



Delegate Guide



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Welcome to DA Federal Congress 2020!

On 5 March 2020, the National Institute for Communicable Diseases confirmed that a South African who had returned from Italy had tested positive for Covid-19. Just a few days later the World Health Organization declared the coronavirus outbreak a pandemic.

Needless to say, the pandemic has since changed the way we live and work. Far too many South Africans have lost jobs and closed down businesses, and many have lost loved ones too.

To continue with our democratic processes despite the lockdown conditions, the DA's Federal Council, our highest decision-making body between congresses, overwhelmingly passed a resolution to hold an historic online Federal Congress.

We have a fantastic team working behind the scenes to ensure that this congress is free and fair. The commissioned IT voting system, used successfully by other political parties internationally, is provided by a third-party whose entire business model is built on independence and accuracy.


While this tumultuous year has been punctuated by rolling blackouts, Congress organisers have planned for eventualities such as load-shedding and online data usage to ensure that the weekend goes smoothly.

Amongst the useful information in this guide, instructions are provided on how to use the Zoom webinar function which is the electronic platform we are using for Congress this year.

All the best for a ground-breaking Federal Congress. Our message to South Africa is *Real hope. Real change. Now.*

Remember to join the conversation on social media

 Facebook: Democratic Alliance

 Twitter: @Our_DA

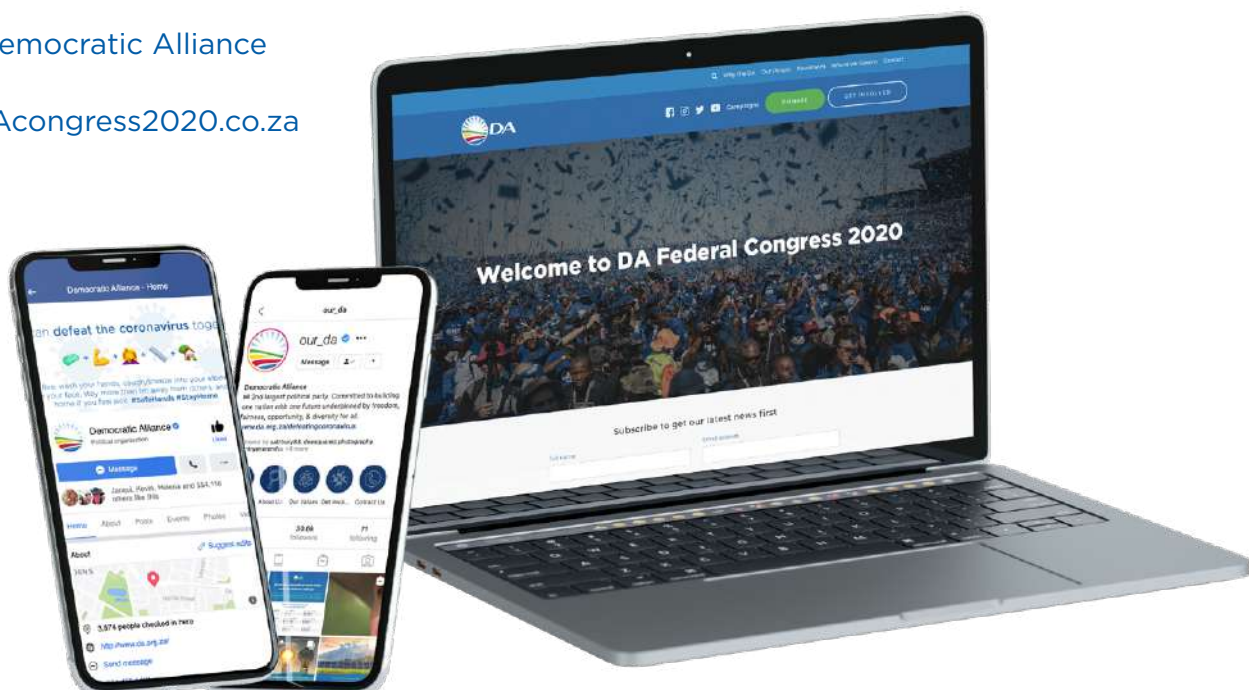
 Instagram: @Our_DA

 YouTube: Democratic Alliance

 Website: DAcongress2020.co.za

Official hashtag:
#DACongress

Supporting hashtag:
#RealHopeAndChangeNow



A note from the Presiding Officers



Greg Krumbock MP



Desiree van der Walt MP

On behalf of the entire Democratic Alliance, we take this opportunity to warmly welcome every DA delegate to this most unusual Federal Congress 2020.

