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OF 17 FEBRUARY 1992 AT 17H00 AT THE WORLD TRADE CENTRE**

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## DRAFT AGENDA FOR MEETING OF THE DAILY MANAGEMENT COMMITTEE ON 17 FEBRUARY 1992 AT THE WORLD TRADE CENTRE AT 17H00

1. Welcome and apologies
2. Adoption of agenda
3. Ratification of minutes of the meeting of 6 February 1992
4. Report on Working Groups
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5. Report of meeting between the Secretariat and WGSCs on 17 February 1992
  - 5.1 Rapporteurs
  - 5.2 Advertisements
  - 5.3 Communication mechanisms between DMC and WGs
6. CODESA Secretariat
7. Financial assistance
8. Applications for participation in CODESA (Addendum A)
9. Other business
  - 9.1 Request from embassies for a briefing
  - 9.2 Correspondence
10. Date of next meeting

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

**MINUTES OF THE DAILY MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 6 FEBRUARY 1992 AT THE WORLD TRADE CENTRE**

PRESENT:

- ZJ de Beer
- PJ Gordhan (chair)
- FT Mdlalose
- R Meyer
- SS Ripinga
- Z Titus
- J Zuma

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

T Eloff (Secretary)  
P Saxby (minutes)

APOLOGIES P Hendrickse

1. **Chairperson's opening remarks**

The Chairperson welcomed DMC members.

2. **Adoption of agenda**

The agenda was adopted, subject to the following amendments:

2.1 That a review of the proceedings of the meetings of the Working Groups should be included as Item 4 on the agenda.

2.1.1 That procedure regarding presentations to Working Group meetings should be included under this item.

2.2 That matters pertaining to the Media Subcommittee should be addressed as a separate item on the agenda.

3. **Meeting with WGSC5**

It was agreed that:

3.1 The meeting should follow the format recommended in the document 'Issues for Discussion at the Meeting between the DMC and WGSC5 (Addendum A).

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.



- 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.
- 3.4 With Items 3.2 and 3.3 above in mind, and regarding Item 1.1.4 b of the Terms of Reference of WG5, issues pertaining to process and procedure should be addressed by the DMC and issues pertaining to content should remain the responsibility of WG5.
- 3.5 WG5 should take an appropriate decision formalising Item 3.4 above, noting the opening sentence of Item 1.1.4 of its Terms of Reference.
- 3.6 The Secretariat should investigate appropriate communication mechanisms between the two bodies, and between WG5 and the other Working Groups, with regard to the circulation of minutes and the dissemination of information emerging from the Working Groups.
- 3.7 With this in mind, the Secretariat should meet with two members of each of the Working Groups, and it should report back to the DMC on this matter at the next DMC meeting.
- 3.8 Regarding Item 1.1.1 of the Terms of Reference of WG5, the mechanisms detailed above should be utilised to address any difficulties arising.
- 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.
- 3.10 Regarding Item 1.1.4 of the Terms of Reference of WG5:
- \* 1.1.4 'a' should be the responsibility of WG5.
  - \* 1.1.4 'b' should be the responsibility of the DMC, and WG5 should take an appropriate decision to formalise this.
  - \* 1.1.4 'c' should be the responsibility of WG5.
  - \* 1.1.4 'e' should be the responsibility of the Secretariat.

It was noted that these decisions are subject to review as and when appropriate.

- 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. It was noted that the appearance of this item on the agenda was precipitated by poor communication mechanisms between the DMC and WGSC5 concerning adequate preparation of the chairperson of WGSC prior to its first meeting.
- 3.12 Regarding the role of the Secretariat, it was noted that this is the political arm of the DMC and a mechanism for co-ordinating the activities of CODESA with this in mind.
- 3.13 All decisions detailed under Item 3 above should be communicated to the DMC and WGSC5.



3.14 Regarding the communication of decisions recorded in the minutes, as outlined in Item 3.6 above:

3.14.1 Minutes should be approved by the chairperson concerned 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 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.

#### 4. Report-back on proceedings of Working Group sessions

4.1 It was agreed that:

4.1.1 The procedure for the presentation of submissions at Working Group meetings should be determined by the Working Group and its chairperson.

4.1.2 Regarding the media statement to be released following the DMC meeting:

4.1.2.1 WG1 unanimously requested that an appropriate reference to the current wave of violence should be made, noting the role of the NPC in addressing this.

4.1.2.2 Working Group 2 has decided that 'the principle of the issue of the self-determination of the people and its application and practical implementation in the South African situation' should be included as part of its Terms of Reference.

4.1.2.3 The Secretariat in liaison with the chairpersons of the Working Groups should formulate the media statement accordingly.

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 among the rapporteurs.

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 on the tasks of the rapporteurs, recommending that the number of rapporteurs does not exceed two per Working

above.

4.2 It was noted that:

4.2.1 There is a need to regulate the circulation of submissions to the Working Groups via WGSCs.

4.2.2 The interpretation of the Standing Rules may need to be addressed.

5. **Ratification of the minutes of the previous meeting**

5.1 Item 1.4.1 should refer to "Items 1.3.1 and 1.3.2 above".

5.2 Regarding Item 1.6, it was noted that the report was made as requested.

5.3 Regarding Item 3.1.1, and noting that the actual recordings of proceedings are inconclusive, it was agreed that the DMC should recommend that:

5.3.1 DMC members should be allowed to serve on WGSCs but should not act as WGSC chairpersons. Strong views to the contrary should be addressed to the DMC. It was noted that this recommendation should not necessarily affect the existing composition of WGSCs.

5.3.2 DMC members may attend WGSC meetings at the request either of the DMC or of the WGSC concerned.

5.4 Item 3.1.2 should read "V Ntsubane".

5.5 It was noted, as a point of clarity, that any number out of the five security representatives per participating organisation may be called upon during the course of the CODESA process, but that two representatives per organisation is the general rule at present.

5.6 Item 3.4.1 should read "3.1.4.1".

5.7 Regarding Item 4.2.1, it was noted that facilities have been provided, and that the Secretariat will investigate improvements to these as suggested by the media themselves.

The minutes were adopted as amended.

