

THESE ARE MINUTES. THESE MINUTES ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE SUB-COMMITTEE ON A CODE OF CONDUCT OF THE COMMUNICATIONS COMMITTEE.

DRAFT MINUTES OF THE SUB-COMMITTEE (CODE OF CONDUCT) OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 8 JUNE 1993 AT THE WORLD TRADE CENTRE AT 14H30.

PRESENT: C. Niehaus (Chairperson)
S.N. Bambo
B.B.R. Shulubana
M.S. Setai
M. Moriarty

MINUTES: O. Khoza (Administration)

APOLOGIES

1. Apologies were noted from M.Kleynhans

2. **Welcome and Attendance**

The Chairperson welcomed the members to the meeting. Apologies were read as shown above.

3. **Introductory Remarks**

3.1 **The purpose of the Code of Conduct**

The Chairperson briefed the Committee on the reason for drawing up a Code of Conduct. The objective is to get the cooperation of representatives of the media who have been attending the Communications Committee meetings in order to facilitate their work. The Code of Conduct should not be seen as an attempt to control the media.

4. **Agenda**

No fixed agenda was adopted, but the proposals from M. Kleynhans were followed and discussed (see Addendum A).

5. **Ratification of Minutes**

This was the first meeting of the Sub-Committee for the code of conduct which was formed as a result of matters arising from the meeting of the Communications Committee held on 2 June 1993. No previous minutes exist.

6. **Matters Arising**

6.1 **Claim Forms**

The Committee expressed concern over the issue of claim forms. It was generally felt that claim forms were not being honoured in time. For example, claim forms for the 5 May have not been honoured to date. The Committee requested the Finance Department to look into this matter as a matter of urgency.

6.2 **Name Tags**

Another concern was expressed over the issue of name tags. The Committee noted that every time they come for a meeting, name tags were not available at the registration table. The Committee further requested Administration to make sure that name tags are available ten to fifteen minutes before the meeting starts.

7. **EMBARGOED DOCUMENTS**

7.1.1 **Basic Clause**

The media representatives should abide by the embargo.

7.1.2 The Committee agreed that embargoed documents should not be available to third parties, i.e. general members of political organisations.

7.1.3 The Committee further agreed that no questions or queries should be raised on embargoed documents until the embargo is lifted.

7.1.4 **Problems of the embargoed documents**

The Committee agreed that, it should meet with members of the media to discuss the problems of embargoed documents. Priority should be given to whom the Committee has had discussions with before.

8. The Committee agreed that the Chairperson and two other members of the Sub-Committee should meet with media representatives on 15 June 1993 from 13h00 to discuss the code of conduct.
9. The Committee further agreed that the three Co-Chairpersons of the Communication Committee should report to the Planning Committee on the introduction of the code of conduct in order to get the co-operation of the media.
10. The Committee agreed that the clauses in the code of conduct should be well defined to avoid misunderstanding in future.
11. The Committee agreed that, since the media was not able to convene an elected body, representing the media at the World Trade Centre, it should rely on the media representatives from current media organisations already in existence, and further agreed that the following were the areas exclusively to be used by the media.
 - 11.1 Access to media viewing room
 - 11.2 Access to the cafeteria
 - 11.3 Access to press galleries in the Negotiating Council.
 - 11.4 Access to the delegates restaurant
 - 11.5 Access to party offices

12. DATE OF NEXT MEETING

The Committee agreed to meet again on 22 June 1993 from 14h30.

13. GENERAL

The Committee requested Administration to make sure that lunch tickets are available whenever the Committee members need them.

14. CLOSURE

The meeting closed at 15h50.

Addendum A

SUGGESTIONS FOR A CODE OF CONDUCT FOR THE MEDIA

1. Registration necessary for every attendance of proceedings at the World Trade Centre. Media should carry identification to prove their media affiliation should such proof be requested.
2. Same rules apply to the media as to the delegates, support staff etc with regard to the wearing of registration tags inside the World Trade Centre.
3. Same prohibitions apply to the media as to the delegates, support staff etc - e.g. carrying of weapons inside World Trade Centre.
4. Areas for exclusive use by the media, e.g. press galleries should be jointly agreed to by the Communications Committee and the body (still to be convened) representing the media at the World Trade Centre.
5. Remedies to deal with the breaking of an Embargo by members of the media should be jointly determined between the Communications Committee and the body representing the media.
6. Mechanisms to resolve disputes and complaints should be jointly decided upon by the Communications Committee and the body representing the media.
7. An elected, representative body for the media at the World Trade Centre should be negotiated. This body would work closely with the Communications Committee.
8. The Code of Conduct should be seen as an agreement between the Negotiation Council and the media. The contents of the Code should thus be cleared with the press through their elected representative body.