

We have the Right2Know



An activist introduction to the
Right2Know Campaign



RIGHT 2 KNOW

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RIGHT2KNOW

1. Introducing your Right2Know

The Right2Know Campaign launched in August 2010 and is growing into South Africa's first post-Apartheid freedom of expression and access to information movement.

The Right2Know is a democratic activist driven organisation. The Campaign belongs to its supporters.

To enable participation this publication aims to offer R2K supporters an introduction to the Campaign. It includes our framing documents (vision, mission, principles), an over-

view of our structures and how we work together, our Activist Code of Conduct, and a guide to various online resources for organising.

We work together to strengthen and unite people to undertake research, public awareness raising, mobilisation and targeted advocacy that contributes to ensuring the free flow of information necessary to meet people's social, economic, political and ecological needs and live free from want, in equality and in dignity.

The Campaign is a living, evolving organisation. We hope you will join us in advancing the right to know.



2. Our Vision

“We seek a country and a world where we all have the right to know – that is to be free to access and to share information. This right is fundamental to any democracy that is open, accountable, participatory and responsive; able to deliver the social, economic and environmental justice we need. On this foundation a society and an international community can be built in which we all live free from want, in equality and in dignity.”

3. Our Mission

- To co-ordinate, unify, organise and activate those who share our principles to defend and advance the right to know.
- To struggle both for the widest possible recognition in law and policy of the right to know and for its implementation and practice in daily life.
- To root the struggle for the right to know in the struggles of communities demanding political, social, economic and environmental justice.
- To propagate our vision throughout society.
- To engage those with political and economic power where necessary.
- continue to build the Right2Know Campaign as a free, independent, vibrant, democratic and supporter driven coalition. locally and internationally.





4. Our Strategic Objectives

The Right2Know campaign's on three focuses:

STOP SECURITY:

We aim to ensure security legislation and the conduct of security agencies – in particular the policing of gatherings – is aligned to the South African Constitution and underlying values.

INFORMATION ACCESS:

We aim to ensure that public and private sector information is easily accessible to citizens and that that people with information of wrongdoing and/or of the suppression of information in the public interest are free and encouraged to share information with the public.

COMMUNICATION RIGHTS:

We aim to ensure that South Africa enjoys a free and diverse range

of public, private and non-profit media and affordable access to the open and secure internet and telecommunications.



5. Our Principles

(Adopted at our first National Summit in February 2011)

Preamble

We subscribe to the right to know, which is founded in the right to dignity and is realised through rights freely to access and share information.

We shall defend and advance the right to know, encouraged that it and its constituent rights were won through peoples' struggles in South Africa and internationally, and are affirmed in the Constitution of South Africa, the African Charter on Human and Peoples' Rights and the Universal Declaration of Human Rights.

We commit to the following principles, both in our own policies and practices and in the vision we propagate throughout society:

Principle 1: Access to Information

All people have the right to access information, and have it equally. This right has inherent value and enables many other democratic rights.

The right to access information must be defended and advanced in

law, policy and practice as demanded inter alia by section 32 of the Constitution of South Africa.

Principle 2: Free Flow of Information

All people have the right to express themselves – that is to share information, including opinion – freely and equally. This right has inherent value and enables many other democratic rights.

The right to free expression must be defended and advanced in law, policy and practice as demanded inter alia by section 16 of the Constitution of South Africa.

Principle 3: Free and Diverse Media

The media have rights and corresponding duties to access and disseminate information, including opinion, freely and fairly, without fear or favour. These rights and duties are vital to the public's exercise of many other democratic rights.

Media freedom must be defended and advanced in law, policy and practice as demanded inter alia by section 16 of the Constitution of South Africa.

Media diversity must be extended so that everyone, in particular the

socially and economically marginalised, shall have a voice.

Principle 4: Accountability and Transparency

Transparency, achieved through the right to know, holds power to account so that political, social, economic and environmental justice is realised.

Principle 5: Informed Public Participation

The right to know empowers all people to participate in democracy actively and effectively so that they can defend and advance their political, social, economic and environmental rights.

Principle 6: Truth and Quality of Information

The rights to access information must be served through the provision of information that is reliable, verifiable and representative of the data from which it is derived, and must include the right to access source data itself. Information must be provided transparently and equally, untainted by partisan interests.

