



WE ARE WOMEN FROM EVERY PART OF SOUTH AFRICA
WE ARE WOMEN OF EVERY AGE

WE COME

FROM THE CITY AND THE TOWN

THE HILLSIDE AND THE VILLAGES

WE MEET HERE IN OUR PROUD

TO SAVE THE AFRICAN WOMEN FROM THE DEGRADATION OF PAIN

IN THE HANDS OF THE WOMEN OF SOUTH AFRICA

WE SAY TO YOU EACH ONE OF US

"FOR WE ARE ALL HERE ON THE SAME SYSTEM"

WE SHALL NOT REST

until

**STATE, OFFICIAL AND PROVINCIAL
OFFICIAL FUNERAL POLICY**

MANUAL

JULY 2016





**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

STATE, OFFICIAL AND PROVINCIAL OFFICIAL FUNERAL POLICY MANUAL

TABLE OF CONTENTS

	FOREWORD	5
	CHAPTER 1: GENERAL PROVISIONS	6
I.1	STATE FUNERAL POLICY	6
I.1.1	State Funeral Category 1	6
I.1.2	State Funeral Category 2	6
I.2	OFFICIAL FUNERAL POLICY	6
I.2.1	Official Funeral Category 1	6
I.2.2	Official Funeral Category 2	6
I.3	SPECIAL OFFICIAL FUNERAL POLICY	7
I.3.1	Special Official Funeral Category 1	7
I.3.2	Special Official Funeral Category 2	7
I.4	PROVINCIAL OFFICIAL FUNERAL POLICY	7
I.4.1	Provincial Official Funeral Category 1	7
I.4.2	Provincial Official Funeral Category 2	7
I.5	SPECIAL PROVINCIAL OFFICIAL FUNERAL POLICY	7
I.5.1	Special Provincial Official Funeral Category 1	8
I.5.2	Special Provincial Official Funeral Category 2	8
I.6	ORIENTATION OF BENEFICIARIES	8
	CHAPTER 2: SPECIFICATIONS FOR INSIGNIA, SYMBOLS, AND FUNERAL AND MEMORIAL SERVICES	9
2.1	FLYING THE NATIONAL FLAG AT HALF-MAST	9
2.1.1	State Funeral (Categories 1 and 2)	9
2.1.2	Official Funeral and Special Official Funeral	9
2.1.3	Provincial Official Funeral and Special Provincial Official Funeral	9
2.2	DECLARATION OF NATIONAL DAYS OF MOURNING	9
2.2.1	State Funeral	9
2.2.2	Official Funeral and Special Official Funeral	10
2.2.3	Provincial Official Funeral and Special Provincial Official Funeral	10
2.3	LYING-IN-STATE	10
2.3.1	State Funeral	10
2.3.2	Official Funeral, Special Official Funeral and Provincial Official Funeral	11
2.4	RECEPTION OF MORTAL REMAINS CEREMONY	11
2.5	STATE AND OFFICIAL MEMORIAL SERVICES	11
2.6	NIGHT VIGIL	11
2.7	FUNERAL SERVICE AND BURIAL OR CREMATION	11
2.7.1	State Funeral	12
2.7.2	Official Funeral and Special Official Funeral	12
2.7.3	Provincial Official Funeral and Special Provincial Official Funeral	12

2.8	INTERACTION WITH FAMILY MEMBERS	12
2.8.1	State Funeral	12
2.8.2	Official Funeral and Special Official Funeral	12
2.8.3	Provincial Official Funeral and Special Provincial Official Funeral	13
2.9	BEARING OF COSTS FOR A STATE-ASSISTED FUNERAL	13
2.10	DRAPERY OF GOVERNMENT BUILDINGS	13
	CHAPTER 3: COORDINATION AND MANAGEMENT	14
3.1	INTER-MINISTERIAL COMMITTEE ON STATE FUNERALS	14
3.2	THE PRESIDENCY	14
3.3	FUNERAL PLANNING COMMITTEE	15
3.4	SPECIAL AIDE(S) TO THE NEXT-OF-KIN	16
3.5	THE FAMILY	17
3.6	OVERALL COORDINATOR OF OPERATIONS	17
3.7	CHIEF DIRECTORATE: PROTOCOL AND CEREMONIAL SERVICES	18
3.8	SOUTH AFRICAN NATIONAL DEFENCE FORCE	19
3.9	DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION	20
3.10	DEPARTMENT OF PUBLIC WORKS	20
3.11	GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	21
3.11.1	Joint Media Operations Centre	21
3.11.2	Other functions	21
3.11.3	Media liaison and management	22
3.11.4	Local mobilisation	22
3.12	SOUTH AFRICAN POLICE SERVICE	23
3.13	DEPARTMENT OF TRANSPORT	23
3.14	STATE SECURITY AGENCY	23
	CHAPTER 4: SUMMARY OF FUNERAL IMPLEMENTATION	24
4.1	STATE AND OFFICIAL FUNERAL	24
4.1.1	Demise within the Capital City	24
4.1.2	Demise outside the Capital City	24
4.1.3	Demise outside South Africa	25
4.2	PROVINCIAL OFFICIAL FUNERAL AND SPECIAL PROVINCIAL OFFICIAL FUNERAL	26
4.2.1	Demise within municipal boundaries of the Provincial Capital	26
4.2.2	Demise outside municipal boundaries of the Provincial Capital	26
4.2.3	Demise outside the borders of the province	27

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

CoGTA	Department of Cooperative Governance and Traditional Affairs
DG	Director-General
DHA	Department of Home Affairs
DIRCO	Department of International Relations and Cooperation
DPW	Department of Public Works
FPC	Funeral Planning Committee
IMC	Inter-Ministerial Committee
JMOC	Joint Media Operations Centre
NA	National Assembly
NCOP	National Council of Provinces
OCO	Overall Coordinator of Operations
SANDF	South African National Defence Force
SAPS	South African Police Service
SSA	State Security Agency
VIP	Very Important Person
VVIP	Very Very Important Person

FOREWORD

Since the advent of democracy in South Africa in 1994, numerous processes of re-engineering government systems, structures and processes have been undertaken and have to a large extent been successfully completed.

