



INTERNATIONAL RELATIONS AND PROTOCOL

*Induction Handbook for
Members of Parliament and Provincial Legislatures*

A publication of the South African Legislative Sector



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FOREWORD

In the fourth parliamentary term (2009-2014), the South African Legislative Sector under the leadership of the Speakers' Forum pioneered professional development programmes for members of Parliament and provincial legislatures. These programmes were designed to ensure systematic development of members to enable them fulfil their constitutional responsibilities as representatives of the people of South Africa.

Over time, the Sector has successfully developed and implemented accredited programmes, tailor-made to meet the development needs of members. This has been achieved through partnerships with various institutions of higher learning.

To enhance the learning experience of members, we present a series of seven (7) Induction Handbooks which have been crafted by the South African Legislative Sector committed to building stronger Legislatures through collaboration.

On behalf of the Speakers' Forum of the South African Legislative Sector, we trust that all new and returning Members will find the information contained in the Members' Induction Handbooks a useful guide over the next five years.

Capacitated Parliaments are stronger Parliaments and this is good for our democracy. When you know more, you do more.

M.V. Sisulu, MP

Chairperson: Speakers' Forum of South Africa

June 2009 – May 2014

PREFACE

The Induction Programme is the first step in a series of the broader South African Legislative Sector Capacity Building Programmes. It lays a solid foundation for other subsequent programmes and is based on the work that members are expected to carry out as part of their overall responsibility to the South African people. The Capacity Building Programmes enable members from different education and development backgrounds to enter at various levels and have an opportunity to exit at Post Graduate Level.

This is one of the seven (7) Induction Handbooks focusing on core business areas of the South African Legislative Sector:

- Module 1: Rules, Practice and Procedure in the House
- Module 2: Legislative Process
- Module 3: Committee Procedures, Practice and Systems
- Module 4: Oversight and Accountability
- Module 5: Financial Oversight
- Module 6: Public Participation
- Module 7: International Relations and Protocol

A sincere word of gratitude is extended to the members of the Speakers' Forum for their vision, unwavering support and political guidance, my colleagues in the Reference Group of the Speakers' Forum on Capacity Building (Mr M Mthimkhulu, Mr K Phala and Ms B Tunyiswa) for their dedication and insight in the development and implementation of the broader Capacity Building Programme.

This would not have been possible without the involvement in content development by Secretaries of Parliament, National Assembly, National Council of Provinces and Provincial Legislatures organised through Secretaries Association of Legislatures of South Africa (SALSA). We thank the Legislative Sector Support for ensuring that this vision is realised in the design and development of the handbooks and implementation of the broader Capacity Building Programme.

We hope this handbook will add value to your role as you navigate the Legislative Sector environment.

M.A. Tsopo, MPL

**Chairperson: Speakers' Forum Reference Group on Capacity Building
June 2009 – May 2014**

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Convener	Ms S Schalk	:	Executive Director, Legislative Sector Support
Team Leader	Mr M Somgqeza	:	Divisional Manager, IR, Parliament
Contributors	Dr A Stander	:	Section Manager, Protocol, IR, Parliament
	Mr M Monyae	:	Section Manager, IR, Parliament
	Mr M Ngese	:	Researcher, IR, Parliament
	Ms T Boshomane	:	Section Manager Protocol Limpopo Provincial Legislature
	Ms I Baynes	:	Protocol Officer, Office of the Secretary, Gauteng Provincial Legislature
	Mr D Madlala	:	Researcher in the Research Unit, Parliament
	Ms T Kona	:	Protocol Unit, Parliament

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Ms Sandisiwe Schalk
Executive Director and Project Leader

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ACRONYMS

AU	African Union
BRICS	Brazil, Russia, India, China and South Africa
CPA	Commonwealth Parliamentary Association
CWS	Commission on the Status of Woman
DIRCO	Department of International Relations and Cooperation
EU	European Union
G77	Group of 77
G8	Governments of the eight most industrialised countries
IMF	International Monetary Fund
IBSA	India, Brazil and South Africa Dialogue Forum
IPU	Inter-Parliamentary Union
MDG'S	Millennium Development Goals
MP	Members of Parliament
NA	National Assembly
NAM	Non-Aligned Movement (NAM)
NAASP	New Asia-Africa Strategic Partnership
NCOP	National Council of Provinces
NCSL	National Conference of State Legislations
NEPAD	New Partnership for Africa's Development
PAP	Pan African Parliament
PGIR	Parliamentary Group on International Relations
PO's	Presiding Officers
SADC-PF	Southern Africa Development Community-Parliamentary Forum
SALSA	Secretaries' Association of the Legislatures of SA
SALS	South African Legislative Sector
SF	Speakers' Forum
UN	United Nations
WTO	World Trade Organisation



1. INTRODUCTION

The ¹Constitution of the Republic of South Africa created Parliament and provincial legislatures as independent institutions with distinct mandates at the national and provincial sphere respectively. They are granted powers to determine and control their arrangements, proceedings and procedures. This includes making rules and orders with due regard to representative democracy, accountability, transparency and public involvement. South Africa is however a unitary state with a decentralised system of governance (national, provincial and local government sphere). Irrespective of the sphere of government, all institutions must observe and adhere to ²the principles of cooperative governance, cooperation in which all spheres are ³distinctive, interdependent and interrelated, hence the collaboration.

Parliament and Provincial Legislatures (under the banner of the South African Legislative Sector) participate in unison in international relations, led and sometimes represented by Parliament as a national institution in other platforms. Engagements at international level are co-ordinated with a view to collaborate and build partnerships.

International relations has always been the exclusive domain of the Executive with very little room for participation by the Legislatures. Legislatures now play an influential role in international relations which recognises the interdependence of nations and pursues cooperation as a way of dealing

¹ Section 43, 44 and 104 of the Constitution of the Republic of South Africa.

² Chapter 3 of the Constitution.

³ Section 40 (1) of the Constitution of the Republic of South Africa.

with complex challenges faced by South Africa. Parliamentarians have adopted an activist approach in the global arena and this is largely informed by the fact that parliaments are the bedrocks of democracy, governance and democratic accountability.

Members of Parliament and Provincial Legislatures engage in a unique form of 'parliamentary diplomacy'. In the last 20 years of democracy, Parliament and Provincial Legislatures have carved their own niche in regional, continental and international forums. This activist role has moved beyond the traditional parliamentary role of ratifying international treaties, protocols and agreements signed by the executive and has brought a parliamentary dimension to international relations and co-operation provided by parliamentarians themselves. The central objective of this '*parliamentary diplomacy*' is to improve dialogue between Members of Parliament to promote a parliamentary culture of supporting peace, tolerance, and constructive debate through the following:

- Activities of multilateral international parliamentary organisations
- Bilateral parliamentary groups and inter-parliamentary organisations
- International agreements between parliaments/legislatures
- The activities of parliamentary foreign affairs committees
- Plenary sessions dealing with foreign questions
- Parliamentary participation in elections monitoring processes
- Promoting political dialogue during conflicts in situations that are deemed to be of paramount concern
- Inter-parliamentary cooperation through initiatives between parliaments aimed at cooperating on a number of issues e.g. friendship groups/twinning
- Technical cooperation aimed at building institutional capacity of the Legislatures through exchange of technical assistance with international partners that possess the desired capacity



2. OBJECTIVES OF THE MODULE

The module provides an overview of parliamentary dimension to international relations, parliamentary diplomacy, guiding principles and policy framework that guides this participation. It provides information on platforms in which Parliament and provincial legislatures participate and in international, regional, continental, and global legislative and executive bodies, with particular reference to their objectives, functions, powers, structures, membership and sessions.

The module also seeks to provide information and guidance on protocol, ceremonial rules and practices in South Africa with special reference to the South African Legislative Sector (a collaboration of Parliament and provincial legislatures).



3. STRUCTURE OF THE MODULE

The module is composed of the following two components:

1. International Relations
2. Protocol



4. UNIT 1: POLICY FRAMEWORK AND SCOPE FOR SOUTH AFRICA'S PARLIAMENTARY INTERNATIONAL RELATIONS

The South African parliamentary dimension to international relations is premised on the values that are espoused by the 1996 Constitution of South Africa and informed by South Africa's foreign policy principles.

Parliamentary international relations is the continuation of a political process and dialogue among legislatures of the world. At different international meetings, Members of Parliament (MPs) and presiding officers have an opportunity to exchange views with their counterparts from other countries on a range of international challenges. The need for a clear strategic orientation for parliamentary international relations requires constant review and reflection given the changes that take place within the international system.

South Africa's foreign policy mirrors the country's deep commitment to the consolidation of its democracy. In this regard, SA's foreign policy develops from and is informed by domestic imperatives and these two aspects are mutually reinforcing. The country's interaction with the international community reflects its national imperatives, including critical issues such as, democracy, job creation, education, health, poverty eradication and economic development.

At the continental level, South Africa's foreign policy envisions an African continent that is democratic, prosperous, peaceful, non-racial, non-sexist and united, which contributes to a just and equitable world. However, South Africa pursues its foreign policy in a world characterised by developmental challenges with regards to Africa and the South. In seeking to address these challenges, South Africa's foreign policy is underpinned by the following principles:

- A commitment to promote the African Agenda in world affairs;
- A commitment to economic development through regional and international co-operation in an interdependent world;
- A commitment to the promotion of human rights;
- A commitment to the promotion of democracy;
- A commitment to justice and international law in the conduct of relations between nations; and
- A commitment to international peace and to internationally agreed upon mechanisms for the resolutions of conflict.

In pursuit of its foreign policy objectives, South Africa is guided by the overarching priorities confirmed by the annual Cabinet Lekgotla and President's State of the Nation Address, by the end of the Fourth Term they were:

- Consolidation of the African Agenda;
- Strengthening of South-South Cooperation;
- Strengthening of North-South Cooperation; and
- Participation in the Global System of Governance.

4.1 CONSOLIDATION OF THE AFRICAN AGENDA

The African Agenda serves as a point of departure in South Africa's engagement with the international community. The African Agenda is premised on the belief that South Africa cannot prosper in isolation from the rest of the continent. South Africa could only flourish if it relates with the continent on principles of equity, mutual benefit and peaceful co-operation.

The African Agenda is further based on the understanding of the African Union that socio-economic development cannot take place without peace and stability, as these constitute the necessary conditions for sustainable socio-economic development and a stable political environment.

The country's ability to interact properly with the current international environment is dependent on an open and critical reflection of key international factors that affect SA's country's foreign policy. Inspired by the need for a peaceful and just world, South African national interests, in the conduct of foreign policy, recognises that states are interdependent and promotes cooperation over competition and collaboration over confrontation. It is within this framework that Parliament is committed to develop strategic partnerships to further its interest and values.

South Africa's interests are inseparable from those of Africa, and it is through the African continent that South African interests could be realised. At an international level, the pursuit of the consolidation of the African Agenda takes place within the context of globalisation, which has become a predominant force in international relations. As a phenomenon this consolidation has brought fundamental change in every society and is creating immense opportunities of growth for some, whilst producing an abundance of poverty for others. These inequalities among the countries of the world have been aptly described as "global apartheid". This is characterised by critical world problems in the interrelated categories of poverty, development, peace and security, the lack of rules-based international systems and the need to democratise international institutions of global governance.

4.2 STRENGTHENING OF SOUTH-SOUTH COOPERATION

The challenge that confronts South Africa and the rest of the developing world is to consolidate strategies and tactics to effectively position the countries of the South in a manner that shapes the global agenda relevant to their interests and needs. Such strategic positions have resulted in

solidarity and partnerships within the countries of the South, as well as, accelerated the speed of regional political co-operation and the regional economic integration process. This potential is evident by the emergence of new regional and sub-regional groupings, which include India, Brazil and South Africa Dialogue Forum (IBSA), Brazil, Russia, India, China and South Africa (BRICS) in addition to the long standing groupings like the Non-Aligned Movement (NAM), Group of 77 (G77) including China, and the New Asia-Africa Strategic Partnership (NAASP).

4.3 STRENGTHENING OF NORTH-SOUTH COOPERATION

South Africa's engagement with the developed countries and the formations of the North is premised on the notion of forging partnerships and bringing about peace, security and development in the South.

South Africa, with other leaders of Africa and the South continues to embark on a process of systematically engaging the leaders and institutions of the developing countries, including the European Union and the G8 (governments of the eight most industrialised countries), in an effort to secure support for New Partnership for Africa's Development (NEPAD) and other developmental interests of the South, including strengthening of governance structures, regional parliaments, exchanging of experience and sharing of ideas on best practices in various aspects.

The pursuit of a parliamentary dimension to international relations and cooperation, as informed by South Africa's foreign policy in a complex and unpredictable global environment, necessitates the building of capacity so as to respond swiftly to emerging challenges and changes in the region, the continent and the global environment.

4.4 PARTICIPATION IN THE GLOBAL SYSTEM OF GOVERNANCE

In the globalising world, Parliaments are being called upon to play an important role in the management of global politics in order to provide popular legitimacy to the international decision-making processes. At present, most of the multilateral institutions such as the United Nations, World Bank, International Monetary Fund and World Trade Organization are lacking in democratic representation that reflects the reality of the global population, hence there is a greater need for these institutions to be reformed.



5. UNIT 2: STRATEGIC FOCUS OF PARLIAMENT AND PROVINCIAL LEGISLATURES PRIORITY

The Fourth Parliament Strategic Plan (2009-2014) committed that the participation of Parliament in international relations activities will be informed by the following priority policy imperatives:

- To strengthen the role of SADC-PF and assist in fulfilling its mandate on regional co-operation, governance and its transformation towards a regional parliament;
- To implement Pan African Parliament (PAP) decisions, develop systems required for MP's participation and to empower principals and officials;
- To formulate a strategy on the role of parliament in conflict and post conflict resolution;
- To develop a strategy on the role of parliament in the institutions of global governance;
- To improve parliament's role in debating and adoption of international agreements/conventions and treaties and monitor their implementation by the Executive;
- To debate and adopt international conference reports and follow up on the implementation of resolutions;
- To strengthen parliament's international relations through strategic networks and partnerships;
- To build internal capacity for the implementation of Parliament's IR Strategy; and

- To develop mechanisms for public participation on issues of international relations.

5.1 JOINT RULES SUB-COMMITTEE ON INTERNATIONAL RELATIONS

Since 2004 Parliament has gradually increased its role in international relations and participation. This was manifested by the establishment of the International Relations Committee, a Sub-Committee of the Joint Rules Committee. The Joint Rules Committee (2006) adopted the following core objectives for parliament's involvement and engagement in international relations. These are listed as follows:

- Prioritising Africa;
- Strengthening South- South cooperation;
- Advancing Multilateralism;
- Initiating and strengthening of North-South dialogue;
- Establishing bilateral relations for strategic reasons;
- Ensuring follow-up at parliament-to-parliament bilateral relations;
- Facilitating public participation and education;
- Promoting and protecting human rights;
- Reinforcing democratic values and ideals;
- Upholding international law and justice;
- Promoting gender justice;
- Promoting activism, and
- Initiating contact with other parliaments.

5.2 THE PARLIAMENTARY GROUP ON INTERNATIONAL RELATIONS (PGIR)

The Parliamentary Group on International Relations (PGIR) (2009) is a strategic body charged with the task of policy formulation and implementation of parliamentary dimension to international relations.

In line with national foreign policy priorities, the PGIR identified the following five broad areas of focus for Parliament's participation in international relations:

- Prioritising Africa
- Strengthening South-South Cooperation
- Strengthening of North-South Dialogue
- Participation in Multilateralism
- Strengthening Bilateral Relations

5.3 PROVINCIAL LEGISLATURES IN INTERNATIONAL RELATIONS

Increasingly, provincial legislatures are playing a role in the conduct of international relations. These activities entail the formation of strategic relationships and partnership, sometimes, but not always, guided by twinning agreements and other inter-legislature agreements. This involves initiatives with other regional legislatures to cooperate on any number of issues and friendship groups are a typical example of inter-parliamentary cooperation. An even bigger component of international relations engagement by provincial legislatures is in the form of visits designed to conduct fact-finding and lesson-sharing exercises.

Most provincial legislatures' bilateral and multilateral relationships are aimed at technical cooperation. This involves the institutional capacity building of the legislatures through the provision of technical assistance or exchange with international partners that possess the required capacity or desired capacities. In the advent of democracy the flow of technical assistance was from regional parliaments/parliaments in developed countries to the South African Legislatures as South Africa was an emerging democracy. As from, (1994-2004), this one-way relationship has changed and progressed to more mutually beneficial partnerships in which South African Legislatures play an active role as well.

South African Legislatures have seen institutional developments through improved procedures, modernisation of parliamentary processes, development of effective capacity building programmes for their members and staff. This success can also be attributed to the collaborative approach in the implementation of programmes of Parliament and provincial legislatures called the South Africa Legislative Sector (SALS) approach. SALS approach seeks to develop common norms and standards through sharing of knowledge and assistance of Legislatures in previously disadvantaged provinces. The sector approach has brought about improvements in the processes and practices of the Legislatures. As a result of the success of the model of the sector approach in South Africa, provincial legislatures are involved in joint development programmes with other countries within the continent that have regional parliaments or counties and these include Nigeria and Kenya. South Africa's provincial legislatures have been invited to share their experiences in establishing and running regional legislatures especially in the current process of setting up Counties in Kenya. These international engagements continue to offer political and social benefits not only to South African provincial legislatures but also to the Legislative Sector as a whole and South Africa as the country.

A number of factors behind this flurry of sub-national international relations is the changing political economy with greater emphasis on regionalisation, localisation, and self-sufficiency for the sub-national entities like provinces and municipalities. With the ever deepening economic and social globalisation, the need for these entities to develop dynamic linkages and take advantage of the spatial concentration of wealth and opportunities giving regions and local areas more potential has become greater. Increasingly, provinces and municipalities have to look for alternative sources or extra opportunities to supplement resource allocations by central government. South African provinces and municipalities have also joined their counterparts throughout the world in the search for a meaningful

and productive role in international relations. The number of international visits, agreements, and partnerships established since the end of apartheid is phenomenal.

The increase in sub-national international activities in South Africa has presented a host of challenges both for national government and sub-national entities themselves. These revolve around the alignment of priorities and where the national imperatives should take precedence, co-ordination of activities at national and provincial level, synergy with or the value-added to provincial growth and development plans, the divergent messages communicated in international forums about South Africa, matters of protocol and state conduct, and co-ordinated implementation of commitments made.



6. UNIT 3: PARTICIPATION IN INTERNATIONAL RELATIONS

The global arena witnessed the emergence of regional integration and further witnessed the establishment of inter-parliamentary organisations at regional, continental and global levels, notwithstanding the bilateral partnerships between parliaments. Over the past twenty years Parliament and provincial legislatures have jointly and/or separately engaged in multilateral platforms through international bodies and official bilateral visits and agreements.

6.1 BILATERAL RELATIONS

Parliamentary engagements in bilateral relations are premised on the need “to strengthen bilateral relations for strategic reasons” and to “initiating contact with other parliaments” with the purpose to reinforce democratic values and ideals; promote and protect human rights, promote gender justice, and to uphold international law and justice.

These bilateral engagements are also informed by the priorities of the country’s foreign policy and the support for the identified five domestic priorities, namely: health, education, decent work, and the fight against crime- by giving a particular focus on the role of parliament, in pursuit of good governance, accountability and effective oversight.

In practice, Parliament and provincial legislatures' bilateral relations are conducted through official visits, courtesy call meetings and study visits by Committees. Parliament has especially experienced more incoming visits and has been assisting on staff attachments and exchange programmes for the purposes of technical know-how on various field of parliamentary work.

Parliament of the Republic of South Africa should strive to enhance bilateral cooperation with other parliaments in the continent and those of the countries of the South by establishing strategic partnerships, network, friendship and focus groups.

The purpose of close bilateral relations should be to build strategic relations of purpose, lobby support for the South African policy / strategic positions and to speak in one voice on issues of common interest that will benefit the continent and the developing countries.