Principle 7: Proactive Dissemination of Information

Public and private bodies must disseminate information proactively. Laws providing for access to information must not be used as a shield to obstruct its release.

Principle 8: Equality

All rights, including the rights here demanded like any other right, are equal to all people regardless of any human or social characteristic including class, race, gender, language or sexual orientation.

Principle 9: Community Involvement

The right to know is vital to the struggles of communities demanding political, social, economic and environmental justice. Campaign efforts rooted in communities and their needs are vital to the campaign's success and the realisation of a responsive and accountable democracy that can meet the basic needs of our people.

Principle 10: Solidarity

The full realisation of the right to know cannot be defined by individuals, organisations or borders. Our campaign is best served where we act in concert and solidarity with like-minded people and organisations locally and internationally.

6. How we work together

The Right2Know is an activist driven campaign with a small support staff and various structures and processes that enable democratic decision-making, accountability, participation, and implementation of our programme.

The Campaign is a living, evolving organisation that has developed various standard practices as we have evolved over the years.

In this document we have pulled relevant policies and practices together to provide a detailed overview of how our campaign works in order to induct new activists and

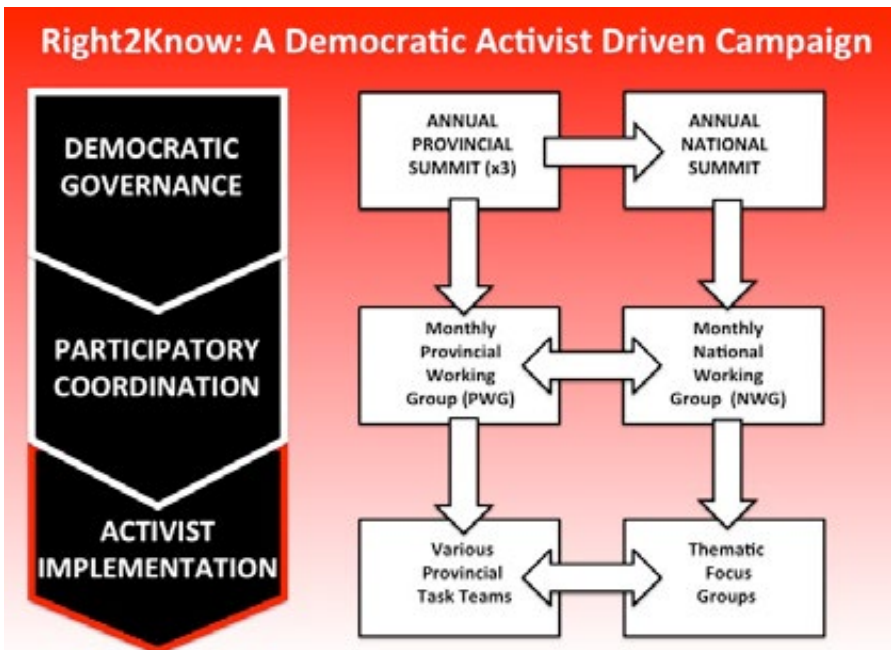
give clarity to everyone that enlivens the Campaign.

Provincial Summit

Annual Provincial Summits are called by Provincial Working Groups (PWGs) in Gauteng, Kwa-Zulu Natal and the Western Cape between December and February each year. They are open to all supporters of the Campaign.

The Provincial Summit takes stock of the work of the Campaign in the province and identifies areas of priority for the coming year - as well as national priorities that should be tabled at the National Summit.

The Summit in Gauteng and the Western Cape elects an agreed number of Provincial Coordina-



tors. In KZN the Summits elects the Provincial working Group that elects Coordinator/s at their first meeting.

The Summit also elects delegates to attend the National Summit. These delegates become National Members of the R2K for the year.

PWGs send summit announcements out through all relevant email lists. The summit receives a narrative and final report from the PWG, delegates deliberate these reports and the PWG prepares a Summit Report with resolutions from the Summit.

National Summit

The National Summit is constituted by R2K delegations elected at Provincial Summits and the outgoing National Working Group (NWG). It is called by the NWG in the first quarter of each year.

