

BRIEF TO WORKING GROUP SECRETARIES, MINUTE TAKERS AND ASSISTANTS AND SECRETARIAL SERVICES STAFF FROM CODESA ADMINISTRATION

As it is vital that communications with Working Groups and WGSCs flow smoothly, those appointed to serve the Working Groups and those in Secretarial Services must understand and have consideration for one another's needs and the needs of other CODESA bodies (eg, the Secretariat).

The following points are intended as a guideline to procedure for Working Group secretaries, minute takers and assistants and to all members of Secretarial Services:

1. Procedure regarding minutes

- 1.1 Draft minutes to be typed by minute taker in consultation with the secretary
 - 1.1.1 Please note: the minute taker is responsible for his/her own minutes and amendments thereto from the first draft to the final adopted version
 - 1.1.2 In the absence of the minute taker, the secretary is responsible for taking minutes/recording the proceedings, or for appointing an approved substitute minute taker
- 1.2 All minutes to be formatted according to the guidelines as laid down by the Secretariat. For guidelines regarding creation of documents on PC, please see point 3 below. ~~Please see attached sample A for format of minutes~~
- 1.3 1.3.1 Where liaison with/approval from the Secretariat is necessary, this to be facilitated by the secretary and minute taker/assistant, via Jane Makhanya. It is the responsibility of the secretary and minute-taker to ensure requisite changes are made to the draft minutes before these are given to Secretarial Services (SS)
 - 1.3.2 Approval by Secretariat will not always be possible/necessary, as a uniform format and routine is established. What is absolutely necessary is to keep Secretariat informed (see 1.10 below)
- 1.4 Typed draft minutes and appropriate cover sheet to be given to assistant who will liaise with SS on the faxing of draft minutes to chairperson
- 1.5 SS to return chairperson's corrected version to secretary who will co-ordinate correction of draft minutes
- 1.6 Corrected draft to be given to SS by assistant, together with covering letter (if necessary), copies of all Addenda (with instructions on how these addenda should be referenced if necessary) and clear instructions regarding recipients of the fax and the deadline for transmission of the fax
- 1.7 Transmission reports to be given by SS to the assistant who will give them to the secretary as proof of transmission should queries arise
- 1.8 SS will keep on file the current version of the minutes. Should the Working Group secretary wish to keep records of all drafts and/or notes of the minutes etc, this to be at his/her own discretion
- 1.9 Any instruction from the Secretariat shall override requests from Working Group

secretaries

- 1.10 All minutes to be given to SS in 8 copies (6 for Secretariat and Administration; 2 for filing)

2. Agendas

- 2.1 Instructions as for minutes to be followed
- 2.2 Agendas should be timeously planned. The ideal would be to fax out past minutes together with forthcoming agenda!
- ~~2.3 Please see attached sample "B" for format of Agenda~~

3. Other Documents

- 3.1 All documents have to be **filed and archived**. To facilitate filing and archiving, please observe the following points:
- 3.1.1 Documents will not be accepted for filing or archiving if they do not bear an accurate **header**.
- 3.1.1.1 Headers must correspond to the PC file name of the document and must indicate the directory in which it has been created (indication in the suffix of the file name).
- 3.1.1.2 Eg, Management Committee minutes for 1 April would be created in the MC directory under MM sub-directory. The file would be saved as "min0104.mm".
- 3.1.1.3 The header would thus be MIN0104.MM (1). The figure one in brackets indicates the assigned number of the PC on which the document was created: 1 = Ashley, 2 = Pam, 3 = SS PC, 4 = Di, 5 = Kim, etc. The PC number is included in the header, but not in the file name
- 3.1.1.4 The header should be formatted in Letter Gothic 16.6cpi, flush right, bold caps
- 3.2 One copy of every document must be given to Ashley for filing. Where the document needs to be given to the Secretariat, it should be given to Ashley x 8.
- 3.3 An original of the document (ie, clean letterhead paper, printed not copied) must be given to Dianne for the Documentation Centre. Please give Dianne a copy of every document you create: she will sort the material for the Centre at her own discretion.