A particularly daunting challenge has been the definition and management of structures, processes and systems related to death and dying.

Post-1994, the State-funded funeral policy was reviewed twice to make it appropriate to the context of a new dispensation and environment of a free and inclusive democratic society. In the fourth democratic administration, the measures undertaken during the demise of the first democratic President of the Republic of South Africa informed the adjustments of the *State, Official and Provincial Official Funeral Policy Manual*.

The manual also incorporates the amendments as informed by the Cabinet decision of **Cabinet Memo number 21 of 2015** presented by Chairperson of the IMC on State Funerals on **9 September 2015**.

Drawing on the unique experiences and practices over the period 1994 to 2014, with heavy emphasis on democracy and freedom and high levels of community participation, the manual describes different categories of funerals commensurate with the status of the deceased figures, and identifies key role players, structures and processes.

It identifies and sets out the whole process in detail from the moment the demise is announced to the burial or cremation. A key feature of the manual is the differentiation of categories of funerals with each accorded a particular status by the President in consultation with the Cabinet. The categories are clearly designated: State Funeral; Official Funeral; Special Official Funeral; Provincial Official Funeral, and Special Provincial Official Funeral.

The manual describes the responsibilities and supporting roles of national and provincial government in each category.

In this manual, the role of the Inter-Ministerial Committee (IMC) on State Funerals, chaired by a designated Minister, is clearly articulated.

The manual obliges the Director-General (DG) in The Presidency to preside over official funeral matters and also outlines the functions of other role players, including Chief of the SANDF, the National Commissioner of Police and the Heads of the Departments of Public Works (DPW); Home Affairs (DHA); Cooperative Governance and Traditional Affairs (CoGTA); International Relations and Cooperation (DIRCO); Transport (DoT); Government Communication and Information System (GCIS), and the State Security Agency (SSA).



R. Cassius Lubisi, PhD
DG in The Presidency and Secretary of the Cabinet
Date: 25 July 2016

CHAPTER 1: GENERAL PROVISIONS

1.1 STATE FUNERAL POLICY

The State Funeral is divided into two categories: **State Funeral Category 1** (with full military ceremonial honours) and **State Funeral Category 2** (with prescribed military ceremonial honours).

1.1.1 State Funeral Category 1

- (a) President of the Republic of South Africa
- (b) President-elect of the Republic of South Africa
- (c) Former Presidents of the Republic of South Africa.

1.1.2 State Funeral Category 2

- (a) Deputy President of the Republic of South Africa
- (b) Acting President of the Republic of South Africa
- (c) Former Deputy Presidents of the Republic of South Africa.

1.2 OFFICIAL FUNERAL POLICY

The Official Funeral is divided into two categories: **Official Funeral Category 1** (with elements of military ceremonial honours) and **Official Funeral Category 2** (with prescribed police ceremonial honours).

1.2.1 Official Funeral Category 1

- (a) Serving Ministers
- (b) Speaker of the National Assembly (NA)
- (c) Chief Justice of the Republic of South Africa
- (d) Chairperson of the National Council of Provinces (NCOP)
- (e) Premiers of provinces.

1.2.2 Official Funeral Category 2

- (a) Spouse of a serving President
- (b) Spouse of a serving Deputy President
- (c) Deputy Ministers
- (d) Deputy Speaker of the NA
- (e) Permanent Deputy Chairperson of the NCOP.

- (f) Deputy Chief Justice of the Republic of South Africa
- (g) The President of the Supreme Court of Appeal.

1.3 SPECIAL OFFICIAL FUNERAL POLICY

The Special Official Funeral is divided into two categories: **Special Official Funeral Category 1** (with elements of military ceremonial honours) and **Special Official Funeral Category 2** (with elements of police ceremonial honours).

1.3.1 Special Official Funeral Category 1

- (a) Persons of extraordinary credentials specifically designated by the President of the Republic of South Africa.

1.3.2 Special Official Funeral Category 2

- (a) Distinguished persons specifically designated by the President of the Republic of South Africa.

1.4 PROVINCIAL OFFICIAL FUNERAL POLICY

The Provincial Official Funeral is divided into **Provincial Official Funeral Category 1** (with prescribed police ceremonial honours) and **Provincial Official Funeral Category 2** (with elements of police ceremonial honours).

1.4.1 Provincial Official Funeral Category 1

- (a) The Speaker of the Legislature
- (b) Member of the Executive Committee
- (c) Judge President of a province.

1.4.2 Provincial Official Funeral Category 2

- (a) Deputy Speaker of the Legislature.

1.5 SPECIAL PROVINCIAL OFFICIAL FUNERAL POLICY

The Special Provincial Official Funeral is divided into **Special Provincial Official Funeral Category 1** (with prescribed police ceremonial honours) and **Special Provincial Official Funeral Category 2** (with elements of police ceremonial honours).

1.5.1 Special Provincial Official Funeral Category 1

- (a) Outstanding persons specifically designated by the President of South Africa on request by the Premier of a province.

1.5.2 Special Provincial Official Funeral Category 2

- (a) Distinguished persons specifically designated by the President of South Africa on request by the Premier of a province.

1.6 ORIENTATION OF BENEFICIARIES

All office-bearers and dignitaries eligible for any of the above should be briefed about the standing policy arrangements on assumption of office and be requested to declare their preferences.

