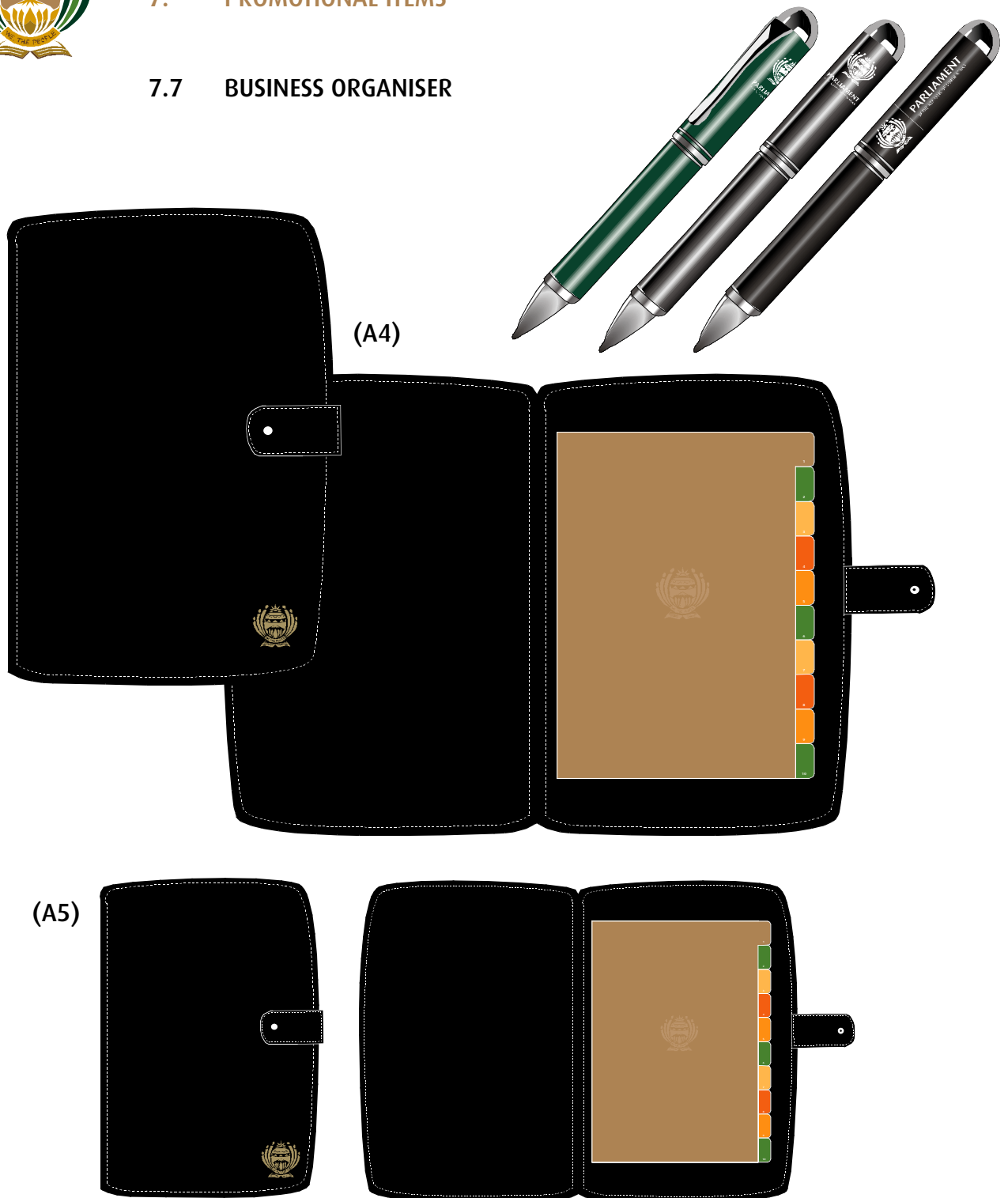


The emblem may be embroidered, screen-printed or applied as a brass plaque.



7. PROMOTIONAL ITEMS

7.7 BUSINESS ORGANISER



The emblem may be embossed, embroidered, screen-printed or applied as a brass plaque.



7. PROMOTIONAL ITEMS

7.8 WALL CLOCK





PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

8 PROJECTS

Guidelines for Projects' collateral is set out in this chapter. Please note that PCMS has been used as an example and that each project will be assigned its own colour.

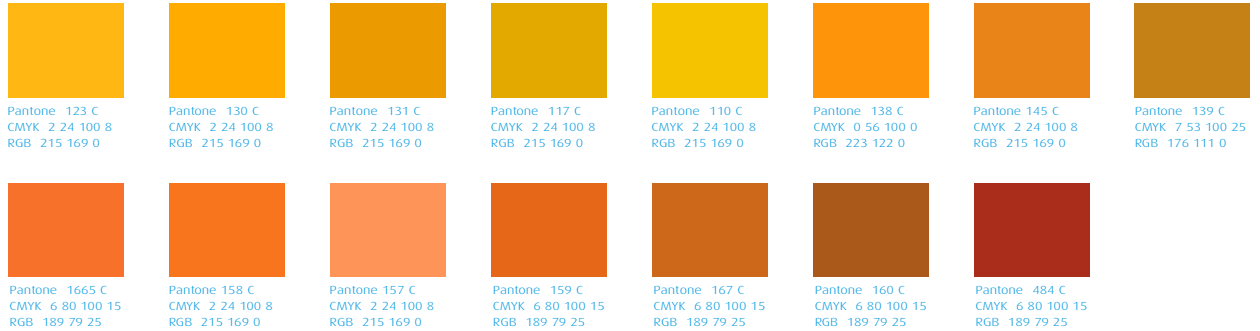
8.1	PROJECTS COLOUR PALETTE	XX
8.2	A4 BROCHURE COVER	XX
8.3	A4 BROCHURE DOUBLE PAGE SPREAD EXAMPLE	XX
8.4	NEWSLETTER	XX
8.4.1	Cover	XX
8.4.2	Double Page Spread	
8.5	DOCUMENT COVER	XX
8.5.1	Generic Document Cover with Window	XX
8.5.2	Generic Document Cover without Window	XX
8.6	BANNERS	XX
8.6.1	Vertical Banner - Option 1	XX
8.6.2	Vertical Banner - Option 2	XX
8.6.3	Vertical Banner - Option 3	XX
8.7	POSTERS	XX
8.7.1	Close Up Poster - Image with Copy	XX
8.7.2	Close Up Poster - Copy Intensive	XX
8.7.3	Viewed from Afar Poster - Image with copy	XX
8.7.4	Poster Grid without image (viewed from afar)	XX
8.8	POWERPOINT TEMPLATE	XX
8.8.1	With Pictures	XX
8.8.2	Without Pictures	XX
8.9	T-SHIRTS & CAPS	XX



