



**TO : ALL MEMBERS OF THE MANAGEMENT COMMITTEE**  
**FROM : CODESA ADMINISTRATION**  
**QUERIES : LOVEDALIA / LORRAINE**  
**RE : MANAGEMENT COMMITTEE PACKS**

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J Zuma	ANC	011-333-4509
R Cronje	Bophuthatswana Govt	0140-84-2943
SG Mothibe	Bophuthatswana Govt	0140-84-2406
H Kayser	Ciskei Govt	0401-95-1205
SV Notshe	Ciskei Govt	0401-95-1205
C Eglin	Democratic Party	021-461-0092
T J Mohapi	Dikwankwetla Party	01438-30318
SOM Moji	Dikwankwetla Party	01438-31218
F T Mdlalose	Inkatha Freedom Party	0358-20-2470
N J Mahlangu	Intando Yesizwe	01215-2808
S S Ripinga	Inyandza Nat Mvmnt	01314-72089
P Hendrickse	Labour Party	021-45-1953
E Samuels	Labour Party	
P J Gordhan	NIC/TIC	031-309-2278
C Salojee	NIC/TIC	031-309-2278
R Meyer	National Party	021-45-5870 or 012-347-0118
A Rajbansi	Nat People's Party	021-403-2971
J N Reddy	Solidarity Party	031-301-1077 or 021-461-7912
B Dookie	Solidarity Party	031-301-1077
J Slovo	SA Communist Party	011-836-8366
Z Titus	Transkei Govt	0471-23876
M J Mahlangu	United People's Fnt	0156-37149
S Makhuva	Venda Govt	0159-23172
E E P Mhinga	Ximoko Prog Party	01526-23412
 Also to :		
Rev K Reddy	Solidarity Party	011-333-0981
M N Raju	Solidarity Party	031-37-4261

MEMORANDUM



**TO: ALL MC MEMBERS**

**FROM: CODESA ADMINISTRATION**

**RE: MC PACKS**

**Included you will find:**

- \* **Draft agenda for the MC meeting of 7 May 1992**  
**Secretariat report as accepted by the DMC**  
**DMC minutes of 4 May 1992**

**The Management Committee pack will unfortunately not be couriered, due to the fact that the contents of the pack will not be ready in time.**  
**We are still awaiting minutes to be finalised.**

**The Management Committee pack will be handed to you at your meeting on Thursday 7 May 1992.**

**DRAFT AGENDA FOR THE MANAGEMENT COMMITTEE MEETING TO BE HELD  
IN CAPE TOWN AT 17H00 ON 7 MAY 1992**

1. Opening remarks of the Chairperson
2. Apologies
3. Adoption of the Agenda
4. Minutes of last meetings:
  - 4.1 29 April 1992
  - 4.2 4 May 1992
5. CODESA 2
  - 5.1 Secretariat/DMC Report
  - 5.2 Applications
  - 5.3 Participation of the Zulu King and Other Traditional Leaders
  - 5.4 Prayers
  - 5.5 Agenda and Programme
  - 5.6 Translator
  - 5.7 Declaration of Intent amendment and commitment
  - 5.8 Report from Working Groups
  - 5.9 Report from the GAC
6. Any other business
  - 6.1 Chief Sandile correspondence
7. Next meeting
  - 7.1 Monday 11 May 1992 at 14h30 to 17h30
  - 7.2 Thursday 14 May at 14h00 to 17h00

THESE ARE DRAFT MINUTES, AS APPROVED BY THE CHAIRPERSON. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE. THEY ARE STILL SUBJECT TO RATIFICATION BY THE DAILY MANAGEMENT COMMITTEE AT ITS NEXT MEETING.

**DRAFT MINUTES OF THE DAILY MANAGEMENT COMMITTEE MEETING HELD ON MONDAY  
4 MAY 1992 AT THE WORLD TRADE CENTRE**

**PRESENT:**

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

M Maharaj (Secretariat)

T Eloff (Secretary)  
G Hutchings (Minutes)

**APOLOGIES:**

ZJ de Beer  
SS van der Merwe

**1. Chairperson's opening remarks**

The members were welcomed. The Chairperson apologised for not being available for the DMC meeting scheduled to take place at 13h00.

**2. Apologies**

The apologies were noted.

**3. Agenda**

The agenda was adopted.

**4. Minutes of the meeting of 27 April 1992**

The minutes were ratified with the following amendment:

Item 6.3.4 should read "The Chairperson requested that the security sub-committee keep the DMC informed with regard to arrangements for Codesa 2."