6. **Report from Subcommittee on the Zulu King and Other Traditional Leaders**

It was agreed that this issue should form the basis of a report by the convenor of the Subcommittee to the MC at its next meeting.

7. **Submissions by Interest Groups**

7.1 **Press conference on 10 February 1992**

It was agreed that:



- 7.1.1 This should take place at the World Trade Centre.
- 7.1.2 Mr PJ Gordhan should preside at the conference in his capacity as chairperson of the MC and DMC.
- 7.1.3 CODESA should be represented at the conference by a panel comprising MC members or appropriate alternates, noting the need for representatives with whom the general public can readily identify.
- 7.1.4 Notices, venue, facilities and other related matters should be the responsibility of the CODESA administration, assisted by the Media Subcommittee where necessary.

## 7.2 Letters to editors

The meeting was advised that these have been dispatched in accordance with the decision taken at the previous DMC meeting. A concern that the letter should have been embargoed until after the media conference was noted.

## 7.3 Advertisements for submissions to WGs

This matter was deferred until a later meeting.

## 7.4 Media statements on behalf of WGs

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.
- 7.4.3 The issue raised under Item 2.2 above should be deferred until the next meeting.

## 8. Applications for participation in CODESA

### 8.1 Questionnaire

It was noted that this has been dispatched.

### 8.2 Survey of press reports

It was noted that Stock Press has been commissioned to supply the necessary material, which will be analysed in due course.

### 8.3 Updated list of applicants

This was noted.

## 9. Financial assistance for participants

It was agreed that:

- 9.1 The Secretariat should investigate the proposals contained in the recommendations of Task Group 3 dated Monday 9 December 1991 and amended as follows (as recorded at the meeting of the Steering Committee held on Tuesday 10 December 1991):
  - 9.1.1 "Each delegation should be entitled to an equal basis budget fixed by the Steering Committee to cover costs incurred in preparation for and attendance of Working Group meetings".
  - 9.1.2 "Special requests by delegations for funding to cover particular research needs should be addressed by the Steering Committee, which should set limits to such payments".
- 9.2 Members of the DMC should make submissions to the Secretariat with this in mind.
- 9.3 The Secretariat should brief the MC on this issue at its next meeting.
- 9.4 Inordinate expenses should be avoided until a final decision has been reached.

## 10. Future chairpersonship of DMC/MC meetings

Noting the need for efficient and impartial chairpersonship of these meetings, it was agreed that:

- 10.1 Mr PJ Gordhan and Dr Z de Beer should be appointed as ongoing chairpersons on a rotating basis.
- 10.2 Mr PJ Gordhan should chair all MC and DMC meetings until CODESA 2.
- 10.3 Dr Z de Beer should chair MC and DMC meetings thereafter, for whatever period of time deemed appropriate.
- 10.4 The decisions detailed above should be publicised at the press conference on Monday 10 February 1992.

## 11. Draft agenda for MC meeting of 10 February 1992

11.1 This was approved, subject to the following provisos:

- 11.1.1 That the agenda should include a report on the meeting between the DMC and WGSC5.
- 11.1.2 That delegates are reminded of the '1+1' principle during the course of the chairperson's opening remarks.
- 11.1.3 That the DMC report should be formulated jointly by the Secretariat and Mr PJ Gordhan, and presented by Mr PJ Gordhan.



11.2 Noting the need for the timeous circulation of the agenda to MC members and difficulties experienced in this regard, it was agreed that the CODESA administration should ensure that the addresses and fax numbers for all heads of delegations are correct.

12. Correspondence and any other business

12.1 Regarding the letter from the Metropolitan Chamber, it was agreed that:

12.1.1 The Chamber should be referred to the Terms of Reference of the Working Groups and invited to make submissions accordingly.

12.1.2 The Chamber should be reminded that it is free to brief organisations participating in CODESA should it so wish. An appropriate list of heads of delegations should be made available to the Chamber with this in mind.

12.1.3 The Chamber should feel free to discuss this matter with the Secretariat.

13. Date of next meeting

The next meeting of the DMC will take place on Monday 17 February at 17h00 at the World Trade Centre.

14. The meeting closed.

## ADMINISTRATIVE ARRANGEMENTS/FACILITIES

The main aim of the Administration is to (i) ensure accurate records of all meetings, (ii) to provide documentation in the hands of delegates on time, and (iii) to provide facilities for the functioning of all CODESA structures. There are, however, a few practical problems. The main issue revolves around the programming of CODESA's activities, so as to enable the Administration to achieve this aim.

The following pattern has emerged in CODESA's activities:

- \* Mondays and Tuesdays are used for meetings of WGs, WGSCs, Subgroups, Sub-committees and the DMC/MC. These meetings have increased considerably. For instance, on Monday 17 February, 16 meetings are scheduled. Immediately after these meetings, secretaries and minute takers have to start writing the minutes.
- \* The deadline for the first draft of the minutes of all the above-mentioned meetings is Wednesday 12h00. This means that in the case of some minutes, less than 24 hours are allowed for a draft of the minutes of any meeting. The Secretariat has initiated a meeting with the five secretaries of the Working Groups to be held regularly over lunch on Wednesdays, with the following aims:
  - + To raise and discuss all administrative problems
  - + To monitor the functioning of the Working Groups
  - + To enable the Secretariat to compile a report to the DMC and
  - + To enable the Secretariat to compile the DMC Agenda.

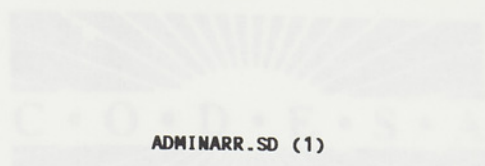
The process of faxing the draft minutes, approved by the different chairpersons, to the WG and WGSC members, is then initiated on Wednesday afternoon.

- \* Thursday 13h00 is set as a cut-off time for all documentation for the DMC/MC meeting on Monday. Documentation received after this time cannot go into the faxed/couriered Agenda, but will be filed at the meeting. Documentation to the DMC/MC is then faxed/couriered late Thursday afternoon/overnight. It is worthwhile to note that DMC members will receive the minutes of 20 meetings next Thursday (20 February). This escalation in meetings was brought about by WG1 establishing 3, WG4 establishing 4 and WG5 planning to establish 2 subgroups.