4. Secretarial Services Support

- 4.1 Specific members of SS have been assigned to give support to Working Group secretaries, minute takers and assistants where needed. They are:

Working Group 1	Kim Morgan
Working Group 2	Dianne Campher
Working Group 3	Dianne Campher
Working Group 4	Ashley Symes
Working Group 5	Pam Saxby

These people will assist you in co-ordinating faxing and typing (if necessary) and overflow administration, if a situation should arise that this cannot be handled by Working Group assistants. Where the appointed SS staff member is not available to help, Working Group assistants should bring their request to Ashley who will

delegate the task appropriately

- 4.2 Regarding bulk photocopying for Working Groups, shredding of confidential documents, stationery requirements, etc, assistants should liaise with Jane Makhanya.
- 4.3 The administration office's receptionist, telephonist and fax operator is Lovedalia Letsaolo. If you anticipate any special phone messages, deliveries or incoming faxes, please liaise with Lovedalia (always bearing in mind that incoming faxes must be copied and given to Ashley for filing, before they leave the SS office).
- 4.4 Please note that Ashley Symes oversees all SS activity and that therefore SS staff members must keep her informed of all requests made to them by Working Group assistants, etc.

5. Notification of meetings

- 5.1 Secretaries must, as a matter of priority, inform Glenda Cohen of all meetings scheduled for the Working Group and WGSC. The following must be specified in writing:
 - * Date
 - * Starting time
 - * Finishing time
 - * Location, ie Johannesburg, Cape Town, Durban
- 5.2 If the meeting is arranged at a location other than Johannesburg, please advise delegates that CODESA has an arrangement with the Protea Ritz Hotel in Seapoint, Cape Town. All delegates will be accommodated and a conference room booked there. If the meeting falls over meal times, snacks and drinks will be arranged. Tea and coffee will be arranged in all cases
- 5.3 For all meetings, a system of communicating travel arrangements to Glenda Cohen must be established. Some Groups are allowing delegates to make their own arrangements individually, while others are taking down all delegate requirements and communicating them all together. The latter is naturally easier for admin, but either system is acceptable.
- 5.4 Secretaries taking details for delegates must establish:
 - * From where they are flying and at what time
 - * Transport and other travel requirements
 - * Details regarding when they would like to return
- 5.5 Secretaries to supply to Glenda a list of probable attendees to the meeting so that flights and accommodation can be booked

6. Preparation for meetings

Assistants are responsible for informing SS of which documents they require for a meeting, and in how many copies. SS will make the copies, but the assistant will be responsible for collating delegate packs and for distributing them timeously and in an orderly fashion at the meeting.

7. Deadlines

- 8.1 Secretaries, minute takers and assistants must give a deadline for any work which they require SS to carry out. These deadlines should at all times be

realistic/attainable

- 8.2 Chairpersons and secretaries should consult with minute takers and SS on realistic deadlines for preparation and distribution of documentation. It would be advisable to avoid making promises to delegates before these deadlines have been discussed

Thank you.

RECOMMENDATIONS ON THE TRANSCRIPTION OF MINUTES TAKEN FOR CODESA COMMITTEES AND WORKING GROUPS

- A. The emphasis should be on brevity, clarity and easy reference.
- B. Maximum use should be made of headings and sub-headings for the recording of decisions, as per example set out below:

6. WAYS AND MEANS TO BROADEN AND EXPAND PARTICIPATION IN THE CODESA PROCESS

6.1 The King of the Zulus and Other Traditional Leaders

6.1.1 A Subcommittee was appointed comprising:

.....

6.1.2 This Subcommittee was mandated

6.1.3 For this purpose

6.1.4 The Subcommittee report back

6.1.5 All interested parties

6.2 Other Political Parties and Organisations

6.2.1 It was agreed that

6.2.2 The MC should have

- C. Minutes should be transcribed in point form for easy reference, as per example below.

5. REPORT FROM THE EXISTING SECRETARIAT

5.1 The Secretariat was mandated

5.2 The Secretariat Report (Addendum B) was amended according to the following amendments and provisos:

5.2.1 Transcriptions of CODESA 1

The distribution of.....

5.2.2 Progress Report on Working Groups

The deadline for.....

5.2.3 Guidelines for Chairpersons of Working Groups (Addendum F)

The guidelines were approved subject to the following amendments:

5.2.3.1 Leaders of delegations.....

- 5.2.3.2 It will be the.....
- 5.2.3.3 See Items 5.2.7 and 6.3.1 below.