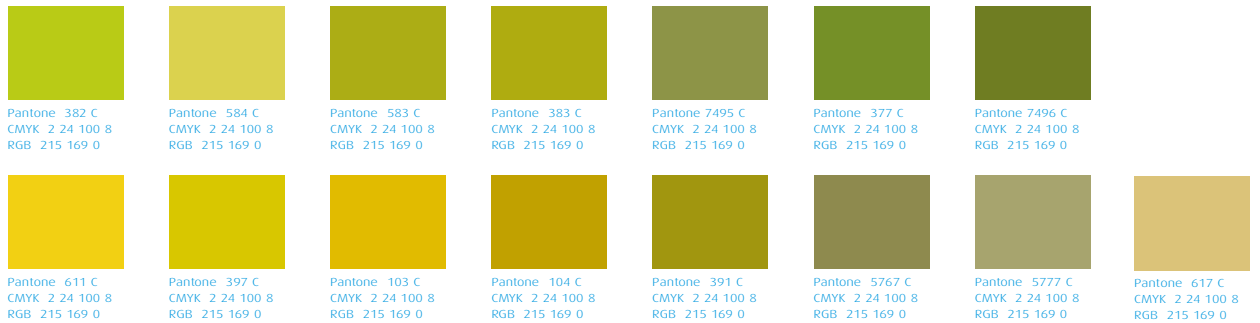
8. PROJECTS

8.1 PROJECTS COLOUR PALETTE

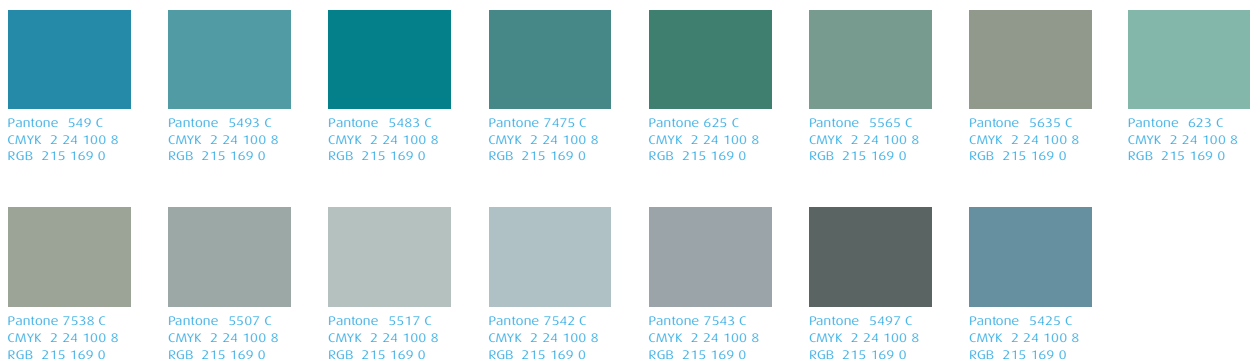
Strategic Objective 1 Overview



Strategic Objective 2 Public Participation



Strategic Objective 3 Effective Institution

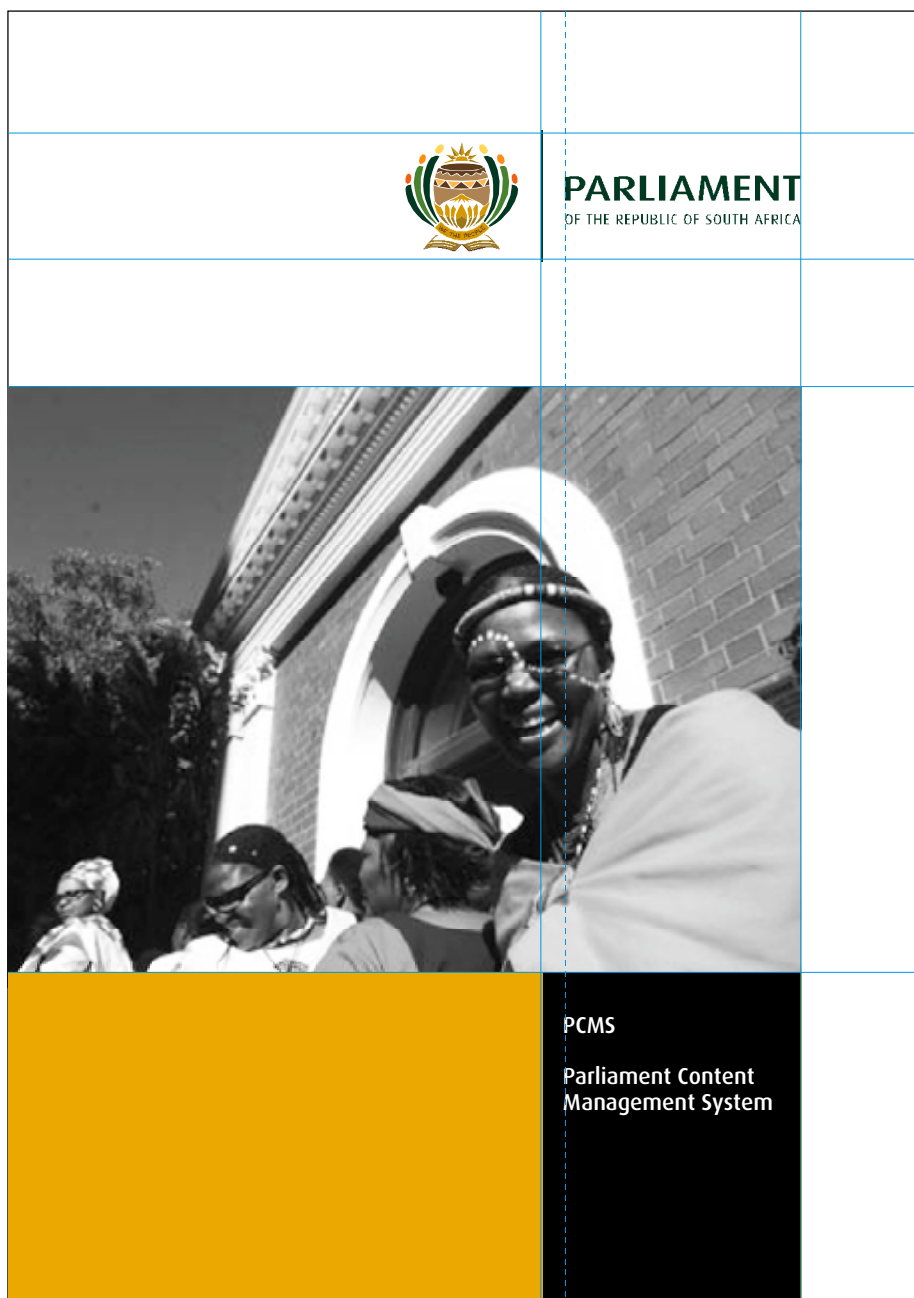


These colours are reserved for Projects only and are divided into three strategic objectives. Colours should be allocated to Projects which fall under these objectives. The Project colour may only be used in conjunction with black as indicated in the pages that follow.



8. PROJECTS

8.2 A4 BROCHURE COVER



TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the A4 Brochure Cover Grid guidelines as specified on pages xx to xx in this manual.

The design grid is applied to Projects in a distinctive way. The Project colour is applied to the larger colour block in the grid and the smaller colour block containing the title always appears in black.



8. PROJECTS

8.3 A4 BROCHURE DOUBLE PAGE SPREAD EXAMPLE

Unified Communications Pilot

INTRODUCTION

BACKGROUND

The core objectives of Parliament indicate our main business. They are:

CORE OBJECTIVE 1: To pass laws (Legislation)

Bills are introduced in Parliament by the executive or initiated by Parliament itself. Bills are classified in terms of the Constitution as section 74 Bills (Constitutional amendments), section 75 Bills (ordinary Bills not affecting provinces), section 76 Bills (ordinary Bills affecting provinces), and section 77 Bills (money Bills).

CORE OBJECTIVE 2: To oversee and scrutinise executive action (Oversight)

As part of the oversight function of Parliament, members put questions to the executive for oral or written reply. Questions may be put to the President, Deputy President or Ministers. In addition to questions and replies, the oversight function includes the tabling of reports in Parliament by institutions accounting to it. Annual reports are tabled by national departments, state institutions supporting constitutional democracy, public entities and sector education and training authorities. Further oversight activities include site visits, reports and briefings to committees, and the budget process.

CORE OBJECTIVE 3: To facilitate public participation and involvement

The participation of the public in the processes of Parliament, their access to the institution and its members, and information provided to the public remain a vital focus of Parliament. Public participation activities include public hearings, outreach programmes, radio programmes and broadcasts, television broadcasts, publications, newsletters, promotional material, the website, the people's assembly and Parliament to the People campaign.

Core Objective 4: To facilitate co-operative government

Parliament plays a major part in facilitating co-operative government by approving international agreements, the appointment of public office bearers, and the discharge of certain statutory functions as prescribed in legislation.

Core Objective 5: To facilitate international participation

Parliament facilitates and participates in several international forums and organisations. These include the Pan-African Parliament, SADC Parliamentary Forum, Commonwealth Parliamentary Association, Inter-Parliamentary Union, and the African, Caribbean, Pacific-European Union forum. Several incoming visits and outgoing visits are facilitated annually.

Member activities

In order to fulfil these objectives successfully, Members of Parliament engage in the following activities which decrease the time that they are able to work from an office. This generates a need for extensive access to information, calendaring and mobile communications.

Landline telephone calls:

Members will have the opportunity to decide if their office calls should ring through to their Pocket PC/PDA or whether the calls should be relayed to their voicemail/secretary's office. At times when they expect an urgent call while in a meeting, they will also be able to allow only a specific number to ring through while the rest would go through to voicemail. This will give the Member control over their office telephone line.

WHAT IS EXPECTED FROM MP'S?

- Active participation: Members taking part in the pilot project and giving feedback to the project team. Feedback sessions will be held during the second term.
- Learn the technology: Staff from the project team will assist with the initial setup and induction to ensure informed use of the solution.
- Make time: Members must commit at least an hour time for induction staff to ensure that they have received all the needed information to make use of the solution.
- Practice: Allow time to get to know the handset. The amount of value that a Member will receive from what the handset has to offer depends on the amount of time the Member spends getting to know it.
- Make it part of their lifestyle: The battery should be charged on a daily basis. Keep in mind that the function it provides is more similar to a laptop than to a telephone.

MEMBERS WITH SPECIAL NEEDS

Two members with special needs will be involved. A special consultant will be doing an assessment and making recommendations on customized solutions.

OWNERSHIP OF HANDSETS

The handsets will remain the property of Parliament.

COSTS

The effect on Members' telephone costs as a result of call routing and any extra costs due to data downloads on the Pocket PC/PDA will be covered from the project funds. An assessment will be done of the reduction/increase in costs during the pilot. A claim form will be available from Members' interests for the duration of the project.

MORE ABOUT THE SOLUTION:

HANSET

Parliament has decided to use the HIC Tytn for the following reasons:

- Full 3G, HSDPA compatibility.
- A Windows Mobile operating system for accessing the PMS (Parliament's Content Management System) hummingbird mobility feature.
- Ease of use. Touch screen and soft/hard QWERTY keyboard.

INTELLISYNC

Parliament's mobility server synchronizes calendar and email (inbox, outbox, sent items, drafts) every 20 minutes. Users can also initiate synchronizing from their cell phones. This feature is rolled out by Parliament's IT department and will be supported by the IT help desk technicians.

ELECTRONIC CABINET

Members could stipulate documents that they would like to have available on the device. Documents such as the constitution or acts relevant to the Members work could be placed in an electronic folder.

MY ASSISTANT "FOLLOW-ME"

My Assistant is a vital tool for mobile employees and performs two essential functions:

- Screening calls to ensure important ones reach you while diverting less important ones to your voicemail or to colleagues/secretary.
- Routing key calls to you - regardless of your location.

My Assistant is a "core number" solution. That means you define your preferred device. You simply toggle from desk phone to mobile phone or from "all callers" to "VIP callers" only.

This feature, along with the handset, is rolled out and supported by Bytes Communication.

Below is a view of what the "My assistant" feature will look like on the PDA.

QUESTIONNAIRE

Please complete the included questionnaire and return to us.

UNIFIED COMMUNICATIONS PILOT PROJECT

UNIFIED COMMUNICATIONS PILOT PROJECT

The Project colour as well as black may be used as part of the layout.



8. PROJECTS

8.4 NEWSLETTER

8.4.1 Cover

PCMS NEWS



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

YOUR SEAT IN PARLIAMENT

ISSUE 12 | NOVEMBER 2005



IN THIS ISSUE:

**MUNICIPALITIES
MAKE STRIDES**
despite challenges

**PROVINCES CALLED
TO ACCOUNT FOR
TAXPAYER'S MONEY**

**PARLIAMENT'S
BUDGET VOTE**
challenges emanates

WOMAN'S PARLIAMENT
celebrating women's
month

**NEW EMBLEM FOR
PARLIAMENT IS ON
THE WAY**

LOREM IPSUM DOL

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Aliquam lacus tellus, suscipit eget, cursus in, vehicula at, dolor. Etiam scelerisque

EGIT VELIT

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TITLE

DAX Medium 35pt
Kerning: 0
Leading: 3.4pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 20pt
Kerning: 0
Leading: 2pt
Colour: White
Alignment: Left

Note: Please refer to the Brochure Cover Grid guidelines as specified on page xx in this manual.

Note how the Project colour is used to distinguish this newsletter from other newsletters. The grid rules as set out on page xx are also applicable.



