

THESE MINUTES ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE PLANNING COMMITTEE AND THE NEGOTIATING COUNCIL.

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 31 MARCH 1993 AT 16H30 AT THE WORLD TRADE CENTRE

- PRESENT: B Alexander
 R Cronje
 C Eglin
 PJ Gordhan
 FT Mdlalose (Chairperson by rotation)
 RP Meyer
 MC Ramaphosa
 J Slovo
 Z Titus
 M Webb
- T Eloff (Administration)
 G Hutchings (Minutes)

1. Chairpersonship and Welcome

- 1.1 FT Mdlalose assumed the role of Chairperson for this meeting.
- 1.2 All members were welcomed.
- 1.3 An apology was made for the late arrival of PJ Gordhan.

2. Ratification of Agenda

The agenda was ratified.

3. Report from Communications Committee

- 3.1 A representative from the Communications Committee presented a summary report which included recommendations to the Planning Committee.
- 3.2 An in-depth written report (Addendum A) with recommendations from the Communications Committee would be tabled at the next meeting of the Planning Committee for action.
- 3.3 With regard to arrangements for the Negotiating Forum, the following was noted:

- * A Fact Sheet would be distributed to the media;
- * There would be a photographic session from 09:50 to 10:00;
- * A permanent enquiries desk will be open for the media.

3.4 It was agreed that the media will cover the cost of their lunches and refreshments. Tea and coffee will be available free of charge.

3.5 It was agreed to recommend to the Negotiating Council that a standing ad hoc Communications Committee be established.

3.6 It was noted that the next meeting of the Communications Committee would take place at 08h00 on Friday 2 April 1993. Three media representatives would be present at this meeting to discuss the needs of the media with the Committee.

4. **Minutes of the meeting of 26 and 30 March 1993**

4.1 Minutes of the meeting of 26 March 1993:

4.1.1 The minutes were adopted with the following further amendment (other amendments were made at the meeting of the Planning Committee of 30 March 1993, see minutes of that meeting):

- * Item 5.5.8 refers: "withdrew" be replaced by "requested the suspension of".

4.1.2 No matters arising were noted.

4.2 Minutes of the meeting of 30 March 1993:

4.2.1 The minutes were adopted with no amendments.

4.2.2 No matters arising were noted.

4.3 It was agreed that an "action column" be included in minutes of the Planning Committee.

5. **Procedural Issues**

5.1 Proposal on the admission of the media to meetings of the Negotiating Council:

It was agreed that the Communications Committee is to submit

recommendations and proposals to the Planning Committee with regard to the practical implementation of and the logistical implications of the proposal, in liaison with the Administration where necessary.

5.2 Contract for Administration:

It was agreed that the sub-committee be mandated to draw up a draft contract for the Administration.

5.3 New Participants - Criteria:

5.3.1 It was agreed to defer this matter until the next meeting of the Planning Committee. It was also agreed that a definite proposal should be submitted to the next meeting of the Negotiating Council.

5.3.2 The sub-committee was requested to prepare a further draft for the next meeting of the Planning Committee, taking into account views expressed within the Planning Committee when the initial report of the sub-committee was presented.

5.3.3 It was agreed that a notice with a deadline date be sent by the Administration to all parties/organisations/delegations to further request submissions to the sub-committee with regard to criteria for participation.

5.4 Name of the Process

It was noted that no agreement was reached on this issue and the matter be deferred to the next meeting of the Planning Committee.

The meeting adjourned at 06h15.

The meeting reconvened at 07h15.

5.5 Arrangements for the Meeting of the Negotiating Forum (1 & 2 April)

5.5.1 Allocation of Sessions:

The following allocation of sessions was agreed to:

Day One (1 April 1993):

*	Session One	:	10h00 - 13h00
*	Lunch	:	13h00 - 14h00
*	Session Two	:	14h00 - 16h00
*	Tea	:	16h00 - 16h30

* Session Three : 16h30 - 18h00
End of Day One.

Day Two (2 April 1993):

* Session One : 09h00 - 13h00
* Lunch : 13h00

End of Day Two.

5.5.2 Report on the Standing Rules to the Negotiating Forum:

It was agreed that C Eglin and MC Ramaphosa present the document and answer any questions.

