

MAKING

YOUR

SUBMISSION

A Toolkit

WHAT IS A SUBMISSION?

A submission is the **presentation of views or opinions** on a matter or piece of legislation under consideration by a committee of Parliament.

Making a submission is an important way for the public to give input and make their voices heard!

It creates an opportunity for **any member of the public to propose changes or suggest possible actions** to ensure that the laws passed by the legislature, or any other matter being considered by them, serve their purpose.

Submissions are usually **made in written form**, in any official language of South Africa, but can be reinforced through an oral presentation upon invitation by the relevant committee.



HOW DO I WRITE A SUBMISSION?



HEADING

Head your submission with the name of the committee to which it is addressed (ie. **The Department of Social Development**) and the full title of the Bill or topic (ie. **The Victim Support Services Bill**).



WHO IS IT FROM?

Clearly state whom the submission is from. **State your name** and/or give the **name of the organisation** you represent. If you are writing on behalf of an organisation, consider providing some **details** about the organisation and placing a **letterhead** at the top of page.



CONTACT DETAILS

Include a **contact address** and **telephone number**. If, for privacy reasons, you do not wish to provide those details, state this in a covering letter and leave it off the submission itself.



REQUEST TO APPEAR IN PERSON

Clearly **indicate whether you wish to address the committee in person**. If you represent an organisation and would like others to appear with you before the committee, include their names and roles.



WHO ELSE SUPPORTS YOU?

Consider noting how widely you have consulted during the process of writing your submission as well as whether and by whom you have been endorsed. A wide support base provides for a stronger submission.

DO I NEED TO FOLLOW A FORMAT?

While there is usually no set format for a submission to a committee, **the Department of Social Development has requested that all submissions are made in a specific way** and that comments, proposals and motivations be tabulated as seen in the example below.

CLAUSE COMMENTED ON	PROPOSAL	MOTIVATION
Identify the clause on which you wish to comment.	Propose changes to and/or make suggestions for the clause commented on. Make sure that these are realistic and are in line with the mandate and power of the relevant committee.	Express your concerns regarding the clause commented on and why you believe that the proposed changes should be made. Provide evidence of facts that support your views.



Use language that is simple and direct. Be clear and respectful in making your points and ensure that they are **relevant, accurate and concise**.



Consider summarising key issues and recommendations in a conclusion at the end of the submission or in an executive summary at the beginning.

SOME GUIDING POINTS...

- 1.** This is our organisation and this is what we do.
- 2.** This is how the Bill will affect us.
- 3.** This is what will be problematic.
Limit to three/four points.

MAKING YOUR SUBMISSION

Make your submission, **by email**, no later than
WEDNESDAY 16 SEPTEMBER to:

Siza Magangoe: Sizam@dsd.gov.za;

and

Luyanda Mtshotshisa: LuyandaMt@socdev.gov.za;

and

Anna Sithole: Annas@dsd.gov.za



WHAT ELSE CAN I DO?



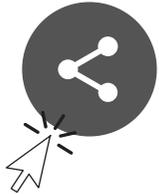
READ MORE ABOUT THE BILL

Find out more about how the Bill will affect you and others providing services to victims of crime. Look out for the Easy to Read version.



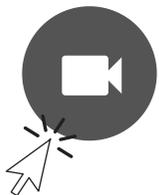
SIGN THE PETITION

Sign the Amandla.mobi petition to take action and join our database.



STAY UP TO DATE

Connect with us on Facebook to stay up to date on the latest developments around the Bill as well access important resources and materials.



WATCH OUR WEBINARS

Catch up on or re-watch recordings of our Save Victim Services webinar series to learn more about the Bill, how it came about, what it means for those providing services to victims of crime and how to take action.