- D. Matters addressed earlier in the minutes should be referred to as per 5.2.3.3 above.
- E. Addenda should be used only where they will assist the reading of the minutes, and should be referred to as in 5.2.3 above.
- F. Regarding the title of the minutes and parties present, these details should be set out as indicated below:

DRAFT MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD AT THE JAN SMUTS HOLIDAY INN ON MONDAY 13 JANUARY AT 10H00

PRESENT:

Party/Organisation/ Administration	Delegate	Adviser
ANC	J Zuma	M Maharaj
Bophuthatswana Government	R Cronje	SG Mothibe
		DW Schoeman
Ciskei Government	HJS Kayser	NR Makapela
Dikwankwetla Party	TJ Mohapi	SOM Moji
DP	CW Eglin	J Selfe
IFP	F Mdlalose	BS Ngubane
INM	SS Ripinga	PMH Maduna
IYP	NJ Mahlangu	
Labour Party	PAC Hendrickse	E Samuels
National Party	R Meyer	DJ de Villiers
NIC/TIC	PJ Gordhan	C Saloojee
NPP	A Rajbansi	E Joosab
SACP	J Slovo	Ms GF Moleketi
SA Government	G Viljoen	N Coetzee
Solidarity	JN Reddy	I Omar
		K Reddy
		TT Matanzima
Transkei Government	Z Titus	
UPF	MJ Mahlangu	PN Ranwashe
Venda Government	S Makhuvha	JC Ackron
XPP	EPP Mhinga	
Chair	Z de Beer	
Secretariat	M Maharaj	
	SS van der Merwe	
	E Cosser (recording)	
	T Eloff (Committee Secretary)	
	P Saxby (minutes)	

- G. Initials and not first names should be used. No titles should be used unless a name appears in the body of the minutes, in which case the official title of the person concerned (or Mr/Ms) should be given.

DRAFT AGENDA FOR THE FIRST MEETING OF THE STEERING COMMITTEE FOR WORKING GROUP FIVE TO BE HELD AT THE WORLD TRADE CENTRE ON WEDNESDAY 29 JANUARY AT 15H00

1. Convenor's opening remarks
2. Adoption of agenda
3. Chairmanship of WGSC5
4. Appointment of Prof S Ripinga to WGSC5 as an ex officio member
5. Recommendations on Sub-groups for Working Group 5
 - 5.1 Categories
 - 5.2 Programme of work
6. Recommendations for handling submissions to Working Group 5
7. Report-back mechanisms:
 - 7.1 For receiving decisions, actions and processes involved emerging from other Working Groups
 - 7.2 Regarding the dissemination of information on progress made to all CODESA participants, interested parties and authorities
8. Draft agenda for the next meeting of Working Group 5
9. Date of the next meeting of WGSC5
10. Any other business
11. Closure

APPENDIX A

All of the above still stands with the following amendments and/or notes:

1. Please remember that everything - but everything - must be given to Ashley in 10 copies for filing and internal distribution. Most problematic in this regard are the submissions which are brought to meetings without having been processed by the Administration office. Secretaries and minute-takers must keep track of these and ask assistants to make the requisite number of copies for SS
2. Because of additional distribution requirements, SS now needs 10, rather than 8 copies of every document
3. Headers: Owing to requests tabled at the DMC and MC meetings of this and last week, the header format needs to be adjusted. Having typed in the first part of the header, enter two carriage returns, then add (also flush right, caps, bold, Letter Gothic 16.66cpi) a descriptive header comprising three parts: name of committee, type of document, and date. A correct header will then look like this:

MIN1102.WT (1)

WORKING GROUP 3/MINUTES/11 FEBRUARY

The new header format must be observed for all:

Minutes

Agendas

Formal documents (Terms of Reference, etc)

4. The meeting schedule form (attached) must be filled in by Secretaries and given to Glenda Cohen at the end of meeting days (ie, usually Monday and Tuesday). Please do not leave WTC without filling in this form, as Glenda makes venue arrangements in the evenings, following meetings
5. The Secretarial Services offices are under the day-to-day direction of Glenda Cohen and Ashley Symes. Working Group staff may not use any of the facilities of these offices (including telephones, work-stations, stationery, refreshments, etc) without the permission of one of the above persons. Kindly have respect for the property of SS staff, and consideration for their working needs (ie, please do not have social or other gatherings in the SS offices). Always remembering that SS will assist you wherever possible!