CHAPTER 2: SPECIFICATIONS FOR INSIGNIA, SYMBOLS, AND FUNERAL AND MEMORIAL SERVICES

1.1 FLYING THE NATIONAL FLAG AT HALF-MAST

2.1.1 State Funeral (Categories 1 and 2)

- (a) For **State Funeral Category 1**, the National Flag shall fly at half-mast at all flag stations throughout the country and at missions abroad **from the morning after the date of the announcement by The Presidency until the evening of the burial or cremation**. This includes flying the flag at half-mast at the burial site or cremation facility.
- (b) For **State Funeral Category 2**, the National Flag shall fly at half-mast at all flag stations throughout the country **from the morning after the date of the announcement by The Presidency until the evening of the burial or cremation**. This includes flying the flag at half-mast at the burial site or cremation facility.

2.1.2 Official Funeral and Special Official Funeral

- (a) For Category 1 and 2 of an Official Funeral and a Special Official Funeral, the National Flag shall fly at half-mast at every flag station in the country **from the morning after the date of the announcement by The Presidency until the evening of the burial or cremation**. This shall also apply to the burial site or cremation facility.

2.1.3 Provincial Official Funeral and Special Provincial Official Funeral

- (a) For Category 1 of a Provincial Official Funeral and a Special Provincial Official Funeral, the National Flag shall fly at half-mast at every flag station in the province – including the burial site or cremation facility – a day before the burial or cremation until the evening of the day of the burial or cremation.
- (b) For Category 2 of a Provincial Official Funeral and a Special Provincial Official Funeral, the National Flag shall fly at half-mast at every flag station in the province – including the burial site or cremation facility – on the day of the burial or cremation until that evening.

2.2 DECLARATION OF NATIONAL DAYS OF MOURNING

2.2.1 State Funeral

- (a) In Category 1 of the above, the National Days of Mourning shall commence from the date of the announcement by The Presidency until the evening of the

burial or cremation.

- (b) In the case of Category 2(a) and (b), the National Days of Mourning shall commence from the date of the announcement by The Presidency until the evening of the burial or cremation.
- (c) In the case of categories 2(c), the National Days of Mourning may be declared at the discretion of, and for a duration determined by, the President of the Republic of South Africa.

2.2.2 Official Funeral and Special Official Funeral

- (a) For Category 1 and 2 of an Official Funeral and a Special Official Funeral, the National Days of Mourning shall commence on the day of the announcement by The Presidency until the evening of the burial or cremation.

2.2.3 Provincial Official Funeral and Special Provincial Official Funeral

- (a) For Category 1 of a Provincial Official Funeral and Special Provincial Official Funeral, the National Days of Mourning shall commence the day before the burial or cremation until the evening of the day of the burial or cremation.
- (b) For Category 2 of a Provincial Official Funeral and Special Provincial Official Funeral, the National Day of Mourning shall be on the day of the burial or cremation until that evening.

2.3 LYING-IN-STATE

2.3.1 State Funeral

For Category 1 of a State Funeral, the remains will lie-in-state at the Union Buildings Nelson Mandela Amphitheatre. This will not preclude the **President or Acting President** of the Republic of South Africa from declaring other appropriate centres for the same purpose, if necessary, **or that the remains would not lie-in-state.**

- (a) The President or Acting President shall determine the length of the period for the lying-in-state.
- (b) The South African National Defence Force (SANDF) shall deploy a Guard of Honour for the arrival and removal of the remains from the venue of the lying-in-state.
- (c) SANDF sentries shall be posted to guard the remains continuously until moved from the venue.
- (d) This procedure shall be applicable for all venues where the lying-in-state takes place.
- (e) In the case of Category 2, the remains will not lie-in-state.

2.3.2 Official Funeral, Special Official Funeral and Provincial Official Funeral

The remains will not lie-in-state.

2.4 RECEPTION OF MORTAL REMAINS CEREMONY

- (a) Should an office-bearer or a dignitary eligible for a State Funeral or Official/Special Official Funeral pass on while abroad, a reception ceremony led by the IMC on State Funerals and coordinated by the Funeral Planning Committee (FPC) and National Joint Operations Centre will take place at a suitably designated venue.

2.5 STATE AND OFFICIAL MEMORIAL SERVICES

In **Category 1** of a State Funeral, a State Memorial Service shall be held at the City Hall of the Capital City and Seat of Government. The President may grant exceptions for the holding of the Memorial Service elsewhere based on logistics or any other considerations. In the case of other categories of funerals such as a Category 2 State Funeral, Official Funeral, Special Official Funeral, Provincial Official Funeral and Special Provincial Official Funeral, an Official Memorial Service may take place. The FPC may approve suitable venues, dates and times of the service. A Provincial FPC shall do such arrangements for an Official Provincial Funeral and Special Provincial Funeral.

2.6 NIGHT VIGIL

In all categories of the State Funeral, Official Funeral, Special Official Funeral, Provincial Official Funeral, and Special Provincial Official Funeral, a night vigil is the prerogative of the family and the State may assist.

2.7 FUNERAL SERVICE AND BURIAL OR CREMATION

2.7.1 State Funeral

- (a) In Category 1 of a State Funeral, the funeral service shall be conducted at the Union Buildings Nelson Mandela Amphitheatre. The President may grant exceptions for the holding of the funeral service elsewhere, based on logistics or any other considerations.
- (b) For Category 2 of a State Funeral, the IMC on State Funerals and the FPC shall – in consultation with the family of the deceased – decide on the venue of the funeral service.