Against this background, it is important to also note that before CODESA 1, parties/organisations/administrations have been requested to submit the names of suitable administrative staff. This same request has been made again on 12 February (Addendum I). As work increases, CODESA Administration is able to take on more staff. The sole test in this regard is competence.

It must be pointed out, however, that so far, parties/organisations/administrations have responded primarily to requests at the level of Security. Staff requirements for CODESA have now moved into specific areas, requiring specific competence, for example, minute taking. At present, the secretarial and administrative staff component is adequate. It is also important to note that before CODESA 1, it was approved by the Steering Committee to appoint the Consultative Business Movement (CBM) as an independent body to provide the core of the staff for the CODESA Administration. All staff appointments are therefore made under the aegis of CBM.





We trust that this report provides a basis for the DMC to address the following problem areas:

1. How to ensure more effective programming of CODESA activities
2. How to ensure timeous distribution of documentation, preparation and distribution of agendas, etc.
3. Facilitating procedures by which additional staff and technical facilities are provided.
4. Changes to administrative arrangements.
5. Composition of the Secretariat.

FROM: The CODESA Secretariat

TO: Members of the Department of Trade and Industry

Organization representing the CODESA secretariat are invited to participate in the Secretariat which qualified persons for the purpose of administrative arrangements.

Where recommendations in this report should be made in the accompanying list will provide meeting the following criteria will be considered for appointment:

Candidates should be:

- \* competent administrators with knowledge of current work available
- \* familiar with trade practices and the South African economy in general
- \* for the purpose of administrative arrangements available at the time of meeting and capable of such work with a view to the work of the secretariat
- \* able to represent the secretariat in the public domain
- \* capable of providing the secretariat with administrative support following the meeting
- \* possessing suitable skills in IT
- \* able to work with the secretariat in a professional manner

There will be no payment for services but will offer full access to facilities and personal skills. Meals will be provided and a transport subsidy will be arranged.

Please address your written applications to Human Resources at the fax number indicated below.

We look forward to hearing from you in due course.



ADMIN\CORRESP\MINTAK.AC (2)

ADMINISTRATION\CORRESPONDENCE\MINUTE TAKERS

DELEGATE FACT SHEET

MONDAY 12 FEBRUARY 1992

DATE: 12 February 1992

FAX TO: All heads of delegations to CODESA

FROM: The CODESA Secretariat

RE: Minute-takers for the Sub-groups of Working Groups

Organisations participating in CODESA are invited to recommend to the Secretariat suitably qualified personnel for the purposes of minute-taking at Sub-group level.

Written recommendations in this regard should be made on the understanding that only persons meeting the following criteria will be considered for appointment:

Candidates should be:

- \* competent minute-takers, with examples of relevant work available
- \* familiar with word processing, and the Word Perfect package in particular
- \* for the purposes of continuity, consistently available all day on Monday and Tuesday of each week until at least the end of March in order to:
  - + take comprehensive notes at the meetings concerned
  - + prepare from those notes and taped recordings, immediately following the meeting, a first draft of the minutes in liaison with the Sub-group secretary and the chairperson of the Sub-group
  - + finalise the first draft in time for submission to the Secretariat and circulation to Sub-group members by mid-day on the Wednesday immediately following the meeting
- \* permanently resident in the PWV area
- \* able to make their own transport arrangements

Rates will be negotiated at between R40 and R60 per hour according to qualifications and proven skills. Meals will be provided, and a transport subsidy can be negotiated.

Please address your written applications to Ashley Symes at the fax number indicated below.

We look forward to hearing from you in due course.

Any documentation required by the working groups which requires typing or copying, must be authorised by the chairperson of the working group. Authorisation should be written on the document itself and be accompanied by the full name of the chairperson and the name of the group.



# DELEGATE FACT SHEET - NO 1

MONDAY 17 FEBRUARY, 1992

Codesa Administration would like to draw your attention to the following matters:

## Administrative Offices

1. Codesa Administration has provided each organisation with furnished offices, which we hope you find satisfactory. We would, however, like to remind you that these facilities were provided in order to relieve the burden of secretarial services from our administrative offices. Our administration offices are strictly for the use of Codesa staff who are not in a position to render services for any organisations. It is the responsibility of all organisations to equip and to staff their offices to cope with their secretarial needs.
2. One photocopier has been made available for the service of the party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalators. At present requests for copying should be given to him in writing (forms obtainable at the machine), and are attended to on a first come, first serve basis. PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION. A new photocopying machine will be available soon, which will enable parties to purchase access cards each with a capabilities of allowing a certain number of copies to be made. We hope that this will make the copying process more convenient.
3. Please be reminded that the Codesa Administration is not in a position to copy and distribute organisation submissions. All submissions should be typed and reproduced before working group meetings, by the organisations themselves. (Please refer to the "Guidelines for Chairpersons of Working Groups" adopted at the Management Committee meeting of the 13/1/92, item 3.4). This has also been reiterated and endorsed at a meeting between the Secretariat and two members of each of the Working Group Steering Committees held on Monday 17 February.
4. Any documentation required by the working groups which requires typing or copying, must be authorised by the chairperson of the working group. Authorization should be written on the document itself and be accompanied by the full name of the chairperson and the name of the group.



Travel and Accommodation

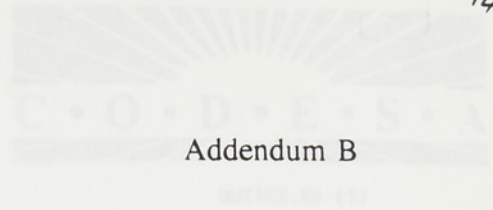
- 1. We would like to encourage all delegates to take time during the course of the working group days to complete the attached Travel & Accommodation Booking form, and to submit it to Codesa Travel, during the course of the day.  
A great deal of confusion is created by telephonic bookings, and the most efficient method of booking is via the correct form. Extra forms are available at the Codesa Travel office.
- 2. With regard to bookings, we would like to urge all delegates to consider very carefully their flight and accommodation needs, before making bookings. A great deal of expense and administration is created by alterations to booking details.