Parliament and provincial legislatures are well positioned to exchange experiences in the areas of democratisation, reconciliation, post conflict, reconstruction and development. In the recent past the newly independent South Sudan had sent some of its Parliamentary officials to share with the South African Parliament, the aforementioned experiences and to build capacity to manage their legislatures. To this end, Parliament and provincial legislatures continue to strengthen their political relations at bilateral level through mechanisms such as Memorandums of Understanding.

6.2 MULTILATERALISM

The South African Parliament and provincial legislatures' participation in the multilateral arena and in the global system of governance, finds expression in the need to promote democracy, human rights, gender justice, international law, justice, sustainable, good political and economic governance. In terms of South Africa's Multilateral Relations, Africa occupies a special place in South Africa's foreign policy.

Prioritisation of African relations in the conduct of the South African Legislatures in international relations is based on the consolidation of the African Agenda. There is recognition that South Africa's destiny is inextricably linked to that of the African continent and the developing world. This policy approach has emerged over time from the African tradition of solidarity and greater continental unity. In this respect, Parliament and provincial legislatures conduct their international relations within the country's foreign policy framework that seeks to create a better South Africa, contributing to a better and safer Africa and a better world.

There is a need for the strengthening of parliamentary diplomacy so as to expedite the process of reforming international institutions of governance such as the United Nations, World Trade Organisation and the Bretton Woods Institutions such as the International Monetary Fund and the World Bank.

In line with the above, Parliament and provincial legislatures' participation in international parliamentary bodies must also be aimed at defending the need for the attainment of the Millennium Development Goals (MDGs) and to play a critical role in global environment issues as well as sustainable development.

6.3 GLOBAL CONTINENTAL AND REGIONAL PARLIAMENTARY ORGANISATIONS

The strategic parliamentary partnerships provide political space and an opportunity for different parliaments to enhance relations on areas of common interest. In the context of South Africa, these strategic parliamentary partnerships help to advance the core objectives of International Relations as advocated in South Africa's International Relations policy.⁴ At a continental level these strategic parliamentary partnerships respond to the call for consolidation and prioritisation of the African Agenda.⁵ In this context, the establishment of bilateral and multilateral relations and friendship groups serve as strategic platforms

⁴ Department of International Relations (2009-2012).

⁵ Parliamentary Group on International Relations (2009).

to facilitate the continuation of a political process and dialogue among legislatures on common areas of international interest.

In addition, the parliamentary strategic partnerships ensure follow-up at parliament to parliament level on government's international involvement and engagement in the continent. The common areas of international interest include the following:

- Work with SADC National Parliaments in furthering initiatives aimed at establishing regional parliaments, and achieving deeper political and economic integration.⁶
- Strengthening of the African Union organs and structures.
- Transforming the Pan African Parliament into a full legislative body.
- Implementation of the New Partnership for Africa's Development.
- Ensuring peace, stability and security in Africa.

At a multilateral level the strategic partnerships create platforms for Parliamentary debates, dialogues and an opportunity for global strategic-cooperation given the fact that Parliaments and Parliamentarians are increasingly playing a role in international relations.

Developing countries are also important partners for South Africa in pursuit of its objectives of economic growth and development. South Africa views its partnerships with countries of the South as critical for advancing the Africa Agenda. As a consequence, South-South cooperation becomes central in addressing the challenges facing Africa.⁷The engagement through the trilateral and multilateral forum known as India, Brazil, South Africa Strategic Parliamentary Forum (IBSA) and the South Africa-European Union Partnership (SA-EU Partnership) plays a huge role in providing a platform for Members as the voice of the people to exchange ideas on best practices, and create platforms for collaboration in areas of common interest. These include addressing challenges of underdevelopment⁸ and addressing economic and political marginalisation through partnerships.

18 6 Department of International Relations (2009-2012).

7 Parliamentary Group on International Relations (2009).

8 Ibid.

Global changes have brought the issues of economics and development to the fore in international relations. It is therefore critical for South Africa to position itself in order to respond to these global demands. The global multilateral Parliamentary bodies such as the Inter Parliamentary Union (IPU) and the Commonwealth Parliamentary Association (CPA) promote knowledge and understanding about parliamentary democracy and respect for the rule of law, and individual rights and freedoms. Establishing strategic partnerships through multilateral bodies enables Parliaments, in developing countries, to engage Parliaments in developed countries on the existing global imbalances which always favour countries of the global north and marginalised countries of the global South. They also serve as networks through which national parliaments can channel the issues of continental and global institutions such as the United Nations and the African Union.⁹

One of the main challenges faced by South Africa is strengthening free trade in the Southern African Development Region, Caribbean, Pacific and continental level so that it can deliver concrete benefits to the people of the region. The current parliamentary partnership in the form of the African Caribbean Pacific-European Union Joint Parliamentary Assembly is one of the international assemblies in which the representatives of various countries meet regularly, with the aim of promoting interdependence of common interest issues of the North and South.¹⁰ These include the following:

- Economic Development
- Finance and Trade
- Social Affairs and Environment

6.4 INVOLVEMENT IN REGIONAL BODIES

6.4.1 Southern African Development Community Parliamentary Forum (SADC-PF)

The SADC-PF was formally launched in 1996 as the Southern African Development Community's (SADC's) parliamentary institution, in

⁹ Ibid.

¹⁰ Department of International Relations (2009-2012).

accordance with Article 9(2) of the SADC Treaty. In 1997 it was approved by all SADC Heads of State as an autonomous body of the SADC.

SADC-PF is a regional inter parliamentary body composed of 14 parliaments representing parliamentarians in the SADC region. These member parliaments are Angola, Botswana, Lesotho, Seychelles, Democratic Republic of Congo, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

SADC-PF's main aim is to provide a platform for Member Parliaments and parliamentarians to promote regional integration in the SADC region through parliamentary involvement, and promote best practices in the role of Parliaments in regional integration and cooperation.

The specific objectives of the Parliamentary Forum are to address a wide range of issues including but not limited to, the following:

- Promotion of human rights, gender equality, good governance, democracy and transparency;
- Promotion of peace, security and stability;
- Accelerating the pace of economic cooperation, development and integration on the basis of equity and mutual benefits;
- Facilitating networking with other inter-parliamentary organisation;
- Promoting the participation of non-governmental organisations, business and intellectual communities in SADC activities, and
- Informing SADC of the popular views on the development and issues affecting the region.

There is a need to promote the process of transforming the SADC-Parliamentary Forum to become a SADC Regional Parliament. This transformation would enhance sustainable development and people-centred democracy in the region.

The Plenary Assembly consists of the Presiding Officers and 4 representatives elected by each national Parliament. Each national Parliament must ensure equitable representation of women and political parties in their respective

parliaments. To this end the chairperson of the Parliamentary Women's Caucus must also form part of the delegation to the SADC-PF. The Plenary Assembly is the policy making and deliberative body of the forum.

The Executive Committee manages the affairs of the forum and gives strategic direction to the Secretariat. It consists of 6 Presiding Officers and 6 representatives elected by the Plenary Assembly every two years. It manages the affairs of the Forum, gives strategic direction to the Secretariat and ensures that the decisions of the Plenary Assembly are implemented.

6.4.2 The SADC-PF Women's Parliamentary Caucus

The Regional Women's Parliamentary Caucus has a cross-sectoral focus with the objective of attaining 50/50% representation of women by 2015 in the SADC National Parliaments and promoting effective participation of women, based on SADC's Protocol on Gender and Development. After every election, a new Parliament elects a delegation for the duration of its term and the mandate of the delegation is usually obtained through the Portfolio Committee on Foreign Affairs and the Presiding Officers.

There has been instances, however, where the delegation has attended the SADC-PF meetings without any formal mandate, which prevented them from taking any decisions which had the potential of binding the Parliament. The Parliament of the Republic of South Africa has for the third and fourth Parliaments seconded a manager to the SADC-PF to facilitate and manage the implementation of the SADC-PF Women's Parliamentary Caucus programme.

Although regional integration is not a new phenomenon in the SADC region, the current challenge is to systematically take the process of integration to a higher level. More coherence is essential amongst the member parliaments and the executive of SADC, both at national and regional level.

6.5 PARTICIPATION ON CONTINENTAL BODIES

6.5.1 The Pan-African Parliament (PAP)

The Pan African Parliament (PAP), also known as the African Parliament, was established in March 2004 under Article 17 of the Constitutive Act of the African Union as one of the nine organs of the African Union. PAP's establishment was necessitated by the vision to provide a pan-continental platform for African parliamentarians to be more involved in discussions and decision-making regarding the problems and challenges facing the Continent.

PAP was envisioned as a platform from which the African people could be represented in decision making processes, good governance, oversight, accountability and transparency and it would be vested with legislative powers to craft continental laws.

South Africa is one of the founding members of the PAP and has always been represented in the Plenary. South Africa is also the host country for the PAP. South Africa's bid to host the PAP was motivated by the desire to create a truly unique African People's Parliament to ensure the full and effective participation of the African people in the economic development and integration of the Continent. As a host nation, South Africa continues to ensure that it:

- Provides adequate premises free of charge to accommodate the offices of the PAP and its other needs for space.
- Ensures that PAP is housed in accessible premises not occupied by any other organisation or company or Government agency.
- Provides the official residence, at its expense, for the President of the PAP.
- Ensures that there is appropriate, efficient and modern infrastructure, especially telecommunications facilities to enable the PAP to function efficiently.

- Ensures that the PAP conducts its work in a politically conducive atmosphere with adequate logistical facilities.
- Ensures that convenient local transport to and from the parliamentary complex is provided to Members.

South Africa, like other Members of the PAP, continues to make financial contributions to the PAP through contributions made to the African Union (AU). The above-mentioned obligations and responsibilities entrusted upon South Africa as a host country signifies the trust, faith and respect that the African continent has in South Africa's capacity and capability to lead and meet all PAP's expectations.

When the PAP was initially established, it was envisaged that during its first term (2005 to 2009), it would exercise advisory and consultative powers and transform into a Continental Parliament with full legislative powers. However, in its current form, the PAP is still a consultative and advisory body that investigates, deliberates, and makes recommendations and advocates positions on continental affairs.

South Africa seeks to transform the PAP into a Continental Parliament with full legislative powers to promote and accelerate the pace of political and economic integration so as to expedite development in the African continent.

The PAP comprises of the President, the Bureau, Committees, and the Secretariat. The President is the Presiding Officer and is elected from amongst members of the PAP during the first sitting of each term. The role of the President is to facilitate deliberations of the PAP during Sessions and to serve as the political head of the PAP, as well as to oversee the business of the continental Parliament.

In overseeing the affairs of the PAP, the President is assisted by four Vice-Presidents who represent the rest of the Continent's sub-regions (North,

South, West and Central Africa). The President and the four Vice-Presidents constitute the Bureau of the PAP and the Bureau serves as the Executive for the PAP.

The work of PAP is organised around Parliamentary Committees. Each Committee investigates; deliberates; develops reports; and makes recommendations to PAP sessions on matters falling within the purview of their mandate.

The day-to-day administration of the PAP is run by the Secretariat, which provides administrative support to the Bureau and the Committees. The Secretariat is headed by a Clerk who is assisted by two Deputy Clerks for administrative and legislative affairs, respectively. As head of the Secretariat, the Clerk organises elections of the President and Vice-Presidents, takes minutes of all proceedings of Parliament, including the Parliamentary Committees, and authenticates the votes and proceedings of each sitting by signature.

The PAP has faced many challenges including establishing effective structures, formulating institutional policies and procedures, ensuring collective continental ownership, dialogue, stability, peace, implementing effective political oversight, formulating continental policies, harmonising national and continental policies and addressing the challenges facing the continent.

6.6 INVOLVEMENT WITH GLOBAL BODIES

6.6.1 Relationship with the European Union

Prior to 1994, solid strategic and historic relationships and partnerships existed with members of the European Union that supported the liberation movements and South Africa's transition to democracy. The relations between South Africa and the European Union have flourished since the birth of democracy in South Africa in 1994. Relations continue to exist and opportunities presented for cooperation in a multitude of fields at

both bilateral level (with specific countries) and at multilateral level of the confederation of European countries, called the EU.

The EU is South Africa's critical link in engagement with the North to build a developmental state by contributing to sustainable growth, social development and capacity building. The partnership is also aimed at advancing the development needs of the African continent and the South which is mutually beneficial and compatible with South Africa's interests in its increasing international role. Engagement with multilateral organisations like the EU is premised on promoting the African Agenda and the Agenda of the South through high level political dialogue within the context of the Joint Africa – EU Strategy.

6.6.2 Parliament of South Africa and European Parliament

Relations with the European Parliament advanced since the Third Parliament with the establishment of Inter-Parliamentary Meetings (IPM) that are held twice annually in Cape Town and Strasbourg. The meetings are aimed at bringing about a regular exchange of visits by parliamentary delegations in line with the Trade, Development and Co-operation Agreement between South Africa and the European Union that was established in 2009.

The focus of the meetings is on a diverse range of issues including regional integration, nuclear energy, human rights and international trade agreements. The proposed Partnership Agreement between South Africa and the European Union proposes specific provisions on co-operation between the respective legislatures including the establishment of a committee or specialised group to monitor relations between South Africa and the European Union.

6.6.3 Relationship between the EU and the South African Legislative Sector (SALS)

The relationship between the South African Legislative Sector (SALS) and European Union (EU) commenced in 1997 with EU support of the

Parliamentary Support Programme (PSP). This programme effective from 1996-2003, was a programme aimed at deepening democracy through enhancement of institutional processes. The Legislatures Support Programme (LSP) was subsequently implemented from 2004-2009 as a logical progression of the PSP.

The relationship between the EC and SALS matured to a more balanced and strategic partnership in which both partners emerged as equal and mutually accountable partners. Following the formalisation of the collaboration of Parliament and provincial legislatures through the adoption of the Sector Policy for the SA Legislative Sector and Strategy Framework in 2008, it was within this balanced, mutually accountable partnership and environment that SALS and the EU Delegation designed the Legislative Sector Policy Support Programme (LSPSP). The LSPSP provided an opportunity to entrench cooperation and collaboration of Parliament and Provincial Legislatures in SA.

6.6.4 Sector Dialogue between South African Legislative Sector and the EU

Annual International Consultative Seminars between SALS and EU Delegation and the EU Parliaments have been held from 2010-2013. These are knowledge sharing and exchange platforms that involve broad-based engagement between the SALS, EU, relevant bodies and stakeholders.

The seminars serve as a platform for sector dialogue that ensures consultative participation of stakeholders and role players with necessary knowledge and functional expertise that would add value to the sector dialogue. Their purpose is defined in the terms of reference approved by the Speakers' Forum of South Africa (SFSA). Participation of other international Parliaments and bodies of common interests involved in advancing parliamentary democracy is by invitation.

6.6.5 Inter-Parliamentary Union (IPU)

The IPU is the focal point for world-wide parliamentary dialogue and strives for peace and co-operation among peoples and for the firm establishment of representative democracy. Members use the forum as a base from which they engage closely with the United Nations. The IPU co-operates with regional inter-parliamentary organisations, as well as with international inter-governmental and non-governmental organisations which are motivated by the same ideals.

It was established in 1889 as an association of individual parliamentarians. Currently, the IPU has 153 Members and eight Associate Members. The Executive Committee is composed of the President of the IPU, 15 members belonging to different parliaments and the President of the Coordinating Committee of the Meeting of Women Parliamentarians. The Executive Committee is the administrative organ of the IPU.

Article 22 of the IPU statutes determines that a Meeting of Women Parliamentarians shall be held on the occasion of the first annual session of the Assembly and shall report on its work to the Governing Council. The meeting is assisted by the Coordinating Committee of Women Parliamentarians.

Currently six geopolitical groups are active within the IPU. The geopolitical groups exist to facilitate the work of the IPU. The Africa Group convenes meetings of all African parliamentary delegations attending IPU Assemblies in order to discuss issues of mutual interest. The Executive Committee may invite the chairpersons of the geopolitical groups to participate in discussions in an advisory capacity. The IPU Secretariat, led by the Secretary-General of the Union, provides administrative and technical support to the IPU.

In the case of South Africa, the number of delegates to the first annual session may not exceed eight and the number of delegates to the second annual session may not exceed five. The delegation consists of members

of both Houses and is led by a Presiding Officer. It has no permanent membership.

The IPU is financed primarily by its members out of public funds and consists of the Assembly, the Governing Council, the Executive Committee and the Secretariat. The Assembly meets twice a year (in April and October) and is composed of parliamentarians designated as delegates of the IPU. The statutes of the IPU provide that delegations shall comprise of male and female parliamentarians.

The Assembly is assisted in its work by three Standing Committees which prepare reports and draft resolutions for the Assembly to consider, namely, the Committee on Peace and International Security, Committee on Sustainable Development, Finance and Trade and the Committee on Democracy and Human Rights.

The South African Parliament enjoys sound relations with the IPU. This can be derived from the fact that despite its young democracy, the IPU chose South Africa to host the 118th Assembly in 2008 under the Theme: "Pushing back the frontiers of Poverty". Confidence in SA is further demonstrated by the fact that SA delegates attend meetings of all the following three important Standing Committees of the IPU: the Committee on Peace and International Security, the Committee on Sustainable Development, Finance and Trade, and the Committee on Democracy and Human Rights (these committees prepare reports and draft resolutions for the Assembly to consider).

Moreover, South Africa participates in the work of the Coordinating Committee on Women Parliamentarians, the Advisory Group on United Nations Affairs and the Advisory Group on HIV and Aids, which is currently chaired by South Africa. There is no permanent South African delegation to the IPU. The criteria for nominating the South African delegation to attend

the IPU Conferences/meetings largely depends on the topics and issues to be discussed in the particular IPU Conference.

It is important to ensure that the IPU retains its character and nature in working with and for parliaments in promoting international cooperation, peace and democracy. However, the IPU must be transformed into a diplomatic organisation with a legal status that allows it to act on the international arena.

6.6.6 Commonwealth Parliamentary Association (CPA) – Africa Region

In pursuit of South African foreign policy priorities of strengthening the North- South Relations, Parliament and Provincial Legislatures are affiliated and participate fully in all sessions of the Commonwealth Parliamentary Association and Commonwealth Women Parliamentarians within Africa Region and International.

The Commonwealth Parliamentary Association (CPA) consists of the national, provincial, state and territorial Parliaments and Legislatures of the countries of the Commonwealth. It promotes knowledge and understanding about parliamentary democracy and respect for the rule of law and individual rights and freedoms.

The CPA is composed of Branches formed in Parliaments and Legislatures in Commonwealth countries that subscribe to parliamentary democracy. CPA branches are currently grouped geographically into eight Commonwealth Regions, namely Africa, Asia, Australia, British Islands, Canada, Caribbean, Mediterranean, Pacific and South-East Asia. The Members of the Legislatures, which is formed into a branch, are entitled to become members of other branches. In order for a branch to qualify as a full member, it must be a legislative body for both national and State or provincial Parliaments, and the legislature of dependent territories.

The Presiding Officers of the Legislatures are normally branch Presidents unless delegated otherwise, while the leaders of the parliamentary parties are Vice-Presidents. The Secretary of the Legislature acts as the Secretary of the branch. The branches require Members to pay an annual subscription fee and may permit Members to apply for associate status on ceasing to belong to the legislature.

The aim of the Association is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance. It also seeks to build an informed parliamentary community that is able to deepen the Commonwealth's democratic commitment and to further cooperation among its Parliaments and Legislatures.

The South African Parliament and all 9 provincial legislatures are members of the CPA. Although branches are autonomous in terms of the CPA constitution, the South African Legislative Sector recognises that the South African delegation with representatives of all Legislatures is one delegation from a unitary country led by the President of the branch of Parliament.

The President of Parliament branch leads the South African delegation and takes the responsibility of coordinating the South African delegation. This coordination ensures that all South African branches share a common mandate that represents the interests of the country as opposed to narrow interests of the Legislatures. To this end, Parliament and provincial legislatures serve in the Executive Committee, substructures of this organisation and support efforts of transforming this organisation into a diplomatic organisation that will serve the agenda of the developing countries within the Commonwealth. There is a need to transform the CPA into an International organisation with diplomatic status to represent the interests of the developing countries in the Commonwealth.