8. PROJECTS

8.4 NEWSLETTER

8.4.2 Double Page Spread

PCMSNEWS

MANAGEMENT'S POINT OF VIEW

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Parliament Speaker's Address at Vision Summit

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2007 Highlights

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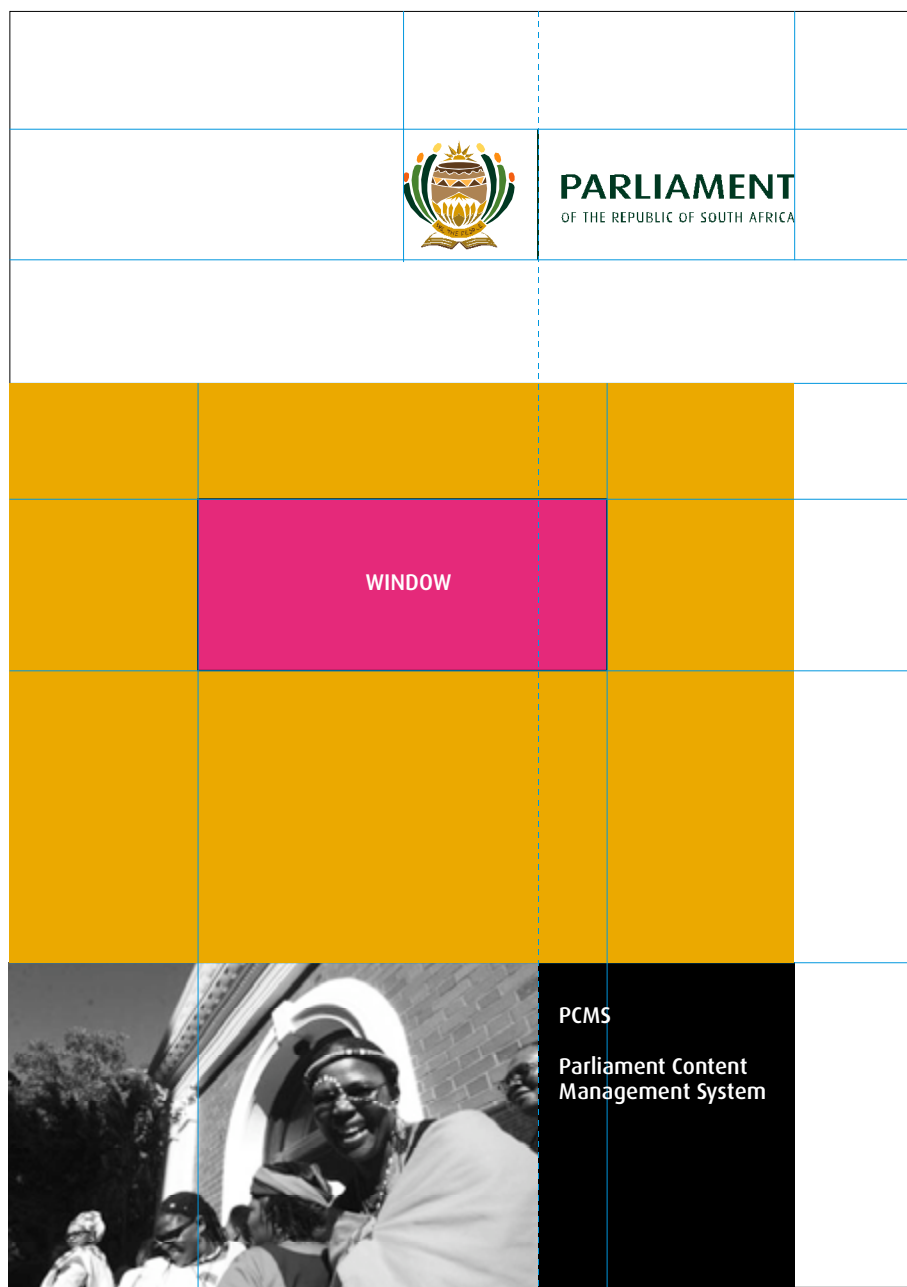
This is an example of the double page spread for a Project newsletter. Note how the Project colour and black is used to differentiate it from other newsletter layouts.



8. PROJECTS

8.5 DOCUMENT COVER

8.5.1 Generic Document Cover with Window



TITLE

DAX Medium 15pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left

Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

 Die Cut Window

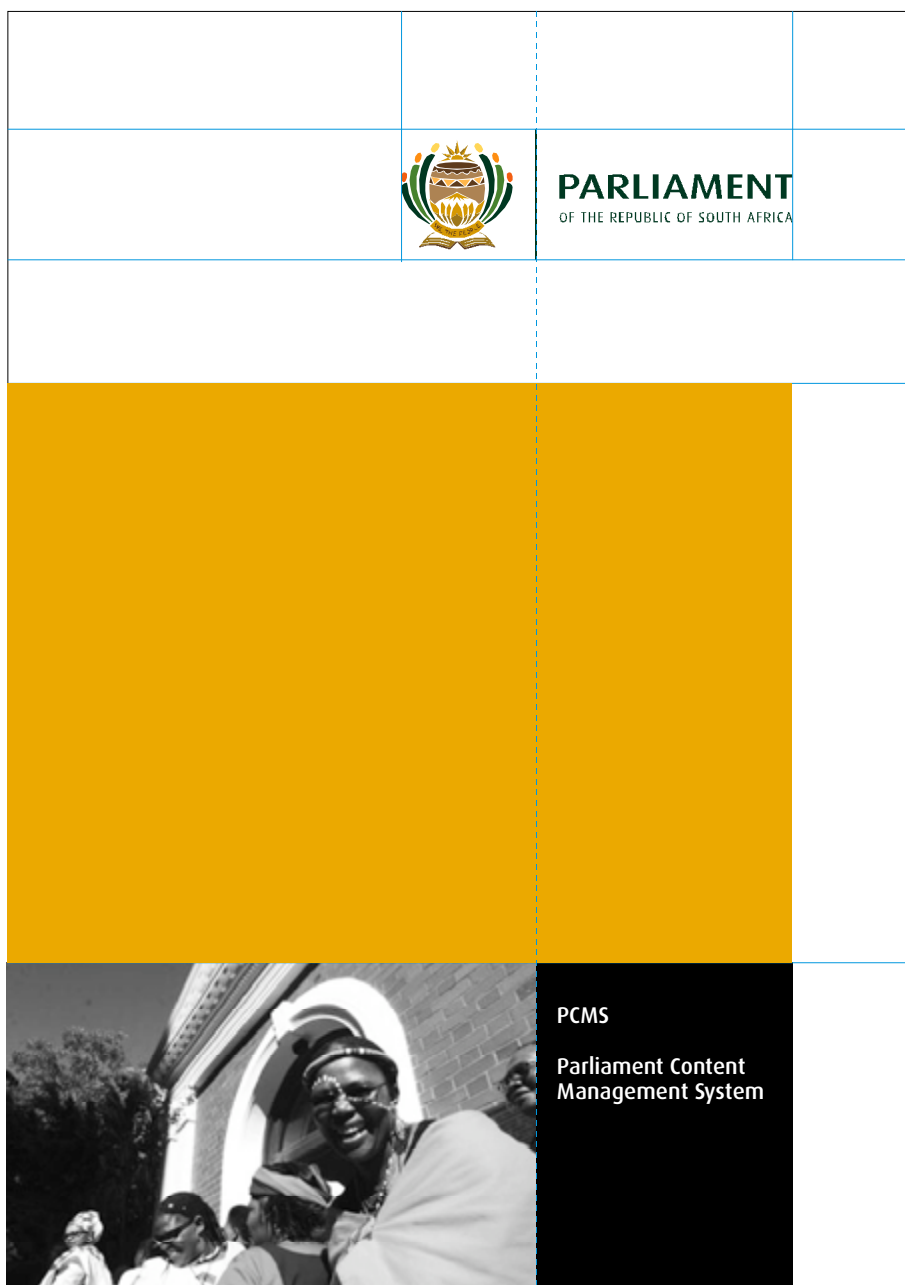
Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



8. PROJECTS

8.5 DOCUMENT COVER

8.5.2 Generic document cover without window



TITLE

DAX Medium 15pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left

Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



8. PROJECTS

8.6 BANNERS

8.6.1 Vertical Banner - Option 1



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

The comparative picture and copy (text) block sizing may be adjusted according to compositional dictates based upon the copy (text) length and choice of image. Please refer to banner grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.6 BANNERS

8.6.2 Vertical Banner - Option 2



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

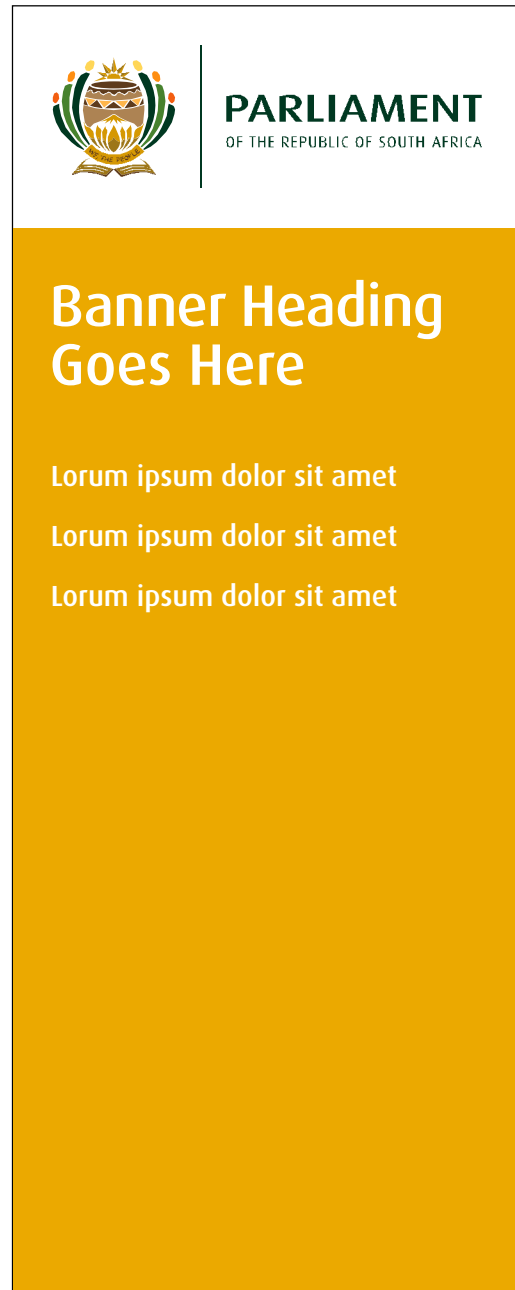
The comparative picture and copy (text) block sizing may be adjusted according to compositional dictates based upon the copy (text) length and choice of image. Please refer to banner grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.6 BANNERS

8.6.3 Vertical Banner - Option 3



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.



