



Enclosed herewith is a report regarding administrative arrangements/facilities at CODESA.

It is being forwarded to you as part of a process to enable the administration to timeously attend to the administrative and documentary needs of all CODESA structures.

### 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 on Tuesday evenings, 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.