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**MEETING OF 25 MAY 1992**

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DAILY MANAGEMENT COMMITTEE/AGENDA/25 MAY 1992

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**DRAFT AGENDA FOR THE DAILY MANAGEMENT COMMITTEE MEETING TO BE HELD AT 08H30 TO 10H30 ON 25 MAY 1992 AT THE WORLD TRADE CENTRE**

1. Opening remarks of the Chairperson
2. Apologies
3. Adoption of the agenda
4. Minutes of the last meeting of 13 May 1992 and 19 May 1992
5. Follow up from Codesa 2
  - 5.1 Identification of tasks
    - 5.1.1 Existing agreements (addendum available at meeting)
      - 5.1.1.1 WG 1's discussion with the SABC (See MC pack page 28)
    - 5.1.2 Existing disagreements
    - 5.1.3 Outstanding matters (See MC pack page 15)
  - 5.2 Approach to these tasks
  - 5.3 Possible structures to address these tasks
6. MC meeting
7. Correspondence (See MC pack page 39 - 48)
8. Any other business
  - 8.1 Documentation for slide presentation (available at meeting)
9. Date of next meeting
10. Closure

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THESE ARE DRAFT MINUTES, AS APPROVED BY THE CHAIRPERSON. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE. THEY RE STILL SUBJECT TO RATIFICATION BY THE DAILY MANAGEMENT COMMITTEE AT ITS NEXT MEETING.

**DRAFT MINUTES OF THE DAILY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 13 MAY 1992 AT THE WORLD TRADE CENTRE**

**PRESENT:**

PJ Gordhan (Chairperson)  
P Hendrickse  
FT Mdlalose  
R Meyer  
SS Ripinga  
Z Titus  
J Zuma

M Maharaj (Secretariat)  
SS van der Merwe (Secretariat)

T Eloff (Administration)  
G Hutchings (Minutes)

**APOLOGIES:** ZJ de Beer

**1. Chairperson's opening remarks**

The members were welcomed.

**2. Apologies**

The apologies were noted.

**3. Agenda**

The agenda was adopted with no amendments or additions.

**4. Minutes of the meeting of 11 May 1992 and matters arising**

4.1 The minutes were ratified with no amendments.

4.2 The Chairperson reported back that the matter, as referred to in Item 5.1.5 of the minutes, had been taken up with PMH Maduna.

**5. CODESA 2**



5.1 Progress Report from the Secretariat on preparations for Codesa 2:

5.1.1 Invitations : With regard to further requests to attend Codesa as observers, it was agreed to remain flexible.

5.1.2 Heads of Delegations : DMC members were requested to indicate their availability to meet with the Heads of Delegations on 14 May 1992 to the Secretariat. The Secretariat is to supply to the DMC a list of arrival times.

5.1.3 Prayers:

It was agreed that the order of prayers should be as follows:

- \* The opening prayer ceremony : Catholic, Jewish and the Afrikaner Protestant.
- \* The closing prayer ceremony : Hindu, Anglican and Moslem.

Guidelines in respect of time keeping should be made available in respect of prayers.

5.1.4 Documentation : It was noted that "The Way Forward" and the WG 2 report are outstanding.

5.1.5 Speakers : It was agreed that speaking rights would be allocated on the basis of request forms. Delegations would all be allocated time for speaking.

5.1.6 Questions of Clarification : It was agreed that questions of clarification should fall under the "Discussion" section of the agenda. Delegates asking questions could speak from their seats, but should refrain from making comments or inputs. It was noted that the Chairpersons will point out that under the discussion item there would be a time allocation of 15 minutes for any questions of clarification.

5.1.7 Panel : The panel, consisting of three representatives from each WGSC and the GAC SC, would be on the platform for the 15 minutes allocated to clarification and would leave after the questions of clarification have been finished to rejoin their delegations.

5.1.8 Microphones for use by delegates : These will be positioned on the platform on either side of the podium.

5.1.9 It was agreed that the Delegate packs should contain a compiled document consisting of overall guidelines for Codesa (rules and regulations). This briefing, which will include all the fact sheets, will be handled by Administration in liaison with the Secretariat. The compiled document should be distributed to each party/organisation/administration office by Thursday afternoon.

