

DAILY MANAGEMENT COMMITTEE\CORRESPONDENCE\26 FEBRUARY

**DATE:** 26 February 1992

**FAX TO:** PJ Gordhan  
Z de Beer  
P Hendrickse  
FT Mdlalose  
RP Meyer  
SS Ripinga  
Z Titus  
J Zuma

**FROM:** Theuns Eloff

**RE:** Minutes of the last meeting of the Daily Management Committee

Attached, please find the following documentation for your attention:

- \* draft minutes of the meeting of 24 February 1992
- \* memorandum from Mr PJ Gordhan

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE DMC AND THE MC. THEY ARE STILL SUBJECT TO RATIFICATION BY THE DMC AT ITS NEXT MEETING.

**MINUTES OF THE DMC MEETING HELD AT 16H30 ON MONDAY 24 FEBRUARY 1992 AT THE WORLD TRADE CENTRE**

PRESENT: PJ Gordhan (Chairperson)  
Z de Beer  
P Hendrickse  
RP Meyer  
Z Titus  
J Zuma  
  
M Maharaj (Secretariat)  
SS van der Merwe (Secretariat)  
  
T Eloff (minutes)

1. **Chairperson's opening remarks**

The delegates were welcomed.

2. **Apologies**

No apologies were noted.

3. **Adoption of the agenda**

The agenda was adopted after having added the item "Any other business".

4. **Preparation for the MC meeting of 24 February, 17h00**

4.1 **Agenda for the meeting**

The draft agenda was agreed upon.

4.2 **Financial assistance**

The report from the Secretariat was accepted as a proposal to the MC, with the following amendment:

Items 5.2 and 5.3 should be combined and would be applicable to expenses related to telephones, faxes, lease of equipment and photocopying. Documented proof of such expenses should be presented.

4.3 **Report back regarding WG4**

A report by Mr Z Titus, chairing of a meeting between DMC members and the Chairperson

of WG4 was noted. It was also noted that certain matters were communicated to WG4 in this regard (attached as addendum A).

4.4 **Report back regarding WG5**

A report by the Chairperson, Mr Pravin Gordhan, was noted. A letter sent to the chair of WGSC5 Mr Mtshali was also noted (attached as addendum B).

5. **Ratification of the minutes of the DMC meeting of 17 February 1992**

It was agreed that, due to time constraints, this should stand over until a next meeting.

6. **Report on the meeting between the Secretariat and representatives of the WGSc's**

6.1 It was noted that, with regard to item 5.1 of this report, one of the rapporteurs from WG3 came from within the WG.

6.2 A few spelling errors were noted in the report and corrected.

7. **Any other business**

7.1 A request from Dr John Maree that the Old Mutual scenario be presented to CODESA participants, was noted. It was agreed to put the matter on the agenda of the next DMC meeting.

7.2 With regard to the mechanism for processing requests from WG's to the DMC, it was agreed that WGSC's should put such requests before the Secretariat, who will discuss it with the Chairperson of the WGSC and deal with the matter, if possible. If the matter requires further consultation, the Secretariat should do so by contacting DMC members.

7.3 With regard to the decision on the position of members of the Secretariat as advisers to their respective parties/organisations, it was agreed to suspend the implementation of the decision recorded in item 6.3 of the minutes of the meeting of 17 February 1992 until further notice.

8. **Date of next meeting**

This meeting will take place on Monday 2 March at 17h00.

Addendum A

**STATEMENT AFTER THE DMC MEETING WITH THE CHAIRPERSON  
OF WORKING GROUP 4 ON 24 FEBRUARY 1992 AT 09H30**

At this meeting the DMC gave due consideration to the matters raised by Working Group 4. After examining various options and having considered the Standing Rules adopted by Codesa I, the DMC mandated the chairperson of Working Group 4 to report back to the Working Group as follows :

1. The DMC points out that the Standing Rules apply generally to all Working Group's.
2. Despite the fact that Working Group 4 itself is comprised of various parties, it would appear that there is a need for the DMC to meet with the Bophuthatswana Government and the South African Government individually in this regard. In view of the fact that the objections were raised within the Working Group itself, the DMC finds it difficult to direct that it meets with the two parties. However, it finds it necessary that its offer to meet with the two parties should be given serious thought.
3. Should the offer be accepted, the DMC has resolved that after the initial meetings with the two parties, it will look at other ways and means to facilitate this matter further.

