

MEMORANDUM

TO: SECRETARIAT AND ADMINISTRATION
 FROM: THEUNS ELOFF
 RE: FEEDBACK FROM MEETING OF SECRETARIES OF WORKING GROUPS

1. Please find attached a brief given to all secretaries and minute takers of WG's.
2. From the meeting of the secretaries and minute takers on Friday 31 January, the following points emerged:
 - 2.1 There is need for proper, timeous and regular communication between the DMC and WGSC's. It was felt that this could (amongst others) be done through a meeting/s of the DMC, the Secretariat and chairs/co-chairs and secretaries of the WGSC's. The fact that in most WGSC's there is a rotation of chairpersons, makes it important to include the secretaries.
 - 2.2 There is also need for greater clarity on the process, format and distribution of submissions to WG's. Issues raised in this regard included:
 - 2.2.1 Distribution of submissions: to whom and through whom?
 - 2.2.2 Length and duplication: does the administration have the responsibility to duplicate 150 page documents and distribute them to 80 persons in a WG?
 - 2.2.3 What kind of information should and would be provided at the proposed media conference?
 - 2.3 Secretaries would ensure that they brief chairpersons of all meetings properly before the start of meetings.
 - 2.4 Greater clarity is required by WG's on the role of possible rapporteurs. Three possibilities exist, some of which also warrant a change in the term "rapporteur":
 - 2.4.1 Drafters of documents
 - 2.4.2 Report back to plenary or other CODESA structures
 - 2.4.3 "Consensus seekers" or facilitators who could, on the basis of having been briefed by parties, caucus for consensus with others.

The other need is for a guideline whether these people should come from the advisers or whether they could come from outside the WG.
 - 2.5 In specifically WG 4 (TBVC states) the concern was raised that the WG cannot start its work before advertisements have not been placed and submissions received. This was brought on by the fact that the WG could not agree on what research should be undertaken and by whom.
3. I hope that this is of assistance.

BRIEF TO WORKING GROUP SECRETARIES, MINUTE TAKERS AND ASSISTANTS AND SECRETARIAL SERVICES STAFF FROM CODESA ADMINISTRATION

As it is vital that communications with Working Groups and WGSCs flow smoothly, those appointed to serve the Working Groups and those in Secretarial Services must understand and have consideration for one another's needs and the needs of other CODESA bodies (eg, the Secretariat).

The following points are intended as a guideline to procedure for Working Group secretaries, minute takers and assistants and to all members of Secretarial Services:

1. **Procedure regarding minutes**
 - 1.1 Draft minutes to be typed by minute taker in consultation with the secretary
 - 1.1.1 Please note: the minute taker is responsible for his/her own minutes and amendments thereto from the first draft to the final adopted version
 - 1.1.2 In the absence of the minute taker, the secretary is responsible for taking minutes/recording the proceedings, or for appointing an approved substitute minute taker
 - 1.2 All minutes to be formatted according to the guidelines as laid down by the Secretariat. For guidelines regarding creation of documents on PC, please see point 3 below. Please see attached sample A for format of minutes
 - 1.3
 - 1.3.1 Where liaison with/approval from the Secretariat is necessary, this to be facilitated by the secretary and minute taker/assistant, via Jane Makhanya. It is the responsibility of the secretary and minute-taker to ensure requisite changes are made to the draft minutes before these are given to Secretarial Services (SS)
 - 1.3.2 Approval by Secretariat will not always be possible/necessary, as a uniform format and routine is established. What is absolutely necessary is to keep Secretariat informed (see 1.10 below)
 - 1.4 Typed draft minutes and appropriate cover sheet to be given to assistant who will liaise with SS on the faxing of draft minutes to chairperson
 - 1.5 SS to return chairperson's corrected version to secretary who will co-ordinate correction of draft minutes
 - 1.6 Corrected draft to be given to SS by assistant, together with covering letter (if necessary), copies of all Addenda (with instructions on how these addenda should be referenced if necessary) and clear instructions regarding recipients of the fax and the deadline for transmission of the fax
 - 1.7 Transmission reports to be given by SS to the assistant who will give them to the secretary as proof of transmission should queries arise
 - 1.8 SS will keep on file the current version of the minutes. Should the Working Group secretary wish to keep records of all drafts and/or notes of the minutes etc, this to be at his/her own discretion
 - 1.9 Any instruction from the Secretariat shall override requests from Working Group

secretaries

- 1.10 All minutes to be given to SS in 8 copies (6 for Secretariat and Administration; 2 for filing)

