

MULTI-PARTY NEGOTIATING PROCESS

P.O. Box 307, Isando, 1600
Telephone: 011-397-1198 Fax: 011-397-2211

COMMUNICATION TO ALL APPOINTED MEMBERS OF TECHNICAL COMMITTEES

As you might be aware, you have been nominated to serve on a Technical Committee of the Multi-Party Negotiating Council. The Negotiating Council has appointed you as a member of one of these Committees. (See attached list for full details).

With a view to facilitating the urgent commencement of the work of these Committees, a meeting between the members of all these Committees and the Planning Committee will take place on Monday 10 May 1993 at 14h30, at the World Trade Centre, Kempton Park. You are urged to attend this meeting.

The aims of the meeting will be for the Planning Committee to brief members of the Technical Committees on:

- * The management and functioning of the Technical Committees;
- * Time frames; and
- * Terms of Reference

The meeting will also provide an opportunity for questions and discussion on related issues, including the urgency to make progress in the Negotiating Process.

Unless you are able to use your own transport for Monday's meeting, you are kindly requested to contact the travel office on Saturday between 9h00 -14h00 at: Tel: 011 397 2452 and Fax : 011 397 2844.

We hope you will be able not only to accept your appointment, but also to attend the meeting on Monday. It is anticipated that the respective Technical Committees will be in a position to commence their work immediately.

If you have any further enquiries, please contact Dr T Eloff at Tel: 011 397 1198 (office hours) or 012 468971 (after hours).

Kind Regards

MJ Mahlangu
(Chairperson: Negotiating Council on 7 May 1993)

**NOTES ON TRAVEL AND ACCOMMODATION
ARRANGEMENTS**

1. Original claims for transport and subsistence will have to be completed and submitted individually for each separate meeting by every delegate and adviser and be accompanied by original proof of expenditure. Only claim forms bearing the printed date for the specific meeting can be accepted.
2. Please note that members of delegations of governments do not qualify for a refund.
3. **Faxed** copies of claims, flight tickets and hotel bills are unfortunately unacceptable.
4. No refunds will be made for telephone calls, valet services, bar charges, cigarettes or any claims for meals taken at hotels in stead of those offered at the World Trade Centre on the days of meetings.
5. When claiming for kilometres travelled it should reflect the shortest route.
6. Only refunds for air fares in the economic class will be accepted. Bookings made through one of the accredited travel agencies may also only be made in the economic class. To facilitate problems experienced with travel, accommodation and transport a special **TRAVEL OFFICE** in the World Trade Centre will co-ordinate with the various agencies and assist delegates and advisers.
7. Please note that flights prepaid by the Administration do not qualify for any credits to delegates and advisers in terms of any frequent flyer or similar scheme.
8. No reimbursement can be made to delegates and advisers in respect of any tickets obtained by them in terms of any frequent flyer or similar scheme.
9. Hotel accommodation booked through any of the accredited agencies must **please** be made at least 48 hours prior to day of arrival. Should pre-booked accommodation not be taken up, delegates and advisers will personally be held responsible for the "no show"-fee charged. This also applies in respect of accommodation not used for the full period booked.
10. Hotel accommodation (when necessary) is only provided on the night before and/or after meetings on the basis of dinners, bed and breakfast (dinner only when supper is not served at the World Trade Centre). No claim can be

accepted for any alcoholic beverage or any soft drink taken during dinner at the hotels.

11. Claims for 5-star hotels and/or suites cannot be accepted. Should delegates or advisers make their own arrangements for accommodation in such hotels, an amount equivalent to the tariff negotiated with either the Jan Smuts Holiday Inn or the Airport Sun will be the maximum that can be claimed.
12. When transport is required from airports in Johannesburg, requests should be made at least 24 hours prior to arrival.
13. No claims for car hire or chartered aircraft will be accepted.
14. Please note that transport between hotels, the airports and the World Trade Centre for official meetings will be provided only for delegates and advisers. Transport cannot be provided delegates, their advisers or support staff to attend meetings elsewhere in Johannesburg or its surroundings.

RECOMMENDATIONS BY THE SUB-COMMITTEE TO THE PLANNING COMMITTEE ON THE COMPOSITION OF THE TECHNICAL COMMITTEES

NB. Each of the Technical Committees should be mandated to consult with experts on any issue they might consider necessary.

1. Violence

In addition to four representatives from the National Peace Committee the following:

- * Mr V Ntsubane
- * Prof PJ Oosthuisen
- * Prof A Seegers
- * Prof H Vilakazi

2. Constitutional Matters:

- * Mr F Cachalia
- * Adv A Chaskalson
- * Prof GE Devenish
- * Adv E Moseneke
- * Adv B Ngoepe
- * Prof W Olivier
- * Dr F Venter
- * Prof M Wiechers

3. Fundamental Rights During the Transition

- * Prof H Corder
- * Prof LM du Plessis
- * Mr G Grovè
- * Ms D Nene
- * Adv Z Yacoob

4. Transitional Executive Council

- * Ms Z du Toit
- * Prof F Haysom
- * Dr JC Heunis
- * Mr ME Mapheto
- * Adv J Renene
- * Prof D van Wyk

5. Independent Media Commission and Independent Telecommunications Authority

- * Ms A Armstrong
- * Dr B de Villiers
- * Prof ADE Dlodlo
- * Adv D Dison
- * Mr EJ Mabuza
- * Adv P Pretorius

6. Independent Electoral Commission

- * Prof D Davis
- * Adv L Laubscher
- * Mr STK Ndlovu
- * Mr RB Rosenthal

7. Repeal of Discriminatory Legislation

- * Prof J Dugard
- * Prof MG Erasmus
- * Adv P Langa
- * Adv P Moroka-Motlana
- * Adv C Nkabinde