TO: Chairperson WGSC5  
FROM: Chairperson DMC  
DATE: 21 February 1992

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Re: The document received by the DMC from WGSC5 on 17th February

Regarding Item 1: The minutes of the DMC meeting of 6th February 1992 have now been amended to incorporate the amendments suggested in the note from the WGSC5. This however, does not resolve the necessity to have a detailed delineation between the functions of WG5 and the Management Committee/Daily Management Committee.

Regarding Item 2: The Secretariat has been asked to attend to this matter and I understand that minutes have been circulated to members of the WGSC5 and will be available to Working Group members on Monday 24th February 1992.

Regarding Item 3:

- a) The Secretariat is a "normal CODESA structure" as is evident in the organogram appended to this letter which was approved at CODESA 1.
- b) At the beginning of the meeting the question of Chairpersonship of that meeting was tabled and the meeting unanimously nominated the Secretariat member present to Chair the meeting.
- c) Insofar as the circulation of the agenda is concerned: prior to the meeting on 17 February 1992 between the WGSCs and the Secretariat, all WGSCs had been sent extracts of the minutes and decisions of meetings of the MC, DMC, WGs and WGSCs. These extracts were sent with a covering note (which is attached to this letter) which tables the matters arising from these extracts for the purposes of the meeting's agenda. As there were no additional items raised by the WGSCs, Mr Van Der Merwe proceeded with the items as they appeared in the covering note. As this was the first meeting, the Secretariat - as the note indicates - preferred not to prescribe what should be discussed and simply drew upon what was evident from minutes and looked forward to the input of WGSCs for their views.



B1

TO: REPRESENTATIVES OF WGSC'S ATTENDING THE JOINT MEETING WITH  
THE SECRETARIAT ON MONDAY 17 FEBRUARY 1992 AT 08H00 AT THE  
WORLD TRADE CENTRE

FROM: CODESA SECRETARIAT

Enclosed herewith are extracts of minutes and decisions of meetings of the MC, DMC, WG's and WGSC's. These cover the following issues:

1. Interaction between WG's and the relationship between WG's/WGSC's and the DMC/MC.
2. Working Groups and the media
3. Chairpersonship of Working Groups
4. Rapporteurs in the Working Groups
5. The mechanisms for handling, tabling and copying of submissions by parties/organisations/administrations to WG's

We are sending these to you as background information and on the assumption that issues to be dealt with at the joint meeting will flow from these extracts.

The meeting may, of course, add any other issues on to the agenda.

Regards

M Maharaj and SS van der Merwe  
CODESA SECRETARIAT

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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SECRETAR\DOCUMENT\SEC\WGSC.SD (2)

WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

B2

**ISSUES TO BE ADDRESSED AT THE MEETING BETWEEN THE SECRETARIAT AND REPRESENTATIVES OF WORKING GROUP STEERING COMMITTEES, TO TAKE PLACE AT THE WORLD TRADE CENTRE ON MONDAY 17 FEBRUARY AT 08H00**

**Extracts from MC, DMC, Working Group and WGSC minutes**

**DMC Minutes 6 February:**

- Item 3.2 The MC, and the DMC as its executive body, have been charged to supervise and to co-ordinate Working Group activities by CODESA 1.
- Item 3.3 That the DMC suggestion that a distinction be made between process/procedure and content is useful in delineating the respective roles of the DMC and WGSC5.
- Item 3.6 The Secretariat should investigate appropriate communication mechanisms between the two bodies, and between WG5 and other Working Groups, with regard to the circulation of minutes and the dissemination of information emerging from the Working Groups.
- Item 3.7 With this in mind, the Secretariat should meet with two members of each of the WGs, and it should report back to the DMC on this matter at the next DMC meeting.
- Item 3.9 A sub-meeting between the Secretariat and members of WGSC5 should delineate specific responsibilities as contained in the Terms of Reference of WG5 on the basis of the mechanisms detailed above.
- Item 3.11 Regarding the role of the Group Secretary, he/she should, if called upon to do so by the chairperson, provide information to the Working Group as requested. However, his/her function is essentially administrative.
- Item 3.12 Regarding the role of the Secretariat, it was noted that this is the executive arm of the DMC and a mechanism for co-ordinating the activities of CODESA with this in mind.
- Item 3.14 Regarding the communication of decisions recorded in the minutes, as outlined under Item 3.6 above:
- 3.14.1 Minutes should be approved before the decisions recorded therein are circulated.
  - 3.14.2 Specific decisions of the DMC in respect of the WGSCs may be recorded in separate minutes and approved by the chairperson for immediate circulation, noting that such decisions should be ratified as a part of the overall minutes of the meeting in question at its next session.
  - 3.14.3 All DMC decisions concerning WG5 should be communicated in document form to WGSC5.