5.5.3 Report on the Name of the Process to the Negotiating Forum:

5.5.3.1 It was agreed that B Alexander and J Slovo report to the Forum that no proposal in this regard is yet available and briefly explain the different views.

5.5.3.2 It was agreed to propose to the Forum that this issue be referred back to the Planning Committee for a proposal to the Negotiating Council.

5.5.3.3 It was agreed to propose to the Forum that a circular should be distributed to the Leaders of Delegations, allowing delegations to indicate their first and second preferences for the name of the process to assist the Planning Committee in submitting a proposal to the Negotiating Council.

5.5.4 Report on the Composition and Structure of the Multi-Party Negotiating Forum:

It was agreed that R Meyer and Z Titus present the report to the Forum.

5.5.5 Participation:

5.5.5.1 It was agreed that M Webb present the report to the Forum.

5.5.5.2 The report should note that:

* The issue of Participation is still under consideration;

* A report has been submitted by the Planning

Committee to the Negotiating Council, but a further recommendation will be submitted to the Negotiating Council by the Planning Committee and a proposal will be tabled at the next meeting of the Negotiating Forum.

5.5.5.3 It was noted that any party/organisation/delegation has the right to question the presenter or comment upon this issue within the meeting of the Negotiating Forum.

5.5.6 With regard to violence (Item 5 of the Agenda for the meeting of the Forum), it was agreed that a Resolution Committee consisting of C Eglin, PJ Gordhan, R Meyer and Z Titus drafts a resolution on violence as a proposal to the Forum. In this way the debate on violence could remain structured. It would be proposed that the Negotiating Council be mandated to set up mechanisms to deal with issues in respect of violence.

5.5.7 With regard to the CODESA Agreements and the Phases of the Transition (Item 6.1 and 6.2 of the Agenda for the meeting of the Forum), it was agreed that M Maharaj and SS van der Merwe present the report.

5.5.8 In respect of the way forward it was agreed that the Planning Committee meet over lunch on 1 April 1993 to assess the progress of the Forum. From this meeting a draft resolution on the way forward could be proposed to the Forum.

5.5.9 It was agreed that the following documentation should form part of the packs for the meeting of the Forum:

- * Agenda
- * Standing Rules
- * Composition and Structure of the Multi-Party Negotiating Process
- * Summary of CODESA Agreements
- * Speaker Request Cards
- * Logistical Information

6. Demonstrations on 1 & 2 April 1993

It was agreed that:

- * Petitions from demonstrating groups should be received at the gate.
- * Demonstrating groups should not be allowed through the gates, but should be

handled in a sensitive manner by the security. There would be one control point at the gate and a second one in front of the entrance to the World Trade Centre.

- * On the possibility that groups may manage to obtain entry, a waiting room should be provided for them.

7. **The Role of the International Community**

This was deferred to the next meeting of the Planning Committee.

8. **Requests for Observer Status**

8.1 It was agreed that the United Nations be allowed three representatives.

8.2 It was agreed that the delegations from Egypt and the PLO not be accorded official observer status.

9. **Administrative and Financial Matters**

It was noted that the Financial Administration is writing a letter to participating Administrations to notify them that they will no longer receive a subsidy for participating in the negotiating process. The Auditor General does not authorise the payment from one government to another already subsidised government within the negotiating process.

10. **Meetings Schedule**

10.1 It was agreed that the Planning Committee meet on 15 April 1993 from 10:00 to 16:00.

10.2 It was agreed to use a full day for the Negotiating Council meetings.

10.3 A request that meetings should begin timeously was noted.

10.4 It was requested that the Meetings Schedule be updated to include times.

11. **Closure**

The meeting closed at 22:00.

These minutes were ratified at the meeting of the Planning Committee of 3 May 1993 and the amended version signed by the Chairperson of the original meeting on 14 May 1993


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CHAIRPERSON

**RECOMMENDATIONS BY THE COMMUNICATIONS COMMITTEE
TO THE PLANNING COMMITTEE - 31 MARCH 1993**

**1. Issues for recommendation to the Planning Committee on the meeting of the
Negotiating Forum of 1 and 2 April 1993**

1.1. Access of media (logistical and security):

To be maintained as for the Planning Forum, as there were no complaints by the media about the access control.