The National Summit is the highest decision making structure of the Campaign with the powers to amend the constitution and adopt policies and resolutions binding on the Campaign. The National Summit takes stock of the work of the campaign (adopting financial and narrative reports) and deliberates on these reports. The summit breaks into commissions and discusses the work of the campaign and plans a way forward which is captured in an adopted set of resolutions. The Summit also elects a National Working Group for the

coming year.

Provincial Working Groups (PWGs), Provincial Coordinators, & Task Teams

The KZN Provincial Working Groups (PWG) is elected at their annual Provincial Summit. In Gauteng and the Western Cape the PWG is more fluid - any interested supporters can participate fully in PWGs. In KZN PWGs are open to all Campaign supporters as observers to ensure transparency, exclusivity, and to enable participation and activism.

The task of the PWG is to prioritise and implement the Campaign programme in the province. The Campaign programme derives from National Summit Resolutions and priorities identified by the National Working Group and its Thematic Focus Groups. Within this framework the PWG identifies strategic priorities for the province's programme.

The PWGs meet at least monthly to assess the activities and financial reports of the province (presented in monthly written reports prepared by the Provincial Organisers) and adopt plans for the coming month. Minutes of these meetings are circulated and adopted. PWG meetings are convened by the Provincial Coordinator/s with support of the Provincial Organiser/s. Each province also has an email group that is used for consultation and

decision-making between meetings.

Each province also has volunteer Provincial Coordinator/s who ensure overall leadership in the province, manage the Provincial Organiser/s day-to-day, and takes critical decisions in between PWG meetings, and oversee the province's finances, developing budgets and ensuring funds are accounted for.

Because R2K is an activist led campaign the PWG is a "working group" and all participants are expected to implement tasks between PWG meetings. To this end the PWG also sets up standing or ad-hoc task teams to oversee and implement aspects of their programme. All R2K supporters are free to participate in Provincial Task Teams.

National Working Group (NWG) & Focus Groups

The National Working Group (NWG) is elected at the National Summit and oversees the implementation of National summit resolutions. It is the highest decision making body between National Summits and takes legal and financial responsibility for the Campaign. This includes the power to determine policy, values, and strategy; and for authorising and mandating the establishment (or dis-establishment) of Provincial Working Groups, and for determining their operating conditions. The

NWG does this directly or indirectly by delegation to PWGs, Focus Groups, or staff.

All staff and Provincial Coordinators participate in NWG meeting without voting rights to enhance consultation, communication, and coordination across the campaign.

The NWG meets monthly (via teleconference) to assess the activities and financial reports (an overall written report prepared by the National Coordinator, provincial reports are also presented and considered) and adopt plans for the coming month. NWG meetings are convened by the National Coordinator and chaired by a member of the NWG. Minutes of these meetings are circulated and adopted. The NWG also has an email group that is used for consultation and decision-making between meetings. In addition the NWG undertakes an annual Mid Term Review meeting to assess the progress of the year on the National Summit Resolutions.

Because R2K is an activist led campaign the NWG is a "working group" and all participants are expected to implement tasks between NWG meetings. To this end the NWG also sets up standing or ad-hoc task teams (or Thematic Focus Groups) to oversee and implement aspects of their programme. The NWG aims to have functioning Focus Groups on each campaign area. A National

Finance Team oversees prudent management of our finances, fundraising efforts and serves as a Human Resources Committee.

Campaign Staff

As an activist led campaign the Right2Know employs a minimum of staff to support activists and maintain key systems. We employ Provincial Organiser/s in each provincial node and a National Coordinator, Organiser, and Administrator in our National Office. We also employ Thematic Organizers to support Thematic Focus Groups and the work of Provinces in specific focus areas, as well as an Organiser to engage R2K supporters in the Provinces that do not have a Provincial Working Group.

Provincial Organisers support the work of PWGs and their task teams. They share relevant information, organise and mobilise organisations and movements to participate in the campaign and facilitate popular education programmes. Provincial Organisers work with the Provincial Coordinator to produce a monthly narrative and financial reports to the PWG meeting and support PWGs to develop and implement plans for the coming period.