- (c) The burial or cremation for both categories 1 and 2 shall take place at the designated area decided by the respective office-bearer; dignitary or family of the deceased.
- (d) A commemorative plaque indicating relevant details and the place of burial of all deceased Heads of State of the Republic of South Africa shall be affixed to a wall at the designated place.

2.7.2 Official Funeral and Special Official Funeral

In both categories 1 and 2 of the Official Funeral and Special Official Funeral, the FPC shall – in consultation with the family of the deceased – decide where and when the funeral service and the burial or cremation will take place.

2.7.3 Provincial Official Funeral and Special Provincial Official Funeral

For Provincial Official Funeral and Special Provincial Official Funeral, the Provincial FPC shall – in consultation with the family of the deceased – choose the place and time for the funeral service and the burial or cremation.

2.8 INTERACTION WITH FAMILY MEMBERS

2.8.1 State Funeral

- (a) For **Category 1 of a State Funeral, the family of a former Head of State may request the President to vary the extent and location of the State Funeral.**
- (b) In the event of categories 1 and 2 of a State Funeral, the DG in The Presidency shall appoint a Special Aide(s) to the Next-of-Kin to coordinate and liaise with the family on the funeral arrangements.
- (c) The Special Aide(s) to the Next-of-Kin shall coordinate all the activities of the various departments concerned at the residence, in accordance with the wishes of the family.

2.8.2 Official Funeral and Special Official Funeral

- (a) For category 1 and 2 of the above, the Special Aide(s) to the Next-of-Kin shall be appointed in consultation with the affected government department.
- (b) The Special Aide(s) to the Next-of-Kin shall be stationed at the family residence from the day of her/his appointment to the day of the burial or cremation.
- (c) The Special Aide(s) may request assistance from other staff members.

2.8.3 Provincial Official Funeral and Special Provincial Official Funeral

- (a) In the event of a Provincial Official Funeral, the DG in the Office of the Premier in the affected province shall appoint a Provincial Special Aide(s) to the Next-of-Kin to coordinate and liaise with the family regarding funeral arrangements. This will include coordinating all the activities of the various provincial departments at the residence in accordance with the wishes of the family.
- (b) The Special Aide(s) shall be stationed at the family residence from the day of the announcement of the demise to the day of the burial or cremation. The Special Aide(s) may request assistance from other staff members.

2.9 BEARING OF COSTS FOR A STATE-ASSISTED FUNERAL

State Funeral, Official Funeral, Special Official Funeral, Provincial Official Funeral and Special Provincial Official Funeral

- (a) In respect of a State, Official or Special Official Funeral, the departments involved shall be responsible for reasonable costs related to the services they are expected to offer (funeral undertaker costs including the coffin and limited catering for the family and State/official guests).
- (b) In respect of a Provincial Official or Special Provincial Official Funeral, the relevant provincial department and entities shall be responsible for reasonable costs related to the services they are expected to offer (funeral undertaker costs including the coffin and limited catering for the family and official guests).
- (c) In the event of the cost of a funeral exceeding the budget of the said department, this expenditure must be provided for during the Adjustment Appropriation.

2.10 DRAPERY OF GOVERNMENT BUILDINGS

In case of the State Funeral Category I, the balustrades and pillars of the Union Buildings, the City Hall of the Capital City and any other building declared by the President or Acting President must be draped with a black cloth.

CHAPTER 3: COORDINATION AND MANAGEMENT

3.1 THE IMC ON STATE FUNERALS

The President from time to time appoints an IMC on State Funerals convened by a chairperson appointed by the President.

The IMC on State Funerals only convenes ad hoc meetings at the apparent imminence of the demise.

The IMC on State Funerals provides political oversight to the FPC and functions as a liaison between the President and the FPC.

3.2 THE PRESIDENCY

- (a) The Office of the DG in The Presidency is responsible for organising, planning and executing all funeral arrangements involving the State. It shall also assist and guide the Premier's Office in respect of a Provincial Official Funeral or Special Provincial Official Funeral.
- (b) The DG in The Presidency, on confirmation of the demise, shall issue a notice to all spheres of government, state organs and the public at large, announcing the demise and instructing those concerned to commence the immediate implementation of the procedures in this manual.
- (c) The DG in The Presidency shall issue notices to distinguished persons, family and friends announcing the Official Funeral Service or Special Official Funeral Service and other phases of the funeral ceremony and burial or cremation.
- (d) The DG in The Presidency shall liaise and communicate with the designated representative(s) of the next-of-kin in order to inform them generally about developments and the arrangements, and also to ascertain their needs.
- (e) The DG in The Presidency, as chairperson, shall activate the FPC, comprising other senior staff members in The Presidency, liaison officers from the SANDF; DIRCO; DPW; GCIS; DoT; SSA; CoGTA; DHA; South African Police Service (SAPS), representatives of the next-of-kin, leader(s) of the religious community of the family of the deceased, and any other state organ or persons deemed fit for such functions.
- (f) The DG in The Presidency shall appoint the Special Aide(s) to the Next-of-Kin to attend to all the wishes of the bereaved family and link them to the FPC through the DG in The Presidency.
- (g) The DG in The Presidency shall establish a Funeral Operations Centre at a town or city nearest to where the funeral and/or the burial or cremation will be taking place. The centre will coordinate in detail the implementation process, and ensure that every instruction and resolution is followed up and implemented.