**5. Applications**

5.1 National Seoposengwe Party and the People's Progressive Party:

It was agreed to consider these applications further at the next DMC meeting, with the view to reaching a decision in this regard, to enable a recommendation to be submitted to the MC meeting of 7 May 1992.

5.2 Application from Cosatu:

The following was noted in this regard:

- 5.2.1 The Secretariat had not replied to an application from Cosatu to join Codesa.
- 5.2.2 The DMC would make the MC aware that this application is being discussed within the DMC. Reference was made to paragraph 1 of the Codesa Standing Rules and its implication for the participation of the Zulu King and other Traditional Leaders in Codesa and the application from Cosatu. The Cosatu application will be revisited in the context of the decision of the MC on the participation of the Zulu King and other Traditional Leaders in Codesa.
- 5.2.3 It was agreed that the Secretariat would not reply to Cosatu until a decision had been taken in respect of the application.

6. CODESA II

6.1 Secretariat Report:

A report was distributed to members by the Secretariat on "Preparations for Codesa 2". In this regard the following was noted:

6.1.1 Invitations:

A decision regarding the participation of the Zulu King and other Traditional Leaders and applications from the PPF and the NSP is still awaited from the MC.

6.1.2 Protocol:

It was agreed that one of the nine Support Staff representative of each participant organisation be appointed as an "in-house" protocol officer. The recommendations in respect of protocol assistance and the Protocol Reception Committee was further agreed to.

6.1.3 Submissions to Codesa 2:

It was agreed that it was premature to make a final decision on all documentation to be included into Delegate Packs. The recommended documents are:

- \* The Declaration of Intent including the Addendum
- \* The Standing Rules
- \* Agenda
- \* Programme
- \* Report/s from Working Groups (including its Terms of Reference)

It was suggested that a document on "The Way Forward" be distributed separately at Codesa 2.

#### 6.1.4 Preparation for Codesa 2 Documentation:

In respect of the issue of translation of various languages into English, it was noted that the actual issue was identified as the right to express oneself in whatever language one is comfortable. To accommodate this, it was agreed that within the delegations there should be a person who understands both the vernacular and English and should the delegates wish to speak in their own language, that person who understood both languages, would be able to give the English version of what is being said. The problem would then be solved within delegations. It was noted that within the Procedural Rules it would be stated that delegates do have the right to address Codesa 2 in their own language, with the proviso of a translator being available within the delegation. It was noted that guidelines should be provided to the delegations in this respect.

It was further noted that transcriptions of Codesa 2 would be sent to Delegates and to International Agencies but not to Advisers and Embassies.

#### 6.1.5 Plenary Planning:

It was agreed that each participating party/organisation/administration would be requested to nominate one of its 9 Support Staff to act as Runners for the duration of Codesa 2.

#### 6.1.6 Catering Arrangements:

It was noted that the drivers and bodyguards would be catered for at Codesa 2 at the cost of Codesa. Support Staff would be excluded with the exception of the nominated persons to assist with Protocol and as Runners.

#### 6.1.7 Accommodation:

It was noted that International Delegates should pay for their own travel costs to arrive in South Africa, but that travel costs and accommodation in the country will be paid for by Codesa. The cost of their advisers are not paid by Codesa.

This report was accepted with the above additions.

## 6.2 Prayers

It was noted that Bishop Mogoba had still not been contacted in this regard. It was agreed to let this issue stand over until a full report is available.

## 6.3 Agenda

### 6.3.1 Suggested basic format of agenda:

- \* The Declaration of Intent
- \* Agreements reached across the board
- \* Matters outstanding per Working Group

\* The way forward

It was agreed that the Secretariat formulate an agenda in line with the above.

6.3.2 It was suggested that Working Group reports are structured as follows:

- \* Terms of Reference
- \* Agreements Reached in respect of the Terms of Reference
- \* Matters in respect of the Terms of Reference not yet attended to

It was noted that Management needs to formulate a way to present, across the board, all agreements and outstanding matters in respect of Working Groups to Codesa 2. In the light of this, the MC could then decide how to move forward. The MC should lead the process of formulating a composite document.

6.3.3 It was suggested that the Leaders of Delegations should not address the plenary as had been done at Codesa 1.

6.3.4 It was suggested that the tentative agenda should be discussed at the meeting between the DMC and the WGSC's and the GAC SC on 5 May 1992 at 13h00.

The meeting adjourned at 18h15.

The meeting reconvened at 19h30.

6.4 Language/translation

It was noted that this item had been dealt with under Item 6.1.4 : Preparation for Codesa 2 Documentation.