Photographs

- 1. Photographs of CODESA 1 will be on display on the windows of the CODESA Administration offices. Order forms are available for delegates to order reprints.  
Kindly complete your form, and place it in the envelopes provided, along with the correct payment for your reprints. Place the envelope in the post-box provided, and your prints will be available within 2 weeks of ordering.

WE REMIND ALL PARTIES THAT SHOULD YOU BE EXPERIENCING ANY PROBLEMS, PLEASE CONSULT CODESA ADMINISTRATION, AND WE WILL GLADLY ASSIST YOU.





Addendum B  
MAY 1992

**TO: THEUNS ELOFF, CODESA ADMINISTRATION**  
**FROM: SUE ALBERTYN, SECRETARY OF WG4**  
**DATE: 12 FEBRUARY 1992**

WORKING GROUP 4: REINCORPORATION OF THE TBVC STATES

At the meeting of the WGSC4 on 11 February 1992, it was requested that the DMC should provide greater clarity on what is meant by "consensus".

At the WG4 meeting on 10 February 1992, the principle of consensus was debated and the WG referred to the Standing Rules of CODESA where the issue of consensus is dealt with. However the WGSC4 felt that greater clarity was still required on this issue.

I would be grateful if you could raise this at the next meeting of the DMC so that a report-back can be made to the next meeting of WG4 on 17 February 1992.

1. In acceptance with guidelines determined by the Daily Management Committee/Management Commission, the Secretariat is therefore required to create the structures for and manage the overall administration of CODESA.
2. 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.

## 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.



APPLIC2.SG (5)

ORGANISATIONS APPLYING TO PARTICIPATE IN CODESA  
as updated 14 February 1992

ORGANISATION	APPLIC DATE	CODESA ACKNOW	OTHER CORRES	CODESA RESPONSES	OTHER	STATUS
<b>I. Traditional Leaders</b>						
#1 Contralesa	20/12/91	24/01/92	30/01/92	)	Traditional Leaders	Pending outcome of Traditional Leaders Sub-Committee Meetings
#2 Paramount Chiefs of QwaQwa (Letters received in support from Chiefs Mota and Mopeli)	17/12/91	24/01/92		)	Sub-Committee 5 Feb 1992	
	03/02/92			)		
#3 Lebowa College of Magoshi	07/01/92	24/01/92		)		
4 Ndzundza Mabhoko Royal Kraal (KwaNdebele King)	15/01/92			)		
*5 Paramount Chief EM Mabena II of KwaNdebele	03/02/92			)		
*6 Batlokwa Tribe National Council	13/02/92			)	To be referred to Traditional Leaders Sub-Committee	
10 Pan African Congress of South Africa	14/12/91		14/12/91 15/12/91 x 2	02/01/92 020	01/02/92	
11 People's Party of South Africa	11/12/91		24/12/91	02/01/92 020	01/02/92	
12 People's Progressive Party	03/01/91				07/02/92	
13 African Party of South Africa	11/11/91		03/01/92 15/01/92 07/01/92 03/02/92 12/02/92	12/02/92	07/02/92	15/01/92 14/02/92
14 United Democratic Party	29/01/92				01/02/92	
15 Venda National Party	30/01/92				01/02/92	
*16 Nyasank Action Party	01/02/92				( - )	





III. Interest Groups

ORGANISATION	APPLIC DATE	CODESA ACKNOW	OTHER CORRES	CODESA RESPONSES	SUBMISSIONS MADE	STATUS
#1 Broadcast Interest Group	17/12/91	23/01/92			WG1 )	Groups have been invited to make submissions to Working Groups
#2 Church Alliance of South Africa	13/12/91	27/01/92			)	
#3 Matatiele Residents Association	18/12/91	27/01/92			)	
4 National Committee of Local Gvt Associations	28/01/92 (new)					??
#4 National Forum	12/12/91	27/01/92			)	Groups have been invited to make submissions to Working Groups
#5 Psychological Association of SA	18/12/91	23/01/92			)	
#6 Return Exiles Committee	17/12/91	27/01/92			)	
#7 SA Red Cross	10/12/91	27/01/92			)	
#8 Unemployed Silent Majority	18/11/91	23/01/92			)	
#9 Women's Bureau of South Africa	14/01/92	24/01/92			)	

IV. International Organisations

ORGANISATION	APPLIC DATE	CODESA ACKNOW	OTHER CORRES	CODESA RESPONSE	STATUS
1) <u>Non-Government</u> :					
@1 World Council of Churches	17/12/91	15/01/92			This corresp is closed.
ii) <u>Government</u> :					
None					
iii) <u>Political Parties</u>					
1 Basotho National Party	13/12/91				??



APPLIC2.SG (5)

V. Other

ORGANISATION	APPLIC DATE	CODESA ACKNOW	OTHER CORRES	CODESA RESPONSE	STATUS
1 Cosatu	22/01/92				??
2 Christians for Truth (observer status only)	29/01/92				??
@3 Idasa	17/12/91				Corresp closed
4 South African Hostel Dwellers Association	31/01/92				??

- KEY
- \* New applications to participate in Codesa (letters attached)
  - # Replies from Codesa already issued: organisations concerned welcome to make submissions to the Working Groups or relevant sub-committee (eg, Traditional Leaders sub-committee)
  - @ Application turned down

Ingwenyama E.M. Mabena II  
 c/o KwamaManala Tribal Authority  
 P O Box 2  
 MBIBANE  
 0449  
 03 February 1992

The Secretariat  
 CODESA  
 P O Box 307  
 ISANDO  
 1600

Sir

**RE : APPLICATION FOR PARTICIPATION AT CODESA BY PARAMOUNT CHIEF  
 E.M. MABENA II OF KWANDEBELE**

As the above matter refers, I S.I Masuku as chairman of the above named Tribal Authority have been duly instructed to seek representation for delegate status of his Majesty Ingwenyama E.M Mabena II of the Amandebele AkwaManala.

His Majesty Ingwenyama E.M Mabena II stands at the head of one of the two major tribes of Kwandebele and his participation at Codesa, will help us in the articulation of our rights to self determination and full participation of a new order in our region as well.

