



ASSITEJ in Africa International Association of Theatre for Children and Young People

POLICY DOCUMENT:

1. Name:

The name of the organisation will be ACYTA (African Children and Youth Theatre Arena), a network that links all ASSITEJ (International Association of Theatre for Children and Young People) chapters in Africa.

2. Values:

All members of ACYTA agree to adhere to the following common values in their dealings and practice:

- a. **CREATIVITY AND INNOVATION:** we will demonstrate creativity and innovation in our arts practices, processes and products, in the administration of our organisations and in networking ideas for our countries, the continent and the world
- b. **COMMON GOALS:** we will work together to further the aims of ACYTA (see below), and to build and strengthen our capacity to do so
- c. **INTEGRITY:** our behaviour and actions will be consistently in line with our principles, we will act in the best interests of the whole, communicate honestly and openly, be transparent in our dealings with one another, and adhere to joint policy decisions
- d. **COMMITMENT:** we will work hard to achieve our goals, dedicating ourselves to the development of our own organisations and the network as a whole
- e. **COMMUNICATION:** we will adhere to our communication protocol, communicating with one another regularly, openly and with respect
- f. **INCLUSIVITY:** we will ensure as far as possible the involvement of all stakeholders in the organisation, allowing no one to be excluded from ACYTA on grounds of age, language, race, creed, political or religious beliefs, economic standing, or any other potentially divisive attribute

3. Objectives:

ACYTA aims to strengthen the children's and young peoples' theatre movement in Africa through artistic exchange, capacity building activities and creating a corporate image (external communication). The effects of synergy within the network will be to have a voice within the African Union, to fight all forms of discrimination, and to promote our countries and the continent.

4. Joint Working Agreement:

By joining ACYTA, African National Centres (Assitej chapters) agree:

- 4.1 to observe and advocate for the rights of children and young people as described by the UN convention on children and the African charter;
- 4.2 to adhere to the ASSITEJ international charter (constitution);
- 4.3 to register with ASSITEJ international and pay their annual subscription fees;
- 4.4 to register their organisations in their respective countries;
- 4.5 to submit a full annual report including organisational structures, work plans and projects to the African region representative to the International Executive Committee of Assitej International;
- 4.6 to be free from political affiliation, non-discriminatory and gender sensitive;
- 4.7 to develop theatre projects related to social and economic issues and needs that affect children and young people in the region;
- 4.8 to prioritize the creation, development and support of high quality theatre for children and young people in their respective countries;
- 4.9 to co-operate with one another in exchanges, meetings, workshops, festivals, conferences, seminars, performances, competitions, fundraising activities, and other relevant theatrically-oriented activities wherever possible;
- 4.10 to lobby for greater African representation and visibility on the Executive Committee of Assitej International;
- 4.11 to improve the image of African Assitej chapters within Assitej International, and with the broader community of theatre practitioners and audiences;
- 4.12 to adhere to the following values: creativity and innovation, common goals, integrity, commitment, communication, inclusivity.

5. Communication

All ACYTA members agree to the following communication protocol; that is, to:

- 5.1 Create an official email address for the country, use it and maintain it;
- 5.2 Respond to incoming e-mails within one week, (minimum response: confirmation of receipt of email);
- 5.3 Use a respectful standard of communication (greetings, message, regards);
- 5.4 Check and update their contributions to the ACYTA website (www.acyta.co.za) at least four times a year and to send any changes to the Communications Officer;
- 5.5 Provide up to date contact details – physical and postal address, email, and phone numbers – to all ACYTA members;
- 5.6 Share matters of concern to ACYTA with all members;
- 5.7 deliver on schedule once responsibility has been accepted for a task; to let ACYTA know if you will not be able to deliver on a task. NOTE: Tasks should be SMART: specific (WHO WHAT WHEN HOW), measurable, achievable, realistic, time-bound, so that it is clear what the responsibilities are related to the task. Put honour before pride!
- 5.8 be responsible for acquiring the knowledge and skills necessary to fulfil the rules and obligations of the ACYTA network;
- 5.9 share an annual narrative report (information on activities, constraints, challenges, achievements and future plans) with ACYTA in order to strengthen each member's corporate image, to harmonize activities, to develop projects, and to give ACYTA a position for lobbying and fundraising.