Uniquely unusual yes, but record-breaking too! This will not only be the biggest congress we have had by far, but also the largest online congress of any party in South Africa. Once again, we can be proud to be both ground-breaking and setting the threshold for excellence. Once more, the DA leads by example.

Never has it been more true that South Africa needs the DA to grow and succeed. We entered the Covid-19 era in economic crisis, and then endured the hardest and longest lockdown in the world. More than two million more South Africans are now jobless, with the unemployment rate soaring to above 40%. And just when we thought things could not get worse, the inevitable reports emerged, one by one, of billions of Rands of Covid-19 funds stolen from desperate citizens by way of rigged tenders, profiteering, and worse.

Throughout these bleak days, our party remained a beacon of hope. We led from the front in proposing workable alternatives to bizarre and destructive government lockdown regulations. We were at the community coal face helping to feed millions of hungry people, bringing hope, and fighting for every citizen. Our Western Cape health system became the role model of efficiency, compassion and quality care. While the dark thunderclouds enveloping our country at times seemed overwhelming, we offered *real change* and *real hope*, and a bright glimpse of what South Africa could be under a DA administration. And so, our support continues to grow!

We come to this congress after a few years of lively debate about our values, principles, and the set of policies that frame our vision for our country going forward. We have successfully concluded that process, in the most inclusive and comprehensive policy review in our history. It only remains for us at this congress to elect the leadership we believe is best placed to advance our vision, and to repel the full might of our political enemies that we know will be turned against us in the 2021 elections. *Ke nako!* We are ready! *Now!*

We wish every delegate a rewarding and enthralling Federal Congress 2020, as well as a top campaign in 2021.

Phambile, DA, phambile!

Greg Krumbock MP
Desiree van der Walt MP
Presiding Officers Federal Congress 2020

Celebrating 20 years of the Democratic Alliance

In June 2020 we celebrated the formation of the DA. With roots that run as deep as the dedicated opposition to apartheid in the 50s and the negotiation of South Africa's democratic Constitution in the 90s, the Party has evolved into a strong opposition at the forefront of protecting and strengthening democracy in South Africa.

20 years of good governance

In government, the DA works hard every day to improve people's lives... with over 7 million people living in DA-run municipalities across the country and the top-performing province in South Africa, the Western Cape! More children stay in school to matric in this DA-run province than anywhere else, and DA-run Cape Town has been ranked the best-run metro in South Africa for the seventh year in a row, according to the South African Citizen Satisfaction Index (SA-csi) conducted by Consulta.

20 years of protecting our hard-won democracy

The DA takes its role as watchdog of our democracy very seriously. It was the first party to call for a comprehensive roll-out of antiretrovirals when AIDS denialism was at its peak, and the DA is the only consistent actor fighting against corruption and state capture – from finally seeing Zuma in court to pulling back the curtain on corruption at Eskom and PRASA.

20 years of defending your rights

From managing Cape Town's water crisis to doing everything possible to defeat the COVID-19 pandemic, the DA is quick off the mark in a crisis. Protecting everybody's constitutional rights and ensuring that more families have food on the table – by challenging coronavirus relief discrimination, and fighting to stop government's ban on NGOs distributing food to desperate and hungry people.

This is the DA good-governance difference

Western Cape praised for teaching SA how to deal with Covid-19

South African epidemiologist and infectious diseases specialist, Professor Abdool Karim, says that the DA-run Western Cape's decisive leadership has been instrumental in the success the country has seen so far in the battle against Covid-19.

"We learnt from them; they became the teachers telling us what they did. We are blessed with the ability to really understand each other and work with each other." – Prof. Salim Abdool Karim



✓ **Intense community screening and testing** was rolled out and many more residents knew their Covid-19 status in the Western Cape than individuals in other parts of the country.