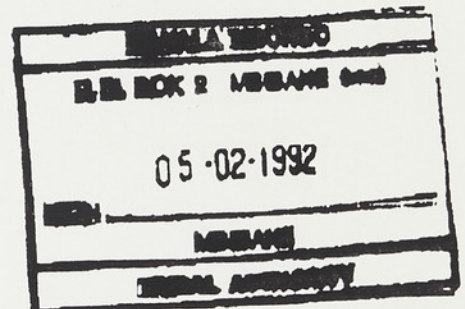
In the light of the present developments regarding the role of Traditional leaders, we strongly believe that only full delegate status will be sufficient to his Majesty Ingwenyama E.M. Mabena II

We would appreciate it if, the Secretariat could process this application as soon as possible, as Ingwenyama would wish to be placed in the light as soon as possible.

Thanking You in anticipation

Yours Faithfully

S.I Masuku *S-I-MASUKU*  
 On behalf of Ingwenyama E.M. Mabena II





22

# BATLOKWA TRIBE NATIONAL COUNCIL

## BATLOKWA STAMRAAD

TEL.: 909-3713  
TEL.: 930-5471



P.O. BOX/POSBUS 12324  
KATLEHONG 1832

Our ref./Ons verw .....

Your ref./U verw .....

The Secretary  
The Convention for a Democratic  
South Africa (Codesa)  
P.O. Box 307  
ISANDO  
1600

13 February 1992

Dear Sir

### APPLICATION TO PARTICIPATE IN CODESA

Our Tribal Head, Kgosi-Kgolo David Tumisi Lebaka Tsotetsi (LEBAKA II), and his Council, resolved at a meeting held on the Rus 'n Bietjie farm, in Vrede, O.F.S, on 30 January 1992, that they should seek a place on the CODESA, to represent the over 500 000 Batlokwa Tribe population in South Africa, mainly because they are faced with the very important and crucial question of the land, and also the constitutional future of the tribe. The Tribal Head has been officially allowed to reign over his tribe in the districts of Harrismith, Vrede, Frankfurt and Reitz only.

We hope that our application will receive your favourable consideration.

Yours faithfully

  
T.E. PHOOFOLO



Ministerie van  
Streek- en Grondsake

Ministry of  
Regional and Land Affairs

Republiek van Suid-Afrika • Republic of South Africa

23  
Privaatsak X844  
Private Bag  
Pretoria 0001  
Tel (012) 323-5212/3/4  
Faks • Fax (012) 21-1244

4D23/B

1991-12-09

Mr S T Tsotetsi  
Rus 'n Bietjie  
P O Box 87  
VREDE  
2455

Dear Mr Tsotetsi

NOTIFICATION OF THE INAUGURATION OF D L TSOTETSI AS CHIEF OF THE  
BATLOKWA BA MOKGALONG TRIBE

I acknowledge receipt of your letter dated 27 November 1991 regarding  
the inauguration of chief Tsotetsi on 21 December 1991.

I have pleasure in informing you that the inauguration ceremony will  
be attended by officials of the Department of Development Aid and  
that Mr B G van der Westhuizen will officiate at the occasion.

On behalf of the Government and myself I wish to congratulate chief  
Tsotetsi and the tribe on this very important occasion in the history  
of the Batlokwa ba Mokgalong tribe. It is my sincere wish that this  
tribe will prosper in the years to come.

Kind regards

J DE VILLIERS, MP  
MINISTER

MVD1115



041 - 632410

United Conciliation Party,  
Private Bag 11068,  
Algoa Park  
6005

January 29, 1992

The Secretariate  
Codesa  
World Trade Centre  
PO Box 500  
Kempton Park  
1620

Dear Sir,

I wish to apply, on behalf of the United Conciliation Party, for membership of the Convention for a Democratic South Africa (Codesa).

For your information, I supply the following facts. The United Conciliation Party was founded in 1986 and has a total membership of 500,000. Some of its members have served for many years as councillors of the local authorities. This has given them practical experience in politics and administration at the grassroots level. Membership of the United Conciliation Party has also given them insight and experience of politics on the wider regional and even national level.

I trust you will given favourable consideration to the United Conciliation Party's application for membership of Codesa and I look forward to hearing from you soon.

Yours sincerely

Tamsanqa L. Linda

UNITED  
CONCILIATION PARTY  
UNITED RE STRIP



PRIVATE BAG 11068  
ALGOA PARK 6005 S.A.

Mnyamana Action Party  
P O Box 372  
EKANGALA  
1021  
03 February 1992

The Secretariat  
CODESA  
P O Box 307  
ISANDO  
1600

Dear Sir

RE : APPLICATION FOR PARTICIPATION AT CODESA BY THE MNYAMANA  
ACTION PARTY (KWANDEBELE)

As the above matter refers, the Mnyamana Action Party hereby applies for permission to send a delegation to Codesa.

The party was formed on the 25 August 91 as a resistance group aiming to have the present homeland system and Government dissolve, and the Kwandebele area to be reincorporated to the RSA. To this effect a petition signed by close to 50 000 people was transmitted to the RSA government.

However, the present deliberations at Codesa have placed us in a position where we could argue our standpoint openly. The party is presently the only opposition to the Kwandebele Government that has 25 members of Parliament in the Kwandebele Legislative Assembly. The other opposition party is the Sindawonye Progressive Party.

We therefore feel that the delegate status afforded Intando Yesizwe of Kwandebele, to the exclusion of other parties like the Mnyamana Action Party and the Sindawonye Progressive Party is unfair, as the I.Y.P. is representative of those that support it, not all the people of Kwandebele.

The Mnyamana Action Party would appreciate a decision by Codesa, to allow other opposition parties from the homelands participation as full delegates, in order to minimise potential for ethnic conflicts in these areas.

Your response as soon as possible in this regard will be highly appreciated.

