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

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| --- | --- | --- | --- |
| ***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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