Two conferences are held annually, one regional and one international. The delegation to the CPA International Conference is composed of 5 delegates

and one secretary for the delegation. Each branch is allowed to send observers at special costs. The CPA meets the costs of accommodation, meals and the social programme for these delegates. Should additional delegates attend an observer fee is levied.

The delegation to the CPA Africa Region is comprised of 4 representatives and one Secretary for the delegation. In this case as well, the CPA meets the costs of accommodation, meals and the social programme for these delegates. Should additional delegates attend an observer fee is levied. The Regional representative receives a separate invitation and the Regional Representative for the Southern Africa Region is usually the leader of the South African delegation from Parliament.

In advancing the empowerment of women, the Commonwealth Women Parliamentarians (CWP) was founded by women delegates in 1989. This was intended for women to discuss ways to increase female representation in Parliaments and work towards the mainstreaming of gender consideration in all CPA activities and programmes. It also ensures the participation and involvement of women in the socio-economic development of Commonwealth Regions.

The constitution of the CPA requires all branches to establish CWP chapters at both international and regional level as a structure responsible for furthering the objectives of the CWP strategy. In addition to the CWP International, there are regional chapters of the CWP with their own steering committees and programme of activities. The Regional Representative of the CWP also receives a separate invitation to attend CPA conferences.

6.6.7 Global Legislators Organisation (GLOBE International)

GLOBE is an international organisation established in 1989 by a group of legislators from G8 countries. Globe comprises of national parliamentarians from over 80 countries committed to developing and overseeing the

implementation of laws in pursuit of sustainable development. GLOBE is partner to UN programmes, national and supranational governments and legislative bodies.

Globe recognises the central role of legislatures and parliament in strengthening and tackling the world's major environmental challenges, as well as to emphasise the role of legislatures in holding governments to account for the implementation of international commitments. This non-party political organisation supports legislatures through national chapters to develop and advance laws on climate change, natural capital accounting and forests. GLOBE's mission is to create a critical mass of legislators that can agree and advance common legislative responses to the major global sustainable development challenges.

To achieve this mission GLOBE promoted the establishment of a Climate Legislation Initiative. This was agreed at the first World Summit of Legislatures held in Brazil in June 2012. At the conclusion of the summit, 300 legislators from 86 countries committed to work to advance national legislation and to share best legislative practice on key issues of sustainable development. As a direct result of that commitment the GLOBE Climate Legislation Initiative has been established for a core group of countries (this number will grow to include 66 countries by 2015) dedicated to supporting legislatures on climate change.

Alongside the Climate Policy Programme, GLOBE operates a series of other international initiatives and dialogues. These are: the GLOBE Legislatures Forests Initiative, the GLOBE Natural Capital Initiative, the EU-China Dialogue and initiatives on fisheries and the conservation of marine environment¹¹.

House Chair, Cedric T Frolick (MP) has been elected at the GLOBE AGM in February 2014, as the new President of GLOBE International & President of GLOBE South Africa.

6.6.8 The Crans Montana Forum

The Crans Montana Forum (CMF) is a Swiss owned and managed international organisation whose significance and prestige is accepted and recognised worldwide. The CMF was established in 1986 and it credits its existence and establishment to former leaders such as Mr Yasser Arafat (President of Palestine), Mr Mikhail Gorbachev (President of the USSR); Mr Jerry Rawlings (President of the Republic of Ghana), Mr Raila Odinga (Prime Minister of the Republic of Kenya); and Mr Yitzhak Rabin (Prime Minister of the State of Israel). The slogan of the Crans Montana Forum is “Committed to a more Humane and Impartial World”.

As such, the overarching aim of the CMF is to promote international cooperation as well as contribute towards global growth in a manner that ensures stability, equity and security. Since its inception in the 1980’s, the CMF has strived to maintain and foster close associations with key government and business leaders as well as various international organisations. In this regard, the international organisations that the CMF has formed associations with include the United Nations, United Nations Educational, Scientific and Cultural Organisation; European Union, South African Development Community; African Development and OPEC Fund for International Development.

Key activities of the CMF include the forums that it organises and hosts such as the Annual Forum, the New Leaders for Tomorrow Forum and the CMF Club of Ports. Attendance at CMF forums is prioritised by high level business and government leaders because not only is it an opportunity for these business and government leaders to articulate and promote their strategies but it also an opportunity for them to strengthen their existing relationships and partnerships and establish new relationships, partnerships and cooperation agreements.

The forums of the CMF are aimed at ensuring global dialogue and fostering best practice around varying global issues. What further makes CMF forums unique is that they do not permit press coverage in order to

preserve the freedom and quality of the exchanges that take place. In fact, the atmosphere of each forum of the CMF is intended to be intimate and responsive and as such free from protocol restraint. In addition, the agenda of each of the various CFM forums is structured in such a manner that they allow for freedom of speech, expression and spontaneity.

The continued participation of Parliament in the CMF, particularly in its forums, is important because it is in fulfilment of one of Parliament's key functions, namely, to engage and participate in regional, continental and international bodies, organisations or forums (such as the CMF). Moreover, given that discussions at CMF forums concern contemporary issues affecting the globe, the participation of Parliament allows Members of Parliament to exchange views and make valuable contributions towards the issues discussed.

The CMF forums further affords Members of Parliament with the opportunity to share best practices at a global level with other Parliamentarians and key government and business leaders. Lastly, Members of Parliament are provided with exceptional and high level networking opportunities in a unique and non-conventional atmosphere through Parliament's participation in the CMF forums.

6.6.9 The United Nations Commission on the Status of Women

The South African Parliament is a regular participant in the United Nations Session Commission on the Status of Women and Inter-Parliamentary Union Meeting on Women in Politics. The fifty-seventh session of the Commission on the Status of Women (CSW) took place at the United Nations headquarters in New York from 4 March – 15 March 2013. Representatives from Member States, including Parliamentarians, United Nations entities as well as NGOs in consultative status with the Economic and Social Council (ECOSOC) attended the session. The session included a high-level round table, interactive dialogues and panels, and parallel events.

6.6.10 National Conference of State Legislatures (NCSL)

The NCSL is a bipartisan organisation, formed by and financially supported by the 50 Legislatures in the United States of America, to help accomplish the goals outlined in the NCSL's mission statement.

America's two-party system demands that the NCSL retains the confidence of the Republican and Democratic Party members of state legislatures. The NCSL by-laws established a system of governance for the organisation that institutionalises its bipartisan credentials. It serves the legislators and staff of the nation's 50 states, its commonwealths and territories by providing research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues.

The NCSL is an effective and respected advocate for the interests of state governments before Congress and federal agencies. The leadership of NCSL is composed of legislators and staff from across the country. NCSL also is unique in its inclusion of legislative staff in its governing structure. The NCSL Executive Committee provides overall direction on operations of the Conference.

The National Conference of State Legislatures is founded to:

- Improve the quality and effectiveness of state legislatures;
- Promote policy innovation and communication among state Legislatures;
- Ensure state legislatures have a strong and cohesive voice.

The mission of the National Conference of State Legislatures (NCSL) is:

- To advance the effectiveness, independence and integrity of legislatures in the states, territories and commonwealths;
- To foster interstate cooperation and to facilitate information exchange amongst state legislatures;
- To represent the states and their legislatures in the American federal system of government consistent with support of state sovereignty

and state flexibility and protection from unfunded mandates and unwarranted federal pre-emption;

- To improve the operations and management of state legislatures; to improve the effectiveness of legislators and legislative staff; and to encourage the practice of high standards of conduct by legislators and legislative staff; and
- To promote cooperation between state legislatures in the United States and legislatures in other countries.

The NCSL International Programme coordinates programmes designed to support and promote international understanding and the exchange of ideas about institutional strengthening between state legislatures and legislatures in other countries.

Provincial legislatures have built relations with the National Council of State Legislatures. Annually, a delegation of provincial legislatures attend the NCSL Legislative Summit and have engaged in programmes in which they have exchanged information through workshops held in various provincial legislatures in South Africa.

These workshops have varied from exchanges on members affairs, ethics to oversight practices and provincial legislatures and the NCSL have engaged on common developmental programmes. There is no formal relationship established between provincial legislatures and the NSCL. Potential is on strengthened capacity, particularly in the areas of research, training, knowledge and information management.

6.6.11 The African, Caribbean and Pacific – European Union Joint Parliamentary Assembly (ACP-EU)

The ACP-EU Joint Parliamentary Assembly (JPA) was set in terms of Article 17 of the Partnership Agreement between Members of the African, Caribbean and Pacific Group of States and the European Community and its Members. The ACP-EU is the only international parliamentary assembly in which the representatives of various countries meet regularly, with the aim of promoting the interdependence of the North and South.

The relationship between the ACP and Europe started in 1963 with the first Yaoundé Convention (convention signed in the city of Yaoundé, Cameroon between the EU and ASMM (African States, Madagascar and Mauritius). This agreement detailed EU-ACP relations for trade, market access, development and development finance. South Africa became an associate member of the EU-ACP Conventions in 1998.

The ACP-EU Joint Parliamentary Assembly (JPA) has three standing committees, namely, the Committee on Political Affairs (South Africa is currently a member of this committee), the Committee on Economic Development, Finance and Trade, and the Committee on Social Affairs and Environment. Each Member of the Assembly has a right to be a member of one of the standing committees.

The South African Parliament participates as a member of the Committee on Economic Development, Finance and Trade. South Africa's continued membership and continuous participation in the Committees of the JPA indicates a good working relationship that exists between the South African Parliament and the ACP-EU.

6.6.12 Association of Senates, Shoora and Equivalent Councils In Africa and the Arab World (ASSECAA)

The Association seeks to establish a bridge of cooperation for Africa and the Arab World and to enable the region to harness its potential in order to benefit from the world-wide conscious trend towards conglomeration and regionalisation.

The Association is a relatively new institution and held its first meeting in Mauritania in February 2001. The objective of the Association of Senates/ Second Chambers in Africa and the Arab World is to strengthen parliamentary bicameral systems, to reinforce economic, political, cultural cooperation and security among the people it represents, to support and join Arab, African, Islamic and international parliamentary efforts, and to

contribute to the parliamentary activities of the Arab, African, Islamic and International Parliamentary Unions and engage in the dialogues emanating from them with the purpose of supporting these efforts to achieve the objectives of the Association.

The Association holds annual meetings in one of the member countries (according to alphabetic order), otherwise in a member country, which offers to host the meeting. The Presiding Officer of the hosting Assembly undertakes the task of coordinating among the different member Assemblies until the next meeting of the Association is convened. An extraordinary meeting is normally held upon the request of one of the Presiding Officers and on the approval of a two thirds majority.

The Association's Council is composed of two members representing each Chamber, nominated before the date of the convening of the Council, and each Assembly has the right to delegate other members not exceeding three in number.

The Association Council drafts and amends the rules of procedure, draws up an agenda for the Conference, decides on applications for joining the Association, approves the annual budget and carries out any other tasks assigned to it by the Conference. The Association is supported by a Secretariat.

The National Council of Provinces is an associate Member of the ASSECAA. The Presiding Officers of the NCOP lead the parliamentary delegations to participate in the activities/conferences of the Association. During the Fourth Parliament, the Deputy Chairperson led most of the NCOP delegations to the meetings/conferences of the Association. The Deputy Chairperson has also been instrumental in driving the gender issues in the Association, in line with the South Africa's policies on gender representation, 50-50 representation, and on women emancipation in Africa and the globe.

The Secretariat of the Association is responsible for most of the activities of the Association. They are responsible for the administration and logistical arrangements of the Association. The headquarters of the secretariat is in Sana'a, Yemen.

6.6.13 The India, Brazil and South Africa Parliamentary Forum (IBSA-PF)

IBSA-PF is a trilateral, development initiative which aims at promoting South to South cooperation and exchange ideas and best practises, as well as creating a platform for collaboration.

The primary objectives of IBSA-PF are as follows:

- Oversee and monitor the implementation of decisions adopted during the IBSA Summit of Heads of State and Government and Ministerial Meetings;
- Strengthen people to people contact with a view to achieve mutual understanding, trust and friendship among the people of the member countries;
- Further cement friendly relations among the member countries;
- Strengthen and deepen South-South cooperation;
- Promote, contact, co-ordinate and exchange experiences among Parliaments and Parliamentarians of the member countries;
- Provide for the exchange of ideas and information on Parliamentary practices and procedures; and
- Cooperate in international fora in matters of common interest.



7. UNIT 4: CONSTITUTIONAL ROLE OF PARLIAMENT IN CONVENTIONS, TREATIES AND AGREEMENTS

The Constitution of the Republic of South Africa stipulates that negotiations and the signing of international agreements are within the mandate of the executive branch. However, the approval of Parliament is required for these agreements to be binding. This approval is granted by the two Houses of Parliament. Additionally the Constitution stipulates that international agreements of a technical, administrative or executive nature, or agreements that do not require ratification or accession by the executive branch, are binding without the need for parliamentary approval. These agreements must be tabled to Parliament within a reasonable period of time.¹²

The Rules of Procedure in the National Assembly describes the procedures for approving agreements in the Assembly. The Rules of Procedure stipulate that a copy of the agreement, with the addition of an explanatory note, shall be presented to the Speaker of the Assembly. The Speaker must lay the agreement and explanatory note on the Assembly's table, and refer them to one of the Assembly's committees that is responsible for that particular issue, or any other committee that the assembly might decide upon. The Committee must then examine the agreement in order to recommend approval or rejection.

The Committee is entitled to consult the Portfolio Committee on International Relations and Cooperation, and any other committee of the Assembly that is directly concerned with the subject of the agreement. Finally, the Committee must present a report to the Assembly, with a recommendation whether to approve the agreement, or reject it. This report will be enjoined to a motion for the agenda, for the adoption of a resolution by the Assembly.¹³

The role of Parliament in the process is stipulated under section 231(1) of the 1996 Constitution of the Republic of South Africa. To this effect, the holding of negotiations and the signing of international agreements were within the competency of the Executive. Nevertheless, the approval of Parliament is required so that these agreements shall be binding. The approval should be granted by the two Houses of Parliament (section 231(2)) thereto. Parliament also signs the Instrument of Ratification and deposits it with a requisite organisation/state.

Provisions of section 231(3) catered for agreements of a technical, administrative or executive nature. This category of agreements would normally not require ratification or accession, as they have no extra budgetary implications, and do not have legislative implications. They should be tabled in Parliament within a reasonable time for information only. All international agreements have to be approved by the national executive, by means of a President's Minute. All agreements have to be tabled in Parliament. These agreements are then monitored by the relevant Committees in the National Assembly and the National Council of Provinces to ensure compliance and implementation.



8. UNIT 5: ELECTION OBSERVATION MISSIONS

The Parliament of the Republic of South Africa continues to participate in election observations on the African continent particularly in the SADC region. The main aim of the South African Parliament's involvement in the observation of these elections is to strengthen democracy and development in the region in line with the values of South African Constitution and the country's foreign policy.

During the Fourth Parliament, multiparty delegations have formed part of the Pan African Parliament Observer Missions, SADC-PF and SADC Election Observation Missions in Angola, Swaziland and Zimbabwe. Periodic training consistent with regional and continental election observation instruments should be scheduled to assist Parliamentarians deployed to election observer missions.

The Post Conflict Reconstruction and Development Policy (PCRD) framework of the African Union (AU) seeks to prevent conflict and improve the timelines, effectiveness and coordination of peace-building and post-conflict reconstruction and development activities in line with a vision for the renewal of Africa. The PCRD policy includes short, medium and long-term programmes that address the needs of the affected population, prevent escalation of disputes, avoid relapse into conflict, addresses the

root causes of conflicts and build and consolidate sustainable peace. This policy is based on the provisions of the AU's PSC Protocol and lessons learnt in the continent's peace building efforts and NEPAD's conditions for sustainable development.

Motivated by the need to deepen peace and democracy in Africa and thus lay a basis for sustainable development, Parliament's work in post-conflict reconstruction and development should focus on facilitating and consolidating human rights, justice and reconciliation, good political and economic governance, as well as gender justice in countries where the South African government has been involved in peace-making processes. These countries include Angola, Burundi, South Sudan, Cote d' Ivoire, Democratic Republic of Congo, Western Sahara and Zimbabwe.

In this regard the South African Parliament is better positioned to share the country's experience on inclusive political dialogue, truth and reconciliation, as well as, sharing knowledge on the role of Chapter 9 Institutions (institutions supporting democracy).

Election Observer Missions are crucial in enhancing Post Conflict Reconstruction and Development frameworks because they ensure the credibility of political processes.



9. CHAPTER 2 PROTOCOL

9.1 INTRODUCTION

It is envisaged that this section of the module will provide guidance to Members of Parliament and provincial legislatures on protocol and ceremonial rules and practices of the South African State.

The synopsis of the broad rules and practices of state and parliamentary protocol in the RSA has been utilised as an initial contribution to the design and development of content for the Comprehensive Induction Programme for the SA Legislative Sector.

The scope is to codify and reflect the fundamental protocol principles of the state relevant to Parliament and provincial legislatures. The module will assist with providing a standard on courtesies extended to visiting Presiding Officers of foreign legislatures and other visiting dignitaries. Standardisation of courtesies is also complicated by, for instance, the differences of the status of foreign Speakers outside their Houses in the hierarchy of their countries.

In a monograph¹⁴ presented by the IPU in 1997 it was mentioned that in some countries such as Argentina, Bolivia, India, the United States of America and Uruguay, the Presidents of Upper Houses are also the Vice

Presidents of the State. In countries that have adopted the British model, the rank within the state is more modest – where the Speaker at Westminster for instance occupies the twelfth place, and in Zimbabwe, enjoys the same rank as a minister.

The module needs to be informed by existing legislation, proclamations, conventions and policies of relevant institutions. Regrettably, for important aspects, such as courtesies and hospitality extended to visiting Presiding Officers and delegations of foreign national legislatures, and the presentation of official gifts of Parliament, despite some efforts to this effect, policies have not been developed and approved to date, and this poses a challenge.

This module is not a replacement for policy or a policy-making instrument but rather a guiding instrument based on or informed by approved policies and rules within the Joint Rules of relevant Legislatures.

A further challenge is that key constituent components of the module, such as the National Official Table of Precedence of 1996, have not been reviewed by the South African State since its proclamation. Since 2005, Parliament has made an attempt to address this matter with the Presidency and the Chief of State Protocol of the Republic of South Africa. The inclusion of this outdated yet still in effect Table of Precedence and therefore need to be reviewed.

The inclusion of protocol in this module must be viewed in relation to the relevant aspects raised by it, of Joint Rules, Members' interests and privileges, and procedural matters. In the development of a protocol module for the Parliament and provincial legislatures, it is imperative to bear the following fundamental parameters or factors in mind.



10. UNIT 6: LEGISLATIVE FRAMEWORK AND GUIDING PRINCIPLES

In terms of the 1996 Constitution, Parliament and provincial legislatures form one of the three authorities (the legislative authority) of the South African state, and are accordingly bound to abide by key aspects of national protocol and ceremonial rules and practices of the state. Administratively, the protocol of the state resides with the Branch State Protocol of the Republic of South Africa in the Department of International Relations and Cooperation, of which the Chief of State Protocol is the responsible authority.

This protocol module will indicate the principles as well as the methodology for giving effect to the implementation of the protocol and ceremonial procedures of the state in Parliament and provincial legislatures. Members and staff have to be appraised of the following fundamental subjects:

- Precedence in the RSA, the National Official Table of Precedence 1996 of the Republic of South Africa, and the challenges posed by the fact that it has not been reviewed since its proclamation;
- The official forms of address in the Republic of South Africa and particularly in Parliament and provincial legislatures. Here is use of the designation of “honourable” is particularly relevant.
- The national symbols of the Republic of South Africa, the custodianship of the national symbols by the President of the RSA, and the symbols

of Parliament as well as the governing principles for the use of both at Parliament. In the provincial legislatures, Members need to be apprised of symbols used in their respective legislatures, such as the emblem or coat of arms of their respective provinces and their maces.