2. Agendas

- 2.1 Instructions as for minutes to be followed
- 2.2 Agendas should be timeously planned. The ideal would be to fax out past minutes together with forthcoming agenda!
- 2.3 Please see attached sample "B" for format of Agenda

3. Other Documents

- 3.1 All documents have to be **filed and archived**. To facilitate filing and archiving, please observe the following points:
- 3.1.1 Documents will not be accepted for filing or archiving if they do not bear an accurate **header**.
- 3.1.1.1 Headers must correspond to the PC file name of the document and must indicate the directory in which it has been created (indication in the suffix of the file name).
- 3.1.1.2 Eg, Management Committee minutes for 1 April would be created in the MC directory under MM sub-directory. The file would be saved as "min0104.mm".
- 3.1.1.3 The header would thus be MIN0104.MM (1). The figure one in brackets indicates the assigned number of the PC on which the document was created: 1 = Ashley, 2 = Pam, 3 = SS PC, 4 = Di, 5 = Kim, etc. The PC number is included in the header, but not in the file name
- 3.1.1.4 The header should be formatted in Letter Gothic 16.6cpi, flush right, bold caps
- 3.2 One copy of every document must be given to Ashley for filing. Where the document needs to be given to the Secretariat, it should be given to Ashley x 8.
- 3.3 An original of the document (ie, clean letterhead paper, printed not copied) must be given to Dianne for the Documentation Centre. Please give Dianne a copy of every document you create: she will sort the material for the Centre at her own discretion.

4. Secretarial Services Support

- 4.1 Specific members of SS have been assigned to give support to Working Group secretaries, minute takers and assistants where needed. They are:

Working Group 1	Kim Morgan
Working Group 2	Dianne Campher
Working Group 3	Dianne Campher
Working Group 4	Ashley Symes
Working Group 5	Pam Saxby

These people will assist you in co-ordinating faxing and typing (if necessary) and overflow administration, if a situation should arise that this cannot be handled by Working Group assistants. Where the appointed SS staff member is not available to help, Working Group assistants should bring their request to Ashley who will

delegate the task appropriately

- 4.2 Regarding bulk photocopying for Working Groups, shredding of confidential documents, stationery requirements, etc, assistants should liaise with Jane Makhanya.
- 4.3 The administration office's receptionist, telephonist and fax operator is Lovedalia Letsaolo. If you anticipate any special phone messages, deliveries or incoming faxes, please liaise with Lovedalia (always bearing in mind that incoming faxes must be copied and given to Ashley for filing, before they leave the SS office).
- 4.4 Please note that Ashley Symes oversees all SS activity and that therefore SS staff members must keep her informed of all requests made to them by Working Group assistants, etc.

5. Notification of meetings

- 5.1 Secretaries must, as a matter of priority, inform Glenda Cohen of all meetings scheduled for the Working Group and WGSC. The following must be specified in writing:
 - * Date
 - * Starting time
 - * Finishing time
 - * Location, ie Johannesburg, Cape Town, Durban
- 5.2 If the meeting is arranged at a location other than Johannesburg, please advise delegates that CODESA has an arrangement with the Protea Ritz Hotel in Seapoint, Cape Town. All delegates will be accommodated and a conference room booked there. If the meeting falls over meal times, snacks and drinks will be arranged. Tea and coffee will be arranged in all cases
- 5.3 For all meetings, a system of communicating travel arrangements to Glenda Cohen must be established. Some Groups are allowing delegates to make their own arrangements individually, while others are taking down all delegate requirements and communicating them all together. The latter is naturally easier for admin, but either system is acceptable.
- 5.4 Secretaries taking details for delegates must establish:
 - * From where they are flying and at what time
 - * Transport and other travel requirements
 - * Details regarding when they would like to return
- 5.5 Secretaries to supply to Glenda a list of probable attendees to the meeting so that flights and accommodation can be booked

6. Preparation for meetings

Assistants are responsible for informing SS of which documents they require for a meeting, and in how many copies. SS will make the copies, but the assistant will be responsible for collating delegate packs and for distributing them timeously and in an orderly fashion at the meeting.

7. Deadlines

- 8.1 Secretaries, minute takers and assistants must give a deadline for any work which they require SS to carry out. These deadlines should at all times be

realistic/attainable

- 8.2 Chairpersons and secretaries should consult with minute takers and SS on realistic deadlines for preparation and distribution of documentation. It would be advisable to avoid making promises to delegates before these deadlines have been discussed

Thank you.

