

11/5/87

Addendum E

**ADMINISTRATION: CONTRACT**  
**REPORT TO THE NEGOTIATING COUNCIL**

1. The Sub-committee of the Planning Committee was asked to prepare a draft contract with the CBM to include financial arrangements and operating guidelines.
2. The elements concerning operating guidelines to be included in the contract were approved by the Negotiating Council on 30 March 1993.
3. Payments in respect of services rendered are made direct from state funds to the CBM according to arrangements to be approved by the Negotiating Council.
4. The Negotiating Council has no legal personality and capacity to enter into financial contracts. It is accordingly suggested that the financial and administrative operating guidelines be agreed upon and recorded in a document with a copy for each party.
5. A draft record of the agreement is attached.

## RECORD OF AGREEMENT CONCERNING THE ADMINISTRATION FOR THE MULTI-PARTY NEGOTIATING PROCESS

It was agreed as follows:

### 1. Administrative operating guidelines

- 1.1 The Consultative Business Movement (CBM) will set up a separate component at the World Trade Centre to act as the Administration for the Multi-Party Negotiating Process.
- 1.2 The Administration will be directly responsible to and perform its functions under the directions of the Planning Committee as mandated by the Negotiating Council.
- 1.3 The Administration at the World Trade Centre will function separately from other activities of CBM.
- 1.4 In the event of any problem arising in this regard, the Planning Committee, as mandated by the Negotiating Council, will have the power to intervene and deal with such an issue appropriately.
- 1.5 The Negotiating Council will review the activities of the Administration from time to time.
- 1.6 It is a condition of this agreement that Dr Theuns Eloff personally heads the Administration on a full time basis.
- 1.7 The Planning Committee will have full and direct access to Dr Eloff and other appropriate members of the Administration.
- 1.8 The Administration will at all times maintain strict impartiality and objectivity and will render services to all participants in the Multi-Party Negotiating Process on the same level.
- 1.9 No member of the Administration will hold an official position or have a public profile in any political organisation or movement.
- 1.10 Members of the Administration will limit outside and public activities to the minimum so as to ensure the proper profile for these administrative functions. No member of the Administration will speak on the contents of the Multi-Party Negotiating Process in any public forum.
- 1.11 The Negotiating Council and Planning Committee will be able to intervene if it is of the opinion that the actions of any staff member

impacts negatively on the objectivity and impartiality of the Administration.

- 1.12 The Administration will perform all such services as may be decided by the Planning Committee. These will at least include administration, secretarial services, travel and accommodation arrangements, logistical arrangements and financial administration.
- 1.13 Both the Negotiating Council and the CBM reserve the right to ask for a review of this document or to terminate the agreement at any time.

2. **Financial and logistical arrangements**

Whereas the CBM is a non-profit organisation, the financial arrangements will be as follows:

- 2.1 All expenses (direct and indirect) incurred by the CBM in connection with the Administration in respect of remuneration packages, travel and subsistence expenses, will be reimbursed to it by the South African Government.
- 2.2 The CBM will be furnished with all the necessary office supplies and equipment by the South African Government.