



DAILYMAN\AGENDA\24FEB.DA (2)

DAILY MANAGEMENT COMMITTEE\AGENDA\24 FEBRUARY

DRAFT AGENDA FOR THE MEETING OF THE DAILY MANAGEMENT COMMITTEE TO TAKE PLACE AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY AT 16H30

1. Chairperson's opening remarks
2. Apologies
3. Adoption of agenda
4. Preparation for the MC meeting of 24 February, 17h00
 - 4.1 Agenda for the meeting
 - 4.2 Financial assistance
 - 4.3 Reportback regarding Working Group 4
 - 4.4 Reportback regarding Working Group 5
5. Ratification of the minutes of the DMC meeting of 17 February 1992
6. Report on the meeting between the Secretariat and representatives of the WGSCs (Addendum)
7. Date of the next meeting

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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DAILYMAN\AGENDA\24FEB.DA (2)

DAILY MANAGEMENT COMMITTEE\AGENDA\24 FEBRUARY

DATE: 20 February 1992

MEMO TO: ZJ de Beer
PJ Gordhan
P Hendrickse
F Mdlalose
R Meyer
SS Ripinga
Z Titus
J Zuma

SS van der Merwe

FROM: Theuns Eloff

RE: Documentation for the next meeting of the DMC, to be held at 16h30 on Monday
24 February

Attached, please find the following documentation for your attention:

- * draft agenda (and one addendum)
- * draft minutes of the DMC meeting of Monday 17 February 1992

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

MINUTES OF THE DMC MEETING HELD ON MONDAY 17 FEBRUARY 1992 AT THE WORLD TRADE CENTRE

PRESENT:

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

- SS van der Merwe (Secretariat)
- J Love (Administration)
- T Eloff (Secretary, minutes)

1. **Welcome and apologies**

An apology for Mr M Maharaj (Secretariat) was noted.

2. **Adoption of agenda**

The Chairperson indicated that the agenda received at the meeting was different from the one that was faxed, because of developments since Thursday 13 February and the meeting between the secretariat and members of the WGSC's on Monday 17 February 1992. It was pointed out that additional items could be put on the agenda. The agenda was adopted.

3. **Ratification of the minutes of the meeting of 6 February 1992**

The minutes were ratified, subject to the following changes:

3.1 Item 3.4 on p2 reads as follows:

"...issues pertaining to **administrative** process and procedure should be addressed by the DMC and issues pertaining to **political process** and content should remain the responsibility of WG5" (amendments in bold).

3.2 The word "Group" was added at the end of item 4.1.4.2.

3.3 The word "above" was deleted at the top of p4.

With regard to item 12.1 (the request of the Wits Metropolitan Chamber), it was reported that a meeting between members of the Chamber and the Secretariat was being arranged, but that Dr Van Zyl Slabbert was out of the country and that they can only meet the Secretariat at the beginning of March.

4. Report on Working Groups

4.1 **Summary of progress in Working Groups**

Mr Fanie van der Merwe gave a brief report back from a meeting held between the Secretariat and the five secretaries of the WG's. It was agreed that an abbreviated version should be distributed to DMC members. (See attached.)

4.2 **Administrative arrangements/facilities**

4.2.1 After discussing the written report, appreciation was expressed by the meeting to the Secretariat and the Administration for the very capable and effective way in which the enormous work load was being handled.

4.2.2 The meeting took note of the fax sent out to heads of delegations requesting competent minute takers to be made available to the Administration. Parties/organisations/administrations were urged to respond urgently.

4.2.3 The report was accepted.

4.3 **Request from WG4 on clarity regarding "consensus"**

4.3.1 Dr FT Mdlalose reported on discussions held in WG4 on this issue. The meeting noted that it was in the spirit of CODESA to arrive at agreements on various issues by consensus/sufficient consensus, thus ensuring that the CODESA process progresses. It was further noted that it is important for parties/organisations/administrations to facilitate the success of this process through the constructive and effective use of this mechanism.

4.3.2 It was agreed that:

- * The DMC will meet the Chairperson of WG4 on Monday 24 February at 09h30 in connection with this matter.
- * The Secretariat will attend the meeting of WG4 on 24 February

1992 on behalf of the DMC to ascertain how to deal effectively with the issue.

- * If these two measures did not result in success, the issue should be raised at the MC meeting on 24 February 1992 at 17h00.

5. **Report of meeting between the secretariat and WGSC's on 17 February 1992**

5.1 **Rapporteurs**

It was reported that clarity was sought on whether rapporteurs could be persons other than delegates/advisers and whether substitutes were permitted if a delegate/adviser becomes a rapporteur. It was agreed that the decision of the DMC as reflected in item 4.1.4.1 of the minutes of 6 February 1992, should stand, i.e. to allow substitutes. This issue will be reviewed should this become an unmanageable practice.

5.2 **Advertisements**

It was noted that the WG's reported that there was no need for advertisements at the present time.

5.3 **Communication mechanisms between DMC and WG's**

5.3.1 **Media statements**

It was agreed and/or reiterated that:

- * No statements to the media should be made by WG's and all statements should be made and co-ordinated by the DMC
- * Regular media briefings should be given/media statements be made on Tuesdays by the DMC after having received written information from each WG not later than 12h00 on Tuesdays.
- * Statements would be prepared and issued by the Secretariat in consultation with the chairperson of the DMC.