In between PWGs the Provincial Organiser reports to the Provincial Coordinator/s to ensure R2K funds are well managed and accounted

for. Provincial Organisers work closely with the national office - in particular the National Focus Organisers, Communicator and Administrators - to ensure provincial programmes are unfolding optimally and in line with R2K strategic framework and available resources.

Based on the activities planned and agreed in the PWG the Provincial Organiser works with the Provincial Coordinator/s to prepare the budget of the province and submit it to the National Office. The National Coordinator confirms that proposed activities are in line with overall strategic framework and that necessary funds are available before approving the processing the advance. After activities are undertaken the Provincial Organiser works with the Provincial Coordinator/s to prepare a financial report with supporting documentation to reconcile the advance received.

Provincial Administrators provide administrative support to the PWG and Provincial Organiser. This includes reconciling advances with all necessary supporting documentation and maintaining records of campaign supporters. S/he is responsible for general office maintenance and correspondence.

The National Coordinator ensures national strategic development & oversight, national advocacy, media & communications, financial plan-



ning, management , fundraising and accountability. The National Coordinator is also responsible for maintaining Human Resources systems of the Campaign as well as National staff. The National Coordinator reports to the NWG.

The National Communicator gives media & communications support to Provinces and Focus Groups. Thematic Organisers give research and advocacy support to Thematic Focus Groups and Provinces.

The National Administrator provides administrative support to the National Coordinator, Thematic Organiser, Provinces & the NWG, processes payments with all necessary supporting documentation, maintains the financial records and

records of campaign supporters, and ensures PWGs receive and account for required resources. S/he is responsible for general office maintenance and correspondence, making logistical arrangements for national meetings, updating the website and social media. The National Administrator reports to the National Coordinator.

All staff participate in the NWG meetings, their PWG meetings & email lists and communicate all relevant information and NWG decisions to their PWGs.

In addition to these full time staff the Campaign does - from time to time - contract individuals and organisations to undertake paid work.

7. Supporting Local Struggles

The Right2Know works together in solidarity to strengthen local struggles and advance the right to know: To defend the space to organise, challenge secrecy and gain access to information, to defend and advance the right to communicate, freedom of expression and the right to protest.

Right2Know will:

- Provide structures leading local struggles with popular educational and campaign material about different parts of the right to know;
- Share information with activists engaging in local struggles, through a range of email lists, about news and other developments that affect the right to know;
- Assist structures leading local struggles to develop and distribute Action Alerts and Statements relevant to the right to know to activist networks and the media;
- Introduce structures leading local struggles to people within the R2K network that could provide relevant support – like lawyers, researchers, journalists, other activists, etc.

Depending on the availability of funds and comrades, Right2Know will strive to:

- Issue statements of solidarity and write letters of support (including joint statements and letters) on matters impacting the right to know;
- On request, provide informed inputs into the meetings and protest of structures leading local struggles on matters impacting the right to know;
- Assist the structures leading local struggles to submit Promotion of Access to Information (PAIA) requests;

In return, R2K expects structures leading local struggles to:

- Distribute relevant R2K campaign material within its' networks and community/s and at public meetings and protests relevant to the right to know;
- Share information impacting the right to know – including Action Alerts and Statements;
- Contact the R2K when/if they need support to develop and/or distribute Action Alerts and Statements relevant to the right to know;
- Ensure all their activists conduct themselves according to the Right2Know Activist Code of Conduct when engaging with or in the name of the R2K.

8. Our Activist Code of Conduct

(Adopted at our 4th National Summit in February 2014)

The Right2Know Campaign should be a space in which:

- We have a collective responsibility to run meetings that are focused and which address issues that are central to our programme.
- We all have an opportunity to speak and be heard.
- We have a responsibility to contribute practically to building Right2Know in whatever way we can.

This code of conduct is a personal commitment from every R2K Active Supporter to carry out our meetings and activities in a way that helps to make this vision a reality.

1. Discipline (Engaging as comrades):

1. Active Supporters should engage one another with respect, regardless of gender, race, class, or age.
2. If there is a personal relationship between two Active Supporters, they encouraged not to allow this relationship interfere with or disrupt the work of the

organisation.

3. Active Supporters should respect one another's views and organisations.

2. Meetings (Respecting each other's time):

1. Active Supporters are expected to keep time when coming to meetings.
2. Active Supporters are expected to submit apologies if they cannot attend meetings or are going to arrive late, or leave early.
3. Active Supporters are expected to switch off their phone or switch their phone to 'Silent' during meetings.