Yours Faithfully

  
D.M. MKHAMBANE  
CHAIRMAN, MNYAMANA ACTION PARTY



Received 92102106

# SOUTH AFRICAN HOSTEL DWELLERS ASSOCIATION (SAHDA)



## (SAHDA)

P.O.Box 4102  
DURBAN  
4000

PO BOX 811  
DURBAN  
4000

TEL: 031-3077926  
FAX: " 3077926

31.01.1992

The Chairman  
Management Committee  
CODESA  
P.O.Box 307  
ISANDU  
1600

Dear Sir

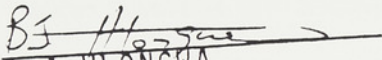
RE: ADMISSION TO THE NEXT CODESA

We are Hostel Dwellers Association which represent the hostel dwellers views as observe status.

We request you Sir, to admit us in your next meeting because we feel to express the hostel dwellers views. As hostel dwellers, we want to contribute to the New South Africa.

Your co-operation shall be highly appreciated.

Yours faithfully  
SAHDA

  
B.J. HLONGWA  
SECRETARY

BH/tm

PEACE LIVETH EVERMORE



**TO: ALL DMC MEMBERS**

**FROM: SECRETARIAT**

**DATE: 17 FEBRUARY 1992**

**RE: BRIEFING FOR EMBASSIES AND OTHER FOREIGN MISSIONS**

More and more foreign missions are asking for information regarding progress at CODESA. Given the fact that Working Group 1 will be looking, amongst other things, at the Role of the International Community, it is becoming increasingly necessary that some decisions be taken on:

- + whether briefings should be arranged for them, and
- + if so, by whom and at what intervals.

Alternatively, such requests for information could be dealt with per request, as and when these are made.



Telefax (011) 836-6931  
 Telephone (011) 832-1123  
 4th Floor Khotso House 42 Marshall Street Johannesburg  
 P O Box 16858 Doornfontein 2028 Johannesburg South Africa

# National Land Committee

10 February 1992

The Chairperson  
 CODESA Management Committee  
 World Trade Centre  
 Johannesburg

<b>FAX</b>	TO: <u>CODESA</u>
FAX NO: <u>836-6931</u>	PAGE: <u>1</u> OF: <u>2</u>
ATTENTION OF: _____	
FROM: <u>BAHLE</u>	DATE: <u>10-2-92</u>
COMPANY: <u>NLC</u>	
FAX NO: <u>836-6931</u>	Post-It Notes from 3M

Per: telefax

Dear Mr Gordon

We write to you on behalf of 20 rural communities who would like you to address them on the Convention for a Democratic South Africa (CODESA), particularly on how their situation may be affected by the deliberations of CODESA.

These communities who have claims to the restoration of land which they lost as a result of forced removals have joined efforts to find ways of contributing to the resolution of the problems facing them. In attempts to find just and legal processes to resolved the issue of land claims, these communities have, among other things, made submissions to and held numerous discussions with the Government, prior and after its decision to establish the Advisory Commission on Land Allocation. The membership and terms of reference of the Commission, however, gave rise to disappointment and acute dissatisfaction. As the result of this the communities decided not to participate in the activities of the Commission.

This position is going to be reviewed in the national meeting on the 22nd and 23rd February 1992. In considering this position, the communities would like to be informed about the bearing of the discussions and processes of CODESA in as much as it may affect their situation and the Commission. It is with this in mind that you or your Committee member are requested to address a session of the meeting of the communities' representatives. This will be a plenary session in which we would like you to speak about CODESA, its broad mandate and tasks, how the resolution of land claims fits in within these processes and to take some questions and discussion from the representatives in the meeting.

This plenary session is tentatively planned for Saturday, 22nd February, from 14h00 to 15h30, and it remains subject to your availability.

As you may appreciate the issue of land restoration not only affects the lives of thousands of people in these communities but it is a sensitive issue of national importance which has a potential of determinantly influencing the future of our country. Your presence and participation would be greatly appreciated.



We trust that this request will meet your favourable consideration and look forward to your reply or queries on this matter.

Yours faithfully

*Bahle Sibisi*

B Sibisi

KINDLY TAKE NOTE THIS REPLACES OUR PREVIOUS FAX

FROM THE WOMEN'S BUREAU OF SOUTH AFRICA - MARGARET LESSING  
TO URGENT ATTENTION : DR ZACH DE BEER - CODESA

DATE 14 JANUARY 1992

SENT TO FAX NO. 011 397-2211

CONTENTS

Because political parties seem to be having difficulty in making room for women in their representations, the WOMEN'S BUREAU OF SOUTH AFRICA urges you to take action to ensure women's potential contribution to CODESA and to the future of South Africa is not lost.

We recommend that you do this through the WOMEN'S NATIONAL COALITION and the WOMEN'S BUREAU - South Africa's widest linking bodies bringing together the variety of women's organisations of all races.

Just as churches and business organisations believe they must make their own special contribution individual women and women's organisations that may not be politically affiliated have a valuable contribution to make.

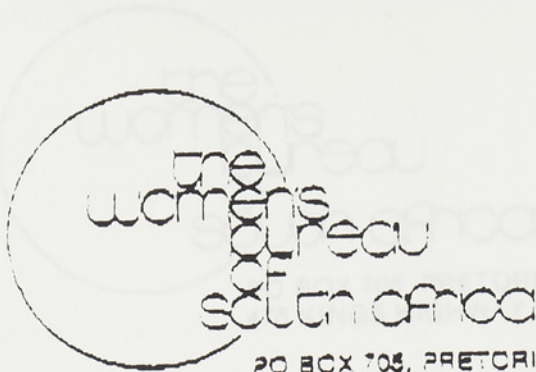
We have names of members serving on both the COALITION and the BUREAU whom we would be pleased to recommend with confidence and we would make all our facilities available to you.