5.1.10 Functionaries : The following were agreed to:

- \* Assistants to the Chairpersons: The Secretariat. The DMC Chairperson and/or the full DMC will also be available if needed.
- \* Amendments Committee: Prof Dawid van Wyk, Dr Francois Venter and Mr Arthur Chaskelson.
- \* Presentation of the MC report on agreements reached: Mr Pravin Gordhan, Chairperson of the DMC.



- \* Presentation of the MC report on the way forward; Mr Zam Titus, DMC member.
- \* Vote of thanks: Prof Selby Ripinga, DMC member.

5.1.11 The seating arrangements will be finalised by 14 May 1992.

5.2 Reports from Working Groups and the Composite Report:

- 5.2.1 A draft of the composite report was distributed at the meeting. The Secretariat submitted a verbal report in this regard.
- 5.2.2 All the reports, including the GAC report, would be tabled at the Plenary.
- 5.2.3 There should be a formal adopting of all the Working Group reports.
- 5.2.4 Outstanding matters should be noted.
- 5.2.5 It was agreed that even if WG 2 does not reach any agreements, they are still to report back to the Plenary in this regard. Chairperson to indicate to the Chairperson of WG 2 before the meeting on 14 May 1992 that a report must be submitted to MC in writing after the meeting of 14 May 1992.
- 5.2.6 The composite report and WG 1. The agreements reached have been classified into two areas : agreements on principles and agreements to take certain action. WG 1 submitted a statement to the DMC to clarify and confirm that all agreements reached with the sub-groups and task groups were adopted by the Plenary of WG 1. This statement will be incorporated within the composite report in respect of WG 1. The Secretary and Rapporteur of WG 1 are to liaise with the Secretariat re the Working Group report on 14 May 1992.
- 5.2.7 The GAC report would be tabled at the Plenary. It would form part of the composite report as the GAC is a sub-committee of the MC. The Chairpersons should note the report and make mention of the GAC and the work that has been completed, but that the report was submitted too late to be incorporated within the WG reports. The GAC report would form part of the consideration of the way forward.
- 5.2.8 It was noted that the composite report is a document to facilitate and not to be adopted by the plenary. This composite report should be read in conjunction with the WG reports. It was further noted that this document was not for distribution as yet.
- 5.2.9 It was noted that the Secretariat is exploring the idea of a set of graphics being developed to reflect the composite report.
- 5.2.10 It was noted that the deadline for all inputs into the composite report was 10h00 on 14 May 1992.
- 5.2.11 The MC is to report back to the plenary on how it dealt with all its tasks allotted by Codesa 1.

5.3 Agenda for CODESA 2:

- 5.3.1 It was agreed that the item of closing speeches by heads of delegations has been withdrawn. More time would be allocated to discussion.
- 5.3.2 It was agreed that a document entitled "Youth Declaration on Codesa 2" would be read out at the Plenary, by the Chairpersons, after the signing of the Declaration of Intent by the IFP.
- 5.3.3 Outstanding matters would be noted and only agreements adopted.
- 5.3.4 After discussion it was agreed to recommend an agenda to the MC for approval. See Addendum A.
- 5.4 Programme for CODESA 2:
- 5.4.1 It was agreed that the format of the programme is a fair reflection of time slots.
- 5.4.2 The following time allocations were agreed upon:
- \* 10 minutes per delegation for discussion of agreements
  - \* 3 minutes per delegation for adoption
  - \* 10 minutes per delegation for discussion on the adoption and way forward
- 5.4.3 Item 1 - 6 of the agenda should be handled on day 1 and Item 7 onwards on day 2.
- 5.5 The way forward:
- 5.5.1 The Drafting of Legislation: MC to appoint a drafting committee.
- 5.5.2 The issues to be considered and attended to by the DMC/MC in respect of the way forward are all outstanding matters, the GAC report, drafting other than constitutional, constitutional drafting and deciding what the TEC should handle.
- 5.5.3 The DMC would recommend that the plenary mandate the following to the MC in order to promote co-ordination and improve efficiency and effectiveness:
- \* The plenary mandate the MC to take responsibility for all outstanding matters.
  - \* The plenary dissolve all WG's.
  - \* The MC establish such structures (e.g. technical committees, sub-committees, Working Groups) as are necessary to accomplish the tasks allotted to it.
  - \* The MC shall attend to all outstanding matters of WG's as it deems fit.
  - \* The MC shall examine all WG agreements with a view to establishing what work can be done in order to facilitate implementation.

