**ANNEXURE C *IZIMBIZO PROGRAMME SCRIBING (REPORTING) TEMPLATE***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1.*** | Name of the scribe: | | |  | | | Contact(s) | | |
|  | | | Tel: Cell:  e-mail: | | | | | |
| ***2.*** | ***Lead Political Principal*** | | | | | | | | |
|  | | | | | | | | | |
| **3.** | **Event details** | | | | | | | | |
| Date | | Province | Metro /  District | | Local Municipality | Township/Village/  Community area | | Venue | Ward no: |
|  | |  |  | |  |  | |  |  |
| **Initial Visit: Repeat Visit:** | | | | | | | | | |
| **4.** | **Report back on the outstanding issue(s) from previous engagements/visits:** (*If any & insert rows below if necessary)* | | | | | | | | |
| **Issues** | | | | | | | **Responsible department** | | |
| a) | | | | | | |  | | |
| b) | | | | | | |  | | |
| c) | | | | | | |  | | |
| **5.** | **New Issue(s) raised:** (*If an issue raised is of individual nature, please capture the name and contacts of the affected person & insert rows below if necessary)* | | | | | | **Official response / feedback & Responsible government structure** | | |
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