

Addendum F

GUIDELINES FOR CHAIRPERSONS OF WORKING GROUPS OF CODESA

Adopted at the Management Committee Meeting on 13 January 1992

1. TERMS OF REFERENCE

The Terms of Reference of each Working Group were adopted by the First Plenary Session of CODESA, on 21 December 1991.

2. THE GENERAL FUNCTIONING OF THE WORKING GROUPS

- 2.1 The Working Groups should take into account that the next plenary session of CODESA will be held not later than the end of March, with a view to making progress reports. It is therefore necessary that the Working Groups take this into account in planning their programmes of work (cf Transcription of CODESA p227)
- 2.2 The Working Groups should be formed on the basis of each participating organisation nominating 2 persons to serve on each Working Group, together with 2 advisers; these should be nominated by 10 January 1992 (cf Transcription p227)
- 2.3 Each Working Group shall determine ways and means by which women's and other interest groups which are not participating in CODESA may make submissions to that Working Group on matters relevant to its Terms of Reference
- 2.4 The first meeting of the Working Groups will take place on January 20 1992, in order to determine how they will approach their work and a programme according to which they will function (cf Transcription p227)
- 2.5 The first working session of the Working Groups is scheduled for 6 February 1992 (cf Transcription p227)
- 2.6 The Management Committee will supervise the work of the Working Groups (cf Transcription p224)
- 2.7 The Working Groups should elect their own Chairperson(s), and in the event that a Chairperson is drawn from a participating organisation, that organisation will be entitled to bring in another person to actually fill the vacancy (cf Transcription p249), subject to any amendments/modifications made by the Daily Management Committee
- 2.8 The leaders of delegations may introduce substitutes for both delegates and advisers whilst the Working Groups are in session. It will be the responsibility of each Working Group Chairperson to ensure that no political party/organisation or administration represented in that Working Group exceeds the four representatives per Working Group previously agreed
- 2.9 The Standing Rules of CODESA apply mutatis mutandis to the Working Groups

3. SECRETARIAL AND ADMINISTRATIVE FACILITIES AVAILABLE TO WORKING GROUPS

The following services and facilities are provided to Working Groups:

- 3.1 Agendas will be drawn up, in consultation with the Chairpersons of the Working Groups
- 3.2 Minutes will be taken, and the written minutes will be consulted with the Chairperson of each Working Group. As a mechanism to ensure continuity, the same minute takers will be assigned to each Working Group throughout the process. In addition the Administration may provide a Secretary/Clerk to each Working Group, according to its needs
- 3.3 Typing and photocopying facilities will be available before, during and after meetings for Working Group and sub-committee documents. This will, however, not apply to documents submitted to Working Groups or sub-committees by individual parties
- 3.4 Any minute or document finally adopted by a Working Group should be signed by the Chairperson(s), so as to indicate that it is the authorised version

4. GUIDELINES FOR WORKING GROUPS

To facilitate the work of the Administration of CODESA, guidance on the following issues will be required from all Working Groups throughout the process, but especially on 20 January 1992:

- 4.1.1 How many sub-committee meeting will take place and whether minute takers will be needed for these over and above those of the full Working Group meetings. Will, for instance, Working Groups 1 and 2 divide in sub-committees to handle the different assignments in their terms of reference?
- 4.1.2 The dates of these sub-committee meetings will also be required, so as to enable the administration to make the necessary arrangements for minute taking in time

ADDITIONAL GUIDELINES AIMED AT FACILITATING THE FUNCTIONING OF THE WORKING GROUPS.

1. The CODESA administration will provide the necessary administrative backup resources including minute takers for each Working Group as well as sub-groups that a particular working group may decide upon. We would like to suggest certain additions to be made by the DMC to the "guidelines for Chairpersons of Working Groups of CODESA" in order to ensure the smooth functioning of the Working Groups.
2. The ultimate function of the Working Groups is to present CODESA Plenary session with a report of agreements etc. relating to the tasks assigned to a Working Group by CODESA. Such reports may be in the form of interim as well as final reports.
3. Chairpersonship of Working Groups
 - 3.1 Should a single chairperson be appointed by a Working Group the final responsibility to guide the Working Group towards the compilation of reports and to ensure that the reports are presented to a CODESA plenary session would rest with the Chairperson. Even so, given the magnitude of the task, it would be useful to set up a mechanism drawn from the Working Group concerned to assist such a Chairperson.
 - 3.2 If a system of rotating Chairpersons is decided upon by a Working Group the need for a mechanism drawn from the Working Group becomes even more necessary. Such a mechanism would require a clear mandate as to who is/are responsible for guiding the Working Group towards the compilation of reports and the presentation of these reports to a CODESA Plenary.
4. We would like to recommend the DMC consider the above problems in a different and more comprehensive manner which would at the same time ensure a certain degree of uniformity as to the manner in which each of the working groups attend to this problem.
 - 4.1 We suggest that each Working Group appoint a small Steering Committee (WGSC), comprising 3-4 persons drawn from within the Working Group.
 - 4.2 The Chairpersons for the Working Groups should be drawn on a rotational basis from the WGSC. If it is felt that this is too narrow a pool from which to draw the rotating Chairpersons then it will be necessary to establish some relationship between the WGSC and a Chairperson who may have chaired a particular session of the Working Group but who is not a member of the WGSC.
 - 4.3 We envisage that each of the Working Groups would require persons who would be involved in a considerable amount of drafting documents/decisions and reports. We suggest that capable people from amongst the advisors and/or delegates of the participants in a Working Group be used for this purpose in the capacity of a rapporteur/s. In this way both competence in drafting as well as the political sensitivities of a Working Group will be better accommodated.
 - 4.4 Such a rapporteur/s would be an additional member/s of the WGSC on an ex officio basis.

4.5 The WGSC should be charged with the task of preparing the agendas for each session of the Working group.

4.6 Should a Working Group establish sub-groups in order to attend to its tasks arising from its terms of reference, the WGSC shall also serve as the mechanism through which the Working Group co-ordinates the work of its sub-groups.

5. Submissions to Working Groups by Women's and other Interests Groups:

5.1 Some guidance is required to ensure that the existence of the Working Groups is not prolonged indefinitely and that it is able to meaningfully attend to submissions made to it. We recommend that :

5.1.2 In the first instance Working Groups should receive submissions through the WGSC in the form of written submissions.

5.1.3 Only in certain clearly determined cases should a Working Group entertain, in addition to the above written submissions, oral submissions by a specific interest group. Such a determination could be made by the WGSC, subject to the advice of the Working group.