SCHEDULE OF MEETINGS - UPDATE FORM

NOTE: ALL SECRETARIES ARE TO KINDLY COMPLETE THIS FORM IMMEDIATELY AT THE END OF EVERY MEETING, AND SUBMIT IT TO GLENDA COHEN.

YOU ARE CAUTIONED THAT VENUE SPACE IS VERY LIMITED AND ADVANCE WARNING OF ALL MEETINGS IS VITAL FOR EFFICIENT PLANNING. FURTHER, WITHOUT THE CORRECT NOTIFICATION, NO TRAVEL AND ACCOMMODATION ARRANGEMENTS CAN BE MADE FOR DELEGATES. IT IS THEREFORE IN YOUR OWN INTEREST TO COMPLETE THE FORM AS ACCURATELY AND AS SOON AS POSSIBLE. THANK YOU.

NAME OF PERSON COMPLETING THE FORM:.....

NAME OF GROUP-IN FULL:

DATE ON WHICH FORTHCOMING MEETINGS WERE SCHEDULED:.....

LOCATION OF MEETINGS: (eg, Jhb, Dbn)

SCHEDULE OF PLANNED MEETINGS:

DATE	GROUP NAME	QUANTITY	START/END	MEALS
MON 10 FEB	WGSUB (3) 1	40	13:30-18:00	12:30

NAMES OF THE DELEGATES ATTENDING THE MEETING:

Please attach copy of delegate list.

Please would all minute-takers be reminded:

1. To type at the top of all draft minutes:

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE [WORKING GROUP or as necessary], THE MANAGEMENT COMMITTEE AND THE DAILY MANAGEMENT COMMITTEE. THEY ARE STILL SUBJECT TO THE APPROVAL OF THE CHAIRPERSON AND TO RATIFICATION BY THE WORKING GROUP [or as necessary] AT ITS NEXT MEETING.

When the minutes have been approved by the chairperson, delete the appropriate phrase. When the minutes are adopted, delete all but the sentence: "These minutes are confidential to" and type (ADOPTED AT THE MEETING OF THE WORKING GROUP ON [AS APPROPRIATE]) underneath the heading.

2. Please do not forget to give adopted minutes and agendas in 10 copies to Ashley.
3. Please remember at all times the correct set-up format for documents:
 - HEADER (file code and descriptive header)
 - PAGE NUMBERING
 - FONT SETTING (Times Roman 10 point)
4. Minute-takers are responsible for the minutes from inception to faxing stage. Minutes approved by the chairperson must be given to Secretarial Service on stiffie/typed onto CODESA's computer system by the minute-taker, and the minute-taker is responsible for making all corrections of spelling, spacing and format.
5. Please make maximum use of tabs (F4) in format of documents. This means spacing will remain consistent, even if you copy the minutes from one system to another.
6. Please be reminded that the deadline for approved minutes, ready for faxing, is Wednesday 12h00.
7. If your minutes are late, please keep in touch with Secretarial Services, to let us know why and when we may expect the minutes.
8. Ensure we are kept up-to-date with any fax detail changes, etc (via the assistant, secretary, minute-taker, as appropriate).
9. A special liaison person (Gerda Lombard) has been appointed by CODESA to smooth the process of minutes reaching Secretarial Services.

1. Typeface we use for all documents is CG Times Roman 10 pt

You can set the default for this by going:

Shift F7
Select S
Select 3
Select 5
Select CG Times Scalable by selecting 1
Type in 10
Enter
F7
F7

Otherwise you can set the font at the beginning of each document using Ctrl F8, select 4, select CG Times Scalable, type in 10 for point size

2. All documents have a header:

Shift F8
Select 2, 3, 1, 2
Select font (Times 6 pt): Ctrl F8, select 4, select CG Times Scalable and type in 6
Enter twice
Alt F6 (flush right)
Caps lock
F6 (bold)

Header has two lines: the file code which corresponds to file name and which indicates directory where file is created; and on the second line a descriptive header, eg: MANAGEMENT COMMITTEE/MINUTES/30 MARCH

3. All documents longer than one page are page numbered:

Shift F8
2
6
4
6
F7

4. We usually type document headings bold and centred, except for minutes