✓ All regional and district hospitals were set up to admit Covid-19 patients and all provincial healthcare facilities could test and diagnose. Special facilities were set up to pick up the slack when needed, for example the CTICC Convention Centre was transformed into the **largest field hospital in Africa in less than four weeks** and it helped more than 1500 patients whilst it was open.

✓ **The Red Dot taxi initiative** was created to take care of the hardworking healthcare workers. These taxis transport nurses to and from work safely and on time.

✓ In partnership with Uber, **chronic medication was delivered** to patients' homes.

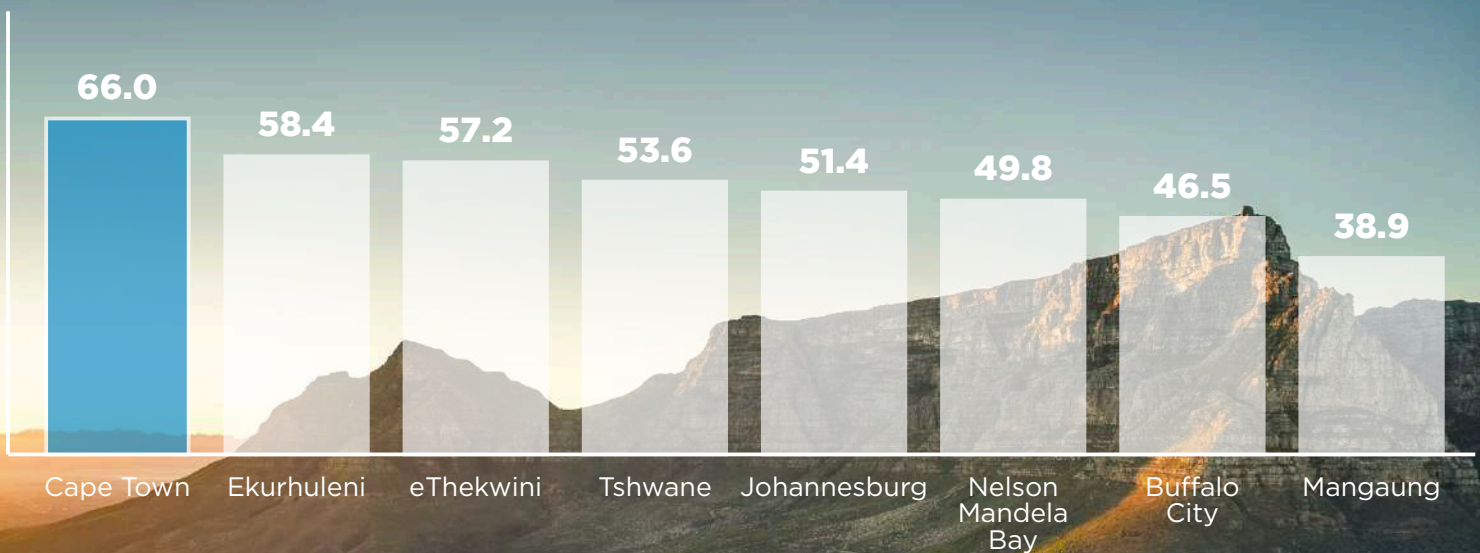
✓ **R53 million was allocated towards helping vulnerable residents** have a decent meal during the hard lockdown. This includes distributing food parcels and cooked meals, and running a special school feeding programme while learners were at home.

✓ **The details of the Province's Covid-19 protective work gear procurement** were opened up to the public in the interest of transparency, while other provinces were plagued by widescale looting and corruption.

✓ **Large amounts of money were committed towards bringing relief** to residents and small businesses in the province – such as the Western Cape Covid-19 Business Relief Fund which committed R27 million to supporting small businesses in both the formal and informal sectors which have been hard-hit by Covid-19 restrictions.

Not to mention the big difference municipalities have made

Municipalities across the province have worked extra hard to provide shelter and sanitation to those in need and to coordinate food relief efforts. This includes installing extra standpipes and toilets in many informal settlements, providing more free basic water from April to June where possible, and partnering with a local NGO to roll out an electronic food voucher programme to make food support easier and safer.