All good wishes

*Margaret Lessing*

MARGARET LESSING OMS  
EXECUTIVE DIRECTOR





PO BOX 705, PRETORIA, 0001. TEL (012) 476-176  
 476 KINGS HIGHWAY, LYNNWOOD, PRETORIA, 0081 FAX NUMBER: (012) 476-176

FAX : KINDLY TAKE NOTE THIS REPLACES OUR PREVIOUS FAX

COVERING PAGE PLUS :

FROM : THE WOMEN'S BUREAU OF SOUTH AFRICA - MARGARET LESSING

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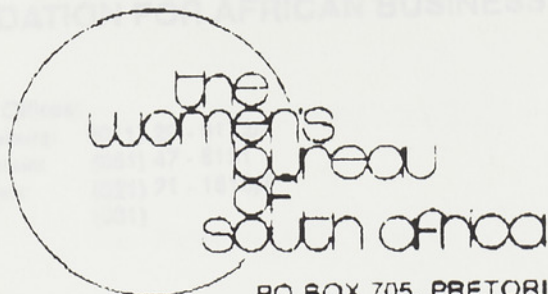
All good wishes

*Margaret Lessing*

MARGARET LESSING DMS  
 EXECUTIVE DIRECTOR

HML/ap

SPONSORED BY OLD MUTUAL



PO BOX 705, PRETORIA, 0001, TEL (012) 476-176  
476 KINGS HIGHWAY, LYNNWOOD, PRETORIA, 0081 FAX NUMBER: (012) 476-176

FAX TO CODESA SECRETARIAT

FAX NO 011 397-2211

FROM : MARGARET LESSING

DATE : 3 FEBRUARY 1992

Dear Sirs,

This acknowledges your letter dated 24 January 1992 in response to our requests that women should be included in your Working Groups.

We were aware that full participation in CODESA is limited to political organisations but believe that Working Groups should have more flexibility.

In the circumstances we note that at its meeting on 10 January the CODESA Management Committee decided that "each Working Group shall determine ways and means by which women's and other interest groups which are not participants in CODESA may make submissions to that Working Group on matters relevant to its terms of reference" and that the manner in which Working Groups will receive submissions is still under consideration.

In the meantime we would appreciate your sending us the precise terms of reference of each of your five Working Groups to enable us to determine the submissions we should make.

Yours faithfully

*Margaret Lessing*

MARGARET LESSING DMS  
EXECUTIVE DIRECTOR

HML/ap



# FOUNDATION FOR AFRICAN BUSINESS & CONSUMER SERVICES



Regional Offices:  
 Johannesburg: (011) 29 - 8172/4  
 Bloemfontein: (051) 47 - 8151  
 Cape Town: (021) 21 - 1810/4  
 Durban: (031)

P.O. Box 269  
 Pretoria  
 0001

Tel: (012) 325 - 1570  
 Fax: (012) 325 - 8123  
 Telex: 321905 SA

Your Reference.....

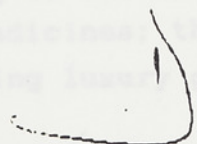
## FAX TRANSMISSION

NAME OF COMPANY: CODESA  
 FOR ATTENTION OF: DR. DE BEER  
 DESTINATION FAX NO: 011 397 2211  
 FROM: DORA NDABA  
 MATTER: WOMANS ISSUES  
 DATE SENT: 27-1-90  
 NUMBER OF PAGES (Inc. Front cover): .....

### MESSAGE

AS I AM DEALING WITH WOMEN  
 IN THE INFORMAL SECTOR, WE WOULD  
 LIKE TO SEE REPRESENTATION OF  
 BLACK WOMEN IN BUSINESS TO  
 BE IN ADVISORY COMMITTEE DEALING  
 WITH WOMEN ISSUES

from

 DORA NDABA

NOMINEE BUSINESS WOMAN OF THE 199

Members: National Black Consumer Union, Southern African Black Taxi Association, South African Taverners Association, African Builders Association, Sechaba - Sigwe Co-Operative, National Hawkers Association, National Stokvels Association of South Africa, African Farmers Association of South Africa, National Cottage Industry Association, Black Association of Travel Agents of South Africa, Black Insurance Brokers Association, Small Retail Association of South Africa  
 Associates: African Bank

p.o. box 67356 bryanston 2021 tel/fax: (011) 706-3363

7 February 1992

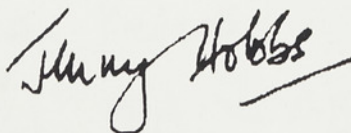
The Management Council, CODESA

Dear Sirs

You have asked for submissions by South African citizens. I am extremely concerned about the following matters, and would like to know what action is being taken regarding them.

1. First and foremost, the paucity of women representatives at CODESA. Less than seven per cent is not good enough when women form the majority of the voters. What is being done to increase the representation of women at CODESA?
2. I do not believe that our future should be decided upon solely by politicians, who have their own (often self-serving) agendas. It is patently wrong and unjust that obscure political parties should be allocated voting rights when major interest groups such as trade unions, church, business, educational, health and charity organisations are denied the right - with all their expertise! - to make decisions about our future. WE MUST GATHER OUR BEST PEOPLE TOGETHER IN A COALITION INTERIM GOVERNMENT TO ENSURE THE BEST POSSIBLE NEW SOUTH AFRICA.
3. I would like to see on the CODESA agenda:
  - \* a fully enforceable Bill of Rights for women
  - \* provision for a detailed investigation of the violence that is racking our country, by impartial international experts provided by the United Nations
  - \* indications of strong and immediate action being taken over the provision of housing, education, social services and decent medical care for everyone
  - \* the lifting of VAT on more basic foods, books, health care and medicines; the shortfall could be made up by double-taxing luxury goods, cigarettes and alcohol.

Yours sincerely



(Mrs) Jenny Hobbs  
The Women's Initiative



PAM HERR ORGANISATION

PO BOX 30176, TOKAI, CAPE, 7966  
TELEPHONE (021) 782-5892  
FAX NUMBER (021) 782-1774

FACSIMILE TRANSMISSION DETAILS

TO : CODESA  
ATTENTION : MANAGEMENT COUNCIL  
FROM : PAM HERR  
DATE : 12 FEBRUARY 1992  
NO OF PAGES : 1

Sirs,

On behalf of the two organisations in Cape Town, for which I am honorary PRO, namely the Cape Town Business and Professional Women's Club and the National Association of Women Business Owners, I would like to record our concern that women are being excluded from Codesa's deliberations.

All women are economically active and half the South African population is women.

We would urge your Council to give serious and urgent attention to making provision for women's groups to participate.

Thank you.

A. JEPHSON

M. ...

D. Sweet

C. Bowd

N. Smith

A. ...

P. ...

Juliet ...

Linda ...

Catherine ...

Linda Peters

Joy MACWAB

North ...

