



## DELEGATE FACT SHEET - NO 1

**MONDAY 17 FEBRUARY**  
**REVISED: 24 FEBRUARY**

Codesa Administration would like to draw your attention to the following matters:

### Administrative Offices

1. CODESA Administration has provided each organisation with furnished offices, which we hope you find satisfactory.

We would, however, like to remind you that these facilities were provided in order to relieve the burden of secretarial services from our administration offices.

Our administration offices are strictly for the use of CODESA staff who are not in a position to render services for any participant organisation. It is the responsibility of all organisations to equip and to staff their offices to cope with their secretarial needs.

2. One photocopier has been made available for the service of the party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalator. At present, requests for copying should be given to him in writing (forms obtainable at the machine). These will be attended to on a first-come, first-serve basis. PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION.

A new photocopying machine will be available soon, which will enable parties to purchase access cards, each card allowing a certain number of copies to be made. We hope this will make the copying process more convenient.

3. Please be reminded that the CODESA Administration is not in a position to copy and distribute written submissions made by organisations. All submissions should be typed and reproduced before Working Group meetings, by the organisations themselves. (Please refer to the "Guidelines for Chairpersons of Working Groups", adopted at the Management Committee meeting of 13 January 1992, item 3.4.) This has also been reiterated and endorsed at a meeting between the Secretariat and two members of each of the Working Group Steering Committees held on Monday 17 February.
4. Any documentation required by the Working Groups which needs typing or copying, must be authorised by the Chairperson of the Working Group. Authorisation should be written on the document itself and be accompanied by the full name of the Chairperson and the name of the group.

### **Travel and Accommodation**

1. We would like to encourage delegates to take time during the course of the Working Group meeting days to complete the attached Travel and Accommodation Booking Form, and to submit it to CODESA Travel on the same day.

A great deal of confusion is created by telephonic bookings. The most efficient method of booking is via the correct form. Extra forms are available at the CODESA Travel office.

2. With regard to bookings, we would urge all delegates to consider very carefully their flight and accommodation needs, before making bookings. A great deal of expense and administration is created by alterations to booking details.

### **Photographs**

1. Photographs of CODESA 1 are on display on the windows of the CODESA Administration offices. Order forms are available for delegates to order reprints.

Kindly complete your form and place it in the envelope provided, along with the correct payment for your reprints. Place the envelope in the post box provided, and your prints will be available within 2 weeks of ordering.

**WE REMIND ALL PARTIES THAT SHOULD YOU EXPERIENCE ANY PROBLEMS, PLEASE CONSULT CODESA ADMINISTRATION, AND WE WILL GLADLY ASSIST YOU.**



ADMINISTRATION/FACTSHEET/2 MARCH

## DELEGATE FACT SHEET NO 2 2 MARCH 1992

### I. ADMINISTRATIVE ARRANGEMENTS/FACILITIES

The main aim of the Administration is to:

- \* Ensure accurate records of all meetings
- \* To provide documentation in the hands of delegates on time
- \* to provide facilities for the functioning of all CODESA structures.

There are, however, a few practical problems. The main issue revolves around the programming of CODESA's activities, so as to enable the Administration to achieve this aim.

The following pattern has emerged in CODESA's activities:

- \* Mondays and Tuesdays are used for meetings of WGs, WGSCs, Subgroups, Sub-committees and the DMC/MC. These meetings have increased considerably. For instance, on Monday 2 March, 22 meetings are scheduled. Immediately after these meetings, secretaries and minute takers have to start writing the minutes.
- \* The deadline for the draft of the minutes, approved by the relevant chairperson, of all the above-mentioned meetings is Wednesday 12h00. This means that in the case of some minutes, less than 24 hours are allowed for a draft of the minutes of any meeting. The Secretariat has initiated a meeting with the five secretaries of the Working Groups to be held regularly on Tuesday evenings, with the following aims:
  - + To raise and discuss all administrative problems
  - + To monitor the functioning of the Working Groups
  - + To enable the Secretariat to compile a report to the DMC and
  - + To enable the Secretariat to compile the DMC/MC Agenda.

The process of faxing the draft minutes, approved by the different chairpersons, to the WG and WGSC members, is then initiated on Wednesday afternoon and takes two and a half days to complete (with 4 technically-advanced fax machines working 24 hours a day). Any problems with regard to not receiving faxed minutes, or late reception of minutes, should please be communicated to the Administration.

Against this background, it is important to also note that before CODESA 1, parties/organisations/administrations have been requested to submit the names of suitable administrative staff. This same request was made again on 12 February. As work increases, CODESA Administration is able to take on more staff. The sole test in this regard is competence.

It must be pointed out, however, that so far, parties/organisations/administrations have responded primarily to requests at the level of Security. Staff requirements for CODESA have now moved into specific areas, requiring specific competence, for example, minute taking. At present, the secretarial and administrative staff component is adequate. It is also important to note that before CODESA 1, it was approved by the Steering Committee to appoint the Consultative Business Movement (CBM) as an independent body to provide the core of the staff for the CODESA Administration. All staff appointments are therefore made under the aegis of CBM.

