



CONVENTION PROCEDURE

1. This document outlines the specific procedures for CODESA 2, and should be read together with the existing Standing Rules. The Standing Rules of Codesa apply to this plenary session. In addition to the Standing Rules the following Convention Procedure is designed to facilitate discussion.

The Management Committee (MC) has decided to appoint two assistants to the Chairpersons, Judges Schabort and Mahomed. These assistants will be the two members of the Secretariat, Fanie van der Merwe and Mac Maharaj.

2. Prayers :

The order of the opening prayer ceremony is as follows:

Catholic:	Bishop F Lobinger, Bishop of Aliwal
Jewish:	Rabbi Isaacs
Reformed Church:	Prof Koos Vorster, Hammanskraal Theological Seminary

The order of the closing prayer ceremony is as follows:

Hindu:	Pundit TS Maharaj, Hindu priest
Anglican:	Bishop Winston Njongonkulu Ndungane, Bishop of Kimberley and Kuruman
Muslim:	Sheikh Naazim Mohamed, Chairperson of the Muslim Council

Guidelines in respect of time keeping are 3 - 5 minutes for each individual.

3. Declaration of Intent

The addendum agreed upon by the MC will be tabled and adopted after the prayer ceremony. The IFP will then sign the Declaration of Intent.

4. Management Committee report on agreements reached in the Working Group's

This will be presented by the Chairperson of the MC, Mr PJ Gordhan, possibly accompanied by overhead slides. The Chairperson of the MC will also formally table the WG reports for discussion.

5. Discussion procedure

- 5.1 Clarificatory session

Under the agenda heading "Discussion of agreements reached by WG's", a panel of 3 members of each WGSC and the GAC SC will be available to answer any clarificatory questions that might arise. This will be limited to a maximum of 15 minutes. Delegates asking questions could speak from their seats, but should please refrain from making comments or inputs. Speaking permission will be sought by a show of hands and not through the speaker request forms (see below). The panel would be on the platform for these 15 minutes and would leave after the questions of clarification have been finished to rejoin their delegations.

- 5.2 Discussion of agreements

Speaking rights in this session will be allocated on the basis that delegates fill in the request form that is included in delegates' packs. Delegates will for the purposes of discussion other than clarificatory questions have to make use of the microphones on the central podium. The two microphones will be positioned on the platform on either side of the podium. On the request of the Chairpersons, speakers will move up to one of the microphones and wait there until it is indicated that he/she can start. In this regard, time wasted in walking to the microphones will be limited to the minimum.

Delegations would furthermore be allocated time for speaking. In this session, each delegation will be allotted 10 minutes for contributions. Delegations are free to divide these 10 minutes in which ever way they choose. Furthermore, flexibility exists in the fact that transfer of time is permissible from one delegation to the other through mutual agreement.

Please note:

- a) That the maximum length of time that any single contribution can take is 10 minutes.
- b) A participant may borrow from other participants a maximum of 20 additional minutes so that even with the rules of flexibility no participant can exceed 30 minutes in total.

In this respect, it is important to note that where such a transfer of time has taken place, the assistants to the Chairpersons should be notified in writing, indicating the amount of time transferred and signed by the head of the delegation giving the time over.

5.3 Adoption of agreements

The same rules of procedure for requesting to speak will apply in this session, with the exception of the fact that delegations will now have only 3 minutes each to contribute.

5.4 Outstanding matters

It will be recommended by the MC to the plenary that these issues as recorded in the Working Group reports should be noted only under agenda item 6.4, and that the MC be given the mandate to deal with these matters in a fitting way after CODESA 2. If accepted, this will mean that there will be no discussion necessary on "Outstanding matters".

5.5 Discussion and adoption on "Guidelines on the way forward" (agenda item 7.1.2)

The Management Committee will make recommendations in this regard. The same speaking rules and time allocation will apply in this session, with the difference that only 10 minutes will be allowed for each delegation for both discussion and adoption.

6. Functionaries

6.1 Apart from the Chairpersons, the following other tasks will be attended to by the following people:

- 6.1.1 Signing of the Declaration of Intent: Dr Frank Mdlalose, leader of the IFP delegation
- 6.1.2 Assistants to the Chairpersons: The Secretariat. The DMC Chairperson and/or the full DMC will also be available if needed.
- 6.1.3 Amendments Committee: Prof Dawid van Wyk, Dr Francois Venter and Mr Arthur Chaskalson.

- 6.1.4 Presentation of the Management Committee report on agreements reached: Mr Pravin Gordhan, Chairperson of the MC
- 6.1.5 Presentation of the MC report on the way forward: Mr Zam Titus, DMC member
- 6.1.6 Vote of thanks: Prof Selby Ripinga, DMC member

7. Times for programme

It is envisaged that items 1 - 6 of the agenda could be completed on day 1, and items 7 - 11 on day 2.