- (h) The DG in The Presidency shall formulate a list of honorary pall-bearers from the civilian side, in accordance with the desires of the next-of-kin, and notify the selected persons.
- (i) The DG in The Presidency, in respect of progress with the organisation of the funeral, shall report directly to the President of the Republic of South Africa and shall implement all decisions taken.
- (j) The Chief Directorate: Protocol and Ceremonial Services in The Presidency shall prepare a Memo for the President's signature in respect of the half-masting of the National Flag at all flag stations in the country and also at South African Missions abroad, where required.
- (k) The Chief Directorate: Protocol and Ceremonial Services in The Presidency shall do the necessary reservations for the accommodation of family members from outside Gauteng (DIRCO and SANDF shall do the same for all foreign guests and mourners).
- (l) The Presidency, together with the DIRCO, shall coordinate the receiving of mourners and honoured guests at international airports and other arrival points of South Africa.
- (m) The Presidency shall, through the media, offer words of appreciation and thanks after the funeral to all who attended. Special letters of thanks and appreciation shall be sent to all relevant parties and individuals, where deemed necessary.
- (n) An assessment and feedback meeting for all stakeholders shall be held after the State Funeral. The resolutions of the meeting shall be circulated to all participants.

3.3 FUNERAL PLANNING COMMITTEE

- (a) On confirmation of the demise, the DG in The Presidency shall activate the FPC. The FPC shall, among other things:
 - (i) draw up an implementation framework for the entire funeral processes covering all foreseeable contingencies.
 - (ii) plan, facilitate and implement the procedures in this manual.
 - (iii) collate a comprehensive checklist against which to measure progress, implementation efficiency and speed.
 - (iv) plan and execute the State Memorial Service, Funeral Service and Burial or Cremation.
 - (v) ensure that the Special Aide(s) to the Next-of-Kin has been designated to the family to direct and coordinate all the activities of the various departments at the residence.
 - (vi) ensure that protocol officers from The Presidency and the DIRCO have been dispatched to the family residence.

- (vii) ensure that the DPW has designated an officer(s) to the family residence.
- (viii) collate the lists of all pall-bearers and obtain confirmation from nominated persons.
- (ix) collate lists of distinguished persons to be invited to participate in various stages of the funeral processes and ensure that invitations have been sent out, and replied to.
- (x) coordinate, assist with and align any provincial activity relating to the funeral.
- (xi) recommend to the President any deviations from the *State, Official and Provincial Official Funeral Policy Manual*, where necessary.

3.4 SPECIAL AIDE(S) TO THE NEXT-OF-KIN

- (a) On confirmation of the demise, the DG in The Presidency shall appoint a suitable person(s), called a Special Aide(s) to the Next-of-Kin to coordinate and liaise on behalf of the DG in The Presidency, concerning all activities of the relevant role-players and government departments at the family residence, in accordance with the family's desires. **Note:** In the case of an Official Funeral or Special Official Funeral, the Special Aide(s) shall be appointed as indicated above in consultation with relevant government departments. In the case of a Provincial Official and Special Provincial Official Funeral, the DG in the Office of the Premier of the province concerned shall appoint the Special Aide(s) in consultation with provincial departments, where appropriate.
- (b) The Special Aide(s) shall contact the Next-of-Kin wherever they are and arrange for a personal interview and to place her/his services at their disposal.
- (c) The Special Aide(s) shall act as liaison or nodal point between the DG concerned and the family.
- (d) He/she shall elicit from the DG concerned any information pertaining to the deceased and the deceased's family – including the wishes of the next-of-kin.
- (e) The Special Aide(s) shall gather from the Next-of-Kin the following information and pass it on to the FPC for operational purposes:
 - (i) Correct full name, date and place of birth of the deceased;
 - (ii) Names and number of siblings, if any;
 - (iii) Date and time of arrival of the mortal remains at a designated venue;
 - (iv) Composition of the immediate family group;
 - (v) Composition of the extended family, if necessary;
 - (vi) Eulogy, tribute or poem;
 - (vii) Any special music;

- (viii) Family ushers (helpful in identifying relatives);
- (ix) Number and names of family members for whom seats are to be reserved;
- (x) Any organisation that the family needs contacted;
- (xi) Required accommodation arrangements for the immediate family;
- (xii) Transportation arrangements of the immediate family;
- (xiii) Location and selection of grave site, if burial is to be outside the Capital City of Tshwane; and
- (xiv) Specific wishes on type of service, civilian and religious leaders, friends, and honorary pall-bearers to be notified. Seating arrangements at any of the venues where the official business of the funeral process shall be conducted.

3.5 THE FAMILY

- (a) On confirmation of the demise, the DG in The Presidency shall present the following options to the next-of-kin:
 - (i) An Official Memorial Service, State Funeral Service and a Burial or Cremation.
 - (ii) An Official Memorial Service, State Funeral Service followed by a Private Burial or Cremation (not on the same day).
 - (iii) A Private Burial or Cremation followed by a State Memorial Service.
 - (iv) A Private Burial or Cremation only.
 - (v) A State Memorial Service only.
- (b) The family shall provide the DG in The Presidency with the name(s) of individual(s) who will act as liaison between The Presidency and the family.
- (c) The family shall also provide the DG in The Presidency with the names of family members/friends who will act as pall-bearers and the family shall notify these members, who will confirm their availability to the DG in The Presidency.

3.6 OVERALL COORDINATOR OF OPERATIONS (OCO)

- (a) The DG in The Presidency shall appoint the OCO who – on the instructions and supervision of the Chief Operations Officer – will establish and operate the Funeral Operations Centre.
- (b) In the case of provinces, the DG in the Office of the Premier shall appoint the OCO.