## 6. MC Agenda

It was agreed that the agenda would be finalised by the Chairperson and the Secretariat.

## 7. Any other business



- 7.1 It was agreed that the issue of the Mozambiquean refugees should be put on hold until post Codesa 2.
- 7.2 It was agreed to recommend to the MC that the handling of demonstrators and their submissions to the Secretariat and Security. The Secretariat to provide Security with guidelines. DMC/MC members would be requested to be available to assist in receiving these submissions/memoranda.
- 7.3 It was noted that the Chairperson had appeared on a CCV television programme on 13 May 1992.

8. **Future meetings**

- 8.1 The next meeting of the DMC is scheduled for 15h00 on 14 May 1992.
- 8.2 Future meetings of the DMC and MC, post Codesa 2, still had to be finalised.

**DRAFT AGENDA**

1. Opening of Codesa 2
2. Prayers
3. Chairpersons' opening remarks
4. Signing of the Declaration by the IFP
5. Adoption of Conference Procedure
6. Codesa Working Group Reports:
  - 6.1 Management Committee report on agreements reached including tabling of reports
  - 6.2 Discussion on agreements in WG reports
  - 6.3 Adoption of the WG agreements
  - 6.4 Outstanding matters from WG reports
  - 6.5 Adoption of WG reports
7. Way Forward
  - 7.1 Management Committee Report
    - 7.1.1 Activities of the Management Committee
    - 7.1.2 Guidelines on the way forward
  - 7.2 Discussion and adoption of guidelines on way forward
8. Chairpersons' closing remarks
9. Vote of thanks
10. Prayers
11. Closure





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**DRAFT MINUTES OF THE DAILY MANAGEMENT COMMITTEE MEETING HELD AT 14H00 ON TUESDAY 19 MAY 1992 AT THE ROYAL HOTEL IN DURBAN**

**PRESENT:**

- ZJ de Beer
- PJ Gordhan (Chairperson)
- P Hendrickse
- FT Mdlalose
- R Meyer
- SS Ripinga
- J Zuma

M Maharaj (Secretariat)  
SS van der Merwe (Secretariat)

T Eloff (Secretary)  
G Hutchings (Minutes)

**APOLOGIES:** Z Titus

**1. Chairperson's opening remarks**

The members were welcomed. It was noted that, arising from Codesa 2, the DMC now had a different range of tasks to perform. An understanding is needed of what structures and processes are necessary to complete the work. It was further noted that the DMC would submit recommendations to the MC meeting of Monday 25 May 1992.

**2. Apologies**

An apology from Z Titus was noted.

**3. Adoption of the agenda**

The agenda was adopted with the following additions:

Under Item 6 : 6.1 "Correspondence"  
6.2 "MC Meeting - The Agenda for MC meeting".

**4. Minutes of the last meeting of 13 May 1992**

It was agreed to ratify the minutes at the next meeting of the DMC.

## 5. Follow up from CODESA 2

### 5.1 Tasks emerging from Codesa 2.

There was a discussion about what are the tasks that emerge from Codesa 2 and what is the way of managing the process.

### 5.2 The following process was identified:

- \* Negotiations leading to agreements
- \* Negotiations leading to the preparation/elaboration of agreements
- \* Negotiations leading to implementation of agreements. This includes:
  - identifying agreements to be referred to the TEC
  - outlining the process of implementation and the monitoring of implementation
- \* Outstanding matters should be identified, negotiated and agreed upon.

