



ADMIN\CORRESP\MINTAK.AC (2)

ADMINISTRATION\CORRESPONDENCE\MINUTE TAKERS

**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.