

**REPORT ON THE PREPARATIONS FOR THE
INSTALLATION OF THE TEC, IEC, IMC AND IBA**

1. GENERAL

The transitional bodies will be high profile institutions which will manage the process and which the public will expect to be in operation almost immediately after the MPNP has decided at its plenary meeting to implement them. In order to prepare for such an event, on 2 September 1993, the Negotiating Council mandated the Planning Committee to take necessary steps.

2. BUILDINGS

To house the TEC and its substructures as well as its administrative support staff a building of at least 9000 m² had to be found. For the IEC and the IMC about 4000 m² will be needed. No building has yet been considered for the IBA. After considering more than 20 buildings in Kempton Park, Germiston, Johannesburg, Sandton, Midrand, Verwoerdburg and Pretoria it was decided to house the primary TEC structures in the Saambou building in Andries street, Pretoria. The IEC/IMC have yet to be decided.

The interior layout of the buildings will have to be changed to accommodate the needs of the different bodies.

3. FUNCTIONS AND PROCEDURES

Based on the functions and responsibilities outlined in the 4 Acts, a process was started to prepare draft working procedures (eg standing rules) for the various bodies and their substructures. These drafts will be presented to the TEC, IEC and IMC for consideration at their first meetings.

4. ADMINISTRATIONS

The different administrative requirements of the bodies were examined. Based on this, the likely number of administrative support staff for each of the bodies was estimated. The initial core of such staff must be recruited and trained to a level of acceptable proficiency before the various councils or commissions meet for the first time, otherwise there will be unacceptable delays.

5. FURNITURE AND EQUIPMENT

Acceptable furniture and equipment such as computers and telephones will have to be obtained and installed before the council and commissions can begin their work. This process should commence in due course.

6. **STATIONERY**

Letterheads and various forms must be designed and printed in time. This process will start as soon as the postal addresses, telephone numbers and fax numbers can be finalised. There will be no consideration of logos unless and until this would be initiated by the TEC once it has assumed office.