### 5.3 Guidelines for establishment of structures and processes that may be adopted:

- \* Maintain some continuity from the WG's
- \* Draw on members of WG's where applicable
- \* Create manageable structures to perform the tasks decided upon

### 5.4 Immediate tasks

#### 5.4.1 Classification of agreements into the following categories:

- for elaboration
- for preparation
- ready for implementation
- to be referred to the TEC

#### 5.4.2 Identification of outstanding issues and indicating which require immediate attention.

### 5.5 Recommendations to MC for decisions.

5.5.1 It was agreed that the Secretariat would undertake the classification and identification process. This should be attended to before Monday 25 May 1992 and presented to the DMC at its meeting on 25 May 1992.

5.5.2 The Secretariat is to submit a recommendation on how to attend to the assignment of WG2 to the DMC on 25 May 1992 for recommendation to the MC meeting of 25 May 1992 on the basis of input from DMC members which would be useful and welcome.

5.5.3 It was agreed to recommend that the WG3 Technical Committee elaborate WG3 agreement on the TEC.

5.5.4 With reference to matters related to WG1, the DMC members are to discuss this issue with their colleagues and report back to the DMC meeting of Monday 25 May 1992.



- 5.3.6 The GAC should continue to exist as a sub-committee of the MC at least until the next plenary. This matter should be taken further in the next DMC/MC meeting.

6. Any other business

6.1 Slide presentation.

- 6.1.1 It was agreed that a package containing one set of flimsy transparencies and a printed script which was used to explain each slide, be supplied to each participant at Codesa free of cost.
- 6.1.2 It was agreed that the "package" should be submitted to the DMC by fax for final approval at the DMC meeting of 25 May 1992.
- 6.1.3 Additional sets could be arranged but would have to be paid for at cost.
- 6.1.4 It was suggested that the slides could be used to formulate instructional material in the form of a flip chart. The media committee could explore this further in respect of marketing/explaining Codesa processes. Recommendations should be submitted in this regard by the Secretariat.

6.2 MC agenda.

An agenda for the MC meeting of 25 May 1992 was agreed upon (Addendum A).

6.3 SABC and WG 1.

This issue was deferred to the MC meeting of Monday 25 May 1992. The WGSC 1 would be notified accordingly.

6.4 Correspondence.

6.4.1 The following correspondence was noted:

- \* Letter from the Ambassador of the USA
- \* Letter from the Qwa Qwa Interim Joint Working Committee
- \* Letter from Sombalane Abraham Kekana
- \* Letter from the Institute for Pastoral Education.

It was agreed to defer this correspondence to the DMC meeting of Monday 25 May 1992.

- 6.4.2 It was noted that a letter referring to the per diem allowance for doctors at Codesa 2 would be handled by the Secretariat, with the understanding that if the health unit had been an official Codesa structure, personnel would be eligible for per diem allowance.

6.5 Press briefing.

A press briefing on the basis of the DMC meeting would be given.

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DMC/MIN/1905

DAILY MANAGEMENT COMMITTEE/MINUTES/19 MAY 1992

7. **Future meetings**

It was agreed that the next meeting of the DMC be held on 25th May 1992 at the WTC at 08h30.

The meeting closed at 17h00.

