SUMMARY OF
DECISIONS OF THE CODESA STEERING COMMITTEE MEETING HELD ON 4 DECEMBER 1991 AT.....JAN SMUTS HOLIDAY INN

Chair: Dr Z de Beer
Present:
Apologies:
Minutes:

AGENDA

The following agenda was adopted.

1.   Opening and welcome by chairman

2.   Adoption of agenda

3.   Delineation of Steering Committee functions

4.   Items referred by preparatory meeting to the Steering Committee for attention.

5.   Working procedure: Task groups opportioning tasks and guidelines for functioning

6.   Administration of Steering Committee

7.   Invitees to Codesa: delegates, international observers (including numbers)

8.   Agenda for Codesa

9.   Proposed agenda, Chairperson and date for next meeting.

10.   Other items general and closure.

The following items were identified for the Task Groups:
-      invitations
-      logistics
-      working groups

- the process to be adopted
- funding
- media and press
- security
- chairmanship of working groups
- chairmanship of Codesa

The meeting noted that the two judges who had chaired the Preparatory Meeting had offered their services to the Steering Committee.

Delineation of Steering Committee Functions
The Steering Committee did not have the mandate to make decisions for Codesa. It would require its own offices and infrastructure. Its functions are as follows:
- to create and supervise the Task Groups, and
- provide a support structure for Codesa.

It was agreed that the Steering Committee would not be in continuous session but the secretariat would undertake the day-to-day functions under the direction of the Steering Committee and the Chair.

Three task groups were appointed, namely:

1. **Task Group 1**
   Organisation and Planning

2. **Task Group 2**
   Drafting

3. **Task Group 3**
   Process

It was agreed that one task group each to be chaired by the NP, ANC and IFP. Convenors were to be appointed from the balance of the groups present.

Three convenors were nominated and accepted, namely:

Mr Felgate (Drafting)
Dr Maduna (Organising and Planning)
Mr M J Mahlangu (Process)

It was agreed that delegates were allowed to send one delegate to each Task Group.

Mr Ramaphosa proposed and it was agreed that a Select Group of Five be appointed to organise and plan the conference. The committee of five would consist of:

Dr Maduna
Mr Zac de Beer
Mr Mahlangu
Mr Ramaphosa with Mr Mac Maharaj as proxy and
Mr Meyer with Mr Fanie van der Merwe as proxy.

Mr Meyer was requested to convene the secretariat.

It was agreed that the names of delegates to meetings would be faxed to Mr Meyer on 012 3470118 and that the first meeting would be held on Monday 9.12.91 at 10h00 at a venue to be advised.

An invitation list is to be compiled and submitted to the Committee of Five by the Steering Committee and decisions made as to who is to be invited including decisions in regard to the Zulu Monarchy, Cosatu and others (nationally) and the OAU, Commonwealth, European community and others internationally.

The next meeting of the Steering Committee was to be on 10.12.91 at 10h00 at a venue to be advised.

The Agenda for Codesa was to be compiled by the Process Task Group.

The issue of invitations to the national states and self-governing homelands was to be debated under constitutional recommendations.

The meeting agreed that Mr Zac de Beer be chairperson of the Steering Committee in the absence of the two judges.

It was agreed that a statement be drawn up by Mr de Beer and any other member present who wished to be involved. This statement would be faxed to all delegates.

The meeting closed.

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