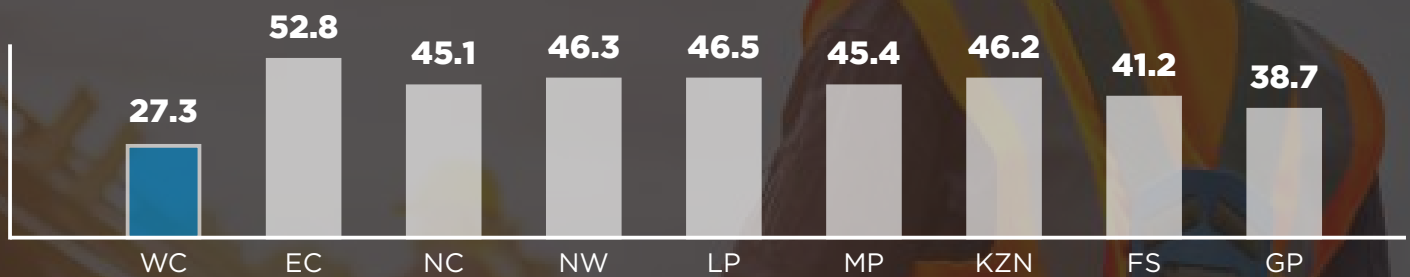
Cape Town ranked best metro municipality in SA

South Africans remain extremely dissatisfied with service delivery in SA's major cities – except in Cape Town. Here, according to the South African Citizen Satisfaction Index conducted by Consulta, **Cape Town achieved the highest score for the seventh year in a row**, more than ten points above average!

Have you heard about Africa's first eco-friendly plastic road?

History was made this year when the DA in the Eastern Cape scooped **two environmental awards** in the prestigious Eco-Logic Awards hosted by Enviropaedia for their innovative plastic road.

The road, which is in DA-led Kouga Municipality, replaces a lot of the asphalt mix with pellets made from non-recyclable plastic waste. For every kilometre of eco-friendly plastic road built, the **equivalent of 1.8 million recycled packets are used!**



What do unemployment stats over lockdown tell us?

The South African economy shed 2,2 million jobs over lockdown, making the jobs crisis dramatically worse. Fortunately, in the DA-run Western Cape, South Africans have historically had far better hope of finding work, compared to individuals in other provinces. Over lockdown, the **DA-run Province managed to keep the expanded unemployment rate far lower than the national average**, a difference between 27.3% and 42.0%.

Have you noticed how Cape Town often gets a clear electricity forecast?

While most of South Africa gets that dreaded load-shedding notification, **Cape Town residents are often shielded from load-shedding**. This is with the help of the Steenbras Hydro-electric Power Scheme, which picks up the slack whenever possible, together with other management interventions which make the power supply more reliable. These include installing rooftop solar systems on City buildings; retrofitting traffic and streetlights with LED lamps; and installing smart electricity meters.

Western Cape rated best province for municipal governance

An independent financial report (Ratings Afrika's latest Municipal Financial Sustainability Index) has rated **DA-led municipalities as the best in South Africa**. The Western Cape is not only the highest-scoring province in the country, but it is also the only province that has improved its financial sustainability over the last five years – developing and maintaining the infrastructure needed to deliver better services.

Our values and principles

We stand together with all South Africans who share a community of values embodied by these words:



FREEDOM



FAIRNESS



OPPORTUNITY



DIVERSITY

Guide to using Zoom

In order to participate in both days of the Congress, you need to be aware of the various functions that Zoom has to offer. Below you will find a list of functions and tips to set yourself up for success during the meeting, should you not be participating from a hybrid venue.

Getting started

The following few points will cover the system and connectivity requirements for Zoom, as well as how the registration process for Federal Congress will work.

System requirements for using Zoom

- A stable internet connection – wired or wireless.
- Speakers and a microphone – built-in, USB plug-in, jack headset or wireless Bluetooth.
- A webcam or HD webcam – built-in, USB plug-in, or otherwise (specifically for proposers/seconders/speakers).
- The device (laptop/desktop/mobile device)’s operating system must be up to date.
- If you will be accessing Zoom via a web browser and not the application, ensure that your browser is up to date (preferably Chrome or Firefox).