1.2. Photo sessions:

There should be photo sessions 10 minutes prior to the start of the meeting on both Thursday and Friday. The arrangements of these sessions are to be handled by Administration and Security.

1.3. Meals and Refreshments:

There is no objection to the media being responsible for the payment of their own meals and refreshments. Tea and coffee would be provided free of charge. The media must, however, be informed this afternoon of these arrangements, and notification should be handled by Administration.

1.4. Media Conferences:

A booking facility is to be ready for the booking of the Press Conference Room. This should be available to both the Parties and the media. There should be a notice board outside the Media Conference Room where the booking sheet can be displayed. A copy of the booking sheet should also be kept by one responsible person who should be situated at the enquiries desk. The same list should also be available in the office of the Communications Committee.

1.5. Enquiries desk:

A permanent enquiries desk for the media will be situated at the registration desk, to handle all media queries and to make bookings. Copies of the Fact Sheets are to be available here. A register into which parties can submit the name of a contact person and telephone number should also be available.

1.6. Numbers of media representatives that can be expected:

Provision should be made for 200 media persons', as for the planning conference.

1.7. Briefing of press:

1.7.1. A Fact Sheet submitted to all members of the media would be sufficient. It would not be necessary to have a full media briefing. The Fact Sheet should follow the same format as for the Planning Conference, but should include the additional details discussed.

1.7.2. The Fact Sheet should be distributed in the name of Administration.

1.7.3. Before being distributed, the Fact Sheet should be ratified by members of the Communications Committee. The members who volunteered to scrutinise the fact sheet at 16h00 were, Mr Razak, Mr Niehaus, Mr Bambo, and Mr Harrod.

2. **The future role of the Communications Committee**

2.1 The Committee should continue to exist with the same terms of reference.

2.2 Each party to submit the name of one representative.

2.3 The Committee should remain as unrelated to politics as possible, but still maintain the necessary political checks and balances.

2.4 It should be left to the discretion of the Planning Committee to inform the Communications Committee of when their input is required. But, if the Communications Committee feels it need to make a contribution and has been called upon, they should make representations to be invited to Planning Committee meetings.

2.5 In general the Planning Committee should call on the Communications Committee for any advice on media related issues.

2.6 There should be a 3 person chairpersonship functioning as a convening committee. The chairpersonship should operate on a rotating basis. Chairpersons should have a fair amount of delegated authority, and should function as the management committee for the Communications Committee. Mr Carl Niehaus, Mr Piet Coetzer and Mr Mark Shinnars were appointed as Chairpersons.

3. **Media presence at the meetings of the Communications Committee**

3.1 The meetings should be closed to the media, but there should be 3 liaison people from the media who would be available to sit in on the meetings to which the Communications Committee feel they are required.

- 3.2 At these meetings the role of the media would be participatory.
- 3.3 The 3 media representatives would be made up of one representative from the printed media, one from electronic media and one from foreign media.
- 3.4 Selection of these 3 representatives would be made by asking members of the media to vote at the first media conference being held tomorrow.
- 3.5 After the first meeting of the Communications Committee at which the media are present, the issue of whether or not the media should be allowed to attend further meetings will be discussed.

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE PLANNING COMMITTEE AND THE NEGOTIATING COUNCIL. THE DRAFT MINUTES ARE STILL TO BE RATIFIED AT THE NEXT MEETING OF THE PLANNING COMMITTEE.

DRAFT MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 31 MARCH 1993 AT 16H30 AT THE WORLD TRADE CENTRE

PRESENT: B Alexander
R Cronje
C Eglin
PJ Gordhan
FT Mdlalose (Chairperson by rotation)
RP Meyer
MC Ramaphosa
J Slovo
Z Titus
M Webb

T Eloff (Administration)
G Hutchings (Minutes)

1. Chairpersonship and Welcome

- 1.1 FT Mdlalose assumed the role of Chairperson for this meeting.
- 1.2 All members were welcomed.
- 1.3 An apology was made for the late arrival of PJ Gordhan.

2. Ratification of Agenda

The agenda was ratified.