- The ceremonies of the State in the Republic of South Africa, the participation of the legislative authority in the ceremonies of the state and the ceremonies in Parliament and provincial legislatures.
- The protocol and ceremonial components of incoming and outgoing state, official, and working visits by foreign and South African dignitaries, including visiting heads of states and government, royalty, visiting presiding officers of foreign national legislatures and the visits of the Presiding Officers abroad. The protocol courtesies and hospitality attached to these categories of visits are determined by rules and practises of the South African state and existing policies in Parliament and provincial legislatures (as indicated supra, for some aspects of these courtesies and hospitality policies still need to be approved; a point in case regards the extension of protocol courtesies and hospitalities to visiting Presiding Officers it is the Chief of State Protocol, residing in the Department of International Relations and Cooperation, who for instance approves the granting of military honours to a visiting dignitary on the basis of the protocol rules of the state – Parliament cannot grant this; with reference to the National Ceremonial Guard, the latter is attached to the President of the Republic of South Africa).
- The installation of condolence books.
- Diplomatic immunities and privileges in terms of the relevant act, and their implementation at Parliament and provincial legislatures with regard to visiting diplomatic and consular representatives.
- The broad yet important and often sensitive topics of cultural and religious sensitivities, locally and internationally, and etiquette going hand in hand with protocol, including the matter of appropriate attire for state and official occasions.



11. UNIT 7: DEFINING THE TERM “PROTOCOL” AS USED IN CONTEXT OF THIS SYNOPSIS

Various definitions of the terms “protocol” exist. In context of this synopsis, the word “protocol” is not used as denoting international agreements (protocols) referring to diplomatic documents such as treaties, conventions, declarations, protocols on cooperation, etcetera. It is used in the sense of the first of the Oxford Dictionary’s semantically potential meanings of the mass noun “protocol”, namely “the official procedure or system of rules governing affairs of state or diplomatic occasions”. It has elsewhere been defined as “¹⁵ the official form of procedure used in the affairs of state and diplomatic relations”. It indicates what constitutes acceptable behaviour in official circumstances and formalises official channels of communication and conducting state affairs between the governments of different countries.

In the case of Parliament it would indicate the official protocol and ceremonial procedure or system of rules governing the affairs of Parliament as the national legislative authority and in line with the Joint Rules of Parliament.

Protocol also provides for the allocation of precedence or appropriate hierarchical place to office bearers and individuals according to the position they hold, and ensures that they receive the courtesies to which that individual’s position entitles him or her in political and administrative

structures. It also determines the rules forms of address and titles and for the exchange of official and private correspondence.

In the diplomatic field, the rules of diplomatic protocol assist in facilitating the upholding of relations, interaction and communication between states and their representatives and officials. Accordingly, breaches of protocol have implications (especially when viewed as being deliberate) for the two states or governments concerned.

In the Republic of South Africa, the Official Table of Precedence 1996, the Official Forms of Address and the Diplomatic Immunities and Privileges Act 37 of 2001 (that incorporate extracts of the Vienna Convention of 1961) are the documents which form the basis of protocol rules and practice.



12. UNIT 8: PRECEDENCE OR SENIORITY

The implementation of the National Official Table of Precedence at Parliament and provincial legislatures is important. Determining precedence in the South African State is binding for the whole legislative sector as the legislative authority in the national and provincial spheres of government.

In terms of the above-mentioned Vienna Convention on Diplomatic Relations, all countries are equal, irrespective of their political system, size, etc. In the individual country itself, however, the particular structure of the state and the arms of the state are important as this determines the positions and seniority of its office bearers and representatives.

The National and Provincial Official Table of Precedence are a reflection of the seniority accorded to different groups and positions in South African society is compiled by The Presidency of the Republic of South Africa. The criteria applied by The Presidency in determining seniority have been duties, competencies and responsibilities. If the seniority of two office bearers is equal to two or more categories, salary is taken into consideration.

Amendments to the National and Provincial Official Table of Precedence can only be effected by the President of the Republic of South Africa and will be published in the Government Gazette.

The National and Provincial Official Table of Precedence¹⁶ was last issued and published in 1996 following changes in state structures brought about by the adoption of the Constitution of the Republic of South Africa 1996. Subsequently, further developments in structures of the state, such as the establishment in Parliament of the office of House Chairperson, and reports of commissions appointed by the state on matters with relevance to the seniority of office bearers have made the 1996 National and Provincial Official Table of Precedence outdated and in need of review.

12.1 THE NATIONAL OFFICIAL TABLE OF PRECEDENCE, 1996

The National Official Table of Precedence of 1996 is as follows:

Table 1

Rubric	
1	The President of the Republic of South Africa or the Acting President
2	The Deputy President and the President-elect (for the period between his or her election and assumption of office)
3	The Chief Justice or the Acting Chief Justice and the President of the Supreme Court of Appeal and the Acting President of the Supreme Court of Appeal
4a	Former Presidents of the Republic of South Africa, in order of seniority
4b	Former Deputy Presidents, in order of seniority
5	Cabinet Ministers, the Speaker of the National Assembly, the Chairperson of the National Council of Provinces and Premiers of the respective provinces, in order of seniority (see rule 2)
6a	Ambassadors Extraordinary and Plenipotentiary (officiating), High Commissioners and Apostolic Nuncios or Pro-Nuncios, in order of seniority
6b	Envoys (Representatives) Extraordinary and Ministers Plenipotentiary (officiating), in order of seniority

6c	Chargé d’Affaires en titre (usually a diplomatic secretary, counsellor or minister – who heads a diplomatic mission (e.g., an embassy) in the absence of its titular head (e.g., an ambassador). in order of seniority
6d	Heads of other permanent diplomatic missions, in order of seniority
7a	Deputy Ministers, Members of the Executive Councils and Speakers of Provincial Legislatures, in order of seniority
7b	The Deputy Speaker of the National Assembly and the Deputy Chairperson of the National Council of Provinces, in order of seniority
7c	The Chief Whip of the majority party in the National Assembly and the Chief Whip of the National Council of Provinces, and Deputy Speakers of Provincial Legislatures, the Chairperson of the Standing Committee on Public Accounts in the National Assembly and the Parliamentary Counsellor of the President, in order of seniority
8	The Secretary of the Cabinet and the Chief of the National Defence Force (see rule 3)
9a	Chargé d’Affaires ad interim of embassies, in order of seniority
9b	Chargé d’Affaires ad interim of legations, in order of seniority
9c	Chargé d’Affaires ad interim of other permanent diplomatic missions, in order of seniority
10	Leaders of the different political parties in the National Assembly and National Council of Provinces, in order of seniority
11a	The Deputy Chief Justice and the Deputy President of the Supreme Court of Appeal
11b	Judges of Appeal, in order of seniority
11c	Judges of the Constitutional Court, in order of seniority
11d	Judges President, in order of seniority
11e	Deputy Judges President, in order of seniority
11f	Judges of the Supreme Court, in order of seniority
12	Former Chief Justices, in order of seniority
13	Chairpersons of the commissions established under The Constitution of the Republic of South Africa, in order of seniority
14a	Members of the National Assembly and of the National Council of Provinces, in order of seniority

14b	Members of the provincial legislative authorities, in order of seniority
14c	Local royalties, in order of seniority
14d	The Chairperson of the National Council for Traditional Leaders
14e	Chairpersons of the Provincial Houses of Traditional Leaders, in order of seniority
15a	The Auditor-General, Governor of the South African Reserve Bank, Chairperson of the Public Service Commission and the Public Protector, in order of seniority (see rule 4)
15b	Members of the Public Service Commission, in order of seniority
15c	Directors-General and their equivalents of government departments, including the Secretary to the National Assembly and the Secretary to the National Council of Provinces, the Secretary for Safety and Security, the Secretary for Defence and Directors-General of the respective provinces, in order of seniority (see rule 4)
15d	Attorneys-General, in order of seniority
15e	Chairpersons of state corporations, in order of seniority (see rule 5)
16a	The mayor of the capital of the province in which the function is held
16b	Chairpersons of the Metropolitan Councils of the region in which the function is held
17	Mayors of provincial capitals, with the seniority according to the grade in which the local authority is categorised
18	The spouses of the foregoing persons (or in the case of single or divorced persons or widowers or widows, the persons officially recognised by the government as their hosts or hostesses) enjoy the precedence of their spouse mentioned in the table (or the persons for whom they act as host or hostess)
19	Persons who do not appear in this table may, on special occasions, be accorded courtesy precedence (as defined in rule 7) by the President of the Republic of South Africa

12.2 THE PROVINCIAL TABLE OF PRECEDENCE

The Provincial Table of Precedence is derived from the National Table of Precedence but extracted to only include provincial persons.

Table 2

Rubric	
1	The Premier
2	MECs in order of seniority
3	Provincial Speaker
4	Members of the Provincial Legislature
5	Chief Whips of political parties
6	Judges, in order of their seniority
7	Former Judges
8	Chairpersons of Commissions
9	Royal families
10	Chairperson of the House of Traditional Leaders
11	State institutions, e.g. Auditor General and Public Protector
12	Director-General
13	Former MECs, Speaker and so forth
14	Former Chairpersons of standing committees and members
15	Mayors in order of the seniority
16	Partner/Spouse of the aforementioned persons

Rules regarding the observance of the Table of Precedence (in this case the point of reference is the National Official Table of Precedence)

- The Table of Precedence must be observed on all official occasions. It may be deviated from only with the approval of the President of the Republic of South Africa.
- When foreign relations or interests are the main focus of an official function, or when precedence above office-bearers in Rubric 5 is given to the leader of the diplomatic corps in terms of international protocol, the

Minister of Foreign Affairs must be given precedence above the leader and the office-bearers in Rubric 5 (see above).

- When foreign relations or interests are the main focus of an official function, the Director-General of the relevant Department hosting the function, enjoys precedence after the Secretary of Cabinet, the Chief of the South African National Defence Force and the Director-General of Foreign Affairs.
- If the Public Protector already holds a higher position on the official Table of Precedence, he or she retains personal higher precedence for all official functions.
- Rubric 15(e) is included provided that chairpersons of state corporations are invited when the particular function relates to their specific fields or according to the choice of the host should they wish to invite all or any of the chairpersons.
- Persons not appearing on the table may not be placed above persons appearing in it unless they have either been accorded ad hoc precedence in terms of Rubric 19 of the table or are invited as guests of honour.
- Courtesy precedence is restricted to persons who are not normally resident in the Republic of South Africa but includes church dignitaries within the republic and other dignitaries, office-bearers and functionaries for whom separate provision has not been made in the table.
- The spouses of the foregoing persons (or in the case of single or divorced persons or widowers or widows, the persons officially recognised by the government as their hosts or hostesses) enjoy the precedence of their spouse mentioned in the table (or the persons for whom they act as host or hostess).
- Amendments to the table may only be effected by the President of the Republic of South Africa and will be published in the government gazette.
- Visiting dignitaries of other countries holding the same rank will take precedence over South Africans holding that rank.

12.3 PROBLEMS WITH THE NATIONAL OFFICIAL TABLE OF PRECEDENCE

- The document was published in January 1996, and therefore does not reflect all structures identified in the Constitution of the Republic of South Africa, 1996.
- The table does not provide for all positions at provincial level.
- The local government structures as identified by the Municipal Structures Act are not reflected.
- The traditional leaders' position as identified in the Traditional Leadership and Governance Framework Act, 2003 and the Commission on Traditional Leadership (formerly known as the Nhlapo Commission) must be considered.
- Certain positions do not exist anymore and other notable positions, for example the National Director of Public Prosecutions, while the House Chairpersons of the National Assembly and the National Council of Provinces and Secretary to Parliament do not appear in the Table.



13. UNIT 9: OFFICIAL FORMS OF ADDRESS

Members of Parliament and provincial legislatures need to be acquainted with the appropriate use of the official forms of address in the Republic of South Africa.

(Some manuals, including that of The Presidency, 1997, use dots (...) to indicate surname. This synopsis chose to rather follow the suggested format used by Burger and Associates in their manual acknowledged in the introductory chapter, namely "Mr/Ms Surname." In this chapter, the tables are used as in the publication mentioned above, and some material is quoted from it, page 51 and following pages).

It is important to distinguish between a "form of address" and a title.

A title is always used with a name (first name or surname) and is used in accordance with rules that apply to that specific title; the full title of, for example, the British monarch is Her Majesty Queen Elizabeth the Second of Great Britain and Northern Ireland, in the third person, and "Your Majesty" in the first person, but the form of address used for the sovereign is "Ma'am".

- Distinguish between a title and a job. "Mr" is a title; "Speaker" is a job. The Speaker of the National Assembly is, for example, accordingly addressed in the House as "Mr Speaker" or Madam Speaker". It is the

prerogative of a woman to choose if her marital status is part of her identify and which title she will use, example the use of Mrs or Ms. The title "Ms" is sometimes used as a counterpart for "Mr."

- In Parliament and provincial legislatures, the use and history of "honourable" should be clarified. The title of "The Honourable" also comes from the Westminster System and South Africa having been ruled by Britain at a period in its history.
- In 1994 the first session of the National Assembly took a decision that members will be addressed as the honourable member, Mr Surname, the "honourable" being a respectful form of address and not a title (it should not be connected to the name of a member but to show respect in Parliament).
- When using The Hon, Mr, Mrs, Ms or Miss is omitted and any other title is placed in front of The Hon, for example Dr The Hon Ferdie Hartzenberg. Mr and Mrs, however, are used with His or Her Excellency, for example HE Dr/Mr/Mrs/Ms/Miss A B Surname.
- Note: The practice in South Africa to refer to Members of Executive Councils of Provinces as "minister" or "provincial minister" is problematic. Although the Western Cape Provincial Constitution indicates that MECs will be called "minister", the Constitution of the Republic of South Africa, 1996 identifies them as MECs and section 2 states "The Constitution is the supreme law of the Republic; law or conduct inconsistent with it is invalid, and the obligations imposed by it must be fulfilled." Therefore provinces should not refer to cabinet meetings, a provincial parliament or cabinet secretariat as this conduct is not inline with the Constitution.
- The abbreviations for Member of Parliament (MP) and Member of the Executive Council (MEC) or Member of the Provincial Legislature (MPL) are used on the envelope and not on the invitation card. The name of the spouse follows the name of the official on the card. A husband's initials identify a married woman when he is the office-bearer, for example:
 - o Male official: Mr A B Surname and Mrs Surname
 - o Female official: Mrs A B Surname and Mr Surname

- For all other couples, if the husband is the official, the husband's initials and surname are used to identify both persons. If the wife is the official, her initials are used to identify only her and the surname is used for both persons, for example:
 - o Male official: Mr and Mrs A B Surname
 - o Female official: Mrs A B Surname and Mr Surname
- It is not correct to use Minister A B Surname when addressing a minister in person. Minister plus Surname is only used when referring to the minister in the third person. The correct form to use is Mr/ Madam Minister or Mr/Mrs Surname. The above applies to the President, Deputy President, Deputy Ministers and Premiers. South African citizens do not address a South African ambassador as "Your Excellency".
- With reference to local government "His" or "Her Worship the Mayor" is never connected to the name of the mayor, only to the name of the town or city. Therefore, the mayor is still addressed as "councillor" when the surname is also used, for example Councillor So-and-so but His Worship the Mayor of the City of So-and-so, Councillor So-and-so. A mayor can also be addressed in person as Mr Mayor or Madam Mayor. Academic titles replace Mr, Mrs, Ms or Miss. Honorary academic titles, for example Honorary Doctor, are only used when participating in an academic function.
- When an envelope is addressed to a person in office, the spouse is not included on the envelope even if the letter or card includes the name of the spouse.
- Note: The tables below are quoted, as mentioned supra, from ¹⁷"Protocol and Communication – A practical guide"

CENTRAL GOVERNMENT

President

On the envelope	The President of the Republic of South Africa
In written salutation	(Dear) Mr/Madam President or (Dear) Sir/Madam Dear Mr/Mrs/Ms/Miss Surname
In speaking	Mr President / Madam President or Mr Surname / Mrs, Ms, Miss Surname then Sir or Madam
Letter ending	I have the honour to be, Yours faithfully
On invitation card	Two letters should be sent to the Office of the President. The first letter is addressed to the President and written and signed by the host of the function and a second letter addressed to the Private Office of the President and written by the head of the logistical team of the host with background information relating to the function.

Deputy President

On the envelope	Mr/Mrs/Miss/Ms A B Surname MP Deputy President
In written salutation	(Dear) Mr/Madam President or (Dear) Sir/Madam Dear Mr/Mrs/Ms/Miss Surname
In speaking	Mr/Madam Deputy President or Mr/Mrs/Miss/Ms Surname then Sir/Madam Deputy President
Letter ending	I have the honour to be, Yours faithfully
On invitation card	Letters extend invitations to the Private Secretary of the Deputy President, never by card

Speaker and Deputy Speaker of the National Assembly

On the envelope	Mr/Mrs/Miss/Ms A B Surname MP (Deputy) Speaker of the National Assembly
In written salutation	(Dear) Mr/Madam Speaker (Dear) Mr/Ms/Mrs/Miss Surname or (Dear) Sir/Madam
In speaking	Mr/Madam Speaker then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Speaker only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Chairperson and Deputy Chairperson of the National Council of Provinces

On the envelope	Mr/Ms/Mrs/Miss A B Surname MP (Deputy) Chairperson of the National Council of Provinces
In written salutation	(Dear) Mr/Mrs/Ms/Miss Chairperson or (Dear) Mr/Mrs/Ms/Miss Surname or (Dear) Sir/Madam
In speaking	Mr/Madam Chairperson or Mr/Mrs/Ms/Miss Surname then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Chairperson only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Cabinet Minister and Deputy Minister

On the envelope	Mr/Mrs/Ms/Miss A B Surname MP (only for members of parliament) (Deputy) Minister of ..
In written salutation	(Dear) Mr/Madam Minister or (Dear) Mr/Mrs/Ms/Miss Surname or (Dear) Sir/Madam
In speaking	Mr/Madam Minister then Sir/Madam
Letter ending	Yours faithfully,
On invitation card (Deputy) minister only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Chief Whip

On the envelope	Mr/Mrs/Ms/Miss A B Surname MP Chief Whip of the (add party's name)
In written salutation	(Dear) Mr/Madam Chief Whip or (Dear) Mr/Mrs/Ms/Miss Surname or (Dear) Sir/Madam
In speaking	Mr/Madam Chief Whip then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Chief whip only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Member of the National Assembly

On the envelope	Mr/Mrs/Ms/Miss A B Surname MP Member of the National Assembly
In written salutation	(Dear) Mr/Ms/Mrs/Miss Surname or (Dear) Sir/Madam
In speaking	Mr/Ms/Mrs Surname then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Member only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Member of the National Council of Provinces

On the envelope	Mr/Mrs/Ms/Miss A B Surname Member of the National Council of Provinces
In written salutation	(Dear) Sir/Madam or (Dear) Mr/Mrs/Ms/Miss Surname (Dear) Councillor Surname
In speaking	Mr/Ms/Mrs/Miss Surname then Sir/Madam or Councillor
Letter ending	Yours faithfully,
On invitation card Member only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

DIPLOMATIC CORPS

Ambassador and High Commissioner (substitute where applicable) of foreign country accredited to South Africa

On the envelope	HE* Mr/Mrs/Ms/Miss A B Surname Ambassador Extraordinary and Plenipotentiary of (name of country**)
In written salutation	Your Excellency or (Dear) Mr/Madam (e) Ambassador
In speaking	Your Excellency or Mr/Madam (e) Ambassador or Sir/Madam (e)
Letter ending	Official: Please accept, Your Excellency or Mr/Madam (e) Ambassador, the (renewed) assurances of my highest consideration, or I avail myself of this opportunity to renew, Your Excellency or Mr/Madam (e) Ambassador, the assurances of my highest consideration, For the public: I have the honour to be, Yours faithfully,
On invitation card Ambassador only With spouse	HE Mr/Mrs/Ms/Miss A B Surname, Ambassador of (name of country**) Male: The Ambassador of (name of country) and Mrs A B Surname or Female: The Ambassador of (name of country) and Mr Surname

- * HE = His or Her Excellency
- ** Although the official name of a country may include the word Republic, Kingdom or Federation, the form of address of the Ambassador or High Commissioner only refers to the popular name of the country, for example State of Qatar and Hellenic Republic but the Ambassador of Qatar and the Ambassador of Greece.