- (c) The OCO shall be part of the FPC, which shall also include The Presidency and all other relevant government departments and state organs. Where appropriate, provincial staff and/or local government may also be included. The location of the FPC will depend on where most of the activities concerning the arrangements will take place and principally where the burial or cremation will take place.
- (d) The OCO shall coordinate the Special Aide(s) to the Next-of-Kin's requirements according to a list which will be prepared.
- (e) The OCO shall direct, orchestrate, coordinate and control the implementation of the chapters in this manual that deal with the funeral implementation.
- (f) The OCO shall ensure that the relevant departments have properly coordinated air, rail or road transport, where appropriate.
- (g) In cooperation with the affected provincial or local government authority, the OCO shall coordinate meetings which will contribute to making proper arrangements for a State Memorial Service, Funeral Service, Burial or Cremation, etc.
- (h) The OCO shall liaise with and coordinate the wishes of community and political organisations to which the deceased belonged, and these wishes shall be communicated through the OCO to the DG in The Presidency for decision-making.
- (i) The OCO shall – together with The Presidency, SAPS, SANDF and relevant security authorities – identify suitable routes, escorts and space for parking.
- (k) The OCO shall coordinate the production of programmes for the State Memorial and Funeral Services. This will include the collating of obituaries and obtaining photographs of the deceased.
- (l) The OCO shall also ensure that the GCIS has produced an appropriate video or photographic record that will celebrate the life and times of the deceased, to be used at a memorial service and distributed to media houses.

3.7 CHIEF DIRECTORATE: PROTOCOL AND CEREMONIAL SERVICES

The Chief Directorate: Protocol and Ceremonial Services is responsible for the implementation of all the administrative procedures to ensure the smooth running of the operations. It shall amongst other things, ensure that:

- (a) all the necessary materials and infrastructure have been properly procured, in collaboration with the relevant departments.
- (b) the necessary infrastructure and refreshments for the family and mourners at the Funeral Service, Cemetery, Family Home, State Memorial Service, etc. have been provided.

- (c) public address system is provided, where required.
- (d) preparation of the gravesite has been done.
- (e) there is drapery on government buildings.
- (f) platforms or scaffolding for photographers and media crews are acquired.
- (g) all the props needed – such as banners, stage elevation, bier, décor, etc. – are in place.
- (h) the necessary reservations for the accommodation of family members from outside Gauteng are done.
- (i) after the funeral, notes of appreciation to a selected list of mourners have been written and dispatched, and that messages of thanks through the media have been sent out.
- (j) special letters of thanks and appreciation are sent to all the relevant parties and individuals.
- (k) all logistical activities at the place of repose, family home, memorial service, funeral service venue and the cemetery are managed properly.

3.8 SOUTH AFRICAN NATIONAL DEFENCE FORCE

- (a) The Chief of the SANDF shall, on receipt of the notification of the demise, activate the implementation of SANDF participation by means of a Ceremonial Instruction.
- (b) The Chief of the SANDF shall appoint a Liaison Officer to coordinate SANDF participation in the FPC.
- (c) In cooperation with other government departments, the Chief of the SANDF shall determine the SANDF's VIP attendance list of persons to attend all phases of the State and Official Funeral activities. The Chief of the SANDF shall convey the names to the DG in The Presidency for seating arrangements and any other funeral preparations.
- (d) The SANDF services and divisions shall provide liaison officers to their respective headquarters to coordinate and give feedback on their participation in the State Funeral processes.
- (e) The SANDF shall forward the list consisting of the Chief Mourner, Pall-bearers and Bearers to the DG in The Presidency for inclusion in the preparations and arrangements for the funeral.
- (f) The Chief of the SANDF shall compile and send a Checklist or Formal Sequence of Events to the DG in The Presidency to be part of the funeral arrangements.

3.9 DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

- (a) The DG of DIRCO, on receipt of the notification of the demise, shall compile a list of all foreign dignitaries, including heads of state and/or government, diplomatic representatives, prominent figures, etc, who might attend the events. This list shall be forwarded to the DG in The Presidency for information and inclusion in the preparations and arrangements for the funeral.
- (b) The DG of DIRCO shall designate appropriate protocol officials to the next-of-kin's residence to coordinate the activities of the department.
- (c) The DG of DIRCO shall submit a checklist to the DG in The Presidency for inclusion in funeral preparations.
- (d) Other tasks of the department include:
 - (i) sending *Notes Verbale* to each Head of Mission.
 - (ii) informing all South African missions abroad, through the Chief of State Protocol, regarding the relevant National Flag instructions.
 - (iii) determining courtesies to be extended to incoming heads of state/government, Ministers and other VVIP dignitaries from abroad.
 - (iv) receiving all incoming heads of state/government, Ministers and other VVIP dignitaries at international airports in the country, and facilitating their customs and immigration formalities.
 - (v) taking responsibility for the arrival, departure, accommodation, travel arrangements, etc. for incoming heads of state/government, Ministers and other VVIP dignitaries.
- (e) The DIRCO and the South African Secret Service shall collaborate in coordinating the inflow of foreign guests attending any funeral.

3.10 DEPARTMENT OF PUBLIC WORKS

- (a) The DG of the DPW shall ensure that all the infrastructural needs of all the points identified by the FPC are provided for.
- (b) A suitable officer(s) shall be designated to the FPC in The Presidency and to the next-of-kin's residence to coordinate the department's activities and participation.
- (c) The DG of the DPW shall compile a checklist of all the activities the department will do and send it to the DG in The Presidency.
- (d) The DPW shall also be responsible for providing the necessary infrastructure and related facilities for the family and mourners at the Funeral Service, Cemetery, Family Home, State Memorial Service, etc., and shall organise, among other things:
 - (i) Public address system, when required.

- (ii) Preparation of the gravesite.
- (iii) Drapery on government buildings.
- (iv) Platform or scaffolding for photographers and media crews.
- (v) Temporary structures, buildings and engineering services.