5.3.2 **Request from WG5 to the DMC**

It was agreed that:

- * the DMC should respond to all requests of WG5 through the chairperson;

- * the chairperson of the DMC will communicate with the chairperson of WGSC5 on the relationship between the DMC and the secretariat, providing WG5 with a copy of the organogram accepted by CODESA I;
- * the meeting between the secretariat and WGSC5 on the delineation of tasks should be held back until this issue was cleared; and
- * the possibility of a meeting between the DMC and all WGSCs should be kept in mind.

6. **CODESA Secretariat**

- 6.1 After careful consideration by the meeting of the excellent manner in which the Secretariat carried out its tasks, and noting that the problem was not the size of the Secretariat, but insufficient staff and technical resources, it was agreed that the Secretariat will remain the same.
- 6.2 It was also agreed that, in line with the Administrative Report, the Administration should be strengthened.
- 6.3 With regard to the participation of the Secretariat in the MC and WG's as advisers/delegates, and noting the need for the Secretariat to be perceived as neutral, it was agreed members of the Secretariat should not participate in the activities of CODESA as delegates/advisers. This issue will be revisited in order to allow members of the Secretariat to make their own views known on this matter.

7. **Financial assistance**

It was agreed that this matter should stand over.

8. **Applications for participation in CODESA**

These were noted.

9. **Other business**

- 9.1 **Request from embassies for a briefing**

It was agreed that such a briefing should be held by the DMC. The Secretariat was requested to prepare documentation and recommendations on how to proceed.

9.2 **Correspondence**

With regard to requests to DMC members (and notably the Chairperson) to address meetings, it was agreed to:

- * express regret to the National Land Committee that their request could not be met;
- * consider putting the issue of pensions on the agenda of the MC, while asking Government's advice on how to effectively deal with this issue; and
- * encourage both organisations to make representations to the correct Working Group.

9.3 It was agreed to put the issue of **Women's participation** in CODESA on the agenda of the meeting of the MC, with the appropriate correspondence.

10. **Date of next meeting**

It was agreed that this should take place on Monday 24 February 1992 at 16h30, for half an hour before the meeting of the MC.

The meeting adjourned.



THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE SECRETARIAT, DAILY MANAGEMENT COMMITTEE, MANAGEMENT COMMITTEE AND MEMBERS OF THE WGSCs PRESENT AT THE MEETING.

MINUTES OF THE MEETING BETWEEN THE CODESA SECRETARIAT AND TWO MEMBERS OF EACH WGSC HELD AT WTC AT 08H00 ON 17 FEBRUARY 1992

PRESENT:	WGSC1	M Webb
		K Asmal
	WGSC2	T Delpont
	WGSC3	K Andrew
		L Landers
	WGSC4	S Sigcau
		FT Mdlalose
	WGSC5	D Mvelase
		LPHM Mtshali

SECRETARIAT SS van der Merwe

ADMIN.	M Morobe
	M Spaarwater
	J Love
	T Eloff

1. **Chairpersonship**

It was agreed that Mr SS van der Merwe should chair the meeting.

2. **Exploration of communication mechanisms between WGs and the DMC**

- 2.1 The issue of overlaps between the work and agreements of different WGs was raised. It was pointed out that WG5 needs effective flow of information from other WGs.
- 2.2 It was agreed that it should be recommended to the DMC that 1 DMC member and 1 person from the Secretariat/Administration should be given the responsibility of scrutinising the minutes and other documents of all WGs each week, and of communicating to the various WGSCs extracts of material that may be of interest to them.
- 2.3 It was also agreed that the DMC and WGSC5 should further investigate the needs of WG5 in this regard.

3. **Media**

3.1 **Advertisements**

It was agreed that no urgent need for advertisements or submissions existed at present, but that this issue could be revisited later.

3.2 Statements to the media

- 3.2.1 It was reiterated that statements to the media are the responsibility of the MC (through the DMC) and that WGs/WG Subgroups (WGSGs) should not issue any statements to the media.
- 3.2.2 Noting that it is important to keep the public informed of CODESA's progress, it was agreed that the relationship with the media should be an open one. It was further agreed to recommend to the DMC that a regular weekly briefing be held (on Tuesdays) by the DMC or someone designated by it.
- 3.2.3 It was agreed that, in this regard, a written document containing what a WG would want to be aired at a briefing, should reach the Secretariat by 12h00 on Tuesdays.

4. Chairpersonship of WGs

Against the background of the need for competence, rotation and continuity in WGs, it was agreed that this issue should be left to WGs, with the understanding that a balance should be kept and that it should be allowed to evolve until CODESA II.

5. Rapporteurs of WGs

- 5.1 It was reported that, hitherto, only WG3 has appointed 2 rapporteurs, both civil servants from outside the WGs. WG1, WG4 and WG5 are still discussing the issue and WG2 has agreed to appoint these as and when the need arises.
- 5.2 It was agreed to request the Secretariat to provide guidelines to WGs in this regard.

6. The handling and copying of submissions by parties/organisations/administrations to WGs

- 6.1 It was agreed that, in line with an earlier MC agreement, this is to be the responsibility of the parties/organisations/administrations themselves.
- 6.2 It was noted that a central photocopier, working with a card purchasing system, would be available to participants soon
- 6.3 It was agreed that WGSCs would inform their WGs of these two items.

7. Substitutes at WGSC level

It was agreed that no substitutes for WGSC members should be allowed.

8. Recording of the proceedings of WGs

- 8.1 It was agreed that no individual or participant organisation should be allowed to make recordings of proceedings.
- 8.2 It was agreed to refer the matter of whether recordings should be kept for posterity, to the DMC.
- 8.3 It was agreed that the issue of whether recordings may be made by rapporteurs should be

revisited by the Secretariat.

9. It was agreed that these recommendations should be placed before the DMC for consideration.
10. The meeting was adjourned.