8. PROJECTS

8.7 POSTERS

8.7.1 Close Up Poster - Image with Copy



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

Please refer to poster grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.7 POSTERS

8.7.2 Close Up Poster - Copy Intensive

		PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	
	Poster Heading Goes Here		
	• Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet • Lorum ipsum dolor sit amet Lorum ipsum dolor sit amet		

Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

Please refer to poster grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.7 POSTERS

8.7.3 Viewed from Afar Poster - Image with copy



Note: The typography is larger on standard posters as compared to "Close-Up" posters (refer to page xx), in order to enjoy greater legibility.

Note that the emblem block size is increased for this format in order to enjoy greater visibility/legibility. Please refer to poster grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.7 POSTERS

8.7.4 Poster Grid without image (viewed from afar)



Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

Note that the emblem block size is increased for this format in order to enjoy greater visibility/legibility. Please refer to poster grid specifications on page xx in the printed collateral section of this manual.



8. PROJECTS

8.8 POWERPOINT TEMPLATE

8.8.1 With Pictures

TITLE SLIDE



TITLE OF PRESENTATION

Arial Bold 14pt
Colour: White
Alignment: Left

DATE

Arial Bold 12pt
Colour: White
Alignment: Left

DIVIDER SLIDE



DIVIDER HEADING

Arial Bold 14pt
Colour: White
Alignment: Left

TEXT SLIDE



SECTION HEADING

Arial Bold 11pt
Colour: White
Alignment: Right

HEADING

Arial Bold 16pt
Colour: Project Colour
Alignment: Left

BODY COPY

Arial Bold 14pt
Colour: Black
Alignment: Left

Shown above is an example of a Project PowerPoint template with the use of pictures. Please refer to table and graph styles as set out in the stationery section of this manual on page xx.

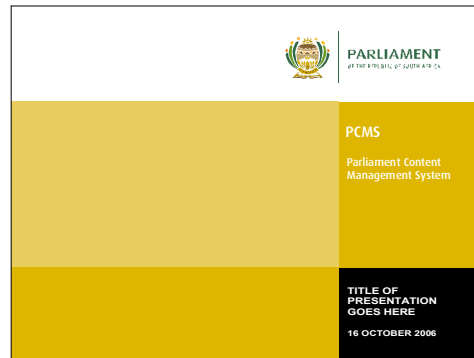


8. PROJECTS

8.8 POWERPOINT TEMPLATE

8.8.2 Without Pictures

TITLE SLIDE



TITLE OF PRESENTATION

Arial Bold 14pt
Colour: White
Alignment: Left

DATE

Arial Bold 12pt
Colour: White
Alignment: Left

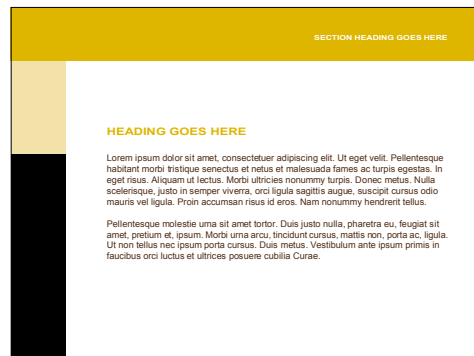
DIVIDER SLIDE



DIVIDER HEADING

Arial Bold 14pt
Colour: White
Alignment: Left

TEXT SLIDE



SECTION HEADING

Arial Bold 11pt
Colour: White
Alignment: Right

HEADING

Arial Bold 16pt
Colour: Project Colour
Alignment: Left

BODY COPY

Arial Bold 14pt
Colour: Black
Alignment: Left

Shown above is an example of a Project PowerPoint template without the use of pictures. Please refer to table and graph styles as set out in the stationery section of this manual on page xx.



8. PROJECTS

8.9 T-SHIRT & CAPS



Special T-shirts and caps may be produced for Projects as shown above. The emblem may be printed or embroidered onto the caps, with the name of the Project appearing on the back of the cap. The caps may be in the Project colour, or in Black.



9 EVENTS

This chapter details prescribed guidelines pertinent to Events' communication and clothing.

9.1	EVENTS COLOUR PALETTE	XX
9.2	EVENTS PHOTOGRAPHY	
9.3	BROCHURES	
9.3.1	Events A4 Brochure Cover	
9.3.2	Events A4 Brochure DPS Example	
9.4	GENERIC DOCUMENT COVER WITH WINDOW	
9.5	BANNERS	
9.6	POWERPOINT TEMPLATE	
9.7	T-SHIRT & CAPS	



9. EVENTS

9.1 EVENTS COLOUR PALETTE

20% Charcoal black
80% Secondary colour



The percentage of area in the grid covered by each respective colour is 20% black and 80% of the chosen secondary colour as represented above.



9. EVENTS

9.2 EVENTS PHOTOGRAPHY



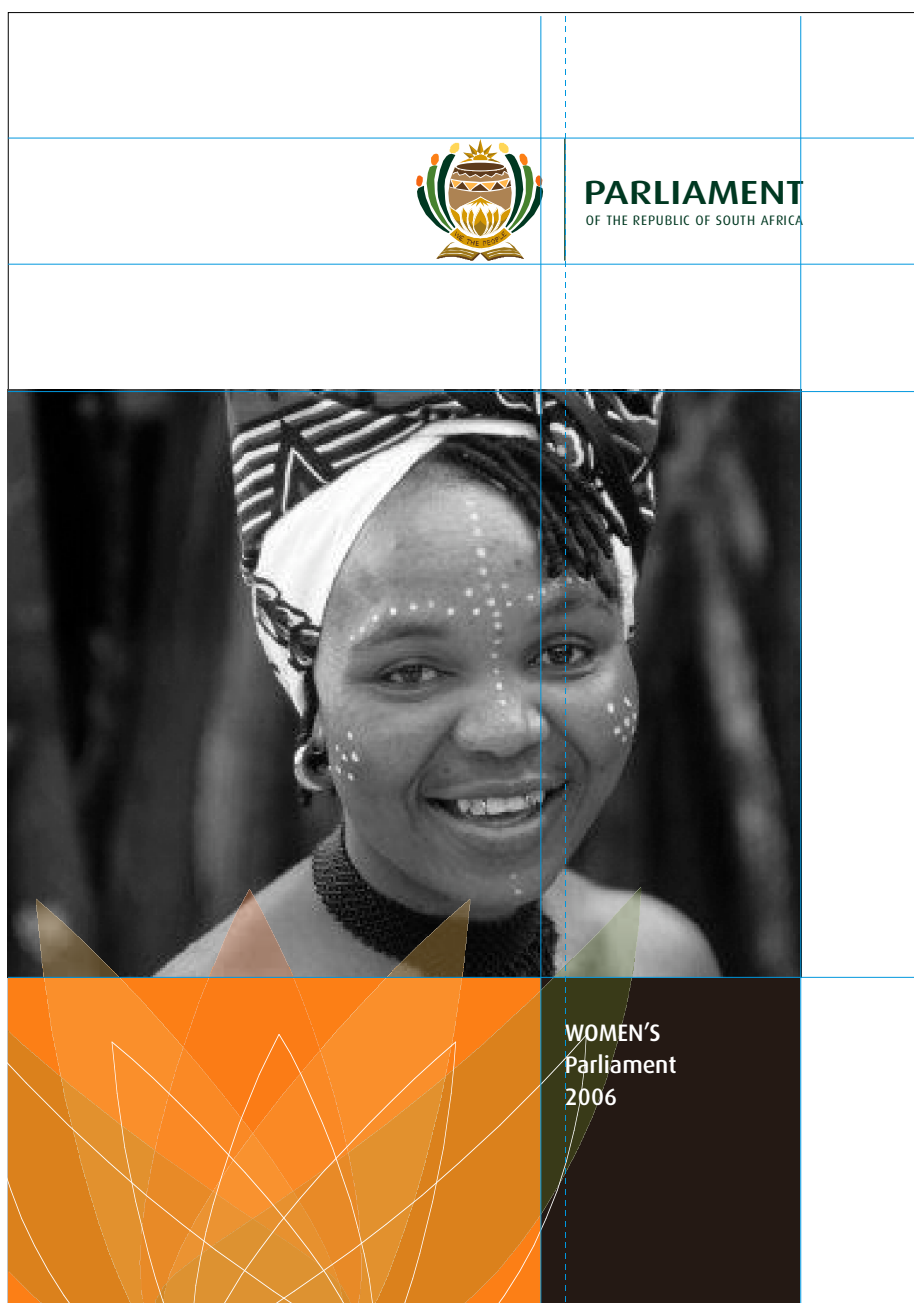
The content of Events' Photography should relate to the event itself. The subject matter should always portray people that are confident, happy, content and displaying a high degree of dignity.



9. EVENTS

9.3 BROCHURES

9.3.1 Events A4 Brochure Cover



TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

SECONDARY TITLE

DAX Medium 15pt
Kerning: 0
Leading: 1.7pt
Colour: White
Alignment: Left

Note: Please refer to the A4 brochure cover grid guidelines as specified on pages xx to xx in this manual.

The design grid is applied to Projects in a distinctive way. The Project colour is applied to the larger colour block in the grid and the smaller colour block containing the title always appears in black.