On the envelope	Mr/Mrs/Ms/Miss A B Surname Envoy Extraordinary and Minister Plenipotentiary of (name of country)
In written salutation	(Dear) Mr/Madam(e) Minister
In speaking	Mr/Madam(e) Minister or Sir/ Madam(e)
Letter ending	Official and public: Please accept Mr/Madam(e) Minister, the (renewed) assurances of my high consideration, or I avail myself of this opportunity to renew, Mr/ Madam(e) Minister, the assurances of my high consideration,
On invitation card Envoy or minister only With spouse	Mr/Mrs/Ms/Miss A B Surname, Envoy Extraordinary Minister Plenipotentiary of (name of country) Male: The Minister of (name of country) and Mrs A B Surname or Female: The Minister of (name of country) and Mr Surname

Diplomatic Rank of Envoy or Minister (substitute where applicable)

CHARGÉ D’AFFAIRES E.T. (EN TITRE AS PERMANENT HEAD OF MISSION ACCREDITED TO THE MINISTER OF FOREIGN AFFAIRS) AND CHARGÉ D’AFFAIRES A.I. (AD INTERIM AS INTERIM HEAD OF MISSION)

On the envelope	The Chargé d’Affaires e.t./a.i. Embassy/High Commission of (name of country)
In written salutation	(Dear) Mr/Mrs/Ms/Miss Chargé d’Affaires or (Dear) Sir/Madam(e) or (Dear) Mr/Mrs/Ms/Miss Surname
In speaking	Mr/Madam(e) Chargé d’Affaires or Mr/Mrs/Ms/Miss Surname and then Sir/Madam
Letter ending	Official: I avail myself of this opportunity, Mr/Madam(e) Chargé d’Affaires, to renew the assurances of my high consideration, or Please accept, Mr/Madam(e) Chargé d’Affaires, the (renewed) assurances of my high consideration, For the public: Yours faithfully,
On invitation card Chargé d’Affaires only With spouse	Mr/Mrs/Ms/Miss A B Surname, Chargé d’Affaires e.t./a.i. of (name of country) Male: The Chargé d’Affaires e.t./a.i. of (name of country) and Mrs A B Surname or Female: The Chargé d’Affaires e.t./a.i. of (name of country) and Mr Surname

CONSUL-GENERAL OR CONSUL

On the envelope	Mr/Mrs/Ms/Miss A B Surname The Consul-General of (name of country)
In written salutation	(Dear) Mr/Madam(e) Consul-General and then Sir/Madam(e)
In speaking	Mr/Madam(e) Consul-General and then Sir/Madam(e)
Letter ending	Official: I avail myself of this opportunity, Mr/Madam(e) Consul-General or Consul, to renew the assurances of my high consideration, or Please accept, Mr/Madam(e) Consul-General or Consul, the (renewed) assurances of my high consideration, For the public: Yours faithfully,
On invitation card Consul only With spouse	Mr/Mrs/Ms/Miss A B Surname, Consul-General or Consul of (name of country) Male: Consul-General or Consul of (name of country) and Mrs A B Surname or Female: Consul-General or Consul of (name of country) and Mr Surname

PROVINCIAL LEGISLATURE

Premier

On the envelope	Mr/Mrs/Miss/Ms A B Surname Premier of the (name of province)
In written salutation	(Dear) Mr/Mrs/Miss/Ms Premier (Dear) Mr/Mrs/Ms Surname or (Dear) Sir/Madam
In speaking	Mr/Mrs/Miss/Ms Premier or Sir/Madam
Letter ending	Yours faithfully,
On invitation card Premier only With spouse	Mr/Mrs/Miss/Ms A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Member of the Executive Council

On the envelope	Mr/Mrs/Miss/Ms A B Surname MEC Department of ... Legislature of the Province
In written salutation	(Dear) Mr/Mrs/Miss/Ms Surname or (Dear) Sir/Madam or (Dear) Councillor
In speaking	Mr/Mrs/Miss/Ms Surname then Sir/Madam or Councillor
Letter ending	Yours faithfully,
On invitation card Member only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Speaker of the Provincial Legislature

On the envelope	Mr/Mrs/Miss/Ms A B Surname MPL Speaker of the (name of Legislature)
In written salutation	(Dear) Mr/Mrs/Miss/Ms Speaker or (Dear) Mr/Mrs/Ms/Miss Surname (Dear) Sir/Madam
In speaking	Mr Speaker/Mrs/Miss/Ms then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Speaker only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

Member of the Provincial Legislature

On the envelope	Mr/Mrs/Miss/Ms A B Surname MPL Provincial Legislature of the ...
In written salutation	(Dear) Mr/Mrs/Miss/Ms Surname or (Dear) Sir/Madam
In speaking	Mr/Mrs/Miss/Ms Surname then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Member only With spouse	Mr/Mrs/Miss/Ms A B Surname Male: Mr A B Surname and Mrs Surname or Female: Mrs/Ms A B Surname and Mr Surname

JUDICIAL AUTHORITY

Chief Justice or Deputy Chief Justice

On the envelope	Justice Surname (Deputy) Chief Justice of the Republic of SA
In written salutation	(Dear) Sir/Madam or (Dear) Justice Surname or (Dear) Judge Surname
In speaking	Outside Court: Justice/Sir/Madam Inside Court: Judge/Sir/Madam
Letter ending	I have the honour to be, Yours faithfully,
On invitation card Judge only With spouse	Justice Surname Male: Justice Surname and Mrs A B Surname or Female: Justice Surname and Mr Surname

Judge of the Supreme Court of Appeal

On the envelope	Justice Surname (see Introduction 10) Judge of the (name of court or town of the Supreme Court
In written salutation	(Dear) Sir/Madam or (Dear) Justice Surname or (Dear) Judge Surname
In speaking	Outside Court: Justice/Madam/Sir Inside Court: Judge/Sir/Madam
Letter ending	I have the honour to be, Yours faithfully,
On invitation card Judge only With spouse	Justice Surname Justice Surname and Mrs/Mr A B Surname

Chief Magistrate or Magistrate

On the envelope	Mr/Mrs/Miss/Ms A B Surname (Chief) Magistrate
In written salutation	(Dear) Magistrate or (Dear) Sir/Madam
In speaking	Inside court: Your Worship, or if referring to him or her, His/Her Worship
Letter ending	Yours faithfully,
On invitation card Magistrate only With spouse	Mr/Mrs/Miss/Ms A B Surname Male: Mr and Mrs A B Surname or Female: Mrs/Ms A B Surname and Mr Surname

CHURCH DIGNITARIES

The Pope

On the envelope	His Holiness The Pope Vatican City Holy See
In written salutation	Your Holiness/Most Holy Father
In speaking	Your Holiness
Letter ending	Respectfully,
On invitation card	His Holiness The Pope

Cardinals

On the envelope	His Eminence Cardinal Surname Cardinal of ...
In written salutation	Your Eminence or (Dear) Cardinal Surname
In speaking	Your Eminence
Letter ending	Yours faithfully,
On invitation card	His Eminence Cardinal Surname

Moderator (Protestant churches in SA)

On the envelope	The Rev First Name Surname Moderator of the ...
In written salutation	(Dear) Moderator or (Dear) Rev Surname
In speaking	Reverend Surname
Letter ending	Yours faithfully,
On invitation card Reverend only With spouse	The Rev A B Surname The Rev and Mrs A B Surname

Archbishop of the Anglican Church

On the envelope	Archbishop A B Surname
In written salutation	Your Grace or (Dear) Archbishop Surname
In speaking	Your Grace
Letter ending	Yours faithfully,
On invitation card Archbishop only With spouse	Archbishop A B Surname Archbishop and Mrs A B Surname

Chief Rabbi

On the envelope	Chief Rabbi A B Surname
In written salutation	(Dear) Chief Rabbi or (Dear) Chief Rabbi Surname
In speaking	Chief Rabbi Surname
Letter ending	Yours faithfully,
On invitation card	
Chief Rabbi only	The Chief Rabbi A B Surname
With spouse	The Chief Rabbi A B Surname and Mrs Surname

Imam

On the envelope	Sheikh* First Name Surname
In written salutation	(Dear) Sheikh Surname or (Dear) Sir
In speaking	Sheikh or Sir
Letter ending	Yours faithfully,
On invitation card	Sheikh First Name Surname

Note that not all Imams are Sheikhs – confirm information for each individual Imam.

ARMED FORCES

Chief of the South African National Defence Force

On the envelope	General/Admiral A B Surname (followed by decorations) Chief of the South African National Defence Force
In written salutation	(Dear) General/Admiral Surname
In speaking	General/Admiral
Letter ending	Yours faithfully,
On invitation card Chief only With spouse	General/Admiral A B Surname Male: General/Admiral A B Surname and Mrs Surname Female: General/Admiral A B Surname and Mr Surname

Secretary for Defence

On the envelope	Mr/Mrs/Ms/Miss A B Surname
In written salutation	(Dear) Mr/Madam Surname or (Dear) Sir/Madam
In speaking	Mr/Mrs/Miss/Ms Surname then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Secretary only With spouse	Mr/Mrs/Ms/Miss A B Surname Male: Mr A B Surname and Mrs Surname Female: Mrs/Ms A B Surname and Mr Surname

Chief of the Army, Navy, Air Force and Medical Services

On the envelope	Lieutenant-General/Vice-Admiral A B Surname followed by decorations Chief of the ...
In written salutation	(Dear) General or (Dear) Admiral
In speaking	General/Admiral then Sir
Letter ending	Yours faithfully,
On invitation card Chief only With spouse	Vice-Admiral/Lieutenant General A B Surname Vice-Admiral/Lieutenant General A B Surname and Mrs/Mr Surname

LOCAL GOVERNMENT

The Mayor of the Metropolitan Municipality

On the envelope	His/Her Worship the Mayor of the ... Metropolitan Municipality Councillor (Mrs) A B Surname (see Introduction 13)
In written salutation	(Dear) Mr/Madam Mayor or (Dear) Councillor Surname
In speaking	Mr Mayor then Sir or Councillor or Madam Mayor then Madam or Councillor
Letter ending	Yours faithfully,
On invitation card With spouse	Councillor A B Surname, Mayor of the ... Metropolitan Municipality Male: The Mayor of the ... Metropolitan Municipality and Mrs A B Surname Female: The Mayor of the ... Metropolitan Municipality and Mr Surname

The Mayor of the District or Local Municipality

On the envelope	His/Her Worship the Mayor of the District/Local Municipality (name of council) Councillor (Mrs) A B Surname (see Introduction 13)
In written salutation	(Dear) Mr/Madam Mayor or (Dear) Councillor Surname
In speaking	Mr Mayor then Sir or Councillor or Madam Mayor then Madam or Councillor
Letter ending	Yours faithfully,
On invitation card Mayor only With spouse	Councillor A B Surname, Mayor of the ... District/ Local Municipality Male: The Mayor of the (name of council) District/ Local Municipality and Mrs A B Surname Female: The Mayor of the (name of council) District/Local Municipality and Mr Surname

Chairperson of the Executive Committee

On the envelope	Councillor A B Surname Chairperson of the Executive Committee of the (name of council)
In written salutation	(Dear) Councillor Surname or (Dear) Sir/Madam
In speaking	Councillor then Sir/Madam
Letter ending	Yours faithfully,
On invitation card Chairperson only With spouse	Councillor A B Surname Male: Councillor and Mrs A B Surname Female: Councillor (Mrs) A B Surname and Mr Surname

A NOTE ON INTRODUCTIONS

In guidelines given by the Branch State Protocol it is mentioned that “the whole purpose underlying an introduction is to allow one person to get to know another. In introducing one person to another, it is good to give some background on the person involved”. For example: “Mr Frolick, may I introduce Ms Gonzales, the Commercial Attaché of the Embassy of Spain in Cape Town? Mr Frolick is the House Chairperson of the National Assembly for Committees, Oversight and ICT in the South African Parliament”¹⁸.

“The name of the most important person is mentioned first, followed by the words “may I present” or “may I introduce” and then the name of the lesser-ranking person, adding where appropriate some words to give an indication of the background of the person being introduced”. The person to whom the other is introduced (i.e. from the above example The House Chairperson) will then extend his hand and say: “It is a pleasure to meet you” or “How do you do”.

It should be noted that it is very important to familiarise oneself with the customs of the country one visits or one’s guests/visitors, for example in Muslim countries and India only persons of the same gender shake hands. This is also for instance applicable amongst ultra-orthodox members of the Jewish faith.



14. UNIT 10: PROTOCOL RULES REGARDING MOVEMENT AND PLACEMENT OF DIGNITARIES

- The most important visitor (leader of delegation, Head of State etc.) descends first from an aircraft and boards it last on departure (except for a protocol officer).
- The most important person (leader of delegation, Head of State etc.) alights first from a motor vehicle/train and boards it last (except for a protocol officer).
- The hostess/hosts always walks on the left-hand side of an important visitor. (The visitor will always stay on her/his right – even when inspecting the military guard).
- In South Africa the left-hand rear seat in a motor vehicle is the seat of honour and the foreign dignitary will be seated there – even if the host/hostess is also in the vehicle. S/he will then sit behind the driver on the right-hand rear seat. In countries where they drive on the right-hand side of the road, this rule is reversed.
- At an official dinner/luncheon, the seat of honour for the top visiting dignitary is on the right of the host/hostess.
- If introduced to a Head of State/Government one rises and normally shakes hands. In some Muslim countries, men will not normally shake hands with ladies (they will not normally extend their hands).

- A reception line at an aircraft; motorcade; function etc. should be arranged according to the Table of Precedence and should never result in a free for all.
- In the office during a meeting with a foreign dignitary, the seat of honour is the one on the right-hand side of the host/hostess or the minister.
- A guest of honour always leaves a dinner/luncheon table first (with the host/hostess) – before any other guest departs.



15. UNIT 11: NATIONAL SYMBOLS

Members of Parliament and provincial legislatures should be keenly aware of the national symbols, the custodianship of the national symbols by the President of the RSA, the rules regarding its use. For instance the National Flag can only be half-masted by instruction of the President of the RSA.

Specifications for the design of the National Flag were determined by the President of the RSA in a proclamation in the Government Gazette No 16779 of 27 October 1995, Volume 364. On 20 April 1994, the President published a general notice in the Government Gazette, in accordance with the interim constitution, in which he proclaimed the adoption of the new flag.

The flag was taken into use at one minute past midnight on the morning of 27 April 1994, the day on which the new constitutional dispensation became a reality. The rules and regulations regarding the national flag can be found in the "Instructions Regarding the Flying of the National Flag of the Republic" as found in the Government Gazette No 22356 of 2001.

The design of the national flag is described in the Schedule to Proclamation No. 70, 1994 as published in Government Gazette No. 15663 of 20 April 1994. The national flag is rectangular in the proportion of two in the width to three in the length (2:3). Per pall from the hoist, the upper band is chilli red and the lower band is blue with a black triangle at the hoist.

Over the partition lines is a green pall one fifth the width of the flag with fimbriated white against the chilli red and blue and fimbriated gold against the black triangle at the hoist. The width of the pall and its fimbriations is one third the width of the flag. For official use, the proportion of the breadth to the length of the national flag should be the same as two to three.

Table 3 : Use of National Flag

LOCATION OR USE	SIZE
Union Buildings and Tuynhuys	540 cm x 360 cm Special ceremonial flag
Buildings housing government departments' and provincial legislative authorities head offices and members of Cabinet and deputy ministers, according to the size of the building	270 cm x 180 cm or larger
Ceremonial use, according to the size of the building	270 cm x 180 cm or larger (ceremonial flag)
Ordinary use, according to the size of the building	270 cm x 180 cm or 180 cm x 120 cm (standard flag)
Use during stormy weather	90 cm x 60 cm (storm flag)
Table flag (There is no standard size for a table flag.)	15cm x 10 cm (suggested)

The National Day of the Republic of South Africa is a ceremonial day and the national flag for ceremonial use should be flown. Apart from this day, the flag for ceremonial use may also be flown on special occasions on instruction from the Presidency. Flag stations and times when the National Flag should be flown:

- Parliament, Cape Town

- Union Buildings, Pretoria
- Tuynhuys and 120 Plein Street, Cape Town
- Offices of the Premiers of the nine provinces
- All court buildings in South Africa
- All international and national airports in South Africa
- Main buildings where departments of state are housed or any other buildings as determined by the Presidency
- Flag stations of the SANDF, as defined in the Permanent Force Regulations
- Main customs buildings in and on the borders of South Africa

Flag Stations

The standard size national flag should be flown daily from sunrise to sunset on outside flag staffs at flag stations (see schedule), provided that:

- a flag (360 cm x 540 cm), which is illuminated at night, is flown at the Union Buildings and Tuynhuys;
- the ceremonial size flag is flown at:
 - 0 (i) all buildings where head offices of government departments and provincial legislative authorities are housed and illuminated at night except where this is impossible at privately-owned buildings which are shared by private bodies; and
 - 0 (ii) all official residences of members of Cabinet, premiers and deputy ministers;
- the ceremonial size flag is flown at flag stations not included in (a) or (b), depending on the size of the building;
- a flag of 90 cm x 60 cm is flown in stormy weather;
 - 1 the national flag is flown during normal office hours at those flag stations where circumstances necessitate such limitations;
 - 2 foreign offices of the Republic may vary the times when the national flag should be flown in accordance with local practice and circumstances; and

- 3 the national flag is also displayed in entrance halls, conference rooms and certain offices at flag stations as prescribed by these instructions.

Flag staffs

The proper way of hoisting or lowering the flag (except on ceremonial occasions), where the national flag should be hoisted unfurled), is that it should, at the specified hour, be hoisted rolled-up to break at the truck. At sunset, or at the appointed time, it should be lowered slowly. The national flag may be left on the flagstaff at night only if it is properly illuminated.

Half-masting of the National Flag

The national flag should be at half-mast as a sign of mourning only on instruction from the Presidency. When the national flag is at half-mast, it should first be hoisted to the top of the flagstaff and then slowly lowered until the centre of the flag is halfway between the truck and the bottom of the flagstaff. Before the flag is lowered at sunset, or at the appointed time, it should first be hoisted to the top of the flagstaff. The number of days that the national flag is half-masted is determined by the seniority of the person who died and by the Office of the President. Usually, the period is specified in the directive.

The national flag must at all times be treated with dignity and respect. The flag must not touch the floor or the ground or deck, be used as a tablecloth or be draped in front of a platform; be used to cover a statue, plaque, cornerstone etc. at unveiling or similar ceremonies; or be used to start or finish any competition, race or similar event.

The Instructions Regarding the Flying of the National Flag of the Republic determines the following:

When the national flag is displayed vertically against a wall, the red band should be to the right of the speaker with the hoist uppermost. When the

national flag is displayed horizontally, the hoist should be to the right of the speaker and the red band uppermost.

- When the national flag is displayed next to or behind the speaker inside a venue, for example with the speaker on a stage, the national flag must be placed on the speaker's right hand. When the national flag is placed elsewhere in the venue, it should be to the left of the speaker as he or she faces the audience.
- Outside a building, the national flag is always displayed on the furthest right flag staff. However, if the flag staffs are directly across the entrance of the building the national flag is displayed on the middle flagstaff.
- When the national flag is displayed together with:
 - o other flags, it must be hoisted first and lowered last;
 - o national flags of other countries, all the flags displayed must be approximately the same size and must be flown at the same height; the national flag of South Africa must be on the right-hand side of the building or platform;
 - o any other flags, which are not national flags and are on separate flag staffs, the national flag must be in the middle or on the right side of the speaker or at the highest point of the group;
 - o any other flags on the same flagstaff, the national flag must be at the top;
 - o any other flag on crossed staffs, the national flag must be to the speaker's right and its staff must be in front of the staff of the other flag;
 - o any flag(s) in procession, the national flag must be on the marching right (that is, to the right of the soldiers marching).