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WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

- Item 4.1.1 The procedure for the presentation of submissions at Working Group meetings should be determined by the Working Group and its chairperson.
- Item 4.1.3 Mechanisms for Working Group reports to the next full plenary of CODESA should be addressed by the MC, noting the need for balance amongst the rapporteurs.
- Item 4.1.4 Regarding rapporteurs:
- 4.1.4.1 These should be appointed from amongst Working Group delegates or advisers. The participating organisations concerned may call in substitutes for the persons in question.
  - 4.1.4.2 The Secretariat should formulate and circulate guidelines for the tasks of the rapporteurs, recommending that the number of rapporteurs does not exceed two per Working Group.
- Item 7.4 Media statements on behalf of Working Groups:
- It was agreed that:
- 7.4.1 The mechanism currently employed should be continued.
  - 7.4.2 In the event of the DMC not meeting after the WGs and therefore not being available to formulate a media statement, the Secretariat should meet with the chairpersons of each Working Group (either individually or collectively) to draft an appropriate statement.

**MC minutes 10 February**

- Item 5.3.1 It was agreed that the DMC should investigate the merits of a more uniform rotation mechanism for the Working Group chairpersonship, noting the autonomous nature of the WGs.

**Working Group 1 & WGSC1**

**WGSC1 3 February**

- 2.1.4 That, noting that a media conference is planned to be held after the MC meeting on 10 February in order to invite submissions to each WG, it was proposed that the Chair should establish what latitude WGSC1, on behalf of WG1, has in planning its own advertisement and;
- 2.1.5 that, bearing in mind the area of work of WG1, the chair make a recommendation to the MC that, while WGSC1 recognises the need for a press conference it sees, in addition, a need for its own advertisement, to be inclusive of the Terms of Reference of all Working Groups.

**WG1 6 February**



WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

- 4.3.2 That the Chair undertake to raise with the MC the possibility of all documentation being sent to all delegates and advisers instead of just the heads of delegations.

**Working Group 2 & WGSC2**

Nothing relevant.

**Working Group 3 & WGSC3**

Most recent minutes of WGSC3 not available.

**WG3 6 February**

- Item 4.3.1 It was decided to request the MC to draw up guidelines for the uniform appointment of chairpersons for the WGs. Uniformity in terms of the time the chair presides, as well as the principle of impartiality and others enunciated in the first WG3 meeting, should be kept in mind.

**Working Group 4 & WGSC4**

Nothing relevant.