9. EVENTS

9.3 BROCHURES

9.3.2 Events A4 Brochure DPS Example

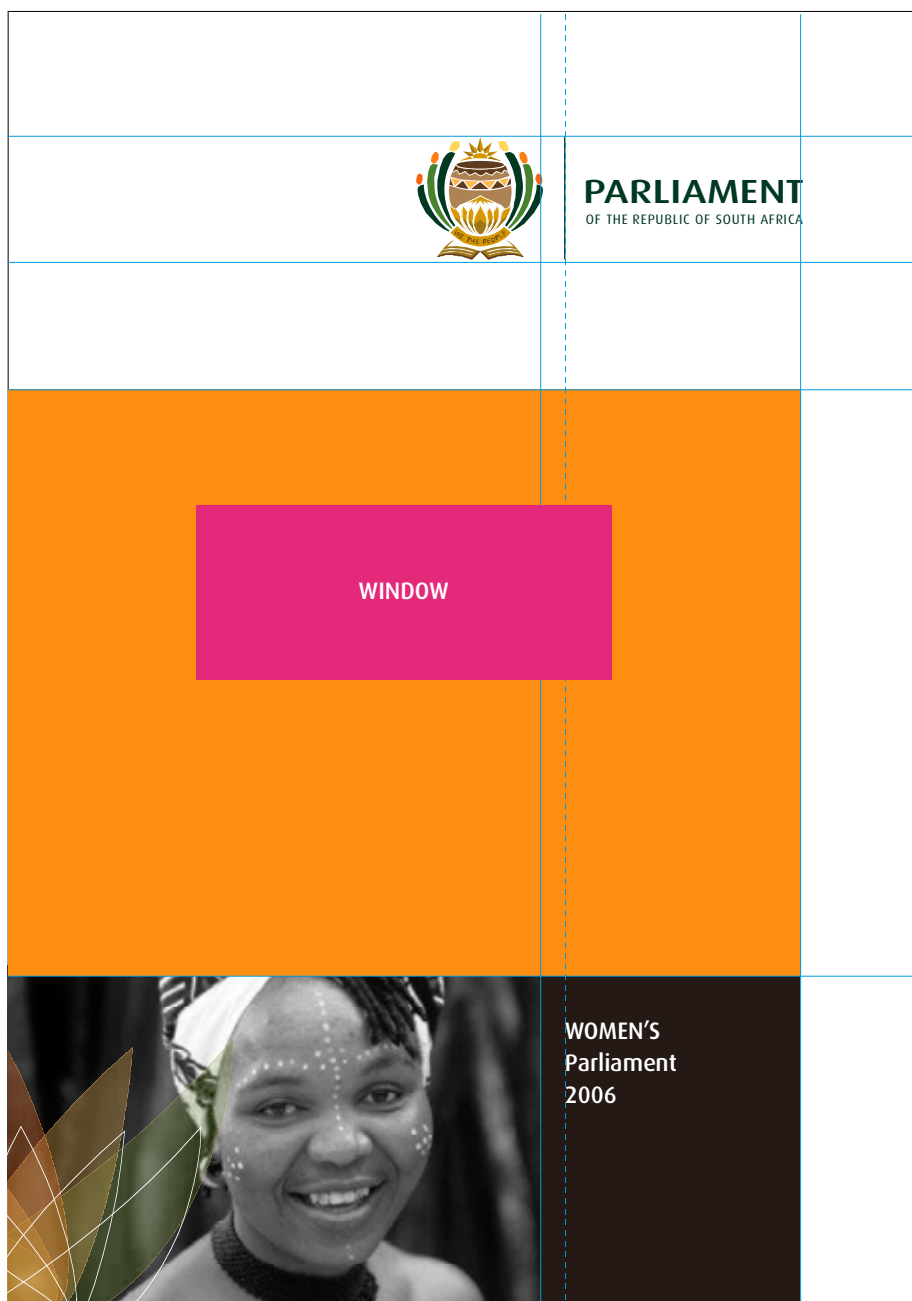


The Project colour and black may be used as part of the layout.



9. EVENTS

9.4 GENERIC DOCUMENT COVER WITH WINDOW



TITLE

DAX Medium 15pt
 Kerning: 0
 Leading: 1.7pt
 Colour: White
 Alignment: Left

Note: Please refer to the Document Cover Grid guidelines as specified on page xx in this manual.

 Die Cut Window

Size	A4	Size Closed	215mm X 305mm
Stock	Avalon Matt 300 gsm	Colours	Full colour printing
Printing	Single side	Special Process	None



9. EVENTS

9.5 BANNERS



The comparative picture and copy (text) block sizing may be adjusted according to compositional dictates based upon the copy (text) length and choice of image. Please refer to banner grid specifications on page xx in the printed collateral section of this manual.



9. EVENTS

9.6 POWERPOINT TEMPLATE

TITLE SLIDE



TITLE OF PRESENTATION

Arial Bold 14pt
Colour: White
Alignment: Left

DATE

Arial Bold 12pt
Colour: White
Alignment: Left

DIVIDER SLIDE



DIVIDER HEADING

Arial Bold 14pt
Colour: White
Alignment: Left

TEXT SLIDE



SECTION HEADING

Arial Bold 11pt
Colour: White
Alignment: Right

HEADING

Arial Bold 16pt
Colour: Project Colour
Alignment: Left

BODY COPY

Arial Bold 14pt
Colour: Black
Alignment: Left

Shown above is an example of a Project PowerPoint template with the use of pictures. Please refer to table and graph styles as set out in the stationery section of this manual on page xx.



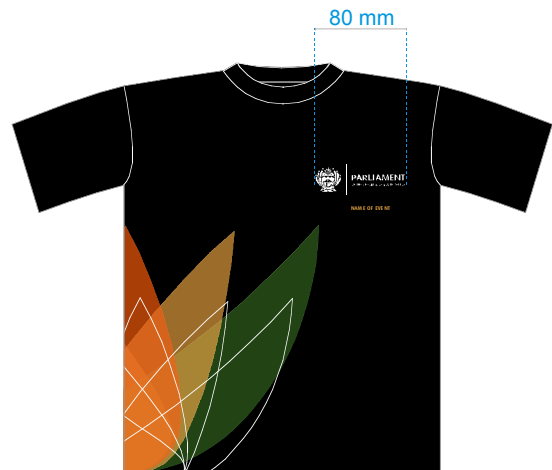
9. EVENTS

9.7 T-SHIRT & CAPS

colour option - front



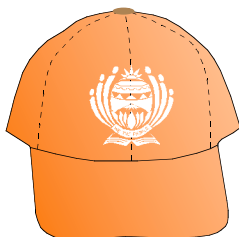
black option - front



colour option - back



black option - back



T-shirts can be white or black, or they can be made up in any colour in the primary colour palette and overprinted with the themed annual design element as illustrated.

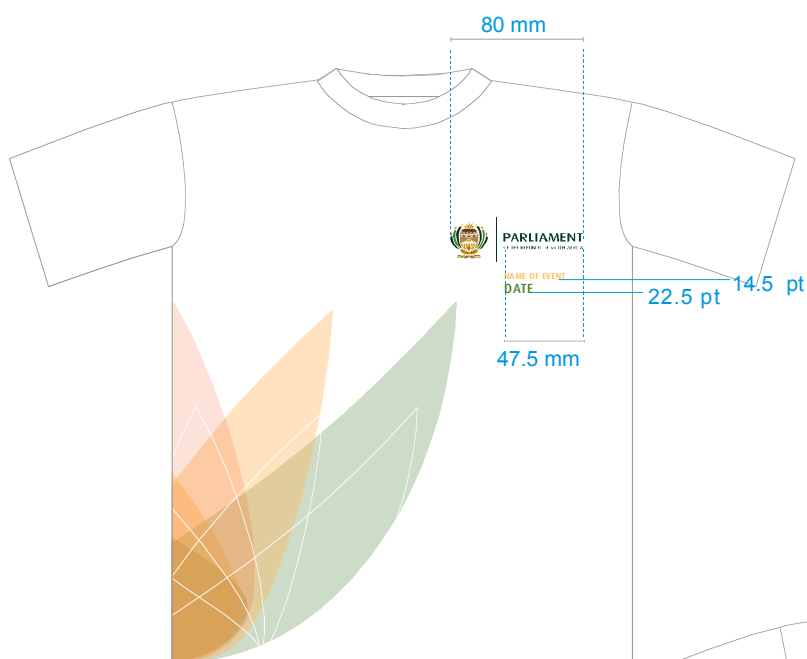
Please be advised that make-up time for T-shirts can take from 4 to 6 weeks.



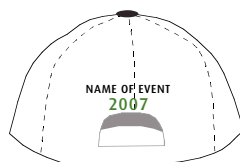
9. EVENTS

9.7 T-SHIRT & CAPS

white option - front



white option - back



T-shirts can be white or black, or they can be made up of any colour in the primary colour palette and overprinted with the themed annual design element as illustrated.

Please be advised that make-up time for T-shirts can take from 4 to 6 weeks.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

10 HOSPITALITY

Hospitality is a protocol function that lends itself to key branding. As such, Gold and Green feature strongly, striking a note of classic elegance and reflecting the dignity of the institution of Parliament.

10.1	INVITATION	XX
10.2	MENU, PROGRAMME AND PLACE CARD	XX
10.3	GIFT PACKAGING	XX
10.3.1	Gift Box	XX
10.3.2	Carry Bag, Gift Card, Ribbon and Adhesive Seal	XX
10.4	CROCKERY AND CUTLERY	XX
10.5	GLASS WARE	XX



10. HOSPITALITY

10.1 INVITATION

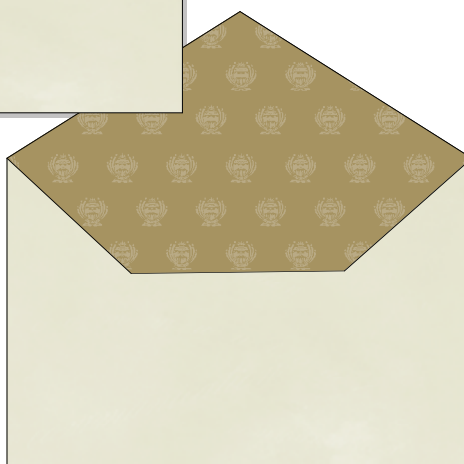


HEADING

Larisma 15pt
Kerning: 2
Leading: 3pt
Colour: Green
Alignment: Centre

BODY COPY

Larisma 9pt
Kerning: 2
Leading: 3pt
Colour: Green
Alignment: Centre



Note: The emblem is printed in Metallic Pantone 8383. The patterned effect on the inside envelope and the back of the invitation is printed in Metallic Pantone 8383

The minimum size of the icon is 20 mm



The paper stock for hospitality invitations is specified as xxxxx. Envelopes are custom-made with a step-and-repeat pattern printed on the inside and also on the back of the invitation cards. Invitations are double sided A6 cards. A Dark green ribbon with Gold printed emblem repeat pattern is mounted on the back of the invitation. The envelope is sealed with an adhesive seal.



10. HOSPITALITY

10.2 MENU, PROGRAMME AND PLACE CARD



HEADING

Larisma: 15pt
Kerning: 2
Leading: 3pt
Colour: Green
Alignment: Centre

BODY COPY

Larisma: 10pt
Kerning: 2
Leading: 3pt
Colour: Green
Alignment: Centre

Note: The emblem is printed in Metallic Pantone 8383.

The minimum size of the icon is 20 mm

Menu, programmes and place cards follow the same look and feel as the invitation. The menu cover must be pre-printed and the menu programme information can be pasted in the inside spread as shown above. The menu is DL in size and the place card is standard business card size.