Note: In terms of existing legislation, parliament and provincial legislatures will adopt its own rules for the flying of the national flag.

In terms of the Protocol Section of Parliament there is no record of the above mentioned rules having been adopted. At the signing of agreement

ceremonies, place a table flag of the signatory’s own country in front of him or her and the national standard size flag of the other country behind the signatory from that country.

Figure 1: Flag of SA

R
L

R = Right hand side of speaker facing the audience

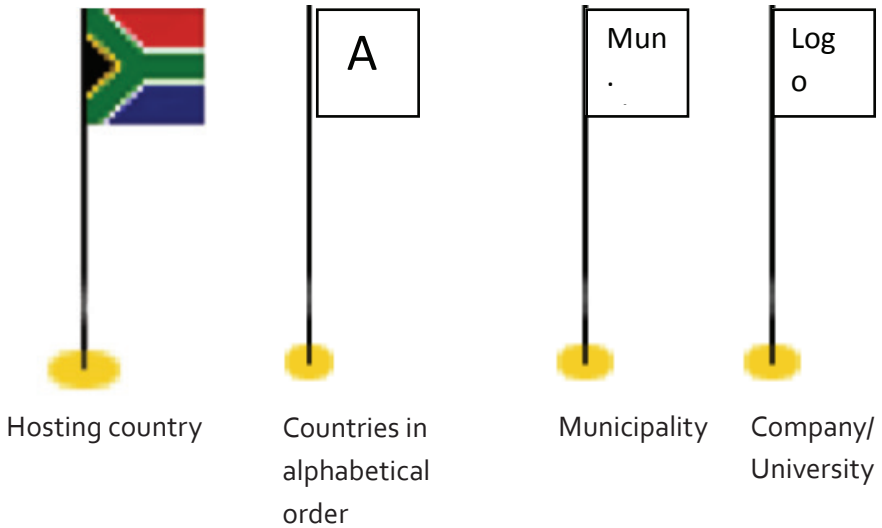
L = Left hand side of speaker facing the audience



Note: the flag pole of the national flag must be in front of the flag pole of the other flag when displayed cross-staffed. Display is seen from the audience and displayed from the perspective of the speaker standing on the stage addressing the audience.

Figure 2: Positioning of Flag of SA

L



Flags displayed on a stage in order of seniority. Always display hosting country, then national flags of other countries in alphabetical order, then the other flags, if applicable. Display is seen from the audience and displayed from the perspective of the speaker standing on the stage addressing the audience.

Figure 3: National Symbols



South African National Flag



South African Coat of Arms

Unlike the national flag, which any citizen can acquire and use as a symbol of his or her nationality, the coat of arms is the official emblem of the state and is not used by citizens. On 27 April 2000 Mr Thabo Mbeki, as President, unveiled the new coat of arms.

A national coat of arms, or a state emblem, is the highest visual symbol of the state. The coat of arms is also a central part of the Great Seal, traditionally considered to be the highest emblem of the state. Absolute authority is given to every document with an impression of the Great Seal on it as this means that the President has approved it.

The new coat of arms replaced one that had served South Africa since 17 September 1910. The change reflects government's aim to highlight the democratic change in South Africa and a new sense of patriotism.

In design, the coat of arms is a series of elements organised in two distinct circles placed on top of one another.

Figure 3 : Coat of Arms



The lower circle represents the elements of foundation

The first element is the motto, in a green semicircle. Completing the semicircle are two symmetrically placed elephant tusks pointing upwards. Within the circle formed by the tusks are two symmetrical ears of wheat which in turn frame a centrally placed shield. The shape of the shield makes

reference to the drum and contains two human figures from Khoi rock art. Above the shield are a spear and a knobkierie, crossed as a single unit. The elements are arranged harmoniously to give focus to the shield and complete the lower circle of the foundation.

The circle of ascendance



Immediately above the circle of foundation is the visual centre of the coat of arms, a protea. The petals of the protea are rendered in a triangular pattern reminiscent of the crafts of Africa. A secretary bird is placed above the protea where the flower forms the chest of the bird. The secretary bird stands with its wings uplifted in a regal and uprising gesture. The distinctive head feathers of the secretary bird crown a strong and vigilant head. The rising sun above the horizon, placed between the wings of the secretary bird, completes the circle of ascendance.

The upper and lower circles intersect to form an unbroken infinite course and the harmony between the basic elements results in a dynamic, elegant and thoroughly distinctive design. Yet, it retains the stability, gravity and immediacy that a coat of arms demands.

The Symbols in the coat of arms

The motto

The motto is *!ke e: //xarra //ke*, written in the Khoisan language of the /Xam people, literally meaning “diverse people unite”. It addresses individual effort to harness the unity between thought and action. On a collective

scale, it calls for the nation to unite in a common sense of belonging and national pride. The motto is translated as “Unity in Diversity”.

The ears of wheat

As an emblem of fertility, the ears of wheat symbolise the ideas of germination, growth and the feasible development of any potential. They relate to the nourishment of the people and signify the agricultural aspects of the earth.

Elephant tusks

Elephants symbolise wisdom, strength, moderation and eternity.

The shield

The shield has a dual function as the display of identity and spiritual defence. It contains the primary symbol of our nation.

The human figures

The figures are derived from images on the Linton Stone, a world famous example of South African rock art, now housed and displayed in the South African Museum in Cape Town. The Khoisan, the oldest known inhabitants of South Africa, testifies to common humanity and heritage. The figures are depicted facing each other in an attitude of greeting symbolising unity. This also represents the beginning of the individual’s transformation into the greater sense of belonging to the nation and by extension, collective humanity.

The spear and knobkierie

Dual symbols of defence and authority, the spear and the knobkierie represent the powerful legs of the secretary bird. The spear and knobkierie are lying down, symbolising peace.

The protea

The protea is an emblem of the beauty of South Africa and the flowering of its potential as a nation in pursuit of the African Renaissance. The protea

symbolises the holistic integration of forces that grows from the earth and are nurtured from above. The most popular colours of Africa have been assigned to the protea – green, gold, red and black.

The secretary bird

The secretary bird is characterised in flight, the natural consequence of growth and speed. It is the equivalent of the lion on earth. This powerful bird, whose legs – depicted as the spear and knobkierie – serve it well in its hunt for snakes, symbolises the protection of the nation against its enemies. It is a messenger of the heavens and conducts its grace upon the earth; in this sense, it is a symbol of divine majesty. Its uplifted wings are an emblem of the ascendance of the nation, whilst simultaneously offering its protection. It is depicted in gold, which clearly symbolises its association with the sun and a higher power.

The rising sun

An emblem of brightness, splendour and the supreme principle of the nature of energy, the rising sun symbolises the promise of rebirth and the active faculties of reflection, knowledge, good judgment and willpower. It is the symbol of the source of life, light and the ultimate wholeness of humanity.

The cosmic egg

The completed structure of the coat of arms combines the lower and higher circles in a symbol of infinity. The path that connects the lower edge of the scroll, through the lines of the tusks with the horizon above from which the sun rises, form the shape of the cosmic egg from which the secretary bird rises.¹⁹ In a symbolic sense this is the rebirth of the spirit of a great and heroic nation.

- The coat of arms may be used only by the President, Deputy President, Ministers and Deputy Ministers, Ambassadors and SA Diplomatic and Consular Missions and government departments.
- Provincial Governments and Legislatures, local authorities, the National Assembly and the National Council of Provinces use their own coats of arms and maces.

¹⁹ Government Information and Communications Systems (GCIS) and Burger and Associates p 59-67.

- Constitutional institutions, major public entities, for example Eskom and SA Post Office, national public entities and national government business enterprises use their own corporate identities.

When organisations who use their own identities or own coats of arms only wish to co-brand with the national coat of arms, there are co-branding guidelines which must be followed.

The national coat of arms ranks higher than the arms of the provincial or local municipalities and this should be reflected when they are reproduced together on any item. The national coat of arms should always be more prominent. It must therefore always be above or on the left hand side of the other provincial coat of arms or municipal logo.

16. PRINCIPLES OF CO-BRANDING

If the national government is the main sponsor of an event or programme, there are two options for co-branding. In each case, the national coat of arms should always take a position of priority. It should be on the right-hand side of the surface or above the other co-sponsors. The co-sponsors' coats of arms or logos must also be $\frac{2}{3}$ smaller than the national coat of arms.

If the branding partner is the lead sponsor, the national coat of arms should be equal to or no less than $\frac{2}{3}$ smaller than the logo of main sponsor. The national coat of arms should be on left-hand side of the surface or directly below the identity of the lead sponsor. If the state is one of many co-sponsors, the national coat of arms must always be on the left-hand side of the other sponsors' logos so that a spectator reads the national coat of arms first.

When co-branding a special project like "10/20 years of Freedom" or the presidential inauguration, certain rules apply:

- The national coat of arms should be on the left-hand side if it is placed with a special projects logo. The national coat of arms should be the first to be read.
- The national coat of arms and the special projects logo should be the same size.

- Alternatively, the national coat of arms should be placed at the top and the special projects logo must appear at the bottom left side directly below the national coat of arms.

Where there is a need for co-branding or endorsed branding, the following principles apply:

- Permission should be obtained from the GCIS beforehand. The GCIS will consult with the Department of Arts and Culture to ensure correct specification.
- The national coat of arms should never be 2/3 smaller than that of the party seeking endorsement.
- The national coat of arms must always be placed to the right or directly below the identity of the agency seeking endorsement.
- The national coat of arms must always assume the position of priority within the co-branding group²⁰.

17. THE NATIONAL ANTHEM

Subsequent to the proclamation in the Government Gazette No. 15663 Volume 346 of 20 April 1994 which proclaimed the *Stem van Suid-Afrika/ The Call of South Africa* and *Nkosi Sikelel' iAfrika* the national anthem, a shortened multilingual version was approved by Cabinet on 17 May 1995.

The words of the first stanza of *Nkosi Sikelel' iAfrika* were written in Xhosa by Enoch Seontonga in 1897 as a hymn. The song was also translated into Sotho and the second stanza comes from the Sotho translation. The third verse of the new national anthem is the first verse of *Die Stem* which was written by C. J. Langenhoven in 1918 and was set to music by Rev. M. L. de Villiers in 1921. The fourth stanza was written by Prof Jeanne Zaidel-Rudolph at the request of Cabinet. The new Anthem was published in the Government Gazette No. 18341 of 10 October 1997.

17.1 RENDITION OF THE NATIONAL ANTHEM

The national anthem is sung or played:

- when the head of state or his or her representative is present at official gatherings;
- after the presentation of a national token or honour (order or decoration);
- after the president's arrival or at the end of a state banquet;
- after proposing a toast to the country; and

- at important occasions where it is fitting to collectively express national pride, such as national days.

National Anthem of South Africa

Nkosi Sikelel' iAfrika	Uit die blou van onse hemel,
Maluphakanyisw' uphondo lwayo,	Uit die diepte van ons see,
Yizwa imithandazo yethu,	Oor ons ewige gebergtes,
Nkosi Sikelela, thina lusapho lwayo.	Waar die kranse antwoord gee.
Morena boloka setjhaba sa heso,	Sounds the call to come together,
O fedise dintwa le matshwenyeho,	And united we shall stand,
O se boloke, O se boloke setjhaba sa heso,	Let us live and strive for freedom,
Setjhaba sa South Afrika - South Afrika.	In South Africa our land.

The national salute is only taken by a head of state. In South Africa, the national salute comprises the first three verses of the national anthem.

An English translation of the National Anthem

God bless Africa Let her be lifted high Hear our prayers God bless us, us the family	Ringling out from our blue heavens From our deep seas breaking round Over everlasting mountains Where the echoing crags resound
God save our nation Stop wars and tribulations Save it, save it, our nation The South African nation	Sounds the call to come together, And united we shall stand, Let us live and strive for freedom, In South Africa our land.



18. UNIT 12: NATIONAL SYMBOLS

Like all institutions, Parliament and provincial legislatures have a set of symbols, customs and rules that applies within the parliamentary precinct. In South Africa and most Commonwealth countries the parliamentary system is based on the Westminster system. The symbols inherited from the past has been adjusted and renewed to reflect the new democratic dispensation.

Following on a decision by the Rules Committee to relook the symbols of Parliament, the Speaker presented the new designs of the Mace to the National Assembly to the Rules Committee meeting on 26 March 2003. These designs were the culmination of a long process of consultation with political parties and the general public. On obtaining members' inputs a model of the new mace was constructed. The model was thereafter placed outside the Chamber for viewing and comment by members and the public.

18.1 EMBLEM OF PARLIAMENT

Parliament now uses an emblem as its new corporate identity. An emblem meets different criteria than that of the coats of arms in as much as there are no supporters or coronet.

Figure 5 : Emblem of Parliament



18.2 SYMBOLISM

The sun represents the state and is the coronet of the national coat of arms. The sun symbolises healing, improvement of life quality and a united and democratic South Africa to take its rightful place as a sovereign state in the family of nations.

The protea leaves duplicates the top of the Black Rod and symbolises the foundation of a democratic and open society, freely elect representatives that act as the voice of the people in a national forum.

The drum duplicates the top of the mace and calls the people's representatives, the National Assembly and the National Council of Provinces, together to consider national and provincial issues, under the Constitution.

The book symbolises the Constitution of the Republic of South Africa that 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 SA and ensures government by the people.

18.3 THE BLACK ROD

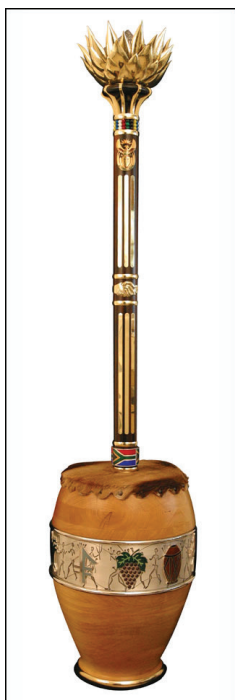
The Black Rod is the symbol of the authority of the Chairperson of the National Council of Provinces. The Black Rod is carried by the Usher of the

Black Rod in ceremonial processions, e.g. into the House for a sitting. When it is placed upright next to the Presiding Officer's chair, it indicates that the House is formally in session. The name Black Rod is traditionally made from the ebony wood.

The South African Parliament has had two Black Rods, one for the Union Parliament (1910 – 1961) and one for the Parliament of the Republic since 1962. A third and new Black Rod was installed in February 2005.

The design incorporates new images and materials that are appropriate for a democratic and inclusive South Africa.

Figure 6: Black Rod



The Symbolism of the new Black Rod

The Black Rod is the symbol of the authority of the Chairperson of the National Council of Provinces (NCOP). The new Black Rod reflects the important role of the provinces in the functioning of the NCOP. The shape of the new Black Rod is in the form of a knobkierie, an African symbol of defence, of authority and leadership. The protea, at the head of the Black Rod, is South Africa's national flower, and symbolises national pride. The protea is made up of 2 rows of 9 leaves, each representing one of the 9 provinces. Below the protea is a section of beadwork, reflecting on South Africa's diverse people and its rich cultural heritage. The clasping hands in gold symbolises freedom, peace and cooperation.

The Black Rod stands in a drum when the Council is in session. The drum is an expression of the African tradition of drums calling people to gather and speak and is symbolic of the achievement of democracy through dialogue. On the drum is a band of silver decorated with elements of the various provincial coats of arms.

Description of the Black Rod

The Black Rod is 1.10 meters long, and weighs 8 kilograms. The Black Rod is made up of several pieces, even though it appears as one piece.

The inner core of the protea is made of 999 pure silver, and finished in silver oxidizing. The outer leaves of the protea are completely hand-made in pure 18 carat gold.

The supporting disk below the protea is made of ebony wood, and is connected to the shaft by 18 carat gold struts. The shaft of the Black Rod is also made of ebony.

The national coat of arms appears twice on the shaft of the Rod, engraved in 999 pure silver and finished in colour vitreous enamelling. The shaft of ebony is inlaid with 18 carat gold strips. The clasping hands are engraved by hand in 18 carat gold, and appear twice on the shaft. The national flag appears three times on the shaft. The flags are engraved in 999 pure silver, and finished in vitreous enameling. The six gold rings on the shaft of the Black Rod are also made of solid 18 carat gold.

A description of the base/drum of the Black Rod

The drum is made of solid, genuine yellowwood. Engraved images of rock paintings, finished in silver oxidizing to enhance details, are portrayed on a 999 pure silver band. Elements of the nine provincial coats of arms are placed over the rock paint images in coloured vitreous enameling. The top of the drum is covered in genuine springbok hide.

The symbols on the band of the drum

The symbols used on the drum to represent the provinces can be seen on the coats of arms of the respective provinces.

- North West: The calabash or water container that is an essential possession in arid areas and times of drought.
- Free State: A cluster of blossoms of the Orange River Lily on one stem

alludes to the natural beauty and heritage of the Province and the unity of the people.

- Northern Cape: The thorn tree symbolizes growth and development in the province.
- KwaZulu-Natal: The strelitzia flower represents the natural beauty of the province.
- Mpumalanga: The red Barberton daisy alludes to both the natural heritage of the province and the sun which is rising from the east.
- Eastern Cape: The Red Aloe (*aloe ferox*), is an indigenous Eastern Cape plant that can withstand severe climatic conditions, and is therefore a symbol of perseverance and strength.
- Limpopo: The baobab tree is indigenous to the province. The baobab is one of the most unusual deciduous trees of Africa, and is found extensively in the province.
- Gauteng: The chemical symbol for iron relates to industrial development and economic activity.
- Western Cape: The grapes refer to agriculture in the broadest sense.

18.4 THE NATIONAL ASSEMBLY MACE

Description of the Mace

The mace is 1,196 metres long and weighs 9, 86 kg. Though it appears to be a single unit, it was made and fitted in sections on an aluminium core. At the head of the mace is an 18carat gold drum, covered with springbok skin and attached to the drum by 18 buttons made from South African minerals and gemstones. On top of the drum rests a golden book with the Preamble to the Constitution of the Republic of South Africa in raised text. On the drum are illustrations of South Africans going about their daily business, *inter alia* a miner, a saxophonist, a machinist, an architect, a builder, a soccer player, a fork-lift driver, a scientist, a teacher, a doctor, a domestic worker, a woman with a baby on her back and a hoe in her hand, a woman driving a tractor and children reading and working.

The drum is fixed onto a yellowgold neck containing dancing San figures, reminiscent of the national coat of arms. Three platinum disks, in decreasing size, connect the shaft of the mace to its head. The shaft is made of anodized aluminum, inlaid with cherry wood and box wood. The top of the rod is encircled by an 18-carat gold rim with six black and six white half-carat diamonds set into it. Beneath this is the South African coat of arms, rendered in full-colour enamel, in perfect detail. About two-thirds from the top of the mace, is a beaded South African flag, containing 800 platinum or white-gold beads to represent the white on the flag, 70 yellowgold beads representing the yellow, and red, green, blue and black glass beads. Just before the mace reaches its tapered end, there is another gold band containing six black and six white diamonds and another platinum connecting rim.

Figure 7: Mace



Symbolism of the mace

The mace was designed to reflect the history, tradition, diversity, culture and languages of South Africa. Each element has been carefully chosen to reveal the different facets of African-ness and South African-ness. It also celebrates the country’s natural beauty, its plant and animal life and its rich mineral resources.

The shape of the mace recalls the knobkierie, an African symbol of defence, authority and leadership.

The drum, which forms the head of the mace, expresses the African tradition of drums calling people to gather and speak, and is a reminder that South

Africa's successful transition to democracy was achieved through dialogue, with Parliament remaining the place where myriad voices are allowed to be heard.

Gold is one of the core ingredients in the new mace. Archeological finds show that gold has been mined and used in African culture for centuries. Its use symbolizes not only the country's natural wealth but also the indigenous knowledge of Africans and ancient African gold traditions.