3.11 GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

3.11.1 Joint Media Operations Centre (JMOC)

- (a) On receipt of the notification of the demise, the DG of the GCIS shall activate the JMOC. The JMOC shall comprise The Presidency's Communications Unit, the GCIS, the Directorate: Communications of the SANDF and communications personnel from relevant departments.
- (b) The main function of the JMOC shall be to coordinate and centralise all communications relating to the funeral processes, and to assist the next-of-kin in dealing with media interviews and queries. It shall work closely with the DG in The Presidency.
- (c) The JMOC shall, among other things:
 - (i) inform mediarepresentatives on how the State Funeral will be conducted and provide the media with an abridged version of this manual.
 - (ii) provide the media with contact details of the relevant officers in charge of operations for the State Funeral.
 - (iii) recommend to the DG in The Presidency the names of people to be deployed to various electronic and print media for interviews, and handling media queries.
 - (iv) convene and manage all media conferences and responses anywhere in the country and abroad.

3.11.2 Other functions

The GCIS shall also be responsible for the following functions:

- (a) Production of Funeral and Memorial Service programmes:
 - (i) The GCIS shall be involved in the layout, design and printing of the above programmes.
 - (ii) The funeral programme shall be an A4 folded to an A5 size, printed on appropriate paper, including an obituary, photograph of the deceased, and the details of the programme.
 - (iii) The stature of the deceased shall indicate whether programmes are to be produced for a memorial service.

- (iv) The Presidency shall handle the final editing and proofreading of the programme and obituary for factual accuracy, in consultation with the GCIS and the bereaved family.
- (b) The family of the deceased usually supplies photographs, if required. However, the GCIS shall provide official photographs of Cabinet Ministers.
- (c) The GCIS shall do signage and the quantity will depend on the capacity of the venue.
- (d) The GCIS shall assist, if required, with the production of signage to direct people and traffic to critical areas such as media centres, ablution facilities, etc.

3.11.3 Media liaison and management

In partnership with the communication units in The Presidency, host province and municipality, the GCIS shall assist with:

- (a) drafting and issuing advisories inviting journalists to cover the event.
- (b) drafting and issuing extensive advisories outlining the funeral arrangements and the programme.
- (c) media accreditation, with the usual SSA (compulsory accreditation, etc.) checks and processes a day before the funeral.
- (d) managing the media centres to service the media on the day of the burial or cremation.
- (e) media liaison work, including the facilitation of media interviews with designated government and family spokespersons.
- (f) facilitating a process for placement of media articles and photographs about the life and times of the deceased.
- (g) facilitating live broadcasts by the SABC and other national and/or international broadcasters in collaboration with departments responsible for security and protocol.
- (h) identifying the best location of media and media pools at all venues, and ensuring the compatibility of the sound systems and sound distribution boxes, in collaboration with the DPW.
- (i) ensuring the transportation of journalists between venues.

3.11.4 Local mobilisation

- (a) The GCIS shall, through the relevant provincial office staff, also assist provincial government and municipal officials with the development of a mobilisation plan for the public to attend memorial service(s) and/or funeral(s), including transport pick-up points for those interested in attending a funeral.

- (b) The relevant GCIS provincial office shall engage in local media management and liaison work, in collaboration with the host municipality.
- (c) Venues for memorial and funeral services shall be branded, including the provision of generic banners.
- (d) A standard poster/banner – with a photograph of the deceased and wording stating the name of the deceased, her/his date of birth and death, and the category of the funeral – shall be produced.
- (e) All lecterns shall be correctly branded with the National Coat of Arms.

3.12 SOUTH AFRICAN POLICE SERVICE

- (a) Provide security services and where needed, a mounted escort.
- (b) Control the public.
- (c) Control traffic, in cooperation with traffic authorities and the SANDF.
- (d) Line streets as may be requested by the SANDF.

3.13 DEPARTMENT OF TRANSPORT

- (a) Coordinate air, rail or road transport requirements, where appropriate.
- (b) Coordinate traffic control, in cooperation with the affected province/s or/and local government authority.
- (c) Identify suitable routes, escort and space for parking, in collaboration with The Presidency, SAPS, SANDF and relevant security authorities.

3.14 STATE SECURITY AGENCY

The SSA shall establish a national accreditation centre at appropriate venues to coordinate and facilitate the accreditation of guests and mourners.

CHAPTER 4: SUMMARY OF FUNERAL IMPLEMENTATION

4.1 STATE AND OFFICIAL FUNERAL

4.1.1 Demise within the Capital City

- (a) On receipt of the notification of the demise, a designated officer of the SANDF, on the orders of the Chief of the SANDF, in collaboration with the DG in The Presidency, shall arrange for the remains to be moved to a selected place of repose.
- (b) An appropriate escort and ceremony shall be arranged in the process. Care should be taken to observe any rites that may be traditional, cultural and religious etc. pertaining to the deceased in the removal of the remains.
- (c) The designated officer shall coordinate all the arrangements, using facilities of all the different arms of the SANDF as required, relating to the transportation of the remains to the place of repose, including an appropriate escort and local ceremonies.
- (d) When the remains have arrived at the place of repose, accompanied by a small local ceremony, with the assistance of a mortician, if necessary, the remains shall be prepared for the lying-in-state (in the case of a Full State Funeral). The President shall determine the length of the period for the lying-in-state.
- (e) The selected place of repose may be a Military Hospital or a local funeral parlour with facilities and infrastructure which fulfil the necessary requirements.
- (f) The designated officer shall immediately arrange a Guard of Honour comprising members of the SANDF to guard and attend to the remains while they are in repose.
- (g) The remains may lie-in-state at the Union Buildings Nelson Mandela Amphitheatre. This will not preclude the President or Acting President of the Republic of South Africa from declaring other appropriate centres to be the host venue for the remains, if necessary.

4.1.2 Demise outside the Capital City

- (a) On receipt of the notification of the demise, a designated officer of the SANDF, on the orders of the Chief SANDF, in collaboration with the DG in The Presidency, shall immediately form a Guard of Honour comprising members of the SANDF to guard and attend to the remains.