10. HOSPITALITY

10.3 GIFT PACKAGING

10.3.1 Gift Box



Gift packaging follows the same look and feel as other hospitality items. The box is produced out of wiblin. The seal is Gold foiled on the top of the lid or on the front of the box. The inside is pre-printed satin with a step and repeat pattern of the emblem. The ribbon is manufactured out of satin with the emblem printed in Gold.

The ribbon is attached to the inside front of the box and acts as an opening mechanism.



10. HOSPITALITY

10.3 GIFT PACKAGING

10.3.2 Carry Bag, Gift Card, Ribbon and Adhesive Seal



The carry bag is printed in Green with the seal foiled on both sides. The gift tag is printed on xxxxxx stock. It has a blind embossed emblem on one side. The adhesive seal is a foiled sticker with the emblem blind embossed on one side only.



10. HOSPITALITY

10.4 CROCKERY AND CUTLERY



The emblem is gold foiled on the crockery and engraved on the cutlery

Please note that the minimum size of the icon is 20 mm

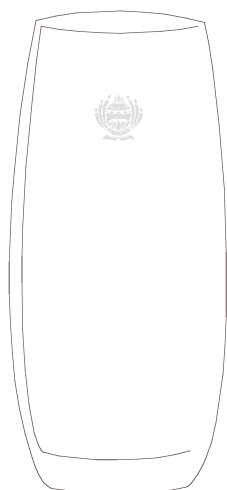


On all hospitality crockery the emblem is matt foiled as shown above. On the cutlery the emblem is engraved as shown above.

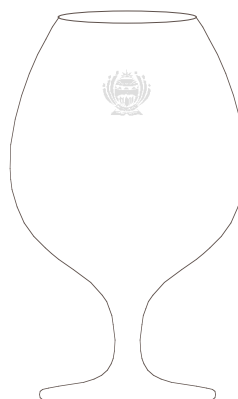
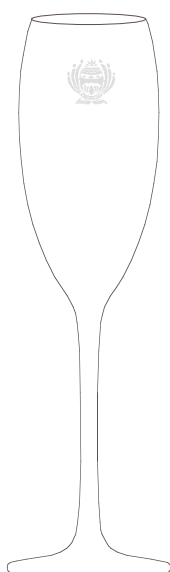
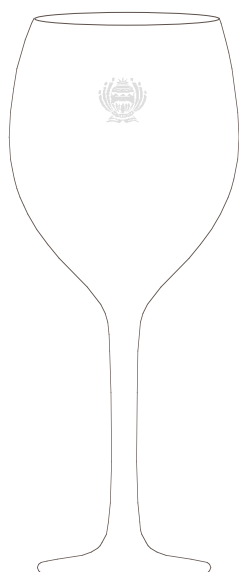


10. HOSPITALITY

10.5 GLASSWARE



Please note that the minimum size of the icon is 20 mm



On all glassware the emblem is sandblasted as shown above.



11 SIGNAGE

This chapter lays down guidelines for signage construction, layout and positioning designed to effectively orientate staff and visitors on the Parliamentary grounds.

11.1 SIGNAGE GRID

11.1.1 Sizing Grid

XX

11.1.2 Translation Grid

11.2 COLOUR SPECIFICATIONS FOR BUILDINGS

11.3 PYLON STRUCTURE

11.3.1 Identification Signage

11.3.2 Information Signage

11.3.3 Directional Signage

11.4 WALL-MOUNTED

11.4.1 Identification Signage

11.4.2 Information Signage

11.4.3 Directional Signage

11.5 WALL-PROJECTING

11.5.1 Identification Signage

11.5.2 Information Signage

11.5.3 Directional Signage

11.6.1 Information Signage

11.6.2 Directional Signage

11.7 DOOR-MOUNTED

11.8 WINDOW DECALS

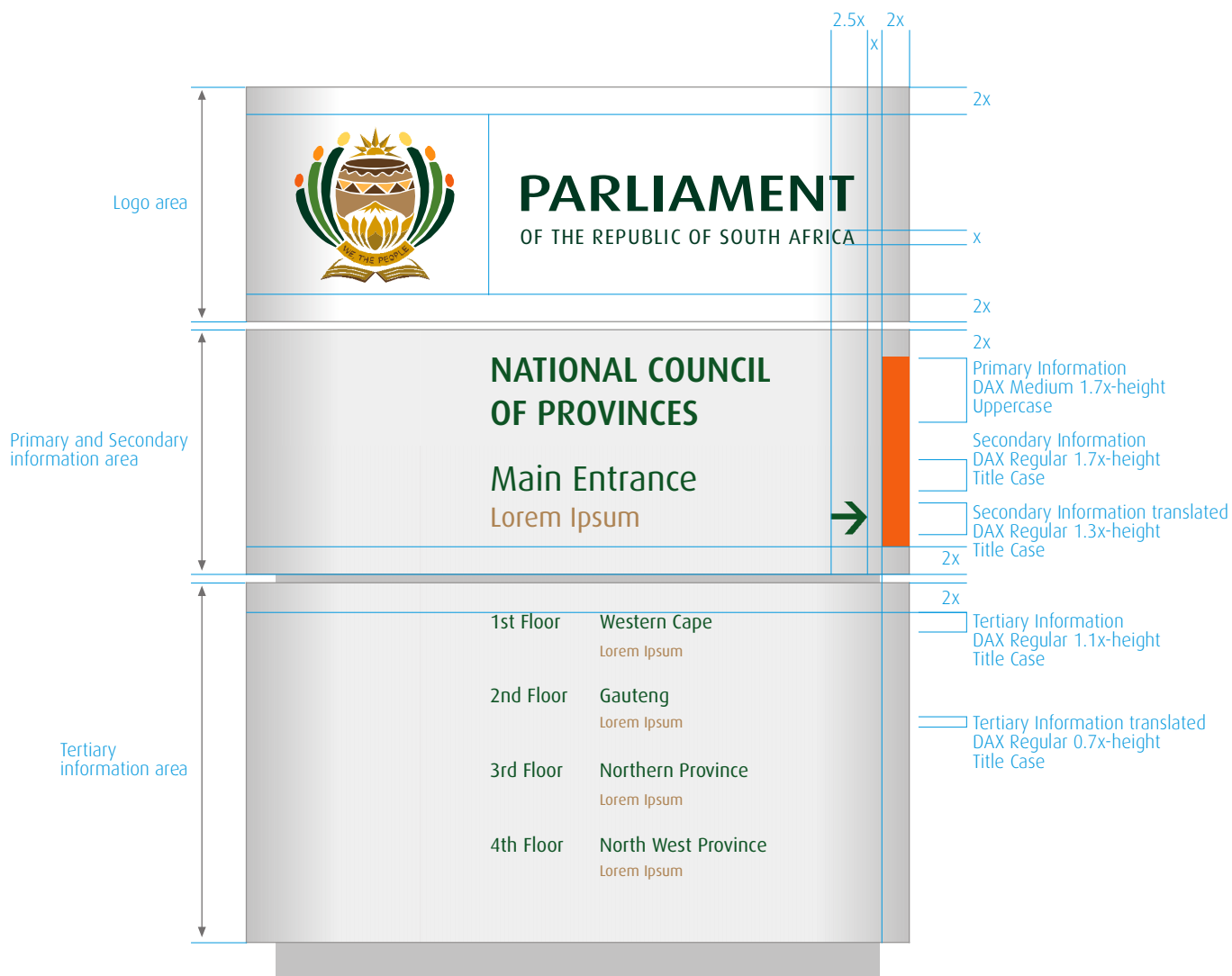
11.9 EMERGENCY SIGNAGE



11. SIGNAGE

11.1 SIGNAGE GRID

11.1.2 Translation Grid



Secondary and tertiary information on signage should follow the guidelines above, as superimposed on the basic sizing grid.



11. SIGNAGE

11.2 COLOUR SPECIFICATIONS FOR BUILDINGS

Old Assembly



Pantone 465 C
CMYK 9 29 66 26
RGB 179 153 93

National Council of Provinces



Pantone 166 C
CMYK 0 75 100 0
RGB 225 112 0

National Assembly



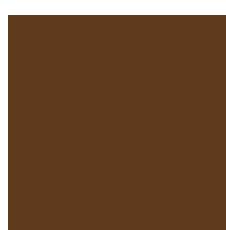
Pantone 357 C
CMYK 93 19 94 69
RGB 39 89 55

Marks Building



Pantone 142 C
CMYK 0 25 78 0
RGB 239 189 71

120 Plein Street



Pantone 463 C
CMYK 14 54 95 66
RGB 108 77 35

90 Plein Street



Pantone 370 C
CMYK 66 1 100 25
RGB 91 143 34

Each building within the Parliament grounds is colour-coded for ease of reference on signage and to distinguish them from each other.



11. SIGNAGE

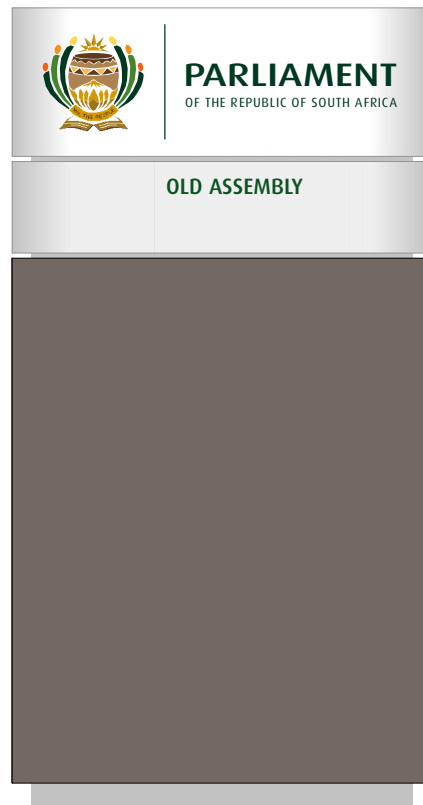
11.3 PYLON STRUCTURE

11.3.1 Identification Signage

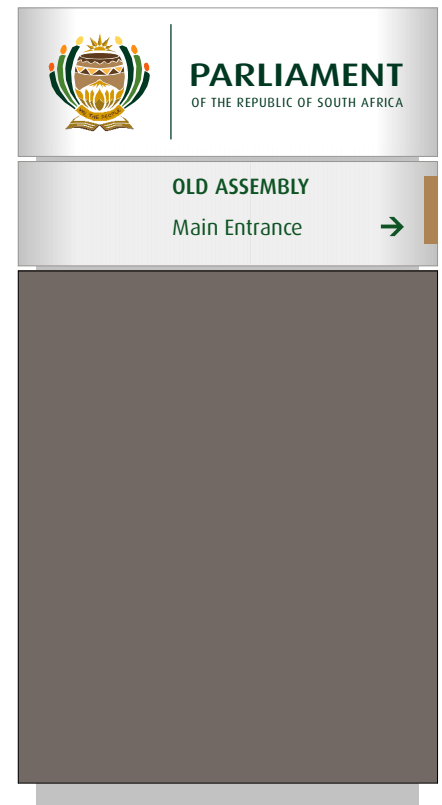
Double unit pylon sign
Primary departmental identifier



Side View



Double unit pylon sign
Primary departmental identifier
With directional component



Single unit pylon sign
Primary departmental identifier

Note: External signage needs to be durable and easy to maintain. As such, aluminium is preferred.



