



## AL2506 - The Human Awareness Programme (HAP) Collection

Call Number: AL2506  
Title: The Human Awareness Programme (HAP) Collection  
SubTitle:  
Creator: Unknown  
Origination: HAP  
Inclusive Dates: 1977-1993  
Bulk Dates:  
Extent: 7.7 linear metres (77 archival boxes)  
Language: English  
Acquisition: Accession Number: none  
Access Restrictions: This collection is open for research  
Use Restrictions: Copyright restrictions may apply. See SAHA copyright statement for Use Restrictions.  
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Abstract: The Human Awareness Programme (HAP) offered three main services: consultation, organisational development and training, and publications. The consultation service established structures, developed staff procedures, raised funds, planned events, set objectives and implemented campaigns. The organisational development and training service created efficient working environments, relationships and administration. The publications service aimed at developing skills and providing information on issues current to South Africa.

### Introduction

The Human Awareness Programme (HAP) offered three main services: consultation, organisational development and training, and publications. The consultation service established structures, developed staff procedures, raised funds, planned events, set objectives and implemented campaigns. The organisational development and training service created efficient working environments, relationships and administration. The publications service aimed at developing skills and providing information on issues current to South Africa.

### Related Materials

AL2556 - The HAP audiovisual material

### Notes

This collection includes minutes, reports, correspondence, and other documents relating to training projects in human relations in the workplace and management consultancy.

### Inventory

- 1: Administration
  - 1.A: Daily letters
    - 1.A.1: Director
      - [1987 - 1988]
      - Location: S1/1*
    - 1.A.3: Publications Officer
      - [1991]
    - 1.A.5: Administrative officer
      - [1991-1992]
    - 1.A.6: Programme Coordinator
      - [1991]



## AL2506 - The Human Awareness Programme (HAP) Collection

- 1.A.7: ETP Coordinator  
[1991]
- 1.B: Office Running
  - 1.B.5: Dept. of Finance/Taxes  
[1989 - 1990]
  - 1.B.6: Legal Opinions
  - 1.B.9: Incoming Correspondence  
[1981 - 1987]
  - 1.B.11: Workmen's Compensation Act
- 1.C: Committees
  - 1.C.1: Executive
    - 1.C.1.a: Reports  
[1977-1992]  
*1977 - 1980 Location: S1/3*  
*1981 - 1985 Location: S1/4*  
*1986 - 1992 Location: S1/5*
    - 1.C.1.bi: Minutes  
[1977 - 1991]
    - 1.C.1.bii: Minutes of Combined Exec Committee and Board of Trustees
    - 1.C.1.biii: Programme Coordinators report to Joint Meeting
    - 1.C.1.c: Executive General Report to SAIRR
  - 1.C.2: Board of Trustees/Executive Correspondence  
[1978 - 1991]
  - 1.C.3: Bishop Dennis Hurley  
[1976 - 1991]
  - 1.C.4: Minutes of Board of Trustees  
[1980 - 1991]
  - 1.C.5: Staff Development Committee
    - 1.C.5.i: Corresp, memos & minutes
    - 1.C.5.ii: Staff Development Committee (Exercise Book)
  - 1.C.6: Project Committee Minutes (Exercise Book)
  - 1.C.7: Finance Committee minutes and correspondence
  - 1.C.8: Miscellaneous
    - 1.C.8.i : Executive Committee Misc documents  
[1989 - 1990]
    - 1.C.8.ii: Director/ETP/Public/Admin Misc reports
- 1.D: Planning
  - 1.D.1: Annual Planning Meetings  
[1982 - 1993]
  - 1.D.2: Issues in Planning/Discussions
  - 1.D.3: Restructuring
  - 1.D.4: Evaluation
    - 1.D.4.a: Internal
    - 1.D.4.b: External
  - 1.D.5: HAP 10th Birthday
  - 1.D.6: Targets



## AL2506 - The Human Awareness Programme (HAP) Collection

- 1.D.6.a : Afrikaans Academics
- 1.D.6.b : Economic Sector
- 1.D.7: Assessment of the Internal functioning of Project Literacy, 2 volumes
- 1.E : Contacts
  - 1.E.1: General Advisor
  - 1.E.2: Local and Regional
    - Location: S2/1*
    - 1.E.2.i: C. Hemson
  - 1.E.3: Overseas
    - 1.E.3.i: Philip Randolph
    - 1.E.3.ii : Theodore Freedman
    - 1.E.3.iii : I Young
- 2: Employment/Staff
  - 2.A: Disciplinary Procedure
    - [1989]
  - 2.B: Proposals for Staff Training
    - Location: S2/4*
    - 2.B.1: Job Description Forms
      - [? - 1992]
    - 2.B.2: Past Staff
    - 2.B.4: Staff Workshops
      - [? - 1990]
      - Location: S2/4*
      - 2.B.4.c: Training c 1982
    - 2.C.1: Internal Correspondence
    - 2.C.2: Minutes of staff meetings
      - [1979 - 1993]
    - 2.D: Staff Development Interviews
      - [1980]
  - 3: Finances
    - 3.A: Budget
      - 3.A.1: Budgets
        - [1990 - 1994]
      - 3.A.2: Salaries
        - [1986-1990]
        - Salary Survey - 1986*
        - Remuneration Review - 1987 & 1990*
        - Salary Register - 1979 - 1990*
        - Notes and corresp with staff*
      - 3.A.3: Schedule of Resources, Income and Expenditure
        - [1989 - 1993]
      - 3.A.3.d: Correspondence
      - 3.A.4: Financial Strategies
        - [1990? - 1992]
      - 3.A.5: Auditors Report



