



**SOUTH AFRICAN COUNCIL  
FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION**

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**ADMINISTRATIVE GUIDELINES  
AND  
QUALITY ASSURANCE PROTOCOL**

**FOR THE  
SOUTH AFRICAN COUNCIL FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION  
(SACLAP)**

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## APPENDIX

Appendix 1: Letter Template

## 1. INTRODUCTION

The purpose of this document is to set out the administrative guidelines and quality assurance process that is to be adhered to by all Council Members and Committees of Council.

## 2. TEMPLATES

### 2.1 Formatting

All text is to be aerial.  
Headings are 11pt, capital letters and in bold  
Body of text is 10 pt.

Page setup is to be as follows:

Top:	2,58 cm
Bottom:	1,27 cm
Left:	2,5 cm
Right:	1,8 cm

The SA English dictionary is to be used.

### 2.2 Minutes

Refer to Meeting Guideline Document

### 2.3 Letters -

Refer to template attached.

### 2.4 Emails

- Internal to Council personal signature may be used
- External to the Council the official signatures are to be used:
  - Secretariat – signature above with logo and address
  - Council members – signature at the bottom centered
- Response to all emails by council and committee members is 48 hours. No response to sender implies that you agree with the mainstream.
- If a response is urgent, the non-responder is to be contacted telephonically.
- A majority vote will be 2 out of 3.

### 2.5 Reports

- To keep to the formatting described above.
- A water mark is to be added to the report covers.
- Annual Report and Business Plans are to allow for sometime to be enhanced graphically.

### 2.6 Certificates

To be confirmed.

### 2.7 Progress Reports

- Existing format was approved. Refer to template.
- Ratification is to be amended to read Recommendations.
- The progress report is to clearly set out:
  - Items for discussion
  - Recommendations to Council
  - Items requiring Council approval

## **2.8 Newsletters**

- These are prepared by the President unless otherwise delegated.
- A newsletter is to be prepared after each Council meeting.
- All Council Committees are to input into the newsletter

## **2.9 Notices**

- Notices are to be sent out to registered persons as and when required informing them of a specific item.
- These can be sent out at any time.
- EXCO approval is to be obtained for sending out a notice.

## **3. QUALITY ASSURANCE**

- a. This process will be driven by the Registrar.
- b. When programming deliverable, a minimum of a week is to be allocated for the Quality Assurance process.
- c. This process will be applicable to all Council documentation:
  - i. The draft document is forwarded to the Registrar by the writer.
  - ii. The Registrar will identify a Council Member to review the document together with him/herself.
  - iii. The document is then forwarded to the writer for amendment.
  - iv. The final draft is then presented to the Registrar who will circulate it to EXCO for the final approval.
  - v. The final draft is sent back to the writer, via the Registrar for the final amendments.

## **4. PERFORMANCE ASSURANCE**

- a. The minutes of meetings and the progress reports detailed above will be the tracking mechanism in terms of ensuring performance and progress of the various committees.
- b. The Registrar will be tasked with following up the individual action items and ensuring that the targets set are met.

## **5. MEETINGS**

- a. Refer to Meeting Guideline Document for individual roles and responsibilities.
- b. For Council meetings, the chair person will chair the first part of the meeting, and the Registrar is to chair the meeting once the discussion moves onto the committee items.
- c. For each EXCO meeting a chairperson of a committee is invited to discuss/present the in depth functioning of the committee.

**APPENDIX 1**

**LETTER TEMPLATE**

**On the correct SACLAP letterhead**

DATE

ADDRESS

(by email)

Attention:

**RE: XXX**

Yours faithfully,

**XXX (PrLArch)**

On behalf of the **XXXXXX** of SACLAP