3. Participation (Ensuring that everyone takes the opportunity to contribute):

1. Active Supporters are expected to fully participate in any R2K structure they volunteer to or agree to be delegated to (e.g. working group or sub-committees).
2. Active Supporters are expected to read and distribute any relevant media or information produced by the organisation.

4. Accountability (Ensuring internal democracy and remaining accountable to the collective)

1. Active Supporters should be accountable for their actions and views in general.
2. Active Supporters should account for any funds or resources of the organisation for which they are responsible.
3. Active Supporters should carry out the tasks that they have agreed to carry out.
4. Active Supporters should act on a mandate when representing the Right2Know on another platform.
5. Active Supporters should report back after any engagement in which they represented the

Right2Know.
Active Supporters should respect and carry out collective decisions.

5. Observance of policies (Exercising the right to know):

1. Right2Know Active Supporters should know and observe the policies, principles and constitution of the organisation, and take responsibility for ensuring these policies are respected and upheld by others.
2. Each Active Supporter accepts that disregarding these policies may result in disciplinary action.

9. Our Disciplinary Procedure

(Adopted at our 5th National Summit in February 2015)

1. Principles:

1. The purpose of discipline is to regulate behavior in terms of the R2K Activist Code of Conduct and not merely to punish transgressions.
2. The emphasis should be corrective, not punitive.
3. No formal disciplinary action regarding a major office shall be taken before an enquiry has been convened to hear the case where the charged Active

Supporter shall have the right to state her/his case and to be represented.

4. Active Supporters shall have the right of appeal and no disciplinary action will be implemented while the appeal is pending and until such appeal has been finalized.
5. All offences shall be dealt with in terms of the procedures set out below.

2. Rules of procedure for Minor Offences:

1. Minor offences include all violations of the Activist Code of Conduct that do not pertain to sexual misconduct, violent

crime, corruption, fraud, theft, and/or consistent underperformance of duties.

2. Minor offences do not require a hearing.
3. Any R2K Structure (a PWG, Focus Group, or the NWG) can issue a written warning with regards to any breach of the Activist Code of Conduct.
4. Such warning shall state the reason for the warning, the date of issue and date of expiry. A copy shall be handed to the Active Supporter concerned. The Active Supporter will be requested to sign the warning in acknowledgement of receipt thereof.
5. The Active Supporter can appeal in writing to the structure within 7 days and a final decision from the relevant structure must be issued within a month of receiving the appeal. This decision will be final.
6. The written warning will remain on our records for three months.
7. Any Active Supporter who receives three written warnings in a period of three months will be deemed to have committed a major offence and the procedure below will be instituted.

4. Rules of procedure for Major Offences:

1. Major offences are violations of the Activist Code of Conduct

that include sexual misconduct, violent crime, corruption, fraud, theft, and/or consistent underperformance of duties demonstrated by three written warnings in the course of three months.

2. Disciplinary action regarding serious offences shall only be taken against a Active Supporter after a properly convened enquiry has sat and heard the case and thereafter given its decision.
3. A disciplinary enquiry shall only be convened no less than 3 days after a charge sheet specifying the charges to be answered to has been handed to the accused, or after the accused and her/his representative have had reasonable access to relevant documents or information.
4. The Active Supporter and her/his representative may collect evidence for the defense of the Active Supporter and shall be afforded reasonable facilities and time off to do so.
5. An enquiry shall be composed of:
 - A chairperson appointed by the responsible structure (PWG, Focus Group, or NWG)
 - An R2K Representative appointed by the responsible structure to put the case against the accused
 - A translator where necessary and acceptable to both parties