- (b) The designated officer shall coordinate all the arrangements, using facilities of all the different arms of the SANDF as required, relating to the transportation of the remains to the place of repose in Tshwane, including an appropriate escort and local ceremonies.
- (c) At the place of repose and after a small local ceremony, with the assistance of a mortician if necessary, the remains shall be prepared for the lying-in-state. The President shall determine the length of the period for the lying-in-state.
- (d) The designated officer of the SANDF shall immediately form a Guard of Honour comprising its members to guard and attend to the remains while they are in repose.
- (e) The remains may lie-in-state at the Union Buildings Nelson Mandela Amphitheatre. This will not preclude the President or Acting President of the Republic of South Africa from declaring other centres as the host venue for the remains, if necessary. The President or Acting President shall determine the length of the period for the lying-in-state.

4.1.3 Demise outside South Africa

- (a) The Minister of International Relations and Cooperation, in consultation with her/his counterpart in the country where the demise took place, shall secure the cooperation and assistance of that country regarding the removal of the remains and their transportation back to the Republic of South Africa.
- (b) The Chief of the SANDF, in collaboration with her/his counterpart in the said country, shall coordinate all arrangements for securing the remains and transportation back to the Republic of South Africa.
- (c) The Chief of the SANDF shall coordinate the formation of a Guard of Honour to attend to the remains until their departure for the Republic of South Africa.
- (d) The Chief of the SANDF shall also coordinate arrangements for the return of the remains to South Africa and shall designate an appropriate escort to accompany the remains after local ceremonies.
- (e) The remains shall be airlifted to the nearest air force or naval base, where a reception committee will be waiting to receive them. After local ceremonies and with an appropriate escort, the remains shall be taken to a place of repose.
- (f) At the place of repose and after a small local ceremony, the remains shall be prepared by a mortician for the lying-in-state, if necessary.
- (g) The area commander shall immediately form a Guard of Honour comprising representatives of all the different arms of the SANDF to guard and attend to the remains while they are in repose.
- (h) The remains shall lie-in-state at the Union Buildings Nelson Mandela

Amphitheatre. This will not preclude the President or Acting President of the Republic of South Africa from declaring other centres as the host venue for the remains, if necessary. The President or Acting President shall determine the length of the period for the lying-in-state.

- (i) The area commander shall immediately form a Guard of Honour comprising representatives of all the different arms of the SANDF to be in attendance over the remains while they lie-in-state.

4.2 PROVINCIAL OFFICIAL AND SPECIAL PROVINCIAL OFFICIAL FUNERAL

4.2.1 Demise within municipal boundaries of the Provincial Capital

- (a) On receipt of the notification of the demise, a designated officer of the SAPS, on the orders of the Provincial Commissioner of Police, in collaboration with the Office of the Premier of the province concerned, shall make arrangements for the remains to be moved to a selected place of repose. An appropriate escort and ceremony shall be arranged. Care should be taken to observe any rites which may be traditional, cultural, religious, etc.
- (b) The selected place of repose may be a government/police facility or a local funeral parlour chosen by the family of the deceased.
- (c) The designated officer shall immediately form a Guard of Honour comprising the ceremonial members of the SAPS to be in attendance over the remains while they are in repose.
- (d) The designated officer shall coordinate all the arrangements, using facilities of all the different divisions of the SAPS, as required, relating to the transportation of the remains to the place of repose in the Provincial Capital, including an appropriate escort and local ceremonies.

4.2.2 Demise outside municipal boundaries of the Provincial Capital

- (a) On receipt the notification of the demise, a designated officer of the SAPS, on the orders of the Provincial Commissioner of Police and in collaboration with the Office of the Premier of the province concerned, shall make arrangements for the remains to be moved to a selected place of repose. Care should be taken to observe any rites which may be traditional, cultural, religious, etc.
- (b) The designated officer shall immediately form a Guard of Honour comprising members of the SAPS to be in attendance over the remains.
- (c) The selected place of repose may be a government/police facility or a local funeral parlour chosen by the family of the deceased.

- (d) The designated officer shall coordinate all the arrangements, using facilities of all the different divisions of the SAPS, as required, relating to the transportation of the remains to the place of repose, including an appropriate escort and local ceremonies.

4.2.3 Demise outside the borders of the province

- (a) The Premier of the affected province, in consultation with her/his counterpart in the province where the demise has taken place, shall secure the cooperation and assistance of that province concerning the removal of the remains and their transportation back to the affected province.
- (b) The relevant Provincial Commissioner of Police, in collaboration with the Premiers of the two provinces concerned, shall immediately assign an appropriate senior officer to coordinate the arrangements, using the facilities of all the different divisions of the SAPS, as required, to facilitate the transportation and reception of the remains.
- (c) The senior officer shall immediately form a Guard of Honour at the place of repose, using the ceremonial members of the SAPS to attend to the remains until their departure for the affected province. Suitable transport must be arranged.
- (d) At the place of repose the senior officer shall immediately form a Guard of Honour comprising members of the SAPS to guard and attend to the remains while they are in repose.



TO SAYS THE AFRICAN WOMEN FROM THE DEGRADATION OF PAGES
IN THE FRONT OF THE WOMEN OF SOUTH AFRICA

WE SAY TO YOU EACH ONE OF US
WE SHALL NOT REBUT

and

ALL BASS LAWS AND ALL FORMS OF PERMITS RESTRICTING OUR FREEDOM HAVE BEEN TABOLISHED

WE SHALL NOT REBUT

and

WE HAVE WON FOR OUR CHILDREN

their

FUNDAMENTAL RIGHTS