## AL2506 - The Human Awareness Programme (HAP) Collection

- 3.A.6: Metboard correspondence
- 3.A.7 : Debtors' Queries  
[1990 - 1991]
- 3.A.9: Bookkeeping - General  
[1990]
  - 3.A.9.i: Welfare Provident Fund (x3f)  
*Location: S9/6*
  - 3.A.9.ii : UIF  
*Location: S9/6*
  - 3.A.9.iii : Workmen's Compensation: Registration, correspondence, claims  
*Location: S9/6*
  - 3.A.9.iv : IRP5 certificates  
*Location: S9/7*
  - 3.A.9.v : Sales Tax, Black Tax, Employers Tax Receipt  
*Location: S9/7*
- 3.A.10: Hubert Hoskins Insurance Brokers (x4f)  
*Location: S9/7*
- 3.B.2: Donations correspondence  
[1992]  
*Location: S9/7*
- 3.B.4: Sullivan Signatories  
*Location: S9/7*
- 3.C.1: Maintenance Agreements  
[1985 - 1987]  
*Location: S9/8*
- 3.C.2: Chart of accounts  
[1993]  
*Location: S9/8*
- 3.C.3: Customer Listing (alphabetical and numerical)  
[1992 & 1993]  
*Location: S9/8*
- 3.C.4: File for Auditors  
*Location: S9/8*
- 3.D.1: ETP Finances  
[1992]  
*Location: S9/8*
- 3.D.2: Bank - correspondence  
[1989 - 1990]
- 3.D.3: Bank statements - current a/c  
[1989 - 1992]
- 3.D.4: Bank statements - Metboard  
[1989 - 1992]
- 3.D.5: Deposit slips (photocopies)  
[1993]
- 3.D.6: Interfund General Float  
[1991]



## AL2506 - The Human Awareness Programme (HAP) Collection

- 3.D.7: Phambili Bookshop  
[1992]
- 3.D.8: Trial balance and Variances  
[April 1980 - March 1981]
- 3.E: Debtors
  - 3.E.1: Debtors Statements  
[1989 - 1992]
  - 3.E.2: Ledger listings, journals, etc (computer printouts)  
[1991 -1993]
  - 3.E.3: Debtors Ledger and General Ledger Sheets  
[1980-1988]
  - 3.E.4: Cash Book  
[1986 - 1992]
  - 3.E.5: Journal  
[1989 - 1992]
  - 3.E.6 : Account Payments  
*Arch-lever Files S10/10 S10/11 S10/12  
S11/1 S11/2 S11/3 S11/4 S11/5*
  - 3.E.7: ETP Finances  
[1990 - 1992]
  - 3.E.8: Copies of cheques received re: Publications  
[1992 - 1993]
  - 3.E.9: Debtors: Messenger Services  
[1992]
  - 3.E.10: Invoices  
[1991 - 1992]
  - 3.E.11: Misc financial documents and notes  
*S11/10 unsorted and not filed*
- 3.F.1: Cheques counterfoils  
[1990 & 1991]
- 3.F.2: Cheques paid  
[1990-1991, 1992-April 1993]
- 3.F.3: Training Sector Network - Paid cheques  
[Nov 1992-April 1993]
- 3.F.4: Petty Cash Vouchers  
*July 1989 - Dec 1989 & 1990  
Jan - Mar 1993;  
Petrol slips; postal slips*
- 3.F.5: Misc reports, charts of account  
[1990]
- 4: Fundraising
  - 4.A: Fundraising Administration and General
    - 4.A.1: Fundraising Act
    - 4.A.2: Fundraising planning strategies
    - 4.A.3: Fundraising campaigns
    - 4.A.4: Fundraising trips