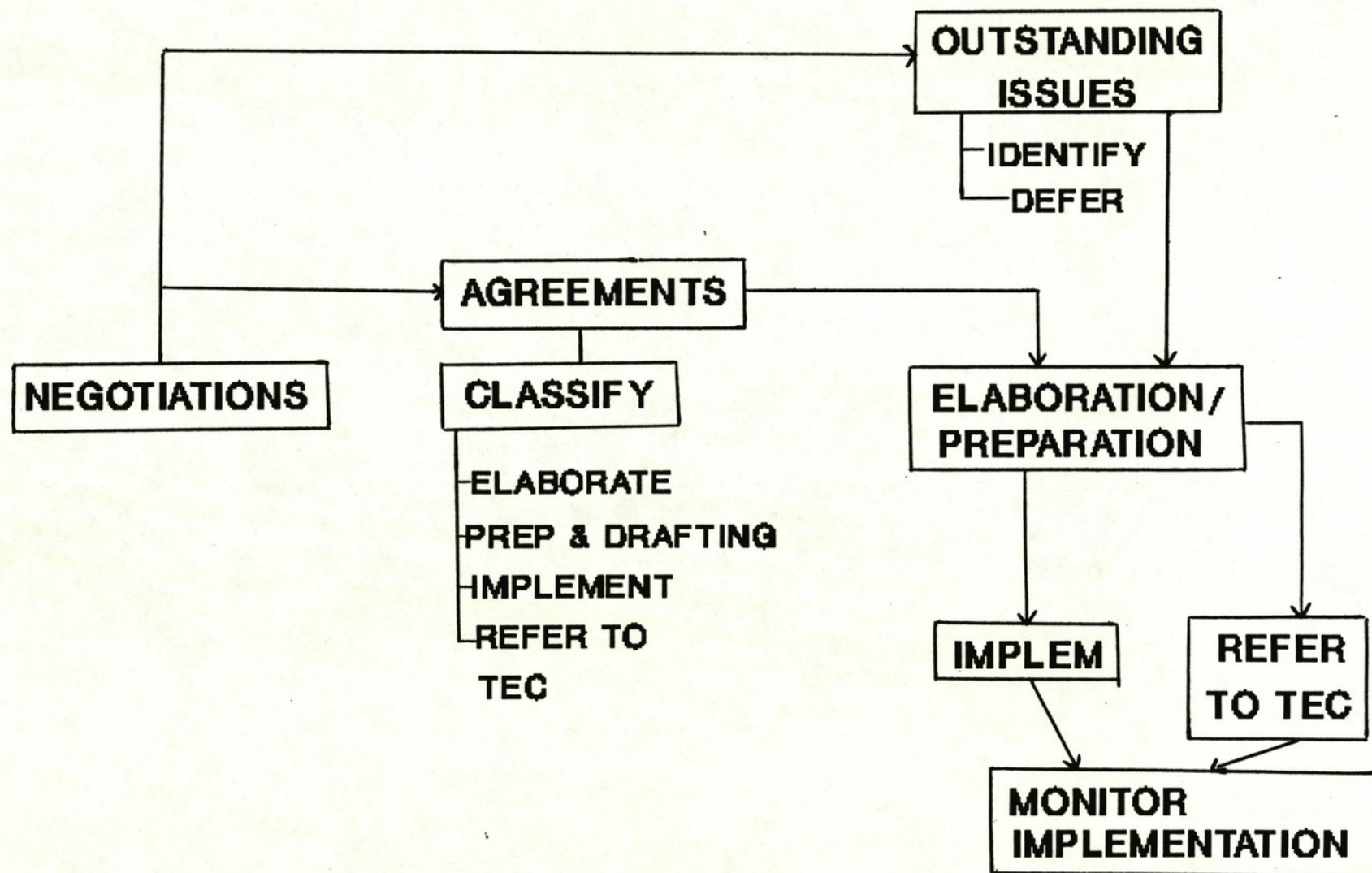


**DRAFT AGENDA FOR THE MANAGEMENT COMMITTEE MEETING TO BE HELD AT 10H00 ON  
25 MAY 1992 AT THE WORLD TRADE CENTRE**

1. Opening
2. Apologies
3. Adoption of agenda
4. Minutes of the last meetings of 14 and 16 May 1992
5. Overview of tasks arising from CODESA 2 and recommendations from the DMC
  - 5.1 Process envisaged (including time frames)
  - 5.2 Guidelines for this process
  - 5.3 Tasks
    - 5.3.1 Agreements classified
    - 5.3.2 Outstanding matters identified
    - 5.3.3 Problems relating to WG2
    - 5.3.4 Elaboration of agreements in WG3
    - 5.3.5 Matters related to WG1
  - 5.4 Structures necessary
6. GAC
7. MC matters
  - 7.1 MC composition
  - 7.2 Chairpersonship
  - 7.3 DMC composition
8. Any other business
9. Date and schedule of future meetings

# PROCESS POST CODESA 2

ADD. B





### PROPOSED PROCESS