The book of gold resting on the top of the drum manifests the Constitution of South Africa and the principles around which Parliament functions. The Constitution is the supreme law of the country – echoed in its position right at the top of the mace - and plays a central role in the unfolding of a new society. Each line, raised from the book, is the first line of the Preamble to the Constitution in one of the 11 official languages, plus one line from an extinct Khoisan language. The languages are presented alphabetically, starting with Afrikaans.

The platinum rings found at intervals in the shaft of the mace recall the rings worn by Ndebele women. Under the first set of platinum rings, at the base of the drum, is a picture taken from the Linton Stone, dating back at least 20 000 years, paying homage to the first inhabitants of SA. It depicts social interaction, coherence and interdependence, elements that are needed for a country like South Africa to grow and prosper.

The use of the different materials and symbols are, in themselves, significant. The most advanced technology in the world lives harmoniously beside ancient traditional techniques. The result is a mace that recalls the past, mirrors the present and looks forward to the future.



19. UNIT 12: CEREMONIES

Ceremonies of state are formal occasions where the relevant state representatives and their guests convene to fulfil a specific objective according to a ceremonial order of proceedings based on state ceremonial practice or ritual. The latter usually subscribes to international standards and the general protocol definition of procedures which are considered to constitute acceptable behaviour or conduct in official circumstances, while simultaneously reflecting national traditions and customs.

On such occasions of state, the authorities of state participate in such a manner that their constitutional roles are clear.

19.1 CEREMONIES OF STATE

The ceremonies of state in the Republic of South Africa are the following:

19.1.1 The inauguration ceremony of the Head of State of the Republic

In terms of the Constitution of the Republic of South Africa, 1996, the National Assembly elects the President and Head of the National Executive, the Chief Justice of the RSA presides over the election and conducts the swearing in or affirmation of faithfulness to the Republic of South Africa

of the elected Head of State and Head of the National Executive, who then assumes office after having been sworn in by the Chief Justice of the Republic of South Africa.

The above mentioned ceremony refers to the ceremony of installation of the Head of State of the Republic of South Africa. Arrangements for this ceremony are usually made by the National Inauguration Committee which should be inclusive and representative. The ceremony includes, among many components, the taking of the oath of office or solemn affirmation by the President-Elect, who is given a national salute by the National Ceremonial Guard, a 21 gun salute by a gun troop and usually accompanied by a fly-past of aircraft. The President usually delivers an inaugural address and the occasion is marked by festivities including cultural festivities.

19.1.2 The investiture ceremony with National Orders

This is a ceremony where the Head of State of the Republic of South Africa as Grand Patron of the National Orders of the Republic of South Africa honours persons with or admit them to the National Orders of the Republic of South Africa. At the ceremony, the President presents the recipients with the insignia of the orders they are admitted to.

These orders include the Order of Mapungubwe, awarded to South African citizens for exceptional achievements to the benefit of South Africa and beyond;

- the Order of Boabab, awarded to South African citizens for outstanding contributions in community service, business and the economy, science, medicine and technological innovation;
- the Order of Luthuli, awarded to South African citizens in recognition of outstanding contributions in the struggle for democracy, nation building, human rights, justice and peace as well as for the resolution of conflict;
- the Order of Ikhamanga, awarded to South African citizens who have excelled in the field of arts, culture, literature, music, journalism and sport;

- the Order of Mendi for bravery, awarded to South African citizens who have distinguished themselves by displaying extraordinary acts of bravery through which their lives were placed in great danger or who have lost their lives, including trying to save the life of another person or by saving property, in or outside the RSA; and
- The Order of the Companions of O R Tambo, awarded to foreign nationals such as foreign Heads of State and others for friendship shown to South Africa - this order is one of cooperation, peace and solidarity.

19.1.3 Funeral ceremony of state dignitary

In the Republic of South Africa a distinction is made between a State Funeral and an official memorial service. State funerals are accorded only to Presidents and Deputy Presidents.

The following office bearers receive official memorial services if the family so wishes: Cabinet members, Premiers, the Speaker of the National Assembly, the Chairperson of the National Council of Provincial Council, the Chief Justice and the President of the Constitutional Court. (Cabinet Minutes dated 29 November 1995-item 3.1.16).

Similar to the ceremony of the inauguration of the Head of State, a National Funeral Committee needs to be established to conduct arrangements for the state funeral of the Head of State and would do so in close cooperation with and sensitivity to the wishes of and contributions by the family of the deceased. It is the prerogative of the family of the deceased to agree on whether the late dignitary should lie in state.

19.1.4 The receiving ceremony for visiting heads of State

This refers to the official welcoming or receiving ceremony for a visiting Head of State to the Republic of South Africa at the invitation of the South African Head of State.

The ceremony in either Pretoria (Union Buildings) or Cape Town (Tuynhuys) is basically a military ceremony at which full ceremonial honours are given to the distinguished guest and the flags of both countries are flown, the National Anthems of both countries are played (that of the guest is always played first), the Head of State is invited to inspect a guard of honour, composed of 96 members of the National Ceremonial Guard, and a 21 gun salute is given. It is also customary that following the receiving ceremony and bilateral engagements between the two countries, the South African Head of State hosts a state banquet for the visiting Head of State.

19.1.5 The ceremony for the presentation of letters of credence by Heads of Diplomatic Missions accredited to the RSA to the President of the Republic of South Africa

After a foreign state has proposed its candidate for the position of its Head of Diplomatic Mission to the RSA, and has sought and received the agreement of the receiving state namely South Africa (called an “agrément”), the Head of Mission designate presents his/her letter of credence and letter of recall of his/her predecessor to the President of the Republic of South Africa at a ceremony.

The new Head of Mission is given a general salute by a Guard of Honour, composed of members of the National Ceremonial Guard, and the salute takes place before the Head of Mission enters the hall where he she will present the letters of credence to the South African Head of State.

19.1.6 The swearing-in ceremonies

The Constitution of the Republic of South Africa provides that before certain offices bearers, including Cabinet Ministers and Deputy Ministers, Premiers, Acting Premiers, Members of the National Assembly and Permanent Delegates of the National Council of Provinces, Members of Executive Councils’ and Members of Provincial Legislatures and Judicial and Constitutional Office bearers assume office, they shall take the prescribed oath/solemn affirmation.

Members of Cabinet and Deputy Ministers must take the prescribed oath/solemn affirmation within twenty four hours of the President's announcement.

19.2 CEREMONIES OF STATE, PARLIAMENT AND PROVINCIAL LEGISLATURES

19.2.1 State of the Nation Address by the President of the Republic of South Africa

In terms of Article 84.2 (d) of the Constitution 1996, the President and Head of the National Executive calls a Joint Sitting of the National Assembly and the National Council of Provinces to deliver the annual State of the Nation Address to Parliament. The occasion is both a ceremony of State and of Parliament.

In the year that national elections are held and Parliament has been dissolved before such elections, the newly elected or re-elected President's state of the nation address to the first session of the new parliament also constitutes the ceremonial opening of the new parliament by the President as Head of State of the Republic (Article 49 of the Constitution).

The format of the ceremony is selected by the President together with the relevant Presiding Officers of Parliament to fulfil specific objectives and may take one or a variation of one of the following formats:

- A full ceremonial format including the escorting of the official presidential vehicle by a SANDF ceremonial motorcycle escort and a SAPS mounted escort, the lining of the route of the President to Parliament by military personnel, a national salute given by the a full ceremonial guard of honour composed of members of the National Ceremonial Guard (96 members) and a military band, and a 21-gun salute accompanied by a fly past by aircraft of the SAAF.

- A step guard lines the steps ascending the National Assembly and the President is also attended to by two Aides-de-Camp. Before the state ceremony commences, the President, accompanied by the Presiding Officers of Parliament, passes a civil guard of honour composed of learners and members of civil society and meets a selected number of eminent South Africans nominated by the nine provinces of the Republic.
- A half ceremonial format, consisting of a ceremonial guard of honour composed as mentioned above and a band giving the National Salute upon the President's arrival and departure from Parliament, with a step guard lining the stairs ascending the National Assembly. It differs from the full ceremonial format by the exclusion of the fly-past, the 21 gun salute or lining of the streets by military personnel.
- An informal ceremony that requires no military ceremonial. Only two trumpeters announce the President's arrival at Parliament, and the Presiding Officers welcome the President.

The Presiding Officers of Parliament traditionally host a luncheon or dinner banquet on the occasion of the State of the Nation Address for selected guests.

(Note: A 600 page standard operating procedure manual for the State of the Nation Address preparation resides with the Project Office in the PCS Division, where it is available for consultation, and is accordingly not incorporated in this manual).

19.2.2 State of the Province Address by the Premiers of the Provinces and Opening Ceremony of Provincial Legislatures

Provincial legislatures hold their Official Opening ceremonies at the beginning of each term, at a date agreed upon by the Speaker and Premier, Official Opening ceremonies are held subsequent to the Official Opening ceremony of National Parliament.

Provincial legislatures hold their State of the Provinces Addresses by Premiers after the State of the Nation Address has taken place at Parliament, at a date agreed upon by Provincial Speakers and Premiers. All these ceremonies are conducted according to the guidelines as stipulated in the Protocol Manual of the Republic of South Africa.

19.2.3 Opening Ceremony of the National House of Traditional Leaders

The Opening Ceremony of the National House of Traditional Leaders is held at a date agreed upon by the Chairperson of the National House of Traditional Leaders and is attended by the President of the Republic of South Africa, the Speaker of the National Assembly, the Chairperson of the National Council of Provinces and the Minister of Cooperative Governance and Traditional Affairs.

Provincial Houses of Traditional Leaders hold their Official Opening ceremonies at the beginning of each term, at a date agreed upon by the Provincial Chairperson of the House of Traditional Leaders, the Speaker, the Premier, and the MEC for Cooperative Governance and Traditional Affairs. Official Opening ceremonies are held subsequent to the Official Opening ceremony of the National House of Traditional Leaders.

19.3. CEREMONIES IN PARLIAMENT AND PROVINCIAL LEGISLATURES

These refer to ceremonies conducted in Parliament but not necessarily at a sitting of Parliament and provincial legislatures.

The Swearing in of Members of the National Assembly, Delegates to the National Council of Provinces and members of the provincial legislatures.

After national elections have been held in the country and before the first sittings of the newly constituted National Assembly, National Council of Provinces and provincial legislatures can take place, the newly elected members and delegates are required to take the prescribed oath/solemn affirmation before the Chief Justice of the Republic of South Africa and a delegated Provincial Authority in the respective provinces in the case of provincial legislatures

The Presentation of the appointment and welcoming of the Chief Justice of the Republic of South Africa by the President of the Republic of South Africa.

19.3.1 RECEIVING CEREMONIES FOR VISITING HEADS OF STATE AND VISITING PRESIDING OFFICERS OF FOREIGN NATIONAL LEGISLATURES.

When a foreign Head of State is paying a state visit to the Republic of South Africa, the Leader of Government Business in Parliament writes to the Presiding Officers of Parliament informing them of the visit and, on behalf of the Head of State, requests them to consider inviting the visiting Head of State to address a Joint Sitting of the Houses of Parliament (only Heads of State, not Heads of Government are traditionally invited to address a Joint Sitting). The programme of the visiting Head of State, who is invited to pay a state visit to South Africa by the South African Head of State, is finally the domain of government and is issued by the Chief of State Protocol of the RSA.

While the Joint Rules of Parliament is being reviewed, it was advised from a protocol perspective that the matter of inviting Heads of State to address a Joint Sitting, should remain a matter of practice and should preferably not be regularised by a rule, as this could bind the host government to extend this particular honour. Some visiting Heads of State have on several occasions also indicated that, should such an invitation be extended, they would not wish to accept it, but would have a preference for a courtesy engagement with the Presiding Officers of Parliament (recent examples were the Presidents of the Russian Federation and of India).

Whereas the South African Head of State's receiving ceremony for such a visiting Head of State is mostly a military ceremony, the Parliamentary ceremony is mostly civilian, with the Head of State being received by the Presiding Officers, entering the National Assembly Chamber in procession, and being invited to deliver his/her address to the Joint Sitting.

The Presiding Officers of Parliament also assigns two Members of Parliament to give a vote of welcome and thanks before and after the Head of State addresses the Joint Sitting. After the address, he/she exits the Chamber in procession, is invited by the Presiding Officers for a short conducted tour of Parliament and signs a distinguished Guests' Book in the Queens Hall of the NCOP.

Note: It is important that the Members of Parliament who deliver the votes of welcome and thanks, use the correct form of address and correct name of the visiting dignitary in their address, as well as the proper order of recognitions, the latter following precedence after the Presiding Officer has been addressed.

The Head of State is also presented with a souvenir from parliament and this exchange of gifts takes place either publicly at the signing of the Book or through protocol.

Visiting Speakers or Presidents of National Assemblies and Presidents of Senates or their equivalents on official visits to Parliament at the invitation of the Presiding Officers of Parliament, are received with protocol courtesies by the Presiding Officers but do not address a Joint Sitting of the Houses of Parliament.

Instead, they pay a courtesy call on their South African counterparts, engage in bilateral consultations with them and their delegations and are also invited to sign the Distinguished Guests' Book of Parliament, after which they follow a programme arranged by their South African hosts.

It is envisaged that both receiving ceremonies mentioned above may in future include a wreath laying ceremony at the eternal flame and memorial in the Parliamentary Garden of Remembrance.

Comments on the matter of courtesies and hospitality related to various categories of visits:

As indicated in the introductory comments, a parliamentary policy still needs to be developed on this matter.

Courtesy calls on the Presiding Officers of Parliament by Heads of Diplomatic Missions accredited to the Republic of South Africa.

The practice of the Diplomatic Corps in the RSA of making social calls is still followed in varying degrees. Heads of Diplomatic Mission (Ambassadors or High Commissioners) may request the Branch State Protocol to arrange a courtesy call on the Presiding officers of Parliament.

When an Ambassador or High Commissioner pays an initial courtesy call on a Presiding Officer of Parliament, the Parliamentary protocol practice will be as follows:

- The Ambassador or High Commissioner is invited to sign the Distinguished Guestbook
- Is presented with a Parliamentary gift
- An official photograph is taken

It is advisable that the request for an official courtesy call is done by letter or Note Verbale from the Embassy through the Department of International Relations and Cooperation and copied to the Parliamentary Protocol Office.



20. UNIT 13: OFFICIAL VISITS

Proposed components for policy in Parliament on courtesies and hospitality related to various categories of in incoming and outgoing visits of the following categories:

20.1 INCOMING VISITS

20.1.1 State Visits (receiving of Heads of State by Parliament)

Courtesies accorded by Parliament to visiting Heads of State are as follows:

- Invitation to address a Joint Sitting of the Houses of Parliament or alternatively an invitation for a courtesy meeting
- Invitation for a courtesy meeting or engagement with the Presiding Officers of Parliament (a delegation of 1 + 11)
- Receiving ceremony at the National Assembly steps with a red carpet
- Signing of the Distinguished Guest Book (in either the NA Presidential Lounge or the Queens Hall in the NCOP)
- Presentation of a Parliamentary gift to the Head of State
- Entering and exiting the chamber in Parliamentary procession, preceded by the Mace and the Black Rod

Comment on the matter of invitations to address the Houses of Parliament, and latest developments:

On the subject of the Joint Rules of Parliament, a joint sitting could not take decisions and for that reason there could be no joint sitting to decide

on whom parliament would invite to address a House of Parliament or a joint sitting of the two Houses of Parliament. The power to invite a guest to address Parliament was vested in both the Houses of Parliament and not a joint sitting of the Houses.

In the National Assembly Rules, rule number 43 read, "Visiting Heads of State - The Speaker, acting after consultation with the Leader of Government Business, may invite any Head of State who is on a state visit to the Republic of South Africa, to address the House". If both Houses took such a decision to invite a visiting Head of State to address Parliament, the Presiding Officers would decide to call a joint sitting and that was done in terms of the Joint Rules.

The power to invite was vested in the separate Houses and exercised through the Presiding Officers. Both the National Assembly Rules and the NCOP rules are being reviewed. There had since been an adjustment proposed to rule 43 of the National Assembly Rules. A report on protocol considerations was obtained which indicated that there were no obstacles to the proposed amendment. The proposed adjustment read "Invitation to a Head of State, Head of Government or other person to address House".

- The Speaker, after consultation with or at the request of the Leader of Government Business, may invite a Head of State or a Head of Government who is on official business to the Republic, to address the House.
- The National Assembly may by resolution invite any person to address the House.

The proposed adjustment was discussed at an ANC workshop on rules and it was envisaged that the adjustment was to be adopted prior to Parliament or the National Assembly dissolving for elections in 2014. The rule was expanded in recognition of the fact that it still came from the old rules of the old Parliament prior to 1994.

There was also increased recognition that Parliament had a role to play internationally. Any person could address a House of Parliament if the House by resolution agreed to that. Where the NCOP was away on other official business and could not be part of a joint sitting, the Speaker could invite a guest to address the House, where it would then be a sitting of the National Assembly.

In terms of rule 7 (2) which read “The Speaker and the Chairperson of the National Council, acting jointly, may call a joint sitting of the Houses when necessary”, a notice or announcement of the sitting would be published in the ATC. Joint Rules also stated that joint sittings were held in the Chamber of the National Assembly, (for practical reasons as it was the only venue big enough to house both the Members of the NA and NCOP) a rule that was sometimes breached by sort of a common agreement. Rule 10 of the NA Rules read “Either the Speaker or Chairperson of the Council by arrangement between them, presides at a joint sitting”. Parliament has had joint presiding by the Speaker and Chairperson of the Council, as a practice, although it was not considered as a good practice with some of the view that the practice be suspended.

20.1.2 Official Visits (receiving of former Heads of State, Heads of Government and Royalty who are not Heads of State, Presiding Officers of Foreign National Legislatures and parliamentary delegations led by a Chairperson of a Committee)

Courtesies accorded by Parliament to visiting Former Heads of State, Heads of Government and Royalty who are not Heads of State, are as follows:

- Receiving ceremony at the National Assembly steps with a red carpet
- Signing of the Distinguished Guest Book (in either the NA Presidential Lounge or the Queens Hall in the NCOP)
- Courtesy meeting with the Presiding Officers of Parliament (optional)
- Recognition in the House
- Presentation of a Parliamentary gift

20.1.3 Courtesies accorded by Parliament to visiting Presiding Officers of Parliaments:

- Receiving ceremony at the airport (with or without a silent guard of honour – the latter needs to formally agreed to and extended by the Chief of State Protocol – a guard is given when for instance the visiting dignitary is the Vice President of the visiting country and ex officio also the President of the Upper House or National Assembly of the visiting country, (e.g. Argentina, Uruguay, the USA, India, and Bolivia, the PRC, in view of the unique hierarchy of the PRC), and arriving on a state and not commercial flight, and at the National Assembly or NCOP steps with a red carpet.
- Signing of the Distinguished Guest Book (in either the NA Presidential Lounge or the Queens Hall in the NCOP)
- Bilateral engagements with the Presiding Officer of the corresponding House of Parliament (NA or NCOP) with that of the visiting Presiding Officer, and a courtesy call on the Presiding Officer of the other House
- Presentation of a Parliamentary gift
- Recognition in the House

20.1.4 Courtesies accorded by Parliament to visiting Parliamentary Delegations led by a Chairperson of a Committee:

- Bilateral engagement with South African counterpart and possible courtesy call or one or more of the House Chairpersons
- Recognition in the House
- Presentation of a Parliamentary gift

20.1.5 Working Visits/Study Visits (receiving of Parliamentary delegations attending parliamentary conferences, seminars, study groups and election observation missions)

Courtesies accorded by Parliament to visiting Parliamentary delegations attending parliamentary conferences, seminars, study groups and election observation missions)

- Recognition in the House

20.1.6 Special Visits (receiving of Parliamentary and other dignitaries for a special accession e.g. State of the Nation Address, Election of the President, Election of the Speaker, Envoys, Emissary Missions)

Courtesies accorded by Parliament to visiting Parliamentary and other dignitaries for a special accession e.g. State of the Nation Address, Election of the President, election of the Speaker, Envoys and Emissary Missions)

- Signing of the Distinguished Guest Book (in Emissary Missions)
- Presentation of a Parliamentary gift (in Emissary Missions)
- Recognition in the House
- Red carpet for certain occasions such as the State of the Nation
- Address ceremony

20.1.7 Private Visits (receiving of dignitaries conducting a private visit to South Africa who express a request to call on the Presiding Officers or request a conducted tour of Parliament)

Courtesies accorded by Parliament to visiting dignitaries conducting a private visit to South Africa who express a request to call on the Presiding Officers or request a conducted tour of Parliament:

- Signing of the Distinguished Guest Book (in either the NA Presidential Lounge or the Queens Hall in the NCOP)
- Courtesy call or tour of Parliament depending on the nature of the request

a. ACCOMMODATION

Accommodation to be paid for by Parliament should be according to the following formula:

Table 5 : Accommodation

Visiting Speaker and delegation	1 + 5
Visiting Deputy Speaker and delegation	1 + 3
Visiting House Chairperson or equal and delegation	1 + 2

b. TRANSPORT

Transport to be paid for by Parliament should be according to the following formula:

Table 6 : Transport

Visiting Speaker and delegation	1 S Class Vehicle + 1 Protocol Vehicle + 1 Delegation Vehicle + 1 Luggage Vehicle + 1 E Class Vehicle for Spouse
Visiting Deputy Speaker and delegation	1 E Class + 1 Protocol Vehicle + 1 Delegation Vehicle
Visiting House Chairperson or corresponding counterpart and delegation	1 E Class + 1 Delegation Vehicle

c. STATE PROTOCOL LOUNGE

Table 7 : State Protocol Lounge

Visiting Speaker and delegation	1 + 5 (to go through the lounge)
Visiting Deputy Speaker and delegation	1 + 3 (to go through the lounge)
Visiting House Chairperson or corresponding counterpart and delegation	1 + 2 (to be incorporated in the policy)

d. SECURITY

It should be noted that Parliamentary rules disallow firearms in the House.