# DELEGATE FACT SHEET NO 2

## II. FINANCIAL ASSISTANCE TO PARTIES/ORGANISATIONS IN CODESA

In pursuance of decisions by the Management Committee of *CODESA* on 13 January 1992 and on 24 February 1992, the following is brought to your attention:

### **OFFICE ACCOMMODATION AND MEALS**

- 1.1 Office accommodation is provided by *CODESA* for each party, organisation or administration in the *World Trade Centre*. Basic furniture (tables and chairs) will also be supplied. Any other furniture required will, however, have to be rented from *CODESA*. Please notify us immediately, should you wish to make use of this facility. Under no circumstances will you be allowed to bring in your own furniture.

It is suggested that parties, organisations or administrations make use of this opportunity to facilitate preparations for *CODESA II*.

- 1.2. A maximum monthly subsidy of R2 000 per party/organisation/administration will be paid in respect of expenses for *CODESA* and offices at the *World Trade Centre*. These will include the following: telephone calls, fax costs, photocopying costs, rental of equipment and secretarial services. PLEASE NOTE THAT THE SUBSIDY IS PAYABLE ON RECEIPT OF DOCUMENTED PROOF OF ACTUAL EXPENSES AND THAT IT COMES INTO EFFECT RETROSPECTIVELY FROM 13 JANUARY 1992.
- 1.3 *CODESA* cannot supply telephone and/or fax lines. Should these be required, they will be supplied by *Telkom* for the account of each party, organisation or administration. Application forms are available at our offices and must be returned to *CODESA* to facilitate the installation thereof.
- 1.4 Please note that *CODESA* cannot provide any equipment such as word processors, fax machines or photocopiers **or render any of these services for or on behalf of parties, organisations or administrations** or their representatives on working groups. These must be provided for by each party, organisation or administration. One photocopier has been made available for the service of party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalator. At present requests for copying should be given to him in writing (forms obtainable at the machine). These will be attended to on a first-come, first-served basis, PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION AT 15C PER COPY.
- 1.5 *CODESA* **only supplies meals to members of and advisers to members of working groups.** *CODESA* can make no provision in respect of meals for support staff to members of working groups, their bodyguards, private secretaries or drivers or the support staff of parties, organisations or administrations occupying offices in the *World Trade Centre*. A tuck shop is available on the premises and all such support staff, private secretaries, drivers and bodyguards can make use of it on a cash basis.
- 1.6 PLEASE NOTE THAT AS FROM 3 MARCH 1992 ALL LIQUOR AT MEALS WILL BE ON A CASH BASIS.

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## **PER DIEM ALLOWANCES TO DELEGATES AND OFFICIAL ADVISERS**

- 1.1 A per diem allowance of R200 per delegate or official adviser for the days on which meetings of **CODESA** are attended may now be claimed. This will only apply to persons not receiving remuneration from State sources. It, however, excludes state/administration officials who have been granted leave without pay to attend meetings of **CODESA**. Documented proof of this will be required.
- 1.2 Income tax will have to be deducted from per diem allowance payments. Delegates claiming per diem allowances must please complete a registration form (available from our Financial office and a separate claim form for allowances.
- 1.3 Allowance may be claimed retrospectively from 13 January 1992.

## **CLAIMS FOR TRANSPORT AND SUBSISTENCE**

- 1.1 Claims for transport and subsistence must please be completed and submitted individually for each separate meeting by every representative and adviser. Only claim forms bearing the printed date for the specific meeting can be accepted.
- 1.2 **Faxed** copies of claims, flight tickets and hotel bills are unfortunately unacceptable. All claims must please be original and accompanied by original proof of expenditure.
- 1.3 **CODESA** does not refund telephone calls, valet services, bar charges, cigarettes or any claims for meals taken at hotels in stead of those offered at the *World Trade Centre* on the days of meetings.
- 1.4 When claiming for cost of travelling by car, please note that the car registration number must please be supplied and that the kilometers travelled should reflect the shortest route. The engine capacity of your vehicle must also be stated in cubic centimeters.
- 1.5 **CODESA** only refunds air fares in the economic class. Bookings made through one of our accredited travel agencies may also only be made in the economic class. To facilitate problems experienced with travel, accommodation and transport problems, **CODESA** now has a special **CODESA TRAVEL OFFICE** in the *World Trade Centre* co-ordinating with the various agencies and you should not hesitate to call them at (011) 397 2452.
- 1.6 Hotel accommodation booked through any of our accredited agencies must please be made at least 48 hours prior to day of arrival. Should you not take up the accommodation booked for you, you will be personally held responsible for the "no show"-fee charged to **CODESA**. This also applies in respect of accommodation not used for the full period booked.
- 1.7 **CODESA** only accepts responsibility for hotel accommodation (when necessary) on the night before and/or after meetings.
- 1.8 **CODESA** can unfortunately not accept claims for 5-star hotels and/or suites. Should delegates or advisers make their own arrangements for accommodation in such hotels, **CODESA** can only refund an amount equivalent to the tariff negotiated by **CODESA** with either the Jan Smuts Holiday Inn or the Airport Sun.

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- 1.9 When transport is required from airports in Johannesburg, requests should be made at least 24 hours prior to your arrival. Once again, if you have requested transport and do not make use of it on arrival, you will be personally held responsible for the costs incurred.
- 1.10 **CODESA** does not accept claims for car hire.
- 1.11 Please note that **CODESA** only accepts responsibility for transport arrangements between hotels, the airports and the *World Trade Centre* for official meetings of **CODESA**. We do not provide transport for representatives, their advisers or support staff to attend meetings other than those of **CODESA** in the *World Trade Centre*, elsewhere in Johannesburg or its surroundings.

dpcod59 2 March 1992

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