

A. PARTICIPATION:

During the different stages of planning, participation can be encouraged as follows:

Planning phases	Methods for Participation
Analysis	<ul style="list-style-type: none"> • Community Meetings organized by ward councilors. • Stakeholder Meetings. • Surveys and opinion polls (getting views on how people feel about a particular issue).
Strategies	<p>IDP Representative Forum. Public Debates on what can work best in solving a problem. Meetings with affected communities and stakeholders.</p>
Projects	Representation of stakeholders on project sub-committees.
Integration	IDP Representative Forum.
Approval	Public Discussion and consultation with communities and stakeholders.
Monitoring and implementation.	IDP Representative Forum

The Elected Council makes all the final decisions on the IDP.

B. STAKEHOLDERS:

Stakeholders during the different stages of planning:

- **Municipality**

The IDP guides the development plans of the local municipality.

- **Councillors**

The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.

- **Communities and other stakeholders**

The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs.

The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

- **National and provincial sector departments**

Many government services are delivered by provincial and national government departments at local level -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

C. IDP REPRESENTATIVE FORUM

Establish an IDP Representative Forum to encourage the participation of communities and other stakeholders as follows:

The forum may include:

- Members of the executive committee of the council.
- Councillors including district councillors.
- Traditional leaders.
- Ward committee representative.
- Heads of departments and senior officials from municipal and government department.

- representatives from organised stakeholder groups.
- People who fight for the rights of unorganised groups – e.g. A gender activist.
- Resource people or advisors.
- Community representatives.

The purpose of the forum is to:

- Provide an opportunity for stakeholders to represent the interests of their constituencies.
- Provide a structure for discussion, negotiations and joint decision making.
- Ensure proper communication between all stakeholders and the municipality.
- Monitor the planning and implementation process.

A code of conduct should be drawn up for these forums which provides details on:

- Meetings – frequency and attendance.
- Agenda, facilitation and recording of proceedings.
- Understanding the role of various stakeholders as representatives of their constituencies.
- How feedback to constituencies will take place.
- Required majority for decisions to be taken.
- How disputes will be resolved.

The Council should also approve a strategy for public participation. The strategy must decide, amongst other things, on:

- The roles of the different stakeholders during the participation process.
- Ways to encourage the participation of unorganized groups.
- Method to ensure participation during the different phases of planning.
- Timeframes for public and stakeholder response, inputs and comments.
- Ways to disseminate information.
- Means to collect information on community needs.