6.5 Declaration of Intent

It was agreed to include on the agenda for the MC meeting of 7 May 1992 the issue of the "commitment" of the IFP.

The Secretariat was requested to check if the Bophuthatswana Government had submitted a proposal in terms of signing the Declaration of Intent.

6.6 Protocol

It was noted that this item had been dealt with under Item 6.1.2 : Protocol

7. WGSC's and DMC meeting

Issues to be discussed at this meeting on 5 May 1992 at 13h00, include the final reports from Working Groups and inputs as to how these reports should be handled at Codesa 2.

It was agreed in principle to arrange a meeting with WG 5 to attempt to assist with any problems they are experiencing, but the first discussion will take place with the 2 representatives of WGSC 5 at the meeting of 5 May 1992.

The Chairperson urged as many members as possible of the DMC to be present at this meeting.

#### 8. Drafting Committee

It was reported that:

- \* An agreement in principle on the elements of the drafting process had been reached
- \* Under consideration are WG 5's recommendations about the manner in which the process is structured
- \* WG 5 has been requested to make input in terms of who in WG 5 is going to participate in the drafting process
- \* The position of the DMC in this process needs to be clarified
- \* Z Titus was requested to manage this on behalf of the DMC.

It was noted that it is unlikely that any drafting will be done before Codesa 2. It was agreed that Z Titus is to submit a proposal to the meeting of 5 May 1992 which should include the WG 5 proposal on process, as well as structure and participants. This could form the basis of a working document.

#### 9. Media

It was noted that the media sub-committee has requested that once a decision has been reached on the issue of the Participation of the Zulu King and other Traditional Leaders in Codesa, that representatives should be nominated to the media sub-committee from these delegations as soon as possible. The DMC agreed with this recommendation subject to the decision by the MC.

#### 10. MC Agenda

The agenda was adopted with the following additions:

- \* Applications should be added as a further item.
- \* Under Codesa 2 the following points should be listed:
  - \* Secretariat Report
  - \* Prayers
  - \* Agenda
  - \* Language/translation
  - \* Declaration of Intent
  - \* Protocol
  - \* Report back on meeting held between the DMC, WGSC's and the GAC SC
  - \* The GAC report to Codesa 2
  - \* The participation of the Zulu King and other Traditional Leaders in Codesa

#### 11. Any other business



11.1 Regional issue re JEA of KwaZulu/Natal:

In this regard the DMC recommends the following:

The JEA could make any input that it wanted to into the Codesa process and in particular WG 2 subject to whatever developments and structures emerge from Codesa 2. A letter should be sent in this regard.

11.2 Paramount Chief Sandile/Ciskei:

It was agreed that this item should form part of the MC agenda for the meeting of 7 May 1992 under "Any other business".

11.3 Press Briefing:

It was noted that a press briefing is scheduled for the morning of 5 May 1992. The report would consist of the report back on the meeting to finalise the participation of the Zulu King and other Traditional Leaders in Codesa and any contributions from the Working Groups.

It was noted that Working Groups are to be reminded that the DMC is the correct channel for press releases.

11.4 Marketing Codesa:

It was noted that the Chairperson had appeared on various talkshows.

11.5 Summary of Oral and Written Submissions on the Participation of the Zulu King and other Traditional Leaders in Codesa:

It was noted that the IFP have requested amendments to the document. The requested amendments are as follows:

11.5.1 On page 10 that Paragraph 3 be deleted.

11.5.2 On page 14 that Paragraph 2 be deleted.

The DMC requested that the Secretariat examine the full transcript to ascertain if the summary is correct. Kgoshi Mothiba of Lebowa may also be contacted in this regard. A report back, in this regard, would be made to the DMC.

11.6 Documentation

It was agreed that the minutes of this meeting and the MC agenda would be faxed to all members of the MC. Full MC packs would be distributed at the MC meeting on 7 May 1992 in Cape Town.

12. Next meeting

It was noted that the DMC would meet briefly prior to the MC meeting of 7 May 1992.

The next meeting of the DMC would be held on Monday 11 May 1992 at 09h00 to 12h30 if no

Working Group meetings. If Working Groups are meeting then the time for the meeting would be 08h00 to 10h00 and to reconvene at 12h30 to 14h00 and if necessary after that.

The meeting closed at 21h00.

INTERIM REPORT REGARDING PREPARATIONS FOR CODESA 2

ACCEPTED BY THE DMC ON 4 MAY 1992

1. Invitations

Invitations have been sent to: 5 foreign delegations; 47 foreign missions based in South Africa; 19 existing participation organisations/parties/administrations; and 5 organisations/parties/administrations identified by the Preparatory Meeting who either participated in the Preparatory Meeting and then withdrew or who have not yet participated.