12 London Rd

Observatory, 7023

6 ...

Observatory

31 LITTON ST

OBSERVATORY

8 Dove Road, Observatory

6 ... Rd, ...

3 ...

Eagles Nest, Constantia

10 ...

5 ...

4 ...

... ..

... ..





# THE BOOKSHOP

66 Lower Main Road · Observatory · Cape 7925  
PO BOX 171 · Observatory 7935 · South Africa  
Telephones (021) 417-5970/71 · Fax (021) 417-6164

## Women denied a fair say in their future

From JENNIFER CRYS-  
WILLIAMS and JEN-  
NY HOBBS, The  
Women's Initiative  
(Bryanston):

IN MARCH the decisive  
round of talks between  
delegates of political  
parties to the Conven-  
tion for a Democratic  
South Africa will begin  
in Johannesburg.

At the first round of  
Codessa talks, women  
were represented by  
fewer than 7% of the del-  
egates.

Many South African  
women — largely subject  
to their husbands' and  
social strictures — are  
outraged by this denial  
of their right to reason-  
able representation.

Protests by women's  
groups have so far been  
fruitless.

We appeal to anyone  
concerned, not only with  
women's rights, but with  
a genuine democratic  
process, to help us put  
pressure on the parties  
to Codessa.

The next acknow-  
ledge our right to partici-  
pate fully in deci-  
sions about our future.

Write to: The Women's Initiative  
PO Box 171, Observatory, Cape  
Town 7935. South Africa  
or faxing them to  
(021) 417-2111.

Anne G. Greenwell

Jenny Vasvari  
Taru Brereton  
D. Greenekamp

D. BERMAN

J. L. Potts.

A. JEPHSON

AM Miller

D SIMSON

C. Bowler

N Smith

A. Romano

P. Leava

Inliet Perkins

Linda Padfield

Collette van Niffler

Linda Peters.

Joy MACHAB

Meredith Fountain

50 Trill Rd Obs

PO Box 30 Phillipi.

74 New Church St.

80 Mount Rhodes Drive,  
Hout Bay

52 Lower Main Road  
OBSERVATORY

Box 416 Rainsgate.

12 London Rd  
Observatory, 7925  
78 Cragin St Hillcrest

4 PARK VILLA  
OBSERVATORY

31 LYTTON ST  
OBSERVATORY.

8 Dove Road, Observat

6 Fifth Rd, Rondebosch

3 Buckingham Ave Toka

Eagles Nest, Constant

10 Cambridge Rd Observat

5 TRILL RD OBSERVATOR

4 Moxley Road Obs.

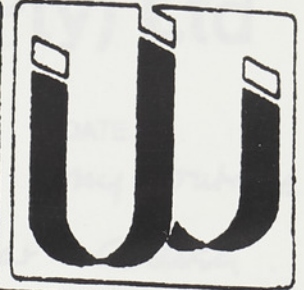
444 CRANKE RD

OBSERVATORY.

1066 Lely St. OBS



# UNION OF JEWISH WOMEN OF SOUTH AFRICA



## NATIONAL EXECUTIVE COUNCIL

P O Box 3622  
Johannesburg 2000  
Telephone 331-0331  
Telegraphic Address:  
UNIONHEAD

Fund-raising No.  
01-100-126-000-3


5th Floor  
Sheffield House  
29 Kruis Street  
cnr. Main Street  
JOHANNESBURG 2001

13 February 1992

FAX TO CODESA      FAX NUMBER 397 2211

FROM MIRIAM STEIN - NATIONAL PRESIDENT OF THE UNION OF JEWISH WOMEN OF SOUTH AFRICA  
FAX NUMBER 331 6703

The Union of Jewish Women of South Africa emphatically believe that ALL women should be included in ALL discussions at CODESA. They, the women should be a participating body in decision making irrespective of race, colour, creed, religion or political affiliation.

  
MIRIAM STEIN  
NATIONAL PRESIDENT

# Phillip Goodman Properties (Pty) Ltd

FAX TRANSMISSION COVER SHEET

TO: Management Council - Codesa

FROM: P Goodman

DATE:

As a business woman I wish to express my outrage  
at the lack of female representation at Codesa.

Dawn Goodman

WE ARE TRANSMITTING \ PAGES.

IF YOU DO NOT RECEIVE ALL PAGES PLEASE TELEPHONE IMMEDIATELY.

8 Glynnville Terrace, Gardens 8001. Telephone: 45-7151/2 After Hours: 461-3854 Fax: 461-4115

TOTAL P.01



# Phillip Goodman Properties (Pty) Ltd

FAX TRANSMISSION COVER SHEET

TO: Management Council FROM: J. Brennan DATE: 17/2/92  
CODESA

I find it most disturbing that 50% of South Africa's population are ignored at Codesa. Please appoint women onto the working committees immediately.  
Thank you. Julie Brennan

WE ARE TRANSMITTING ..... PAGES.

IF YOU DO NOT RECEIVE ALL PAGES PLEASE TELEPHONE IMMEDIATELY.  
8 Glynnville Terrace, Gardens 8001. Telephone: 45-7151/2 After Hours: 461-3654 Fax: 461-4115

TOTAL P.01

## PROPOSED GENERAL RESPONSE TO LETTERS REGARDING QUESTION OF PARTICIPATION OF WOMEN IN CODESA

As you may know, the issue of women representation in CODESA was raised very sharply by some of the women delegates from different political parties and organisations to CODESA.

However, the question of representation of women at CODESA is not directly CODESA's responsibility, but is really the responsibility of each and every party/organisation/administration that constitutes the CODESA process.

At its meeting of 13 January 1992, CODESA's Management Committee "agreed that each Working Group shall determine ways and means by which women's and other interest groups which are not participants in CODESA, may make submissions to that Working Group on matters relevant to its Terms of Reference".

The meeting further agreed that Management Committee members "should draw to the attention of their respective organisations the importance of involving women representatives in the CODESA process" by, among other things:

- + debating this matter at constituency level
- + applying for permission to appoint additional advisers to the Management Committee to address plenary sessions, on the understanding that these should be women
- + debating this matter with women's organisations at constituency level; and
- + appealing for more women delegates to the plenary sessions.



