



National Council  
Against Smoking<sub>NPC</sub>

## **GUIDELINES FOR MAKING PARLIAMENTARY SUBMISSIONS - MAKE YOUR VOICE HEARD**

*An effective and powerful submission is a simple one that explains your own or your group's views on the subject.*

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### **What format and style should I use?**

- You don't have to write in any particular format. You can write a letter, or you can write a report and attach a cover letter.
- A hand-written submission is also fine, provided your handwriting is clear and legible, if you don't have access to a computer.
- A submission doesn't have to be in any particular style, but try to make your submission as easy as possible for someone else to read. Don't be put off if your spelling and grammar aren't perfect.
- Headings are a good way to indicate that you are commenting on a different topic or making different points.
- Your submission doesn't have to be long, you need not make comments about everything.

**Below are steps to consider.**

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### **STEPS TO CONSIDER**

1. Provide your details.
  - Date
  - Full Name
  - Address and or Email
  - Organisational submissions can be made on a letterhead.
2. Indicate if you want to make oral submissions. Submissions to Parliament are normally received in written form and can be reinforced through an oral presentation to the committee.
3. Address it correctly as per the guidelines on the call for submissions for example:

To the Portfolio Committee on Health  
Ms Vuyokazi Majalamba, Committee Secretary

e-mail: [tobaccobill@parliament.gov.za](mailto:tobaccobill@parliament.gov.za)

4. If you are writing on behalf of an organisation, include Organisational aims, and your position there. Make sure you have the authority to represent the organisation.
5. Start by stating your position, or key message whether you agree or disagree with what is being proposed
6. Sum up your recommendations at the beginning and or the end of the submission. The beginning is always a good idea – but this depends on the structure of your submission.
7. Make recommendations if you can, but if you don't feel confident doing this, outlining your concerns is just as important.
8. The rest of your submission backs up your position, give your reasons. Parliament wants to know why you support or oppose the bill becoming a law.
9. Write clearly, be explicit and more specific to the clauses – give reasons and use good numbering to make it easy to follow. For example:
  - Say if you support a provision and give the reason why
  - Say if you think something needs to be changed
  - Suggest new wording for clauses
10. Use evidence to back up your position.
11. Use your story or experience to back up your position. You don't have to be a subject expert to make a law reform submission. Some of the most powerful and persuasive submissions come from the experiences and stories of people who themselves are or have been directly affected by the law.
12. You can break down your submission by theme e.g. on 100% smoke-free areas or on plain packaging.
13. You may also include:
  - Details of other people or organisations that support your views
  - Who you have consulted in writing your submission

## **REMEMBER**

- You need not write on the entire Bill, you can choose areas to focus on.
- Consider using bullet points rather than long sentences, to keep it short
- Make the submission within the stipulated deadline.
- Checklist before sending through the submission
  - Is the key message clear?
  - What needs more explanation?
  - Is there anything repetitive?
  - Does it make sense?
  - Does it keep to the subject?

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**COVERING LETTER** [*others prefer including a cover, others include this as an introductory section of submission*]

Date

[Page number]

### **Submission to the Portfolio Committee on Health on the Tobacco Products and Electronic Delivery Systems Control Bill [b33 – 2022]**

This submission is from (name of individual/organisation and address).

I/we wish to appear before the committee to speak to my/our submission.

I can be contacted at: (List your daytime contact telephone number and email address or the name, address, contact telephone number; and email address of the contact person for your organisation if different from above).

I/we wish that the following also appear in support of my/our submission: (list names and positions in organisation)

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## **SUBMISSION**

I/we support/oppose the intent of this bill because (state reasons).

If an organisation, give brief details of your organisation's aims, membership and structure and or any people consulted in the preparation of the submission.

I/we wish to make the following comments (general views) and OR wish to make the following recommendations.

Clause 1 (if submitting on a bill) I/we support/oppose this clause because (state reasons).

Clause 2 (if submitting on a bill) Although I/we agree with the general intent of this clause, I/we consider that (note changes you would like made and suggest new wording).

Specific comments (if relevant) I/we wish to raise the following matters under clause 1, expand on your views and give reasons).

Recommendations (List any further recommendations or conclusions you wish the committee to consider. You may wish to restate recommendations mentioned earlier.)

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**SUBMISSION [letter format]**

Mr. Yunus Carrim  
Parliament of the Republic of South Africa  
Department: Standing Committee on Finance  
Republic of South Africa  
By email: [awicomb@parliament.gov.za](mailto:awicomb@parliament.gov.za)

25 May 2017

**RE: Submission on Health Promotion Levy on Sugar Beverages**

We make this submission on the proposed Sugary Drink Tax as an alliance of about Twelve like-minded organisations with a mission to improve the health of an increasingly obese South Africa, compelled by the constitutional right that says that everyone should have access to clean drinking water and sufficient (healthy) food.

We believe that improving diet to reduce these NCDs in South Africans requires a sustained public health effort that addresses environmental factors and the conditions in which people live and make choices.

**WHY WE NEED THE TAX**

We support the National Treasury's sugary drink tax and applaud them for their efforts to improve South Africans' health; however, the tax can be strengthened to make it even more effective

**[RECOMMENDATIONS] WAYS TO STRENGTHEN THE TAX**

- 1. Tax all the sugar in all sugary drinks [reasons provided]**
- 2. Increase the tax rate of concentrates [reasons provided]**

Thank you very much for considering our comments and recommendation.

Kind Regards

Healthy Living Alliance

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