

ADMINISTRATIVE, PROCESS AND SECRETARIAL SERVICES FOR CODESA

1. The identification of needs:
The following needs have been identified:
 - 1.1 Setting up of meetings
 - 1.1.1 Venue
 - 1.1.2 Notification
 - 1.1.3 Meals and refreshments
 - 1.2 Drafting of agendas for meetings
 - 1.3 Recording of meetings, as well as the safekeeping of the audio tapes of such recordings
 - 1.4 Minutes of meetings
 - 1.4.1 Taking of minutes
 - 1.4.2 The checking and verifying of those minutes before they are released, even in draft form
 - 1.5 Filing
 - 1.6 Documentation for meetings, including typing, editing and duplicating
 - 1.7 Assisting political functionaries in preparing and conducting meetings
 - 1.8 Travel and accomodation arrangements for meetings
 - 1.9 Correspondence
 - 1.10 Enquiries and information flow
 - 1.11 Archives
 - 1.12 Financial administration and enquiries
 - 1.13 Security
 - 1.14 Media liaison
 - 1.15 Protocol
2. The Secretariat was given the mandate and responsibility to oversee and supervise CODESA's whole administration. The proposal is that the Consultative Business Movement is requested to render process and secretarial services under the supervision of the Secretariat until the end of April. This will include all the items mentioned above, with the exception of item 12, which will be managed by Deon du Plooy, as well as 13 - 15 (see 5 below). This presupposes close cooperation between the Office Manager, Financial Administration and CBM. This also implies that CBM will provide, until the end of April sufficient resources to

render these services.

3. It is further proposed that the Secretariat, under the supervision of Mr Mac Maharaj and Mr Fanie van der Merwe, could be extended to include other functions. This will ensure the smooth functioning of the Secretariat as well as adequate flow of information.
4. It is proposed that, at least until the end of April, the offices of CODESA should be housed in the World Trade Centre. This also implies that CODESA 2 may take place at the same venue.
5. With regard to Security, Media Liaison and Protocol, further discussion is necessary. Security is top priority, especially in the light of recent developments. It is suggested that this should be discussed with Col Venter and Moe Shaik.
6. In respect of travel and accommodation arrangements for meetings, it is proposed that the four travel agencies that had been rendering services for CODESA 1, be retained until after CODESA 2.