3. Report from Communications Committee

- 3.1 A representative from the Communications Committee presented a summary report which included recommendations to the Planning Committee.
- 3.2 An in-depth written report (Addendum A) with recommendations from the Communications Committee would be tabled at the next meeting of the Planning Committee for action.

3.3 With regard to arrangements for the Negotiating Forum, the following was noted:

- * A Fact Sheet would be distributed to the media;
- * There would be a photographic session from 09:50 to 10:00;
- * A permanent enquiries desk will be open for the media.

3.4 It was agreed that the media will cover the cost of their lunches and refreshments. Tea and coffee will be available free of charge.

3.5 It was agreed to recommend to the Negotiating Council that a standing ad hoc Communications Committee be established.

3.6 It was noted that the next meeting of the Communications Committee would take place at 08h00 on Friday 2 April 1993. Three media representatives would be present at this meeting to discuss the needs of the media with the Committee.

4. Minutes of the meeting of 26 and 30 March 1993

4.1 Minutes of the meeting of 26 March 1993:

4.1.1 The minutes were adopted with the following further amendment (other amendments were made at the meeting of the Planning Committee of 30 March 1993, see minutes of that meeting):

- * Item 5.5.8 refers: "withdrew" be replaced by "requested the suspension of".

4.1.2 No matters arising were noted.

4.2 Minutes of the meeting of 30 March 1993:

4.2.1 The minutes were adopted with no amendments.

4.2.2 No matters arising were noted.

4.3 It was agreed that an "action column" be included in minutes of the Planning Committee.

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Procedural Issues

5.1 Proposal on the admission of the media to meetings of the Negotiating Council:

It was agreed that the Communications Committee is to submit recommendations and proposals to the Planning Committee with regard to the practical implementation of and the logistical implications of the proposal, in liaison with the Administration where necessary.

5.2 Contract for Administration:

It was agreed that the sub-committee be mandated to draw up a draft contract for the Administration.

5.3 New Participants - Criteria:

5.3.1 It was agreed to defer this matter until the next meeting of the Planning Committee. It was also agreed that a definite proposal should be submitted to the next meeting of the Negotiating Council.

5.3.2 The sub-committee was requested to prepare a further draft for the next meeting of the Planning Committee, taking into account views expressed within the Planning Committee when the initial report of the sub-committee was presented.

5.3.3 It was agreed that a notice with a deadline date be sent by the Administration to all parties/organisations/delegations to further request submissions to the sub-committee with regard to criteria for participation.

5.4 Name of the Process

It was noted that no agreement was reached on this issue and the matter be deferred to the next meeting of the Planning Committee.

The meeting adjourned at 06h15.

The meeting reconvened at 07h15.

5.5 Arrangements for the Meeting of the Negotiating Forum (1 & 2 April)

5.5.1 Allocation of Sessions:

The following allocation of sessions was agreed to:

Day One (1 April 1993):

- * Session One : 10h00 - 13h00
- * Lunch : 13h00 - 14h00
- * Session Two : 14h00 - 16h00
- * Tea : 16h00 - 16h30
- * Session Three : 16h30 - 18h00

End of Day One.

Day Two (2 April 1993):

- * Session One : 09h00 - 13h00
- * Lunch : 13h00

End of Day Two.

5.5.2 Report on the Standing Rules to the Negotiating Forum:

It was agreed that C Eglin and MC Ramaphosa present the document and answer any questions.

5.5.3 Report on the Name of the Process to the Negotiating Forum:

5.5.3.1 It was agreed that B Alexander and J Slovo report to the Forum that no proposal in this regard is yet available and briefly explain the different views.

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It was agreed that R Meyer and Z Titus present the report to the Forum.

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- * The issue of Participation is still under consideration;
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10. **Meetings Schedule**

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- 10.2 It was agreed to use a full day for the Negotiating Council meetings.
- 10.3 A request that meetings should begin timeously was noted.
- 10.4 It was requested that the Meetings Schedule be updated to include times.

● 1. Closure

The meeting closed at 22:00.

These minutes were ratified at the meeting of the Planning Committee of 1993 and the amended version signed by the Chairperson of the original meeting on

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CHAIRPERSON

9