Single unit pylon sign
Primary departmental identifier
With directional component



The pylon is the primary element of the signage range and should be positioned prominently. Since viewing distances are critical to ensure legibility, be aware of any obstructions which may impair visibility.



11. SIGNAGE

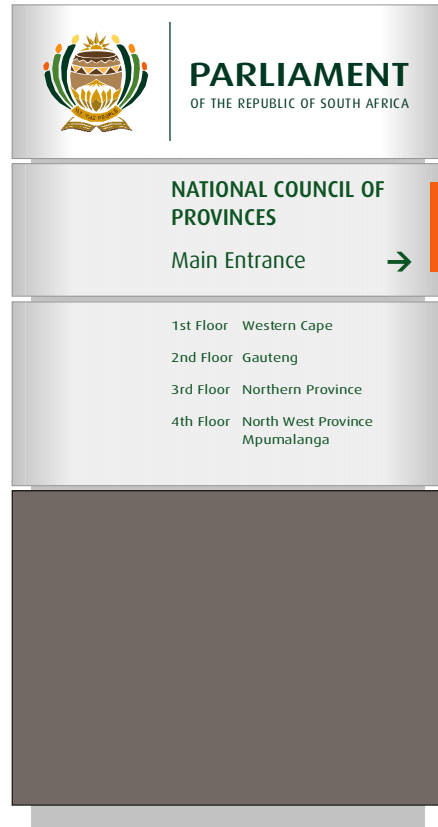
11.3 PYLON STRUCTURE

11.3.2 Information Signage

Double unit pylon sign
Primary departmental identifier
With directional component and secondary information



Side View



Single unit pylon sign
Primary departmental identifier
With directional component and secondary information





11. SIGNAGE

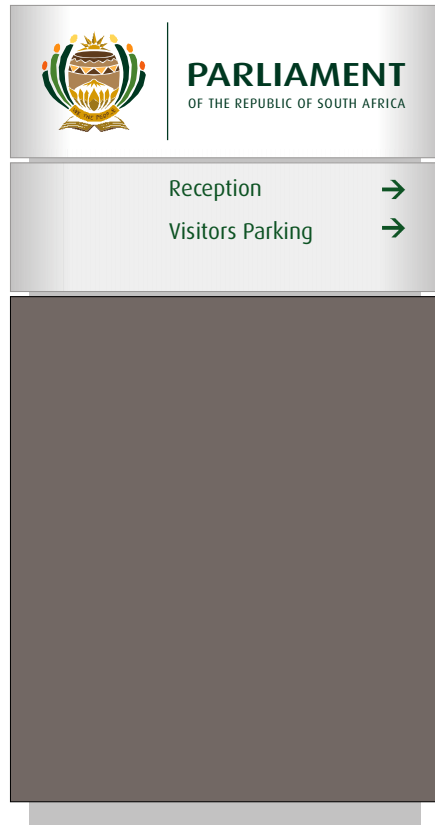
11.3 PYLON STRUCTURE

11.3.3 Directional Signage

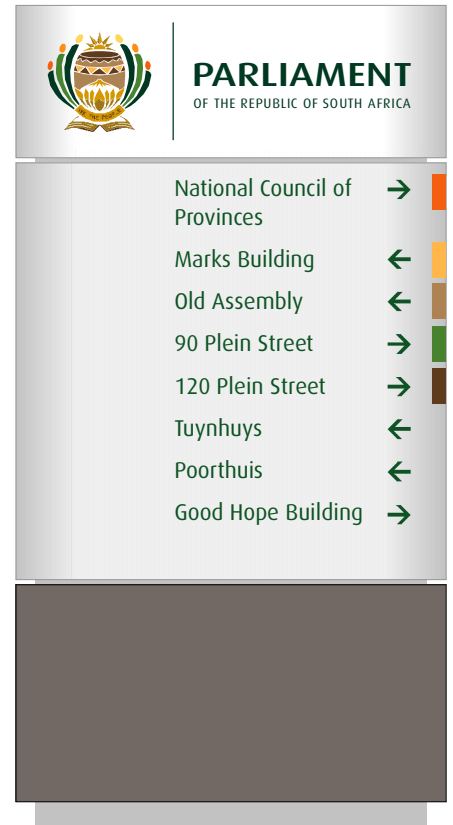
Double unit pylon sign
Primary identifier
With directional component



Side View

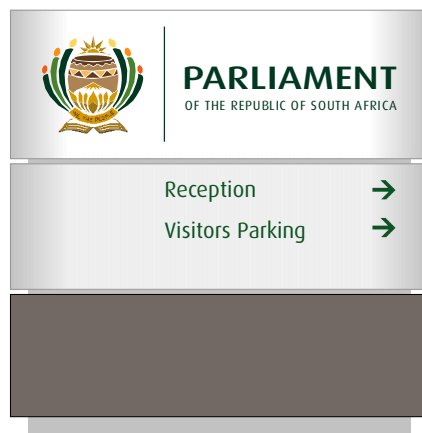


Double unit pylon sign
Primary identifier
With directional component



Note: The colour-coded tabs at the side of the pylon are indicative of different buildings.

Single unit pylon sign
Primary identifier
With directional component



Way-finding signage is used to direct people to the right building or parking area.



11. SIGNAGE

11.4 WALL-MOUNTED

11.4.1 Identification Signage

Primary identifier



The emblem and logotype is the primary component or Parliamentary identifier.

Primary departmental identifier



This is the primary component plus the departmental identifier.

Primary identifier with zone / level information





11. SIGNAGE

11.4 WALL-MOUNTED

11.4.2 Information Signage

Primary departmental identifier with secondary information



Horizontal primary departmental identifier with secondary information



Above are examples of signage with stacked versus horizontal information. Legibility and location should be the determining factor in selecting the site of the required wall-mounted sign.



11. SIGNAGE

11.4 WALL-MOUNTED

11.4.3 Directional Signage

Primary departmental identifier with directional component



Primary departmental identifier with directional component



Directional signage is intended to facilitate way-finding and should appear in prominent positions to facilitate staff and public movement towards the indicated destinations.



11. SIGNAGE

11.5 WALL-PROJECTING

11.5.1 Identification Signage

Primary identifier



Primary departmental identifier



Primary identifier with zone / level information



Wall projecting signs are set at right angles to the mounting surface and should appear in prominent positions to inform staff and visitors.



11. SIGNAGE

11.5 WALL-PROJECTING

11.5.2 Information Signage

Primary departmental identifier with secondary information





11. SIGNAGE

11.5 WALL-PROJECTING

11.5.3 Directional Signage

Primary departmental identifier with directional component



Primary departmental identifier with directional component



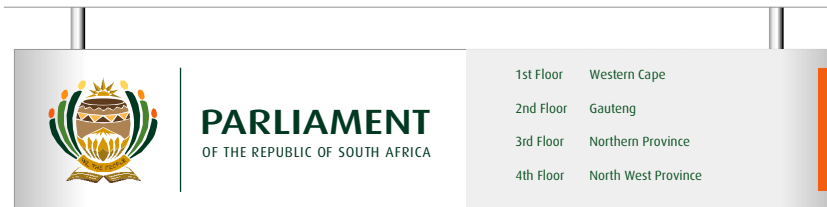


11. SIGNAGE

11.6 CEILING-MOUNTED

11.6.1 Information Signage

Horizontal primary departmental identifier with secondary information





11. SIGNAGE

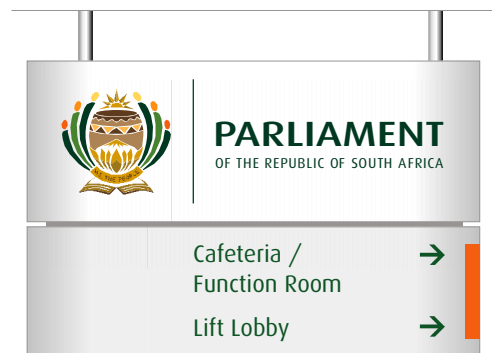
11.6 CEILING-MOUNTED

11.6.2 Directional Signage

Primary departmental identifier with directional component



Primary identifier with directional component





11. SIGNAGE

11.7 DOOR-MOUNTED

Primary identifier
With door access information



Personal sign specification of offices



Personal sign specification of offices



Personal sign specification of offices
With office descriptor



Staff sign specification of offices
With office descriptor





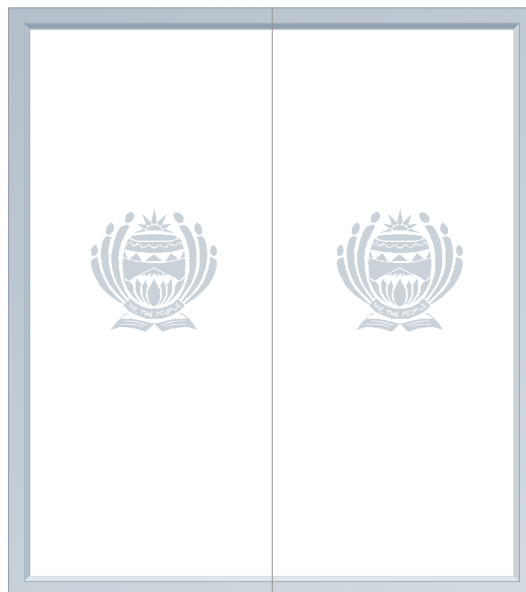
11. SIGNAGE

11.8 WINDOW DECALS

Sandblasted emblem on double glass doors



Sandblasted emblem on double glass doors



The full emblem, in light grey (sandblasted effect), should be applied to glass doors and windows in order to enhance safety and also to further promote the emblem.