- A representative from within the R2K for the accused
 - Witnesses called by either side and
 - The accused, as per the charge sheet.
6. Enquiries shall be fair and equitable. The representative of the accused shall have the right to call witnesses, put questions to witnesses and to call for adjournments.
 7. The chairperson of the enquiry may order the proceedings to be recorded on tape when considered necessary. The tapes will be available to all parties concerned.
 8. After having heard all evidence, the chairperson may adjourn the enquiry and shall reconvene it for the purposes of announcing the verdict (guilty or not guilty) of each charge.
 9. Where the Active Supporter is found guilty, the chairperson shall hear factors to be taken into account in mitigation and/or aggravation, whereafter a decision on appropriate disciplinary action shall be taken. Such a decision shall be communicated to the Active Supporter concerned in the presence of his representative.
 10. Disciplinary action may consist of either:
 - A written warning (that will remain on our records for 3 months)
 - A suspension (whereby the Active Supporter will be barred from participating in stated R2K activities for a stated period of time)
 - An expulsion (whereby the Active Supporter may not participate in any future stated R2K activities)
 11. In the event of a Active Supporter being given a written warning, such warning shall state the reason for the warning, the date of issue and date of expiry. A copy shall be handed to the Active Supporter concerned. The Active Supporter will be requested to sign the warning in acknowledgement of receipt thereof.
 12. In the event of a Active Supporter being suspended or expelled s/he shall be informed in writing setting out the reasons thereof.
 13. An Active Supporter may appeal against his or her disciplinary finding to the NWG within 7 days of it being announced. The NWG will respond to the appeal within a month and the NWG's decision will be final.
 14. In a case were the Active Supporter is disciplined by the NWG, the Active Supporter can appeal to the next National Summit. Such an appeal must be lodged within 7 days of the disciplinary finding being announced. The National Summit decision will be final.

10. Online Resource for Organising

Overview

About the R2K	www.r2k.org.za/about
History of the R2K	www.r2k.org.za/about/history
Vision, Mission & Principles	www.r2k.org.za/vision
R2K Organogram	www.r2k.org.za/Organogram
R2K Constitution	www.r2k.org.za/constitution
Summit Resolutions since 2011	www.r2k.org.za/summits
List of elected leaders since 2011	www.r2k.org.za/leadership
Donors & Audited Statements	www.r2k.org.za/about/donors
Publications	www.r2k.org.za/publications
Media Coverage	www.r2k.org.za/in-the-news

Practical Resources

Office details & maps	www.r2k.org.za/contact-us
Activist Code of Conduct	www.r2k.org.za/code-of-conduct
Email lists	www.r2k.org.za/email
Online Office	www.r2k.org.za/office
Registration & Endorsement Form	www.r2k.org.za/reg-form
Activity reporting system	www.r2k.org.za/report

Campaign Focus Information

Access to Information	www.r2k.org.za/info-access-now
Access to Telecommunications	www.r2k.org.za/right2call
Media Freedom & Diversity	www.r2k.org.za/media-freedom
Right to Protest	www.r2k.org.za/protest
Stop Secrecy	www.r2k.org.za/secrecy



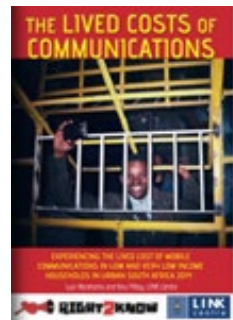
Right2Know Publications



Right2Know produces a wide range of materials ranging from Activists Guides and research reports to calanders, posters, and newspaper tabloids.

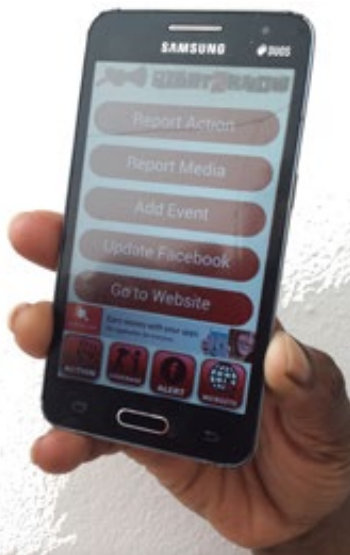


Materials are available from our offices in Cape Town, Durban and Jo'burg - or online at www.r2k.org.za/publications.



Download the Right2Know Activist Phone App: www.r2k.org.za/app

- **Report Action:** Capture details of any action/meeting;
- **Report Media:** Record any interviews and media coverage;
- **Update Facebook:** Post updates to R2K facebook page;
- **Add Event:** Add events to the R2K calendar
- **R2K Website:** See the latest statements and event details on the site.



Contact Us

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