Accessing and downloading the Zoom application

- For your laptop/desktop:
 1. In your browser of choice, go to <https://zoom.us/download>.
 2. Click on “**Zoom Client for Meetings**” download to ensure you get the latest version of the Zoom client. If you have joined a Zoom meeting before the application may have already automatically downloaded before.
 3. Once the download is complete, click on the downloaded file and proceed with installing the Zoom application.
- For tablets or cell phones:
 1. Go to your App Store (Apple devices) or Google Play store (Android devices).
 2. In the search bar, type in “Zoom”.
 3. Select “**Zoom cloud meetings**” and proceed to install.
 4. Once done, launch the app and complete the setup process.

Internet requirements

The bandwidth used by Zoom will be optimised for the best experience based on the participant’s network. It will automatically adjust for 3G, Wi-Fi, or wired environments.

Recommended bandwidth for webinar panellists and attendees:

- You will need a minimum dedicated speed of 1mbps up/1mbps down available bandwidth **per device** for high quality video. Therefore, if **more than one device** will be joining Zoom in the same space, note that each device will require a minimum dedicated speed of **1mbps up and down, each**.
- If you adjust the video’s quality from “high” to 720 HD, 1080 HD or higher, **you will use more data**. This is, therefore, not recommended for devices using **mobile data requiring top-up or in environments with low bandwidth**.
- If video is switched off, this will lower bandwidth use and requirements.

Registration process and the unique link

In a past Congress circular distributed to everyone, delegates can find unique links they must click on to register in advance of the Federal Congress. This link will take you to a page within your web browser where you will be required to supply relevant details such as your name, surname, email address, mobile number, ID and province before hitting submit.



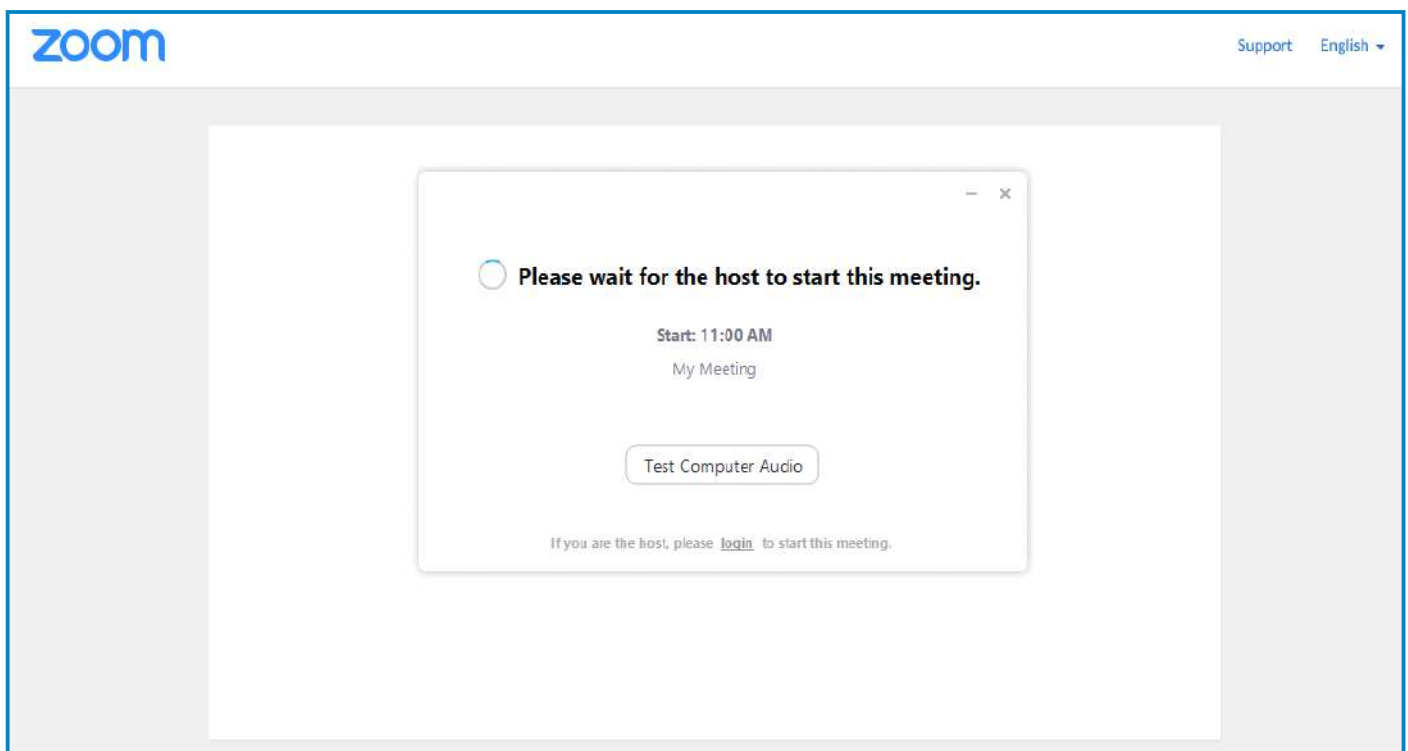
Please note that you will have to register for each day of Congress separately.