Table 8 : Security

Visiting Speaker and delegation	Provided for by the State
Visiting Deputy Speaker and delegation	Provided for by the State
Visiting House Chairperson or corresponding counterpart and delegation	To be incorporated in the policy

e. DURATION OF THE STAY

Between three to five days.

20.2 OUTGOING VISITS

- a. Official Visits (outgoing visits by the Presiding Officers and Parliamentary Committees)
- b. Working Visits / Study Visits
- c. Private Visits
- d. Special Visits

It is to be noted that the following key issues relating to outgoing visits are for consideration by the International Relations Section and should be taken into account when drafting the policy on international engagements/ participation by Members of Parliament.

- Composition of a delegation.
- Political mandate of a delegation.
- Personal invitations to international engagements.
- Permission for MPs to undertake official or working visits.
- Class of travel, accommodation, ground transport and other logistics.

An important matter to take into consideration regarding official outgoing visits by the Presiding Officers of Parliament is the hospitality extended by the host parliament to the South African office bearers. Should the total number of the delegation of the Presiding Officer exceed the number for which the receiving country offers hospitality, Parliament bears responsibility for the members of the delegation that exceed the relevant number.

Notes on the mandate and role of the Directorate Intergovernmental and Provincial Protocol in the Department of International Relations and Cooperation.

The Directorate acts as a contact point in co-ordinating the activities of provincial, local governments and traditional monarchs with regard to international relations, visits (incoming and outgoing) and other international activities (twinning agreements etc.). Regarding the NCOP, that is still indicated by DIRCO as part of the scope of attention of this Directorate; the International Relations and Protocol Division of Parliament now mostly attends to the NCOP, but also in cooperation with this Directorate and business units in DIRCO.

Due to past logistical and other problems experienced by the Department of International Relations and Cooperation and the South African Missions abroad when coordinating visits from our clientele abroad or in South Africa, the following guidelines will serve to assist in arranging these visits:

- The Directorate: Intergovernmental and Provincial Protocol (DIPP) has been designated to act as a contact point in the Department of International Relations and Cooperation in coordinating the activities of the above stakeholders with regard to international relations activities.
- These inter alia include the coordination of all international activities by DIPP's stakeholders. It is therefore important that all preliminary be channelled through the Directorate: Intergovernmental and Provincial Protocol (DIPP) of the Department of International Relations and Cooperation.
- The Directorate (DIPP) will liaise with the responsible political desks at DIRCO and request the responsible South African Mission(s) abroad for their input.
- The South African Missions have been requested to refer any direct approaches to them by the stakeholders back to this Directorate.
- Officials of stakeholders are strongly urged also NOT to liaise directly with foreign Missions (Embassies/High Commissions) in South Africa, regarding appointments in their country/countries because this causes unnecessary duplication and delays. The Department of International Relations and Cooperation will liaise with the foreign Missions in South Africa.

- If some of the above mentioned stakeholders are invited directly by an Embassy/High Commission in South Africa as their guests and they undertake to make all the arrangements, it would be courteous to inform DIRCO in order that they could alert the Mission in the country/ countries to be visited. Visiting a country in which South Africa has diplomatic/consular representation without informing the Ambassador/ High Commissioner/Consul general might be construed as undermining the authority of the High Commissioner/Ambassador. The High Commissioner/Ambassador is appointed by the President of South Africa and is as such the direct representative of the President.

Itineraries

- Before informing the Directorate of their planned visits, officials should ensure that approval of their visits have been secured and that sufficient funds are available for this purpose.
- The Directorate could be informed of the planned visit well in advance, at least six weeks before departure.
- These requests could be channelled through DIRCO.

Requests for assistance should be accompanied by the following particulars:

- A list of the names of the visiting officials;
- The leader or chairperson of the group, status and or position within the government/organization structure;
- A short CV of each member of the delegation;
- The overall purpose and objective of the visit including detailed information and fields of interest which will enable Missions to identify appropriate contact persons and organisations. Vague descriptions of the contents of discussion points could result in appointments NOT addressing the needs of the visiting officials entirely.
- The level at which officials wish to hold appointments i.e. government opinion formers or specialised technical personnel.

- The contact details of the person coordinating the visit from the side of the visiting institution. Alternatively, DIRCO would provide stakeholders with the necessary contact numbers details of their Missions abroad and the Mission official who deals with the visit.
- A proposed itinerary, i.e. flight details including the dates and times of arrival and departure, and details regarding the hotels where the delegations will be accommodated.



21. UNIT 16: INSTALLATION OF CONDOLENCE BOOKS AND ADOPTION OF MOTIONS OF CONDOLENCES

In the Parliament of the Republic of South Africa, a condolence book is opened on the occasion of the demise or passing of a South African dignitary who held high office in the South African State, a former such office bearer, a serving Member of Parliament, or a personage who is nationally mourned as directed by the President of the Republic of South Africa.

The directive for the installation of a condolence book is given (that is for the opening, the date, the time and the period), by the offices of the Presiding Officers (Speaker and Chairperson). It is practise in Parliament that the Presiding Officers make the first entry in the condolence book. Upon closure of the book, it is sent under an accompanying letter signed by the Presiding Officers of Parliament to the bereaved family of the deceased.

In terms of the preparation of the installation and placement, it is placed in the foyer of the National Assembly with a framed photograph of the deceased. A national flag of the Republic is placed and candles are lit as well as flower arrangements done. Subject to a directive from the President of South Africa, the national flag of the Republic is half-mast upon the Houses of Parliament for a period indicated by the President of the Republic. On

certain occasions a motion of condolence is also adopted by one or both Houses of Parliament. The copy of minutes of the latter of the particular session of the House(s) is also forwarded to the bereaved family of the deceased.

On occasions of the passing of a foreign dignitary or a national disaster in a foreign country, Parliament may adopt a motion of condolences which is forwarded to the relevant country via the diplomatic channel under cover of a letter from the Presiding Officers. The Presiding Officers of Parliament may also sign in the latter case, books of condolences, opened by a resident mission of the relevant country or designate a parliamentary office bearer to do so on their behalf.



22. UNIT 17: DIPLOMACY AND THE DIPLOMATIC IMMUNITIES AND PRIVILEGES ACT

The protocol manual highlights the importance of the Diplomatic Immunities and Privileges Act, Act 37 of 2001. The Act is implemented at Parliament and resident diplomatic representatives are accorded corresponding courtesies when visiting Parliament.

Members of Parliament may be advised to familiarise themselves with the Vienna Convention on Consular Relations, 1963, which had a very profound impact on the way diplomatic relations are conducted, with the various modes of diplomacy including bilateral diplomacy, multilateral diplomacy, summitry, negotiation, and particularly with Parliament's definition of international participation by Parliament as a key strategic objective of the institution, as well as with existing legislation in which the mandate of the relevant government department (DIRCO) is defined.

Bearing in mind that the democratically elected Parliament of the RSA is a people's parliament, it is imperative, in its oversight over government, as well as in its international participation, that Parliament ensures that national priorities and the voice of the people of South Africa is properly represented, articulated and attended to.

With regard to correspondence with diplomatic and consular missions, it is important to note that only the Department of International Relations and Cooperation may communicate with resident foreign diplomatic and consular missions by Diplomatic Note (Note Verbale). Resident Missions may also communicate by Note Verbale as diplomatic and consular entities. Other structure of state and entities communicate by letter, preferably channeled by the diplomatic channel through DIRCO.



23. UNIT 18: PROTOCOL AND ETIQUETTE

There is wide agreement that protocol and etiquette go hand in hand. Protocol focuses on:

- what constitutes proper conduct in official circumstances, or the rules of official interaction;
- the proper official forms of procedure in affairs of the state such as state ceremonies (including at Parliament as one of the arms of the state), and diplomatic affairs;
- the implementation of rules for the above procedures;
- the allocation of the proper place or precedence of office bearers and dignitaries in state, political and administrative structures; and
- and rendering the appropriate courtesies to such persons according to the position they hold.

Breaches of protocol reflect on the institution or organisation and could occasionally be calculated.

There are many definitions of etiquette. One interesting definition distinguishing protocol from etiquette indicates that "*Protocol* is the combination of good manners and common sense, which allows effective communications between heads of state and their representatives..." while "etiquette, encompasses the body of manners and forms prescribed by custom, usage, or authority."

It is accepted as correct behaviour when people deal with one another. Etiquette preserves respect for the rights and dignities of others. In short, etiquette represents good manners. Etiquette helps people proceed with the more important phases of social interaction" (A Guide to Protocol and Etiquette for Official Entertainment, Department of the Army Pamphlet 600-60, U.S.A.).

Etiquette relates more to the conduct or behaviour or manners of the individual, in social interaction, over the telephone, at banquets, and accordingly there are rules governing social etiquette, business etiquette, telephone etiquette and table etiquette.

The protocol manual for Parliament could in this regard guide on appropriate attire, table etiquette, and sensitivity to cultural and religious differences, particularly when travelling abroad on official visits.

Comments regarding the Code of conduct for Members of Parliament

The code of conduct for Members of Parliament was about regulating the financial conduct of the Members of Parliament in relation to how they utilised state resources and their relationship in terms of their role in the exercise of public power which had to be done in terms of accountability and transparency, not particularly behavioural conduct in official circumstances in the protocol or etiquette sense. A revised code of conduct was drafted and expected to be adopted in 2014.

The revised code of conduct included a provision for Members of Parliament who brought parliament into disrepute to be reprimanded. The revised code of conduct clause regarding behaviour reads:

"The following ethical code is intended to provide a framework of reference for MPs in the discharge of their responsibilities. The minimum ethical

standards of behaviour that South African people have a right to expect of their elected representatives are that they would in their daily conduct uphold propriety, integrity and ethical values. The purpose of the code is to create public trust and confidence in the elected representatives and protect the integrity of parliament.

The MPs must commit themselves to the following principles; selflessness, integrity, objectivity, openness, honesty and leadership. The ethical code cannot anticipate or prescribe behaviour in hypothetical cases while the public interest and just cause cannot be defined in the abstract.

The committee must over time develop a body of interpretation and clarification. MPs must agree to abide by the principles, rules and obligations of this code, discharge their obligations in terms of the constitution, Parliament and the public by placing the public's interest above their own by virtue of the oath or affirmation of a allegiance taken by all elected MPs, uphold the law to act on all occasions in accordance with the public trust placed in them and maintain public confidence that society needs to have in parliament as a representative institution."

23.1 DRESS

In terms of what was the appropriate dress code for parliamentary business, the rule in South Africa is that Parliament and provincial legislatures recognised diversity as per the Constitution of the RSA 1996.

Tradition or religion is not defined, it recognises the right to tradition and religion and therefore Members of Parliament and provincial legislatures are allowed to wear their religious or traditional attire in Parliament. The attire of an individual is largely a matter of the style of the individual. However, for state and official occasions, such as ceremonies and official banquets, office bearers/guests are bound to an appropriate dress code.

The dress code for formal occasions is specified on the invitation card of a function, and usually indicate whether it is day or evening suit or dress, traditional attire, white or black tie, with or without wearing the insignia of orders, decoration and medals. It should also be indicated that when political office bearers travel officially, they are often received by senior representatives of the host country upon arrival and may be facilitated through a state or VIP airport lounge, where sports attire such as track suits would not be considered appropriate.

Formal dress in the Republic of South Africa has become customarily identified with a lounge suit or dark suit for men, day or evening dress for ladies, or formal traditional attire.

Informal or casual dress are sometimes misleading terms. Smart casual dress for men on diplomatic occasions may be jacket and pants with or without a tie instead of a lounge suit. Casual dress usually refers to attire for outdoor functions and sporting events.

As elected representatives of the people of South Africa holding public office, and representing the national and provincial legislative authority of the state of the Republic of South Africa, the honourable Members of Parliament and provincial legislatures are expected to follow the appropriate dress code determined for occasions and when travelling abroad on official business, maintain suitable formality or semi-formality as the occasion dictates.

23.2 GIFTS

Regarding the receiving and giving of official gifts, there is an approved policy in Parliament on receiving but not giving of gifts. Broad guidelines exist in the executive branch of government on this but not in Parliament, and the latter is dealt with on an ad hoc basis. There is however an approved process for procurement of gifts and governance structure for approval of

purchases and the issuance of purchase orders (SCM process). Cultural and religious sensitivities and taboos are to be taken into consideration when presenting gifts.

23.3 CULTURAL AND RELIGIOUS SENSITIVITIES AND THE ROLE OF TRADITIONAL LEADERS

The Constitution of the Republic of South Africa 1996, in the Bill of Rights, (Chapter 2 of the Constitution), guarantees that "Everyone has the right to freedom of conscience, religion, thought, belief and opinion", and also outlines the role of traditional leaders; reference should also be made to the Traditional Leaders and Framework Amendment Act, Act 41 of 2003 Section 8, that identifies the categories of kingship, senior traditional leadership and headmanship.

It is important for Members and staff of the Parliamentary Service to develop and demonstrate an understanding of different religions such as Christianity, Islam, Hinduism, Buddhism, Judaism, African traditional religions and understand the most prominent sensitivities within religions, both locally and abroad.

Parliamentary delegations often travel abroad and should respect that once one enters another sovereign country, the laws and customs of that country needs to be respected, while international visitors to South Africa needs to be treated correctly, and also understand that problems may arise regarding cultural differences when travelling abroad.

A good example is dietary preference that need to be taken into account when hosting international guests, and taboos relating to forms of greeting, dress and interaction. It is recommended that before travelling officially abroad, Members are thoroughly appraised of the very specific sensitivities and taboos of the country of destination.

It also important that, when Members of Parliament are requested by the Presiding Officers to give a vote of welcome or vote of thanks in the Houses of Parliament or on Parliamentary occasions, that they use the correct forms of address and name of the visiting dignitary in order not to offend.

Domestically, respect for people's different religious beliefs, traditions and cultures are important as to not give offence. Understanding of certain taboos in African cultures and traditional values such as respect for elders and the importance of the extended family come to mind, and the eleven official languages and the heterogeneous ethnic - linguistic composition of South African society are important in this regard.

Regarding traditional leaders referred to above, the institution, status and role of traditional leadership, according to customary law, are recognised in Chapter 12 of the Constitution of the Republic of South Africa 1996, and their role is spelt out in Article 212 (1) and (2) of the Constitution, providing for the Houses of Traditional Leaders and Council of Traditional Leaders.

On 29 July 2010 an information sheet was issued by the Ministry for Cooperative Governance and Traditional Affairs on the President's announcement of findings and recommendation of the Commission on Traditional Leadership Disputes and Claims (Nhlapo Commission) which was established in terms of Act 41 of 2003, with the establishment of a new Commission envisaged before August 2010.

Essentially, the President confirmed a selected number of Kings and Kingships, indicated who did not qualify as kings but would continue to be principal traditional leaders while some were deposed, with some number of claims remaining outstanding.

In the National Official Table of Precedence local royalties, in order of seniority, are reflected in Rubric 14c, the Chairperson of the National Council of Traditional Leaders in Rubric 14d and the Chairpersons of Provincial

Houses of Traditional Leaders, in order of seniority, in Rubric 14e, according to which courtesies are extended by the state. Members of Parliament are reflected in Rubric 14a of the National Official Table of Precedence.

23.4 ATTENDANCE OR ARRANGEMENT OF OFFICIAL LUNCHEONS, DINNERS OR FUNCTIONS, AND SEATING ARRANGEMENTS

It is necessary to be cognisant of the importance of proper seating arrangements at official functions such as luncheons, dinners and banquets, and that the order of precedence comes into effect on such occasions. Failure to observe the order of precedence can create diplomatic or interdepartmental rows or embarrassment.

Ideally, when a Guest of Honour is invited, no guest who ranks above the Guest of Honour should be invited. However, circumstances permitting, seating arrangements can be adapted to suit the situation. When seating arrangements are considered, the guest list should be prepared strictly according to the National Official Table of Precedence of the country. This is especially relevant when seating at the main table, as this would determine who is seated on the right-hand side of the host. The following should be noted: The Guest of Honour and his/her companion should be placed to the right-hand side of the host. If, for instance, the President has a companion, the woman/man Guest of Honour will be placed on the President's right hand and the man/woman on his/her companion's right-hand side.

The most senior person/couple should be seated to the left of the host's companion. If there is an unaccompanied male guest, the precedence, which would have been accorded to a spouse, is accorded the next woman in the order of precedence. Should the sum total of guests to be seated at a table be divisible by four: men and women cannot be alternated in the normal manner, and two men and two women will have to be placed together or the host and hostess will be placed off-centre.

As mentioned above, the National Official Table of Precedence should be followed with great care. The companion shall be accorded the precedence of the office-bearer; for instance, a husband shall be accorded the precedence of his wife if she has a higher precedence and vice versa. Individuals who may not ordinarily enjoy the same precedence may be seated together. Courtesy precedence to persons not included in the Official Table of Precedence (see Rubric 19) may be accorded to such persons. However, the person enjoying precedence would be made aware of the deviance from Protocol.

Use of cutlery, crockery and glassware

Members should also familiarise themselves with the use of different types of dishes, glasses, and cutlery placed at formal luncheons. In essence, the broad advice is ²³that from left to right one could remember a “BMW” formula – from left to right in front of the guest is placed the bread plate, in the centre the meal/s plates, and to the right, the set of glasses to be used for wine, juices and water. In terms of cutlery, one usually uses the utensils from the outermost towards the innermost sets as the courses are served. If in doubt, wait for the host or hostess to see what he or she uses.



24. CONCLUDING REMARKS

It is emphasised that the above outline is work in progress. When codifying protocol practice for Parliament, the dimension of Parliament as being one of the three authorities of the South African State, bound by the rules of state protocol, cannot be lost despite the separation of powers.

The outline is not a scientific publication but an attempt to establish broad guidelines to assist Members of Parliament, Members of the Provincial Legislatures and their understanding what constitutes acceptable conduct in official circumstances.

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Fax: +27 (0)21-403 3652
E-mail: salegislativesector@parliament.gov.za
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