## AL2506 - The Human Awareness Programme (HAP) Collection

- 4.A.5: Funders
- 4.A.6: Mixed and unsorted
- 4.B: Funding Agencies
  - 4.B.1: Local
  - 4.B.2: US Agencies
  - 4.B.3: Canada
  - 4.B.4: Switzerland, Netherlands, Germany, Luxembourg
  - 4.B.5: Britain
- 5: Publications
  - 5.A.1: General Correspondence
  - 5.A.2: Departmental Reports
  - 5.B.1: Funding Proposals
  - 5.D: Completed Publications
    - 5.D.1: Original copies of Change Newsletter (incomplete)
    - 5.D.2: Annual Reports
      - [1981, 1982, 1983, 1989, 1990, 1991, 1992]
    - 5.D.3: Misc Publications: Black Housing, Break Time!, Ciskei
    - 5.D.4: Info 85, 87, 89
    - 5.D.5: Change Newsletters (Published)
      - [1982 - 1986, 1987 - 1990]
    - 5.D.6: Training material
      - 5.D.6.a: You the administrator 1
      - 5.D.6.b: You and UIF 2
      - 5.D.6.c: You and PAYE 3
      - 5.D.6.d: You and Workers' Compensation 4
      - 5.D.6.e: How to fill in forms 5
      - 5.D.6.f: How Organisations work
        - Group leaders manual*
        - Book 4 Simple Bookkeeping*
      - 5.D.6.g: The Organisation as an Employer
        - Book 2 The right person for the job*
        - Book 3 Integrating new staff*
      - 5.D.6.h: Ukusebenza Kwezinhlangano
        - Incwidi 1 Isisekelo se Zakhiwo*
        - Incwidi 5 Ukubeka Imigomo Kanye Dokwakha Amasu*
      - 5.D.6.i: Basic Typing manual
      - 5.D.6.j: Bridge
        - [1983, 1985, 1987, 1989, 1991]
    - 5.F.3: Advertising flyers
    - 5.F.7: Distribution
      - 5.F.7.a: Completed orders
        - [1992]
  - 6: Training
    - 6.A: Administration
      - 6.A.1: Reports and minutes
      - 6.A.2: Correspondence



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[1985 - 1993]

- 6.A.3: Organisational Skills Training
  - Akanani Rural Dev Association - 1992*
  - Science Education Project - 1993*
- 6.A.4: Office Skills Training Dept
- 6.A.5: ETP

- 6.A.5.a: General

- [1992]

- 6.A.5.b : Correspondence

- [1992]