RECOMMENDATIONS ON THE TRANSCRIPTION OF MINUTES TAKEN FOR CODESA COMMITTEES AND WORKING GROUPS

- A. The emphasis should be on brevity, clarity and easy reference.
- B. Maximum use should be made of headings and sub-headings for the recording of decisions, as per example set out below:

6. WAYS AND MEANS TO BROADEN AND EXPAND PARTICIPATION IN THE CODESA PROCESS

6.1 The King of the Zulus and Other Traditional Leaders

6.1.1 A Subcommittee was appointed comprising:

.....

6.1.2 This Subcommittee was mandated

6.1.3 For this purpose

6.1.4 The Subcommittee report back

6.1.5 All interested parties

6.2 Other Political Parties and Organisations

6.2.1 It was agreed that

6.2.2 The MC should have

- C. Minutes should be transcribed in point form for easy reference, as per example below.

5. REPORT FROM THE EXISTING SECRETARIAT

5.1 The Secretariat was mandated

5.2 The Secretariat Report (Addendum B) was amended according to the following amendments and provisos:

5.2.1 Transcriptions of CODESA 1

The distribution of.....

5.2.2 Progress Report on Working Groups

The deadline for.....

5.2.3 Guidelines for Chairpersons of Working Groups (Addendum F)

The guidelines were approved subject to the following amendments:

5.2.3.1 Leaders of delegations.....

5.2.3.2 It will be the.....

5.2.3.3 See Items 5.2.7 and 6.3.1 below.

- D. Matters addressed earlier in the minutes should be referred to as per 5.2.3.3 above.
- E. Addenda should be used only where they will assist the reading of the minutes, and should be referred to as in 5.2.3 above.
- F. Regarding the title of the minutes and parties present, these details should be set out as indicated below:

DRAFT MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD AT THE JAN SMUTS HOLIDAY INN ON MONDAY 13 JANUARY AT 10H00

PRESENT:

Party/Organisation/ Administration	Delegate	Adviser
ANC	J Zuma	M Maharaj
Bophuthatswana Government	R Cronje	SG Mothibe
Ciskei Government	HJS Kayser	DW Schoeman
Dikwankwetla Party	TJ Mohapi	NR Makapela
DP	CW Eglin	SOM Moji
IFP	F Mdlalose	J Selfe
INM	SS Ripinga	BS Ngubane
IYP	NJ Mahlangu	PMH Maduna
Labour Party	PAC Hendrickse	E Samuels
National Party	R Meyer	DJ de Villiers
NIC/TIC	PJ Gordhan	C Saloojee
NPP	A Rajbansi	E Joosab
SACP	J Slovo	Ms GF Moleketi
SA Government	G Viljoen	N Coetzee
Solidarity	JN Reddy	I Omar
Transkei Government	Z Titus	K Reddy
UPF	MJ Mahlangu	TT Matanzima
Venda Government	S Makhuvha	PN Ranwashe
XPP	EPP Mhinga	JC Ackron
Chair	Z de Beer	
Secretariat	M Maharaj	
	SS van der Merwe	
	E Cosser (recording)	
	T Eloff (Committee Secretary)	
	P Saxby (minutes)	

- G. Initials and not first names should be used. No titles should be used unless a name appears in the body of the minutes, in which case the official title of the person concerned (or Mr/Ms) should be given.

DRAFT AGENDA FOR THE FIRST MEETING OF THE STEERING COMMITTEE FOR WORKING GROUP FIVE TO BE HELD AT THE WORLD TRADE CENTRE ON WEDNESDAY 29 JANUARY AT 15H00

1. Convenor's opening remarks
2. Adoption of agenda
3. Chairmanship of WGSC5
4. Appointment of Prof S Ripinga to WGSC5 as an ex officio member
5. Recommendations on Sub-groups for Working Group 5
 - 5.1 Categories
 - 5.2 Programme of work
6. Recommendations for handling submissions to Working Group 5
7. Report-back mechanisms:
 - 7.1 For receiving decisions, actions and processes involved emerging from other Working Groups
 - 7.2 Regarding the dissemination of information on progress made to all CODESA participants, interested parties and authorities
8. Draft agenda for the next meeting of Working Group 5
9. Date of the next meeting of WGSC5
10. Any other business
11. Closure