**Working Group 5 & WGSC5**

**WGSC5 10 February** (not yet approved by the chairperson)

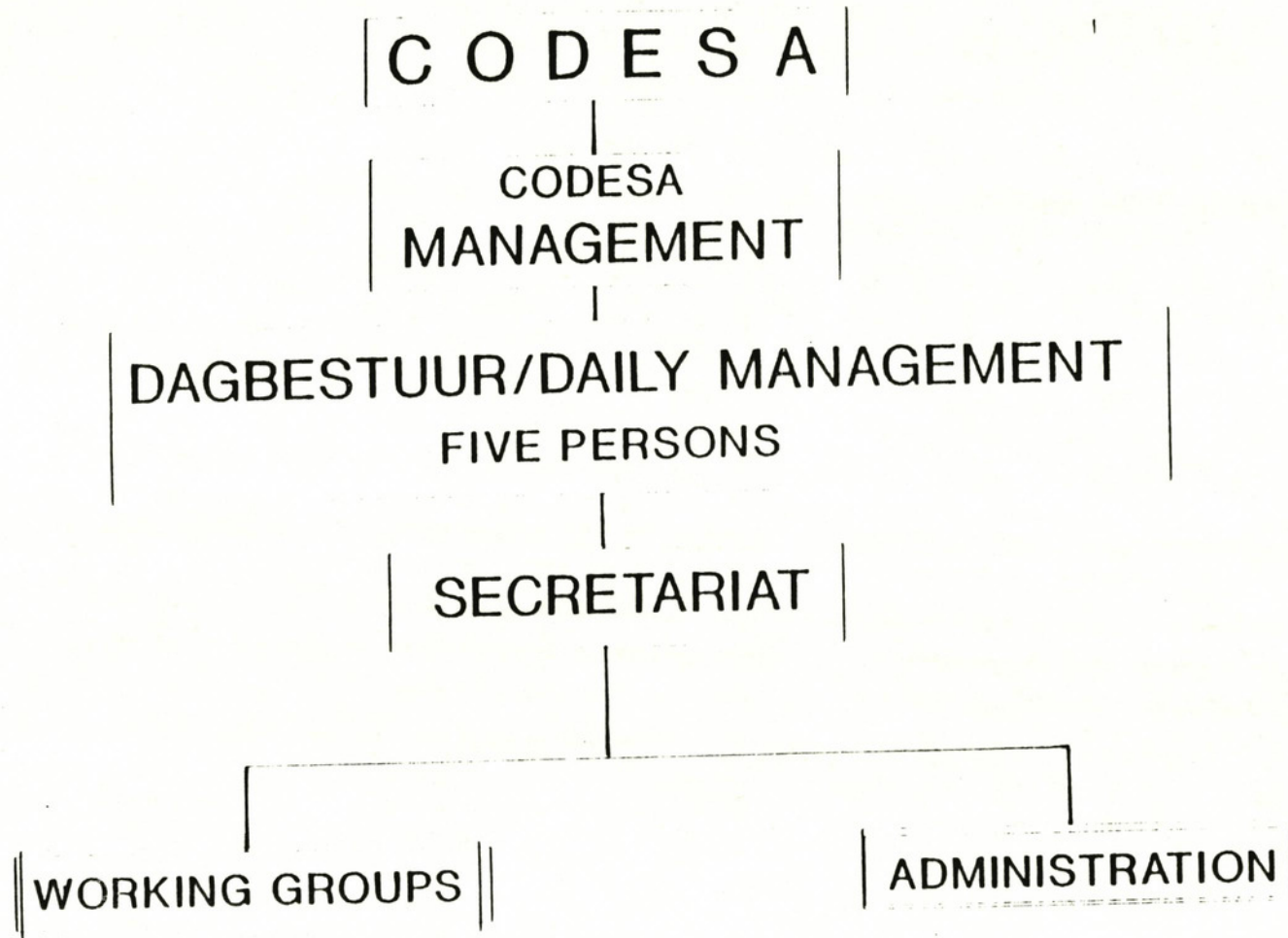
- Item 2 Under a point of order, the issue of substitutes for members of WGSC5 was raised. It was agreed that.....the chairperson should also raise the issue with the DMC.
- Item 6.1.1 It was also agreed to recommend to the DMC, through the Secretariat, that Item 3.3 of the minutes of the DMC (6 February) should read "**administrative process/procedure and political process and content**".
- Item 6.1.2 It was agreed to recommend to WG5 that Item 1.1.4 'b' and 'e' of the Terms of Reference should be managed by the DMC and the Secretariat respectively. This was done on the understanding that the two items ultimately stay the responsibility of WG5.

**Guidelines for Chairpersons of Working Groups of CODESA**

- Item 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.
- Item 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.

STRUCTURE FOR CODESA

B3





FACSIMILE

TO: Members of the DMC

FROM: P. Gordhan

DATE: 26 February 1992

MESSAGE:

I have tried to contact some of you per telephone but was unsuccessful. However it is important to be informed of your views in respect of the matters below in order to take a decision.

The first matter is in respect of a request from Radio 702 for a CODESA spokesperson to participate in the "John Robbie Talk-Show". Could you please indicate your views on this matter.

Secondly, in the publicity around the statement adopted by the Management Committee, unfortunately a link has been made between the statement and the referendum and in some cases has been associated with a 'yes' vote. Your opinion on how this might be rectified would be appreciated.

Kindly respond per fax to: 031-309-2278  
or per phone to: 031-309-6425