- 6.A.5.c : Organisations

- SACCAWU

- Disabled Persons of SA*

- ANC National Organising Dept*

- ANC E.Tvl*

- ANC S.OFS*

- ANC N.OFS*

- ANC W.TVL*

- Far East Rand (x2f)*

- ANC PWV - DPE*

- 1990 - 1991*

- 1992*

- SACP*

- PPAWU*

- Various Organisations*

- 6.A.8: Training Trainers

- 6.B.10: Management Team Workshop

- 6.C: Organisations' Training Workshop

- SACC Sacred Heart - 1986*

- Sister Colleen*

- EDA*

- Sisters of Notre Dame - 1986*

- Learn and Teach*

- Kroonstad Diocese*

- Lumko*

- Namibian Displaced Persons' Committee*

- Oudtshoorn Resource and Advice Centre*

- Vaal Advice Centre*

- USWE*

- Education Ribbon*

- SAADYT*

- Montesorri*

- Neusa - 1987*

- Braamfontein Parish*

- Brits Advice Office*



## AL2506 - The Human Awareness Programme (HAP) Collection

LINX

*Khanya House*

*DPSC/DESCOM*

*KNH - 1988*

*Tumahole Advice Office*

*OFS Organisations*

*Women for Peace - Alexandra*

*Five Freedoms Forum*

AR

LEG

*Belfast Advice Office*

*Christian Citizenship*

*SADWA - Cape Town (x2f)*

*- TvI*

*1983, 1984, 1985*

*Potchefsroom Advice Office*

SAAWU

*ICT - 1989*

*Ipelegeng Community Centre - 1992*

*Kwandebele Civic Association - 1992*

### 6.D: Evaluation/Consultation Workshops

6.D.1: ICT

6.D.2: The Grail

6.D.3: Urban Foundation

6.D.4: Black Sash

6.D.5: PPHCN

6.D.6: Ford

6.D.7: Tsakane Civic

6.D.8: ANC DPE

6.D.9: ANC Treasury

6.D.10: SACC

6.D.11: Project Literacy

6.D.12: Mamelodi Career Centre

6.D.13: NLC

6.D.14: SALB

6.D.15: Miscellaneous

6.D.16: SACC Final report vol 1 & vol 2

6.D.17: Urban Foundation

*Includes final report*

*Funda Centre*

*Germiston Business Developmt Sub-Cttee*

*Pimville Project*

*Katlehong Industrial Association*

*Molapo Project*

### 6.E: Research and Development material

*Non-HAP material will be kept by the Resource*





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- 6.E.1: Group work notes
- 6.E.2: ETP Programme
- 6.G : Manuals
  - 6.G.1 : Dealing with the Press
  - 6.G.2 : Training Techniques
  - 6.G.3 : Communication Skills
  - 6.G.4 : How Organisations Work
  - 6.G.5 : ETP Course Material
    - ETP (From box full of Barbara Creecy's things)*
      - 1. *Requests for Subsidy*
      - 2. *Adverts*
      - 3. *Planning 1992*
      - 4. *Meetings*
        - 1990
        - 1992
      - 5. *FAWO*
      - 6. *JOYCO workshop*
      - 7. *Popular education (x3f)*
- 7: Networking
  - 7.A.1 : Training Sector Network
  - 7.A.2 : National Development Forum
- 8 : HAP Archives
  - 8.A.1: Businessmen's Group
    - Minutes (Bound volume)*
    - Correspondence*
  - 8.A.2 : Community Can
  - 8.A.3 : Media Organisers Report
    - [1973 - 1979]
  - 8.A.4 : Black History Group
  - 8.A.5 : Urbanisation Committee
  - 8.B : Projects
    - 8.B.1 : Ciskei workshop
    - 8.B.2 : Resettlement visit
    - 8.B.3 : Hostels
    - 8.B.4 : Black managers in white environment workshop
    - 8.B.5 : Campaign against constitution
      - [1983]
    - 8.B.6: 'South Africa: The narrow margin - How Black and White South Africans view change'
      - Manuscript*
    - 8.B.7 : Bergstraesser
      - Correspondence*
      - Book outline and comments*
      - Manuscript*
    - 8.B.8.i : Interview Reports
      - [1977 - 1981]
    - 8.B.8.ii : Education



## AL2506 - The Human Awareness Programme (HAP) Collection

- 8.B.8.iii : Church
- 8.B.8.iv : Jaycee
- 8.C : Organisations HAP involved with
  - 8.C.1 : Education Information Centre (EIC)
  - 8.C.2 : Centre for Intergroup Studies
  - 8.C.3 : Rural Development Institution
  - 8.C.4 : USWE
- 8.D : Attitude Change?
- 8.E : HAP Cape
  - 8.E.1 : Reports, correspondence, minutes and project proposals
  - 8.E.2 : Workshops and staff meetings
  - 8.E.3 : Local government
  - 8.E.4 : Key legislation
  - 8.E.5 : Interview reports
  - 8.E.6 : MNC focus
  - 8.E.7 : Consultation
  - 8.E.8 : Organisation for Change
  - 8.E.9 : Training
  - 8.E.10 : Church Workers' Forum
  - 8.E.11 : Businessmen's Group
- 8.F : HAP Natal
  - 8.F.1 : Staff Reports
  - 8.F.2 : Admin reports and correspondence
  - 8.F.3 : Reports
  - 8.F.4 : Reports
  - 8.F.5 : Reports
  - 8.F.6 : Reports
  - 8.F.7 : Regional Committee
  - 8.F.8 : Projects
    - 8.F.8.1 : Durban contact (incl Afrikaners and trade unions)
    - 8.F.8.2 : Change Crisis Committee
    - 8.F.8.3 : Black labour
    - 8.F.8.4 : Change Data Centre
    - 8.F.8.5 : Diakonia evaluation
    - 8.F.8.6 : Newspeak
    - 8.F.8.7 : Community Workers' Forum
    - 8.F.8.9 : EDCORE workshop
    - 8.F.8.10 : Housing coordination
    - 8.F.8.11 : Vuleka Trust
    - 8.F.8.12 : Manpower 2000
    - 8.F.8.13 : FOSATU songbook
- 8.G : South African Institute of Race Relations (SAIRR)
  - 8.G.1 : Minutes and reports - S.Tvl
  - 8.G.2 : Training - Natal, S.Tvl and Head Office
  - 8.G.3 : Minutes
  - 8.G.4 : The Hurley Resolution



## **AL2506 - The Human Awareness Programme (HAP) Collection**

- 8.G.6 : Heads of Depts
- 8.G.7 : Research Committee
- 8.G.8 : Memoranda
- 8.G.9 : Urbanisation Commission
- 8.G.10 : Staff Association
- 8.G.11 : Report to Executive Committee
- 8.G.12 : 50 & 51 Annual Conferences
- 8.G.13 : Press Statements
- 8.G.14 : Council Minutes
- 8.G.15 : Council
- 8.G.16 : Editorial Board minutes
- 8.G.17 : Finance Committee minutes
- 8.G.18 : Monitoring codes
- 8.G.19 : Correspondence with HAP
- 8.G.20 : Reports and memos by HAP to IRR
- 8.G.21 : SAIRR Border
- 8.G.22 : SAIRR W. Cape