



MANCOM\SUB\GACMIN.604 (2)

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

THESE ARE MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE GENDER ADVISORY COMMITTEE, THE MANAGEMENT COMMITTEE AND THE DAILY MANAGEMENT COMMITTEE.

ADOPTED BY THE GAC AT THEIR MEETING OF 21 APRIL 1992.

MINUTES OF THE MEETING OF THE GENDER ADVISORY COMMITTEE HELD AT THE WORLD TRADE CENTRE ON MONDAY 6 APRIL AT 10H00

PRESENT: (Addendum A)

1. Welcoming remarks from the representative of the DMC/MC

1.1 The DMC/MC, in its capacity as convener of the GAC, was represented by:

M Maharaj (Secretariat)
Z Titus (Transkei Government)
J Zuma (ANC)

1.2 On behalf of the DMC/MC, and noting the historic significance of the meeting and the particular challenges faced by the GAC, Mr Z Titus welcomed the delegates present, explaining the role of DMC/MC members in attendance as that of facilitators in familiarising the GAC with CODESA structures and their administration.

1.3 Mr Titus apologised for:

1.3.1 the absence of remaining DMC members (most of whom were not in South Africa at the time) at the meeting;

1.3.2 the late/non-arrival of invitations to the first meeting of the GAC, which had been distributed via members of the MC.

1.4 Members of the GAC were requested to introduce themselves to the meeting.

2. Appointment of chairperson

It was agreed that Mr Titus should continue in the chair for the time being.

3. Adoption of agenda

3.1 The agenda was amended to include Item 3.1 as follows:

"Brief presentation by the Secretariat on:

- * the functioning of CODESA structures
- * documentation to be presented to the GAC
- * the concept of rapporteurs
- * secretarial services
- * the CODESA Declaration of Intent

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

- * the Standing Rules of CODESA
- * mechanisms for the releasing of press statements
- * the Terms of Reference of the GAC

3.2 It was noted that the agendas for future GAC meetings should be drafted by the committee itself.

3.3 Mr Titus apologised for the lack of consultation in compiling the agenda for the first meeting of the GAC, noting difficulties brought about by the short notice at which the meeting was called.

4. Presentation by the Secretariat

4.1 It was noted that this would take the form of an orientation briefing.

4.2 The meeting was referred to the organogram (Addendum B), noting that:

4.2.1 Mr P Gordhan (NIC/TIC) is the chairperson of the DMC/MC until the next plenary of CODESA;

4.2.2 The Secretariat comprises Mr M Maharaj and Mr SS van der Merwe;

4.2.3 Each of the five Working Groups comprises two delegates and two advisors from each of the nineteen participating parties/organisations/administrations;

4.2.4 Four of the five Working Groups have sub-divided into sub-groups as indicated on the organogram in order to address specific problems facing the negotiations process;

4.2.5 Working Group 5 has sub-divided its two sub-groups into eight task groups;

4.2.6 The Working Groups are responsible to the next CODESA plenary, and are directed by the MC until then;

4.2.7 One of the primary functions of the Secretariat is to facilitate administration, the technical details of which would not be addressed at the meeting.

4.3 Regarding the appointment of rapporteurs, it was noted that:

4.3.1 Each committee is allowed two rapporteurs;

4.3.2 The role of the rapporteurs is to draft reports reflecting the political subtleties of debates and decisions reached.

4.4 Referring to the Terms of Reference of the GAC (Addendum C), the meeting was advised that a pack containing the following documentation is available for circulation to members of the GAC:

- * all minutes of the meetings of the MC, DMC and Working Groups 1 - 5 to date

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

- * all minutes of the meetings of the two other MC sub-committees (The King of the Zulus and Other Traditional Leaders; The Declaration of Intent)
- * The Terms of Reference of Working Groups 1 - 5
- * The Declaration of Intent
- * Standing Rules of CODESA
- * Fact Sheets (communiqués from the Secretariat concerning administrative and financial matters)
- * external submissions to CODESA

4.5 It was agreed that this pack should be couriered to all GAC members by the end of the week.

4.6 It was agreed that the minutes of all future meetings, as referred to under Item 4.4 above, should be made available to the GAC by means of a mechanism yet to be determined.

4.7 The following was noted:

4.7.1 The GAC should determine the frequency with which it meets and notify administration accordingly so that the necessary venue, travel and accommodation arrangements can be made;

4.7.2 The Secretariat is the official communication channel between the GAC and the other CODESA structures;

4.7.3 A permanent secretary and minute taker will be made available to the GAC;

4.7.4 Each Tuesday, a statement is released to the media which may include draft statements from the individual CODESA structures. Such draft statements for inclusion:

4.7.4.1 should reach the Secretariat by noon each Tuesday;

4.7.4.2 should concentrate upon substantive decisions and agreements of which the general public needs to be made aware;

4.7.4.3 should bear in mind the sensitive nature of the negotiations process and be in keeping with the spirit of CODESA;

4.7.4.4 are included in the overall CODESA media release at the discretion of the DMC/Secretariat;

4.7.5 Each of the Working Groups has a Steering Committee of between five and eight members to direct and facilitate the ordering of its work and to ensure that there is continuity.

4.8 The procedure regarding the minuting of meetings in liaison with the chairperson was explained and noted, with particular reference to Item 3.4 of the Standing Rules (Addendum D).

- 4.9 Matters arising from the presentation by the Secretariat were noted as follows:
- 4.9.1 Regarding the composition of the GAC and the question of substitutes, the meeting was referred to Items 2.2 and 2.4 of the Standing Rules;
 - 4.9.2 As far as sub-structures are concerned, allowance has been made for majority and minority reports reflecting thinking where insufficient consensus is reached;
 - 4.9.3 Bearing in mind the time-frame for CODESA 2 (scheduled for 15 and 16 May), and the volume of paper-work requiring attention, the GAC will need to prepare its programme of work carefully in order to adequately fulfil its task;
 - 4.9.4 The mechanism for chairpersonship of meetings should be representative, whilst taking into consideration the need for continuity;
 - 4.9.5 The GAC must function within the Terms of Reference of the Working Groups and the Standing Rules of CODESA;
 - 4.9.6 Bearing in mind the short notice of the invitation to participating parties/organisations/administrations to send representatives to the first meeting of the GAC, and the possibility that many of those present at the meeting were not necessarily permanent representatives, the exact membership of the GAC has yet to be determined;
 - 4.9.7 Participating parties/organisations/administrations should be encouraged to nominate delegates to the GAC from outside existing CODESA structures in order to address the gender imbalance at CODESA and to ensure that delegates are able to concentrate their efforts upon the work of the GAC;
 - 4.9.8 According to Item 1.2 of the Terms of Reference of the GAC, no advisors will be allowed.
 - 4.9.8.1 Participating parties/organisations/administrations should instead set up sub-committees on gender issues within their own structures.
 - 4.9.8.2 Those present at the meeting in the capacity of advisors/support staff had been given permission to remain for that meeting only;
 - 4.9.9 All GAC meetings will be recorded in the form of minutes reflecting recommendations and decisions, according to the standard procedure at CODESA;
 - 4.9.10 Bearing in mind that the GAC is a sub-committee of the MC, there can be no direct GAC representation on either the MC or DMC:
 - 4.9.10.1 The GAC is welcome to make submissions and presentations to both committees via the Secretariat;
 - 4.9.10.2 The participating parties/organisations/administrations should themselves address the issue of women's participation in all

CODESA structures as official representatives;

- 4.9.11 Every effort should be made to ensure that the agendas for future meetings of all CODESA structures are timeously circulated to members of the GAC so that the GAC can programme its work accordingly;
 - 4.9.12 All minutes and agendas are internal documents and should not be made available to the public;
 - 4.9.13 Regarding the graphic representation of CODESA structures referred to by the delegate from the DP, the meeting was reminded that this is not an official CODESA document;
 - 4.9.14 The GAC is, fundamentally, a forum of political parties/organisations/administrations and should itself decide whether to function as a non-partisan body concentrating upon common gender issues;
 - 4.9.15 The title, Gender Advisory Committee, emanates from the terminology used by women's organisations per se and is not a creation of the DMC/MC;
 - 4.9.16 According to the Terms of Reference of the GAC, its task is to inform the CODESA process rather than to challenge it;
 - 4.9.17 The GAC should not be viewed as, or become, a token body.
- 4.10 The NIC/TIC submission (Addendum E) was circulated for discussion at the first full meeting of the GAC.
- 4.11 It was agreed that the GAC will meet with representatives of the DMC/MC on Tuesday 21 March at 16h00 in order to further address working arrangements and the functioning of the GAC.

5. Appointment of GAC chairperson

- 5.1 It was agreed that Items 4 and 5 of the agenda should be addressed after the appointment of an interim chairperson and discussed by the full GAC at its next meeting.
- 5.2 It was noted that the chairperson is permitted to nominate a substitute to represent her organisation during her term as chairperson.
- 5.3 The meeting adjourned from 12h10 until 12h20 in order to consider the appointment of an interim chairperson.

6. Functioning of the GAC

- 6.1 The Terms of Reference were discussed, and it was agreed that the following amendment to Item 1.2 should be recommended to the DMC/MC at its next meeting:

"Each participant of CODESA shall nominate one delegate and one advisor to serve on the GAC. These should preferably not be delegates or advisors to other Working Groups."

6.2 It was agreed that:

- 6.2.1 the GAC will require both a secretary and a minute taker;
- 6.2.2 two rapporteurs should be appointed;
- 6.2.3 Ms Manzini should chair the next full meeting of the GAC, at which a mechanism for chairpersonship should be determined.

6.3 Further discussion on the Terms of Reference of the GAC, and possible amendments thereto, were deferred until the next meeting.

7. **Structure of the GAC**

7.1 It was agreed that:

- 7.1.1 In order to facilitate communication with women representatives in the Working Groups, administration should be requested to provide a list of women delegates and advisors serving on the Working Groups.
- 7.1.2 Should advisors be allowed, the GAC will call upon groupings with specific areas of expertise as appropriate, and will do everything possible to make its deliberations as inclusive as possible.
- 7.1.3 If possible, GAC members should be assigned to each Working Group Steering Committee.
- 7.1.4 Representation on the MC should be discussed at the next meeting of the GAC.
- 7.1.5 An interim Steering Committee comprising those representatives able to be present should meet on Friday 10 April at 14h00 in order to discuss how the GAC should be managed until its next meeting, when a permanent Steering Committee should be appointed.
- 7.1.6 An agenda for the next meeting should be drafted as indicated in Addendum F.
- 7.1.7 Sub-groups should be formed to address the work of the Working Groups.

8. **Dates of future meetings**

Noting the limited time available before CODESA 2, it was agreed that the GAC should meet as follows:

- * Tuesday 21 April at 09h30
- * Wednesday 22 April at 08h30

9. **Press statement**

It was agreed that a press statement for inclusion in the standard CODESA release on Tuesday 7 April should be drafted by Ms M Manzini, Ms G Noero and Ms F Wallace following the meeting. (Addendum G)

10. **General**

10.1 GAC members undertook to read the pack referred to under Item 4.4 above before the next meeting of the GAC.

10.2 The aims and objectives of the Women's National Coalition (a voluntary, non-party-political, non-denominational and fully inclusive body networking women's groups nationally, regionally and locally) were explained.

10.2.1 It was noted that the organisation will run a workshop on 25 and 26 April at Wits University.

10.2.2 It was agreed that:

10.2.2.1 the workshop invitation should be distributed at the meeting of the Interim Steering Committee on Friday 10 April;

10.2.2.2 the GAC should not be formally represented at the workshop, but that members should undertake to inform their organisations fully about the workshop.

11. **The meeting closed.**

 M Manzini

Addendum A

The following people signed the attendance register:

| | |
|-------------------------------|-------------|
| ANC | M Manzini |
| Bophuthatswana Government | |
| Ciskei Government | SN Sonjica |
| Democratic Party | G Noero |
| Dikwankwetla Party | |
| Inkatha Freedom Party | S Vos |
| Intando Yesizwe Party | NN Maseko |
| Inyandza National Movement | FS Baloi |
| Labour Party | MYK Bassier |
| NIC/TIC | E Ramagobin |
| National Party | A Routier |
| National People's Party | A Rambarran |
| Solidarity Party | M Reddy |
| South African Communist Party | F Wallace |
| South African Government | |
| Transkei Government | LN Jajula |
| United People's Front | MM Chuen |
| Venda Government | |
| Ximoko Progressive Party | LB Kubay |

Minute taker: P Saxby

STRUCTURE FOR CODESA

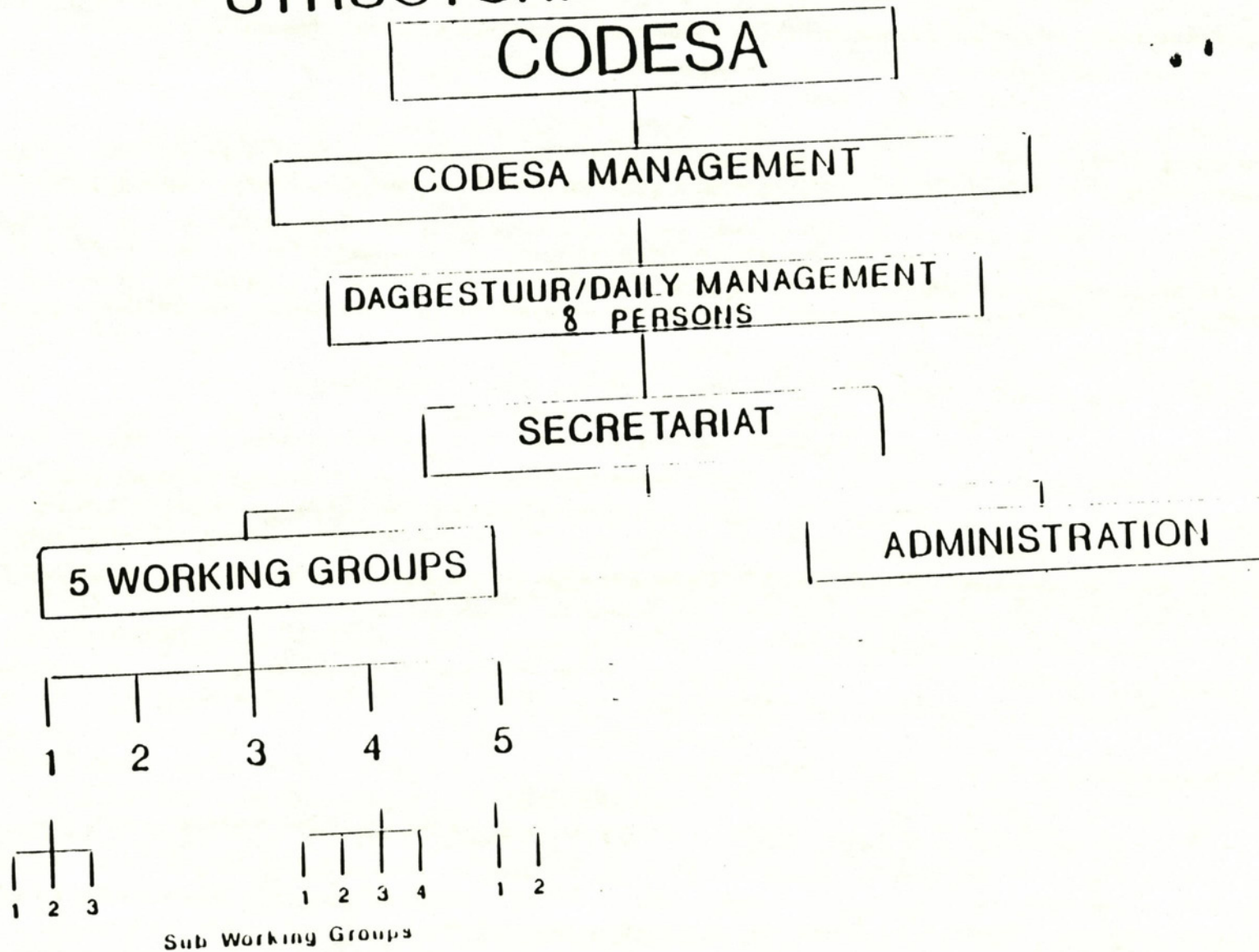


DIAGRAM 2



Addendum C

CODESA GENDER ADVISORY COMMITTEE (GAC)

TERMS OF REFERENCE

1. Composition:

- 1.1 GAC shall be composed preferably of women
- 1.2 Each participant of Codesa shall nominate one person to serve on GAC
- 1.3 Substitution is allowed
- 1.4 GAC shall be free to determine mechanisms by which the chairing of its meetings shall be effected

2. Terms of Reference:

- 2.1 Codesa is committed amongst other things towards the creation of a non-sexist democracy
- 2.2 GAC shall look into the Terms of Reference of each of the Working Groups and advise on the gender implications thereof.
- 2.3 GAC shall look into agreements arrived at in Working Groups and decisions of the Management Committee and advise on their gender implications.

3. Status of GAC:

- 3.1 The GAC shall be a sub-committee of the MC whose primary function shall be to advise on the matters specified in points 2.2 and 2.3 of the Terms of Reference.

4. Functioning of the GAC:

- 4.1 The exact manner in which the GAC shall perform its advisory function shall be worked out by discussion and agreement between the GAC and the Daily Management Committee (DMC). Such modalities shall include consultation between the GAC and the Steering Committees of each of the Working Groups.

5. Decision-making mechanism:

- 5.1 The Standing Rules adopted at Codesa 1 shall apply to the deliberation of GAC
- 5.2 Where no consensus or sufficient consensus is reached, minority reports may be filed.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

Standing Rules of Procedure for Plenary Sessions

Participants

1. (1) Participants in the Convention shall be the political parties, the South African Government, organizations and administrations listed in the Annexure hereto.
- (2) The Convention may resolve to admit additional participants.
- (3) The Convention may admit observers to its meetings, and such observers may be granted the opportunity by the Convention to address its meetings.

Delegates

2. (1) Each participant shall be entitled to be represented by 12 (twelve) delegates who shall constitute its delegation. In addition, each delegation shall be entitled to name up to 5 (five) advisers.
- (2) A participant shall be entitled to substitute a member of its delegation with an alternate member.
- (3) Each participant shall submit and register the names of its delegates, alternates and advisers with the Secretariat at least 48 (forty-eight) hours before a plenary session of the Convention and shall likewise register the name of the leader of its delegation.
- (4) An alternate may not be substituted for a delegate without prior notification to the Secretariat.
- (5) Only duly accredited delegates may participate in the work of the convention.
- (6) In the event of a dispute concerning the credentials of a delegate, the Steering Committee shall rule on the matter.

Agreement

3. (1) Every delegation shall, when called by the Chair to express its position on a proposal or matter before the meeting, have such position stated by the leader of the delegation or a spokesperson appointed by the leader of the delegation.
- (2) Agreement will be arrived at by consensus.
- (3) Agreement by sufficient consensus will have been reached when consensus is of such a nature that the work of the Convention can move forward effectively.
- (4) Disagreeing participants shall have the right to record their objections or dissent.
- (5) When disagreement exists, the Chair will allow parties adequate time to consult amongst each other and with their principals before recording any position.

Quorum

4. The Chair may declare a meeting open and permit the debate to proceed when delegates of at least two-thirds of the participants are present.

Speeches and Interventions

5. (1) Every delegate shall be entitled to speak in the debate.
- (2) At the opening of a session, the Chair shall call the speakers in the order previously arranged by the Steering Committee.
- (3) In general, the Chair shall call up speakers in the order in which they signify their desire to speak. The Chair, however, shall ensure that each delegation is afforded a reasonable opportunity to speak.
- (4) The Chair shall apply the standard rules applicable to meetings, except as otherwise stipulated herein or in terms of any resolution adopted under rule 9.

The Chair

6. (1) Meetings shall be convened by the Steering Committee, but otherwise controlled, adjourned and prorogued by the Chair, who shall be appointed by the Steering Committee. The Steering Committee shall provide assistance to the Chair in the performance of the Chair's functions as and when necessary:
 - (2) If a duly appointed Chairperson finds it necessary to be absent from a meeting or any part thereof, the Steering Committee may appoint a temporary replacement for the duration of such absence.
 - (3) All motions ought to be seconded before they are approved of by the Plenary Session as a whole.

Minutes and Documentation

7. (1) The proceedings of plenary sessions of the Convention shall be recorded and transcribed as expeditiously as possible and the Secretariat shall make the transcript available to all delegates.
 - (2) All other official meetings of the Convention, including meetings of Working Groups and the Steering Committee shall be recorded in full, but only the decisions, recommendations and conclusions shall be minuted and sufficient copies made available to all participants by the Secretariat.
 - (3) The Steering Committee may, in its discretion, make available the full or partial text of any proceedings of the Convention.
 - (4) A participant may request the Secretariat, to circulate relevant documents to other participants.

Access of Media

8. (1) All plenary sessions of the Convention shall be open to the media.
 - (2) The Steering Committee shall determine the extent to which the media shall have access to other meetings of the Convention.

Additional Rules of Procedure

9. (1) The Convention shall adopt whatever additional rules of procedure or make such arrangements as are necessary for the better performance of its business or the conduct of its meetings.

(2) All suggestions for the addition or excision of rules should first be submitted to the Steering Committee / Management Committee which will consider them and make recommendations to the Plenary Session.

Miscellaneous

10. (1) The Convention may set up committees, working groups or any such subsidiary organs as are necessary for the conduct of its business.

(2) The Steering Committee shall supervise the work of the Secretariat and provide for the technical services of and assistance to the Convention, including the arrangements concerning the venue, security and expenses of the delegates.

(3) The Steering Committee shall ensure that reasonable notice is given for the convening of all meetings of the Convention and the provision of the appropriate documentation.

Submission to CODESA Gender Advisory Committee

Natal Indian Congress:

Terms of reference:

Composition:

- 1.1. We do not approve of the term describing the composition of GAC as "preferably of women".

We believe :

- that GAC has come into effect merely because Codesa task groups do not have sufficient women representatives.
- that women can best represent women
- that women have to be encouraged to participate in Codesa
- that women must also be able to take up their own issues
- that women should also be able to deliberate on general issues.

If these are the objectives for the creation of GAC, then it is not preferable for this committee to comprise of women but necessary for it to comprise of women. All parties must be urged to send women representatives.

2. We also believe that GAC should have a structure and that the structure should comprise of 1 representative from each of the participants, and 1 adviser. This would form the committee

We believe that in order to be effective and methodical we need a steering committee which would ensure that all agendas are prepared issues are properly followed up and so on.

We also believe that we need technical assistance and ask that two secretaries and two rapporteurs be appointed on a full time capacity to ensure that proper records are maintained and the work of the group is efficiently and expeditiously carried out.

3. We would suggest that the chairperson for this group should be on a rotational basis.
4. We believe that for this group to be effective it is essential that the group clarifies it's powers. Especially where we are asked to look at decisions which have already been taken. Will the DMC be prepared to change these on our recommendations? What would be the process followed for such changes to take place?

What time limits do we have? We are not asking for veto rights but for negotiation rights and a set process for this to happen.

5. From the Terms of Reference as they are at present it seems that GAC would only be able to deal with issues on a reactive basis. What about issues that GAC may wish to initiate as points for discussion in the groups or the DMC? We believe that we should have powers to raise these issues within the appropriate structures, through our representatives, or directly through the chair of the appropriate group.
6. We also believe that within the GAC the representation from the various parties must exclude the women who are already participating in the Codesa groups at present. The reason is that we want to increase the participation of women and therefore we believe that women already participating in the groups should remain in the groups and other women should be brought in to participate in the GAC.

However we need to have some provision for joint meetings with women participants in Codesa groups and GAC. This should happen at least once every week or at the least once every fortnight.

We also believe that participants in Codesa need to begin to bring about the attitudinal changes that we are looking for in a new South Africa, and perhaps the beginning of such changes may be demonstrated by a strict observance of gender inclusive language used in verbal and written communications. We urge that all chairpersons must be urged to consciously put this into practice. We urge GAC to take this up as a first recommendation of the GAC.

DRAFT AGENDA FOR THE MEETING OF THE GENDER ADVISORY COMMITTEE TO BE HELD AT THE WORLD TRADE CENTRE ON TUESDAY 21 APRIL AT 09H30

1. Chairperson's opening remarks
2. Adoption of agenda
3. Report-back from the Interim Steering Committee
4. Terms of Reference
5. Outline of report to the DMC/Secretariat at 16h00
 - 5.1 An office at CODESA for the GAC
6. Report to the MC at its meeting on 27 April
 - 6.1 Amendments to the Terms of Reference
 - 6.2 Non-sexist terminology at CODESA meetings
 - 6.3 Representation of women at CODESA 2
7. Election of
 - 7.1 Chairperson of GAC
 - 7.2 Steering Committee
8. Setting up of sub-groups to deal with the work of the Working Groups
9. Schedule of meetings
10. General
11. Closure



MANCOMSUB/GACSTAT.MC (2)

MANAGEMENT COMMITTEE/SUB-COMMITTEE/GENDER ADVISORY COMMITTEE/PRESS STATEMENT/6 APRIL

**GENDER ADVISORY COMMITTEE - STATEMENT TO BE INCLUDED IN THE CODESA PRESS
RELEASE OF TUESDAY, 7 APRIL 1992**

Today, on 6 April 1992, CODESA witnessed the recognition of the Founders Day of a New South Africa.

The Gender Advisory Committee began its work as an expression of CODESA's commitment to the creation of a non-sexist democracy. The Gender Advisory Committee shall look into the terms of reference of each of the Working Groups and advise them on any gender implications. In addition, GAC shall look into all agreements arrived at by Working Groups and the Management Committee, in order to advise on their gender implications.

Finally, women are able to celebrate the recognition of the role of gender issues in the national debate. Through this, CODESA acknowledges that full democracy cannot be achieved without gender equality.

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