It is **very important** that you complete the registration process, otherwise you **will not receive the confirmation email containing your unique link** that will enable you to join Federal Congress.

Launching Zoom

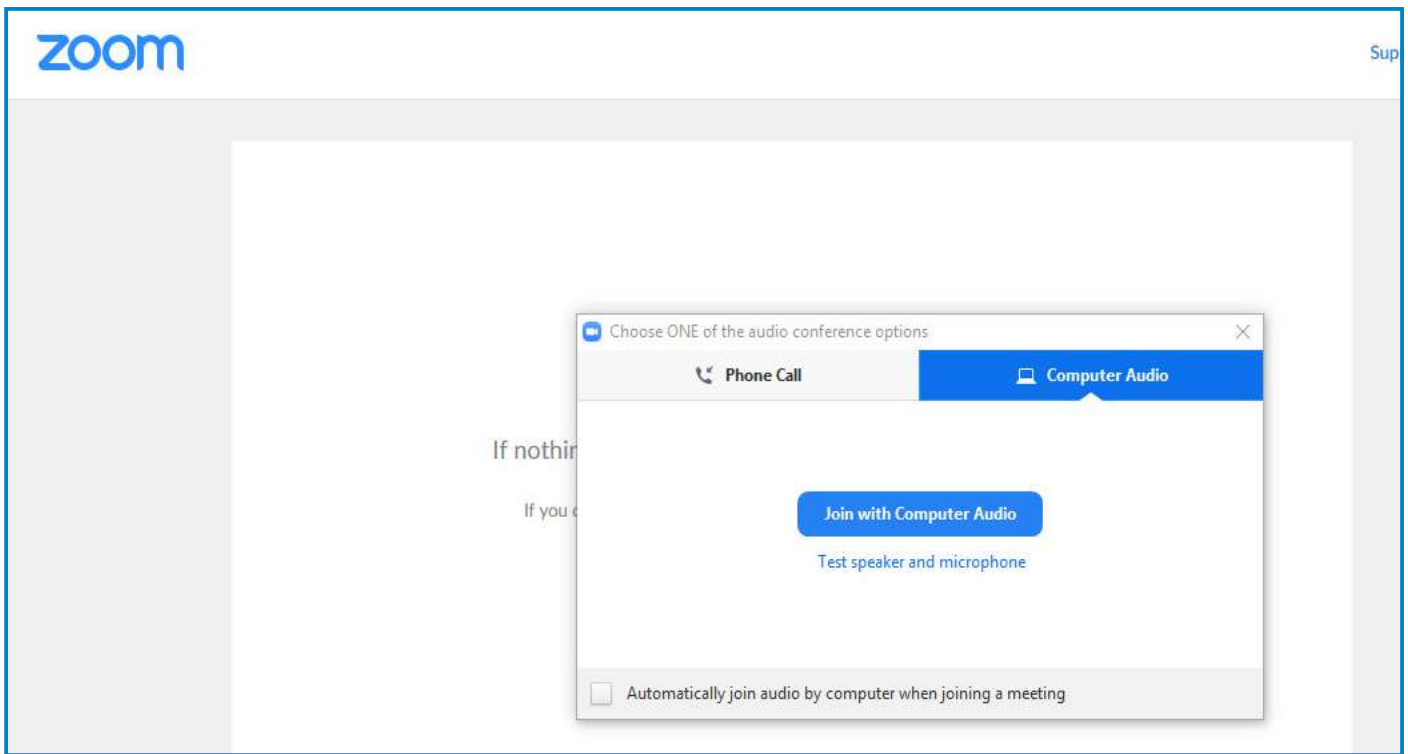
Joining the webinar online (laptop/tablet/smartphone):