6. Co-operation

ACYTA shall co-operate with other networks and bodies with related interests at regional and international level.

7. Fundraising

ACYTA shall fundraise on a number of different levels – locally, nationally, sub-regionally, regionally, and internationally – for projects related to the main objectives of the network.

8.1 Functions of the Co-ordinating Committee

The functions of ACYTA's Co-ordinating Committee are to:

- 8.1.1 Co-ordinate the activities of ACYTA;
- 8.1.2 Liaise on behalf of members between international bodies;
- 8.1.3 Represent ACYTA in Assitej International and liaise with them;
- 8.1.4 Liaise between chapters in sub-regional areas;
- 8.1.5 Liaise with continental, social, economic and political structures (e.g. African Union);
- 8.1.6 Liaise with other social, economic and political structures in other parts of the world (e.g. European Union);
- 8.1.7 Co-ordinate fund-raising strategies and make recommendations on how such funds should be spent;
- 8.1.8 Draft, in co-operation with the chapters, an annual working plan;
- 8.1.9 Report to the chapters on an annual basis.

8.2 Structure of ACYTA:

- 8.2.1 ACYTA comprises the Co-ordinating Committee and Ordinary Members (representatives of Assitej Chapters from the African continent).
- 8.2.2 The Co-ordinating Committee comprises of:
 - Chairperson
 - Deputy Chairperson
 - Communications Officer
 - Treasurer
- 8.2.3 Those members who represent Africa on the Executive Committee of Assitej International, will automatically stand for election as the Chair and Deputy Chair of ACYTA. Should there be only one African representative on the Executive Committee of Assitej, then this person will automatically become Chairperson, while ACYTA will elect the Deputy from the Ordinary members. The Treasurer and a Communications Officer/Secretary will be elected from member countries.
- 8.2.4 The Co-ordinating Committee will remain in place for the 3 year term of the Executive Committee. However, should someone resign, or should there be problems with performance, the positions can be reviewed at an annual ACYTA meeting, and provisions can be made for a special election process.
- 8.2.5 Other portfolios may be identified by ACYTA for purposes of proper management and development of the network.

8.3 Status

ACTYA will be a network, a co-ordinating body of Assitej African chapters.

9. Meetings

- 9.1 ACYTA will have an Annual General meeting, and at least one representative from each centre/chapter will attend. Should any country be unable to attend, they may forward a proxy vote to the host.
- 9.2 In order to ensure a quorum at meetings, an electronic voting system can be used.
- 9.3 Only chapters that are paid-up members of ASSITEJ International may vote, and 50% of these constitute a quorum.
- 9.4 Centres will host the meeting on a rotational basis. Meetings will be combined with workshops where possible.
- 9.5 Each chapter will take responsibility for their own travel costs to and from the meeting.
- 9.6 Accommodation, entertainment, food, local transport will be taken care of by the Host country.
- 9.7 In the future, ACYTA may be able to subsidise centres that are unable to raise funds to attend meetings, based on the availability of such funds.

10. Decision-making

All decisions will be taken by consensus or by ordinary majority.

11. Nomination process to Assitej Executive Committee

ACYTA will formally nominate the members from Africa to go forward for nomination as candidates to serve on the EC, for strategic purposes. No more than FOUR candidates will be nominated by ACYTA to go forward, since it is likely that only TWO will be elected. Each chapter is free to nominate a candidate, and will need to provide documentation supporting their nomination. ACYTA will then vote for the final choice of candidates, following which the National Centre will forward nominations to the EC.

AGREED TO BY THE FOLLOWING MEMBERS OF ACYTA:

Chairperson: Cheela Chilala

Deputy Chairperson: Hope Azeda

Communications Officer: Yvette Hardie

Treasurer: Sandile Ndzimande

Ordinary Members:

For Botswana:

For Benin:

For Cameroon:

For Egypt:

For Kenya:

For Mozambique:

For Namibia:

For Nigeria:

For Rwanda:

For South Africa:

For Swaziland:

For Tanzania:

For Uganda:

For Zambia:

For Zimbabwe: