

## CODE OF CONDUCT FOR POLITICAL PARTIES AND ORGANISATIONS

WE, participants in the political process in South Africa, representing the political parties and organisations indicated beneath our signatures, condemn the scourge of political violence which has afflicted our country, formally renounce all such practices as have contributed to such violence in the past, and commit our parties and organisations to adhere to the following Code of Conduct:

## PREAMBLE

The establishment of a multiparty democracy in South Africa is our common goal. Democracy is impossible in a climate of violence, intimidation and fear. In order to ensure democratic political activity all political participants must recognise and uphold certain fundamental rights.

**Fundamental Rights:**

These include the right of every individual to:

- \* Freedom of conscience and belief;
- \* freedom of speech and expression;
- \* freedom of association with others;
- \* peaceful assembly;
- \* freedom of movement within the country;
- \* participate freely in peaceful political activity.

**Democratic Principles:**

These fundamental rights derive from established democratic principles:

- That democratic sovereignty derives from the people, whose right it is to elect their government and hold it accountable at the polls for its conduct of their affairs;
- that the citizens must therefore be informed and aware and that political parties and the media must be free to impart information and opinion;
- that there should be an active civil society with different interests freely represented therein; and
- that political parties and organisations, as well as political leaders and other citizens have an obligation to refrain from incitement to violence and hatred.

**Role of political parties and organisations**

The State and all political parties and organisations must therefore:

- recognise the essential role played by political parties and organisations as mediators in a democratic political process, permitting the expression, aggregation and reconciliation of different views and interests, and facilitating the translation of the outcome of this process into law and public policy; and
- respect the activities of political parties and organisations in organising their respective structures, canvassing for support, arranging and conducting public meetings, and encouraging voting.



WE THEREFORE bind ourselves to ensuring, as far as humanly possible, that all our members and supporters will comply with the provisions of this Code and respect the underlying rights and values referred to therein:

(1) All political parties and organisations shall actively contribute to the creation of a climate of democratic tolerance by:

- \* publicly and repeatedly condemning political violence and encouraging among their followers an understanding of the importance of democratic pluralism and a culture of political tolerance; and

- \* acting positively, also vis-a-vis all public authorities, including traditional authorities, to support the right of all political parties and organisations to have reasonable freedom of access to their members, supporters and other persons in rural and urban areas, whether they be housed on public or private property.

(2) No political party or organisation or any official or representative of any such party, shall -

- \* kill, injure, apply violence to, intimidate or threaten any other person in connection with that person's political beliefs, words, writings or actions;

- \* remove, disfigure, destroy, plagiarise or otherwise misrepresent any symbol or other material of any other political party or organisation.

- \* interfere with, obstruct or threaten any other person or group travelling to or from, or attending, or intending to attend, any gathering for political purposes;

- \* seek to compel, by force or threat of force, any person to join any party or organisation, attend any meeting, make any contribution, boycott any occasion or withhold his or her labour; or

- \* obstruct or interfere with any official or representative of any other political party or organisation, seeking to propagate that party's or organisation's message, or contact or address any group of people.

(3) All political parties and organisations shall respect and give effect to the obligation to refrain from incitement to violence or hatred. In pursuit hereof:

- \* All political parties and organisations shall actively discourage and seek to prevent their members and supporters from carrying any weapon of any description to any political meeting; and

- \* no language calculated or likely to incite violence or hatred, nor any wilfully false allegation, shall be used at any political meeting, or by any political party or organisation; nor shall pamphlets, posters or other written material containing such language be prepared, printed or circulated, either in the name of any party, or anonymously.



(4) All political parties and organisations shall:

- When arranging any political event:

\* Ensure that the appropriate authorities are properly informed of the date, place, duration and, where applicable, routing of each public meeting, rally, march or other event organised by the party or organisation; and

\* take into account local sentiment and foreseeable consequences, as well as any other meetings already arranged on the same date in close proximity to the planned event; and

- immediately and at all times, establish and keep current effective lines of communication between one another at national, regional and local levels, by ensuring a reciprocal exchange of the correct names, addresses and contact numbers of key leaders at each level, and by appointing liaison personnel in each location to deal with any problems which may arise.

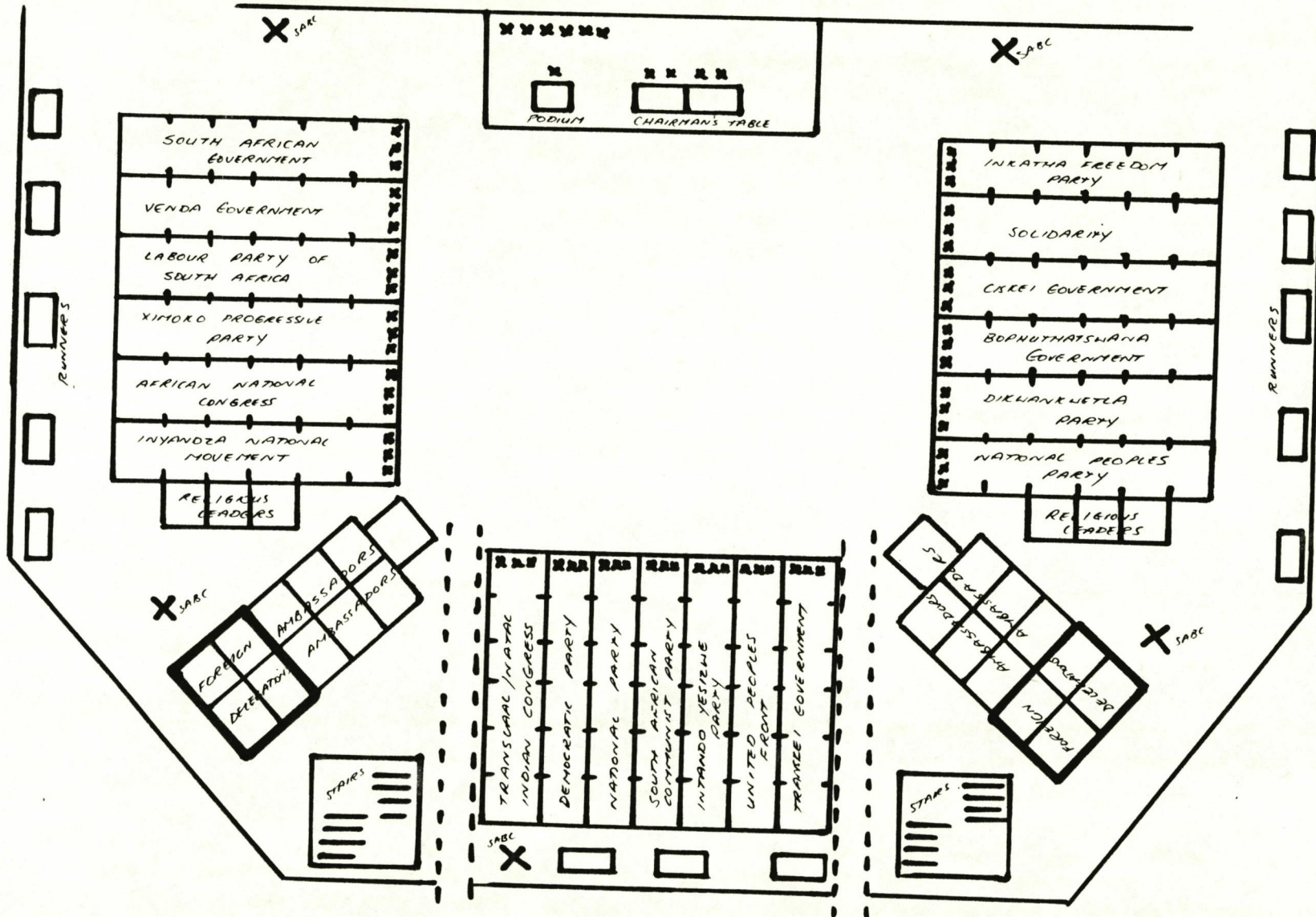
- agree on mechanisms, for the purpose of monitoring and securing the effective implementation of this Code of Conduct.

*✓ already agreed by our committees.*

WHERETO we have set our hands at \_\_\_\_\_, in solemn  
commitment, on behalf of our organisations, on this \_\_\_\_\_ day of  
August, 1991:



# SEATING PLAN





# FACT SHEET



## FACILITIES FOR PARTIES, ORGANISATIONS OR ADMINISTRATIONS AT THE WORLD TRADE CENTRE AND PROCEDURES FOR CLAIMING EXPENSES DURING THE PERIOD JANUARY TO JUNE 1992

In pursuance of a decision by the Management Committee of **CODESA** on 13 January 1992, the following is brought to your attention:

### **OFFICE ACCOMMODATION AND MEALS**

1. Office accommodation is provided by **CODESA** for each party, organisation or administration in the *World Trade Centre*. Basic furniture (tables and chairs) will also be supplied. Any other furniture required will, however, have to be rented from **CODESA**. Please notify us immediately, should you wish to make use of this facility. Under no circumstances will you be allowed to bring in your own furniture.

It is suggested that parties, organisations or administrations make use of this opportunity to facilitate preparations for **CODESA II**.

2. **CODESA** will, however, not supply telephone and/or fax lines. Should these be required, they will be supplied by *Telkom* for the account of each party, organisation or administration. Application forms are available at our offices and must be returned to **CODESA** to facilitate the installation thereof.
3. Please note that **CODESA** cannot provide any equipment such as word processors, fax machines or photocopiers *or render any of these services for or on behalf of parties, organisations or administrations* or their representatives on working groups. These must be provided for by each party, organisation or administration. The administrative staff of **CODESA** can, unfortunately, not assist members of working groups or support staff of parties, organisations or administrations with faxes, typing or duplicating of documents.
4. Although a courtesy room with telephones is available for members of working groups on the upper level next to the conference rooms, the administrative staff of **CODESA** cannot take messages or make any arrangements on behalf of members of working groups, other than travel and accommodation. An office for this purpose has now been established on the lower level of the *World Trade Centre*.
5. **CODESA only supplies meals to members of and advisers to members of working groups.** **CODESA** can make no provision in respect of meals for support staff to members of working groups, their bodyguards, private secretaries or drivers or the support staff of parties, organisations or administrations occupying offices in the *World Trade Centre*. A tuck shop is available on the premises and all such support staff, private secretaries, drivers and bodyguards can make use of it on a cash basis.

### **CLAIMS FOR TRANSPORT AND SUBSISTENCE**

1. Claims for transport and subsistence must be completed and submitted individually for each individual meeting by each individual representative and adviser.
2. Please note that faxed copies of claims, flight tickets, hotel bills are unacceptable. All claims must be original and accompanied by original proof of expenditure.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

**Please turn over**

PO Box 307, Isando, 1600, South Africa.  
Telephone (011) 397-1198/99. Fax (011) 397-2211



3. You are reminded that **CODESA** does not refund telephone calls, valet services, bar charges, cigarettes or any claims for meals which are taken at hotels in stead of those offered at the *World Trade Centre* on the days of meetings.
4. When claiming for cost of travelling by car, please note that your **car registration number** must be supplied and that the kilometers travelled must reflect the shortest route.
5. In respect of air travel **CODESA** only refunds air fares in the economic class. Bookings made through one of our accredited travel agencies may also only be made in the economic class. To facilitate problems experienced with travel, accommodation and transport problems, **CODESA** now has a special **CODESA TRAVEL OFFICE** in the *World Trade Centre* co-ordinating with the various agencies and you should not hesitate to call them at (011) 397 2452.
6. Hotel accommodation booked through any of our accredited agencies must be made at least 48 hours prior to day of arrival. Should you not take up the accommodation booked for you, you will be personally held responsible for the "no show"-fee charged to **CODESA**. This also applies should you not take up the accommodation for the full period booked.
6. **CODESA** only accepts responsibility for hotel accommodation (only if necessary) on the night before and/or after meetings.
7. **CODESA** can unfortunately not accept claims for 5-star hotels and/or suites. Should delegates or advisers make their own arrangements for accommodation in such hotels, **CODESA** can only refund an amount equivalent to the tariff negotiated by **CODESA** with either the Jan Smuts Holiday Inn or the Airport Sun.
8. When transport is required from airports in Johannesburg, requests should be made at least 24 hours prior to your arrival. Once again, if you have requested transport and do not make use of it on arrival, you will be personally held responsible for the costs incurred.
9. **CODESA** also does not accept claims for car hire.
10. Please note that **CODESA** only accepts responsibility for transport arrangements between hotels, the airports and the *World Trade Centre* or official meetings of **CODESA**. We do not provide transport for representatives, their advisers or support staff to attend meetings other than those of **CODESA** in the *World Trade Centre* elsewhere in Johannesburg or surroundings.

**Déon du Plooy** (Financial Manager)  
for SECRETARIAT

6 February 1992

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