1. If you have completed the **registration process** as mentioned above, you will receive an email containing your unique link. These will be re-sent to you on the mornings of both 31 October and 1 November.
2. Click on **“Click Here to Join”** and it will automatically open a tab in your web browser as it launches Zoom. (Note that connecting with your laptop or desktop is recommended rather than your phone as this gives you more control of the Zoom functions.)



3. Once the host starts the meeting, a new window will appear whereby you can choose to join either via “Computer Audio” or via “Phone Call”. You will need to join via **“Computer Audio”**.

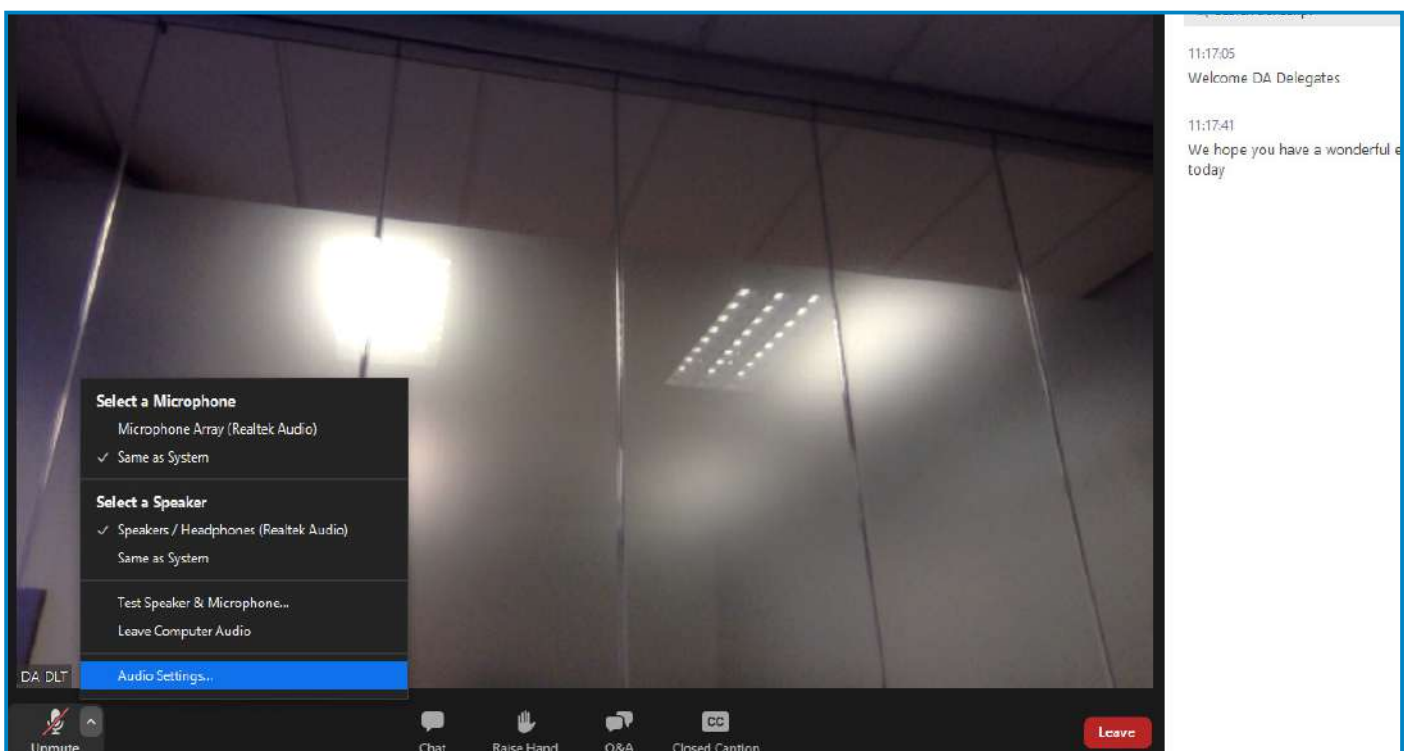
If you want to test if your microphone and speakers/headphones are working prior to joining, click on **“Test Speaker and Microphone”**. Once you are satisfied that all is working, select “Computer Audio” and “Join with Computer Audio” and you will be redirected to the Zoom Webinar page.



