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FOR THE URGENT ATTENTION:

DR FT MDLALOSE, INKATHA FREEDOM PARTY

FROM:

THEUNS ELOFF

DATE:

29 JANUARY 1992

RE:

DOCUMENTS FROM THE DMC MEETING OF 29 JANUARY 1992

Please find attached the following documents:

1. Draft agenda for the DMC meeting of 29 January 1992
2. Report from the Secretariat
3. Possible questions to applicants to CODESA
4. Tasks of the Secretariat

Should you have any queries, please do not hesitate to contact me.

All at CODESA Administration wish you a speedy recovery.

**DRAFT AGENDA FOR THE DMC MEETING TO BE HELD IN CAPE TOWN
ON 28 /01/92**

1. Chairperson opening remarks
2. Adoption of agenda
3. Ratification of minutes of previous meeting
4. Secretariat Report
 - 4.1 Functioning of Working Groups
 - 4.2 Submissions to Working Groups
 - 4.3 Media
 - 4.4 Applications to join CODESA
5. Financial assistance to participants
6. Tasks of Secretariat
7. Any other matters
8. Next meeting

REPORT FROM SECRETARIAT TO DMC MEETING TO BE HELD IN CAPE TOWN
28TH JANUARY 1992

1. Working Groups

We would like to draw the attention of the DMC to the following aspects with regard to the functioning of the Working Groups:

1.1 With regards to the Chairing of Working Groups, the following need to be noted:

1.1.1 In the case of Working Group 5 (cf. WG5 Minutes 4.2.5) the Working Group Steering Committee 5 has been required to look into the merits of Prof. Ripinga, as a member of the MC and the DMC serving on Working Group Steering Committee 5 as an ex officio member. In no other case have provisions been made for such ex officio membership. Working Group 3 decided that DMC members should not be members of Working Group Steering Committee 3 (cf. WG3 Minutes 4.1.1.1)

1.1.2 In the case of Working Group 2, although no practical consequences flowed from it, a note should be taken that the meeting was briefed that "no person currently serving on the DMC should be chairperson of any Working Group" (cf. WG2 Minutes 1.2)

1.2 Composition of Working Group Steering Committees:

WGSC1	-	9 members
WGSC2	-	8 members
WGSC3	-	8 members
WGSC4	-	9 members
WGSC5	-	8 members

1.3 Working Groups 3, 4, and 5 decided to meet on Monday 10th February which clashes with the MC meeting on the same date. Steps are being taken to inform these Working Groups when they meet on the 6th February; the Working Group Steering Committees 3 and 5 which are due to meet before the 6th February are also informed to take note of this clash and reschedule their Working Group meetings of the 10th February.

1.4 With regard to Research Facilities, Working Group 4 decided that mechanism for how research is to be carried out are to be discussed by its Steering Committee (cf. WG4 Minutes 7.1). We draw attention to this aspect because Working Group 1 has noted that it may possibly want to consult experts outside of CODESA (cf. WG1 Minutes 5.2). It is not clear at this stage how such research requirements and evidence by experts will be organised and whether there are any limits on the funds that may be involved.

1.5 Recording of proceedings: Working Group 1 agreed to consider at the next meeting the clarification of who can record sessions and the purpose of recordings as well as the length of time those recordings may be kept (cf. WG1

Minutes 7.2). In this regard the attention of the DMC is drawn to the fact that in the additional guidelines to chairpersons it is stated that recordings of Working Group sessions shall be made only for purposes of assisting minute-takers in preparing minutes; that once the minutes have been confirmed the recordings will be destroyed. We suggest that DMC re-visit this aspect.

1.6 The relationship between Working Group 5 and the other four Working Groups requires more detailed consideration from the point of view of report-back mechanisms of the Working Groups to Working Group 5. WG5 decided that WGSC5 in consultation with the Secretariat should prepare recommendations on report-back mechanisms of other Working Groups (cf. WG5 Minutes 5.1)

1.7 Submissions to Working Groups: Working Group 1 resolved that WGSC1 draft a notice to obtain views and draw up guidelines as to whom this notice should be submitted to (cf. WG1 Minutes 5.3). Working Group 5 felt that it was necessary for a uniform and consistent policy on this issue amongst all Working Groups (cf. WG5 Minutes 6). Working Group 3 decided to recommend to the DMC that advertisements be placed in the press, radio and TV inviting submissions, giving guidelines and deadlines for such submissions from interest groups.

2. Media

Arrangements have been made for an office to be set aside at the World Trade Centre (WTC) for use by the media. Arrangements have been made for pay-phones to be installed alongside this office.

3. Applications to participate in CODESA

3.1 With regards to applicants who prima facie appear or claim to be political organisations, we are arranging for "Stock Press" to supply us with media coverage reports on each of these applicants covering the period 1st January 1991 to 31 December 1991. These will be analysed in order to assist the DMC for purposes of the guidelines for membership. In addition, we have prepared a set of 10 questions. We need DMC approval/modifications to these questions and authorisation to submit these to the applicants. The replies will also be used in developing the guidelines for participation. The Secretariat would appreciate additional guidance that the DMC may be able to provide.

POSSIBLE QUESTIONS TO APPLICANTS TO CODESA, TO DETERMINE GUIDELINES FOR PARTICIPATION

1. Date of formation of party/organisation
2. Names of office bearers and designation
3. Statement of Political Intent/Constitution
4. Demonstrable support (signed up membership, attendance at rallies, election results)
5. Activities: Meetings
 Publications
 Other
6. Participation in other organisations: Parliament
 Local Government
 Civics
 Other
7. Offices: Address HQ and other offices
 Telephone, Fax
 Number of personnel employed by your party/organisation
8. Are you viable in regards to sustained funding?
9. Geographical area of operation: support, offices, etc?
10. Rules for membership



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Addendum E

TASKS OF THE SECRETARIAT

1. The Management Committee decided at its meeting of 13 January 1992 that the Secretariat, under the direction of the Daily Management Committee, should be responsible for CODESA's overall administration, including that of the five Working Groups. (See 4.2 of the Minutes of the Management Committee Meeting of 13 January 1992)
2. In accordance with guidelines determined by the Daily Management Committee/Management Committee, the Secretariat is therefore required to create the structures for and manage the overall administration of CODESA.
3. In facilitating the work of the Daily Management Committee to co-ordinate the activities of the Working Groups and other sub-committees (eg, Security), the Secretariat can create further sub-structures if and when necessary.

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