A list of the replies received to the above invitations is attached.

Awaiting decisions from management:

- a) regarding traditional leaders
- b) regarding PPF and NSP

2. Protocol

We suggest that any protocol assistance rendered to the foreign guests for CODESA 2, be carried out by persons drawn from the wider pool of volunteers put forward by all the participating parties/organisations/administrations (refer to item 4 which outlines the fax that is to be sent out to this effect).

As for a Protocol Reception Committee, we would like to suggest a committee consist of the Chairperson of the DMC/MC (and/or other available individuals from the DMC) and Mr Murphy Morobe (or another representative from the CODESA Administration).

To facilitate any protocol liaison between the VIPs and foreign guests and participant organisations, it is suggested that one of the nine Support Staff representative of each participant organisation be appointed as an "in-house" protocol officer (ie, present at the organisation's WTC offices on 15 and 16 May).

3. Submissions to CODESA 2

Management needs to make decisions on the documents requiring preparation prior to CODESA 2 in order that they may be inserted into Delegate Packs.

At present, Management has agreed to submit the Addendum to the Declaration of Intent to CODESA 2. We suggest that a page be attached to the Declaration of Intent entitled: "Addendum Clarifying the Interpretation of the Declaration of Intent". Further, we suggest that as a note beneath this title, the following be included: The following interpretation and clarification of the Declaration of Intent was agreed to by all participants at a meeting of the MC held on 30 March 1992 and is attached to the Declaration of Intent."

Other documents that could be considered are:

- a) Agenda
- b) Programme
- c) Report/s from Working Groups including the Terms of Reference
- d) The way forward
- e) Standing Rules

4. Preparation for CODESA 2 documentation

Arrangements for audio and video recording and an official photographer are being made. Management need to decide on the interpretation of which languages into English. The problems are to identify which languages require interpretation. The problem of finding qualified personnel needs to be considered as there will be a need for at least 3 persons per language.

We suggest that a copy of the transcription of the proceedings of CODESA 2 to be sent to all delegates at CODESA 2.

Each participating organisation/party/administration is to be asked to submit the names and contact details of its members who would be willing to be on call as and when required to assist with the preparations for CODESA 2 from 8-16 May 1992.

5. Plenary planning

Each participating party/organisation/administration is to be asked to nominate one of its (maximum 9) Support Staff to act as Runners for the duration of CODESA 2.

6. Physical planning

The offices of existing participants are all allocated and established.

Special arrangements are being made in the adjacent building for drivers and bodyguards although a fax is being sent to participating parties/organisations/administrations asking for them to indicate the number and names of such personnel who will be accompanying them. This is to facilitate both security and catering arrangements.

Other offices (eg. media and first aid) and arrangements concerning the venue are well in hand.

7. Reception

Briefcases with documentation and information concerning the venue will be issued at the point of registration.

8. Catering arrangements

Participating parties/administrations/organisations are asked to indicate any special dietary requirements to facilitate arrangements. Separate catering facilities will be available to drivers and bodyguards.

Preparations of a cocktail-reception for delegates, advisers and observers to be hosted by the Chairpersons and the MC are proceeding for Friday 15th May in the evening.

9. Travel and transport

The CODESA travel office requires the names of those who will need travel to be arranged as soon as possible. In the case of Support Staff, although CODESA is not responsible for these costs, should organisations/administrations/ parties require assistance from the CODESA travel office they should indicate this in good time.

There will be a CODESA desk at Jan Smuts Airport to assist and provide information and at Rand and Central Airports to assist with travel. Travel to and from airports and hotels is arranged. A fax covering all the arrangements and facilities will be sent to participants.

10. Accommodation

Accommodation for delegates, advisors and observers from international organisations is available and will be paid by CODESA. However, the CODESA travel office requires the names of those who will need accommodation as soon as possible. CODESA is not responsible for the payment of accommodation for Support Staff; but the CODESA travel office can assist with these bookings.

11. Finance

A fact-sheet detailing CODESA financial responsibility and procedure for delegates is being drawn up.

12. Media

The Media Committee has met and will be meeting again today (4 May 1992). The Co-Convenors of the Committee will be working at the WTC until 16 May 1992.

13. Security

The arrangements by the Security Sub-Committee are proceeding along the lines accepted in the report of the Committee members to Management last week. It is hope that by today (4 May 1992) those outstanding matters which needed to be sorted out with the relevant authorities have been successfully attended to.

A fax will be sent to participating parties/organisations/administrations.