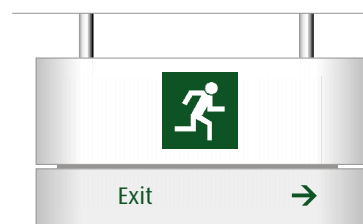
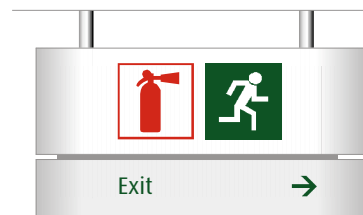
11. SIGNAGE

11.9 EMERGENCY SIGNAGE

Wall-mounted sign



Ceiling-mounted signs



Safety is of the utmost importance. Visibility is essential and these signs should never be obscured. Basic emergency signage may be wall-mounted or ceiling suspended as in the examples above.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA



12. LIVERY

12.1 CAR BRANDING DESIGNS

Bakkie



Delivery Van



Mini Bus



A full-colour decal of the emblem and logotype is applied to both front doors of either a white bakkie or delivery van, or both sliding doors of a white mini bus.



12. LIVERY

12.1 CAR BRANDING DESIGNS

Hatchback



Luxury Sedan



A full-colour decal is applied to both front doors of a white hatchback, while both front doors of a luxury sedan vehicle in either black or white must have a gold emblem and logotype applied.



13 ADVERTISEMENTS

Guidelines for Projects collateral is set out in this chapter. Please note that PCMS has been used as an example and that each project will be assigned its own colour.

13.1 RECRUITMENT ADS

13.1.1 Landscape Black & White Version

13.1.2 Portrait Colour Version

13.2 PUBLIC PARTICIPATION ADS

13.2.1 Portrait Colour Version

13.2.2 Landscape Black & White Version

13.3 CAMPAIGN ADS

13.3.1 Portrait Colour Version

13.3.2 Landscape Black & White Version



13. ADVERTISEMENTS

13.1 RECRUITMENT ADS

13.1.2 Portrait Colour Version

 THE PERFECT CAREER FOR YOU PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	HEADLINE AND LOGO AREA
The South African Breweries Limited is one of the world's top Brewing companies. We seek to create an environment in which all individuals and teams may develop their full potential for the benefit of themselves and the company. Dynamic individuals are invited to apply for the following positions at Newlands Brewery. The South African Breweries Limited is one of the world's top Brewing companies.	INTRODUCTORY PARAGRAPH
LOGISTICS CO-ORDINATOR In this newly created position, your excellent organisational skills are needed to plan, co-ordinate, implement and control the efficient and cost effective procurement, storage and supply of raw materials, to optimise plant availability and the production plan for the purpose of achieving business goals. Your key responsibilities: • Ensure the raw materials delivery plan is available daily and executed timeously • Allocate resources according to the raw materials delivery plan • Adhere to administrative procedures and systems • Efficient handling and storage of stock, stock rotation • Effective utilisation of storage facilities to ensure adequate stock availability at all times • Staff management and development • Promotion of a safe and healthy work environment • Managing budgets Requirements for the position: • A relevant B Degree or National Diploma • At least 4 years experience in a logistics or production environment with supervisory/line management experience • Proven people management skills • PC literacy (SAP experience will be advantageous) BREWING TECHNICIAN OPERATOR Your key responsibilities: • Ensure the operation of the brewing and associated process areas • The execution of quality control checks and analyses • Coaching of other team members • Supporting the Brewing Technician Artisan in carrying out asset care activities. To this end, you will: • Optimise plant and process performance • Operate the Brewhouse plant and process • Operate the beverage fermentation plant and process and • Operate the beverage filtration plant and process. Requirements for the position: • A relevant formal tertiary qualification • 2 – 5 years experience in a manufacturing/process control environment, ideally in foods or FMCG products • PC literacy • A logical, analytical problem solver who can operate in an unstructured environment • A strong team player with initiative • High energy levels and a desire to achieve • You must also be prepared to work shifts. Our people are our enduring advantage • Accountability is clear and personal • We work and win in teams We understand and respect our customers and consumers • Our reputation is indivisible	CAREER LISTINGS
Attractive remuneration packages are on offer. Kindly forward your CV to Integration Resourcing on either E-mail: response@i-resourcing.co.za or fax 0866 100357. Closing date: 24 July 2006. Enquiries 021 689 5180. The appointment will be made in line with our employment equity strategy.	CONTACT DETAILS

HEADLINE

Dax Bold All Caps
Colour: 0c 75m 100y 0k
Alignment: Left
Leading: 115%
Kerning: 0% em

CAREER LISTINGS - Headings

Dax Bold All Caps
Colour: 66c 0m 100y 25k
Alignment: Left
Leading: 105%
Kerning: 0% em

CONTACT DETAILS

Dax Medium Sentence Case
Colour: Black
Alignment: Left
Leading: 115%
Kerning: 0% em

INTRODUCTION PARAGRAPH

Dax Medium Sentence Case
Colour: Black
Alignment: Left
Leading: 105%
Kerning: 0% em

CAREER LISTINGS - Body

Dax Light Sentence Case
Colour: Black
Alignment: Left
Leading: 130%
Kerning: 0% em

Note: Logo always appear at the top right
Use 0.5pt lines to divide sections.
Black or coloured bar at the left hand side.



13. ADVERTISEMENTS

13.2 PUBLIC PARTICIPATION ADS

13.2.1 Portrait Colour Version

 PARLIAMENT TO HOST THE IPU SEMINAR PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	HEADLINE AND LOGO AREA
Parliament will host a Seminar on the Inter-Parliamentary Union (IPU) aimed at informing South Africans about the IPU and its global role of promoting democracy and strengthening the institution of parliament. The Seminar will be hosted under the 2007 theme of Parliament - Masijule ngengxoxo Mzantsi (Let's deepen the debate South Africa)	INTRODUCTORY PARAGRAPH
The IPU is the world organisation of parliaments established in 1889 with its headquarters in Geneva, Switzerland. It is the oldest global political organisation in the world bringing together representatives of the full spectrum of political parties from its 148 member parliaments The Seminar will be addressed by the Speaker of the National Assembly Ms Baleka Mbete, the Secretary General of the IPU Mr Anders Johnson and other prominent International Relations academics and senior politicians. It is open to all interested members of the public. However, seats are limited and will be allocated on a first come first serve basis. Details of the Seminar are as follows: Date: Thursday, 12 April 2007 Venue: Imbizo Centre, Government Communication and Information Centre, Cape Town Time: 18h00 for 18h30 Refreshments will be served.	BODY
Enquiries and RSVPs should be forwarded to: Nonqaba Peter on (021) 403 8095 / or Vuyiseka January on (021) 403 8179	CONTACT DETAILS

HEADLINE

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 Colour: 0c 75m 100y 0k
 Alignment: Left
 Leading: 110%
 Kerning: 0% em

INTRODUCTION PARAGRAPH

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CAREER LISTINGS - Headings

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 Leading: 105%
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CONTACT DETAILS

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 Alignment: Left
 Leading: 105%
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Note: Logo always appear at the top right. Use 0.5pt lines to divide sections. Black or coloured bar at the left hand side.



13. ADVERTISEMENTS

13.2 PUBLIC PARTICIPATION ADS

13.2.2 Landscape Black & White Version

PARLIAMENT TO HOST THE IPU SEMINAR  PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	HEADLINE AND LOGO AREA
Parliament will host a Seminar on the Inter-Parliamentary Union (IPU) aimed at informing South Africans about the IPU and its global role of promoting democracy and strengthening the institution of parliament. The Seminar will be hosted under the 2007 theme of Parliament - Masijule ngengxoxo Mzantsi (Let's deepen the debate South Africa)	INTRODUCTORY PARAGRAPH
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HEADLINE

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INTRODUCTION PARAGRAPH

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CAREER LISTINGS - Headings

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CONTACT DETAILS

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Note: Logo always appear at the top right. Use 0.5pt lines to divide sections. Black or coloured bar at the left hand side.



13. ADVERTISEMENTS

13.3 CAMPAIGN ADS

13.3.1 Portrait Colour Version

CAMPAIGN HEADLINE TO GO HERE  PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	HEADLINE AND LOGO AREA
	CAMPAIGN PICTURE
The South African Breweries Limited is one of the world's top Brewing companies. We seek to create an environment in which all individuals and teams may develop their full potential for the benefit of themselves and the company. Dynamic individuals are invited to apply for the following positions at Newlands Brewery. The South African Breweries Limited is one of the world's top Brewing companies.	INTRODUCTORY PARAGRAPH
SECONDARY HEADING In this newly created position, your excellent organisational skills are needed to plan, co-ordinate, implement and control the efficient and cost effective procurement, storage and supply of raw materials, to optimise plant availability and the production plan for the purpose of achieving business goals. Your key responsibilities: • Ensure the raw materials delivery plan is available daily and executed timeously • Allocate resources according to the raw materials delivery plan • Adhere to administrative procedures and systems • Efficient handling and storage of stock, stock rotation	BODY COPY
Attractive remuneration packages are on offer. Kindly forward your CV to Integration Resourcing on either E-mail: response@i-resourcing.co.za or fax 0866 100357. Closing date: 24 July 2006. Enquiries 021 689 5180. The appointment will be made in line with our employment equity strategy.	CONTACT DETAILS

HEADLINE

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Colour: 0c 75m 100y 0k
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Kerning: 0% em

INTRODUCTION PARAGRAPH

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Alignment: Left
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CAREER LISTINGS - Headings

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Colour: 66c 0m 100y 25k
Alignment: Left
Leading: 100%
Kerning: 0% em

CAREER LISTINGS - Body

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CONTACT DETAILS

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13. ADVERTISEMENTS

13.3 CAMPAIGN ADS

13.3.2 Landscape Black & White Version

CAMPAIGN HEADLINE TO GO HERE PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	HEADLINE AND LOGO AREA
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Attractive remuneration packages are on offer. Kindly forward your CV to Integration Resourcing on either E-mail: response@i-resourcing.co.za or fax 0866 100357. Closing date: 24 July 2006. Enquiries 021 689 5180. The appointment will be made in line with our employment equity strategy.	CONTACT DETAILS

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