4. Once you've reached the home window you will see the controls. In the bottom left are the audio controls. This is where you will manage your audio output.

Once again, it is recommended that you test the audio before the meeting starts. However, if you need to adjust or change any of the audio settings, click on the little arrow icon next to the microphone.

Then, click on "Audio Settings" and you will see a pop-up from where you can test your speakers and microphone again, as well as change the audio devices.

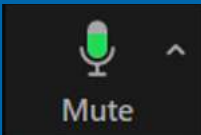
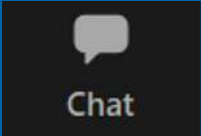
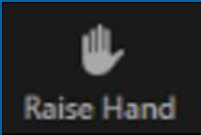
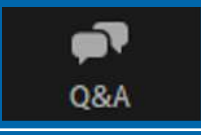
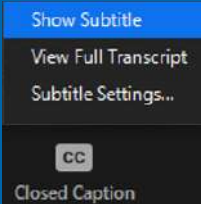


Zoom functions and features

The bottom command bar allows you to control various aspects of your Zoom meetings. Note that the availability of certain features is set by the host, and that some features you may have used in Zoom meetings in the past do not apply to the Webinar feature that will be used for Federal Congress.



You will need to be able to use the following functions for the meeting:

	<p>Mute: You will automatically be muted when you join the meeting due to the size of this event. Only the moderators will be able to unmute you. Once you have been unmuted you will see a green bar appear as you are speaking which indicates that the members can hear you and your audio has been unmuted. Once you have made your submission please mute yourself and the mute icon will have a red dash through it, which means the members cannot hear you.</p>
	<p>Chat: When enabled, this function will allow you to make written submissions during the meeting and communicate with the moderators. Simply click on the chat icon and a new window will pop up where you may proceed to start typing in the text box and see any chat messages others may have posted.</p> <p>Important: Just above the text box where you want to type, there is a “To” dropdown where you can select whether to send your message to “All Panelists” or to “All Panelists and Attendees”, the latter meaning everyone in the webinar will see your message.</p> <p>Once you have completed writing your message and choosing who to send it to, you can click submit or press enter on your keyboard to send your message.</p>
	<p>Raise Hand: The Raise Hand feature may be enabled in certain instances. The moderators will acknowledge when you have raised your hand and give you a speaking opportunity during the session if time permits. To access this function simply click on this icon.</p>
	<p>Polls: Once the moderator has launched a poll, you will have access to this icon, and then you will be able to vote in the poll. When you click on the poll icon, a (or various) question(s) will appear on your screen at which point you will need to select an answer for each question and click submit. In the event that the pop-up disappears, you can just click on this icon to re-open the window.</p>
	<p>Q&A: This function will allow you to ask questions that will be visible to the hosts and panelists. When you click on this icon, a window will pop up and you can proceed to type your question.</p>
	<p>Closed caption: This webinar might be making use of “Closed Caption” text throughout the session. Closed Caption allows you to see text which the moderators want you to see such as the speaking lists and agenda items.</p> <p>At the beginning of the meeting please click on the Closed Caption icon and select “Show Subtitle”. This will allow you to see the text at the bottom of the screen should the moderators wish to broadcast anything.</p> <p>If you want to access all the broadcasts from the moderators, please click on the “View Full Transcript” option.</p>



Zoom support

In advance of Federal Congress, the circulars distributed will contain the contact details of individuals that can assist you with Zoom download and setup, or registration queries.

If you need any technical support during the live running of Federal Congress, please note the following numbers:

- WhatsApp 061 374 9769 (no calls)
- or
- call 010 020 6043.

If you call and do not get through, please leave a message and the team will get back to you.





 DAcongress2020.co.za