



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.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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