



SECRETARIAT TO CHAIRPERSONS OF WGSCs/MEMO/28 FEBRUARY

**TO: ALL CHAIRPERSONS OF CODESA WORKING GROUP STEERING COMMITTEES**

**FROM: CODESA SECRETARIAT**

**DATE: 28 FEBRUARY 1992**

- RE:**
1. **MECHANISM FOR PROCESSING REQUESTS FROM WGs TO DMC**
  2. **REQUEST FROM NATIONAL LAND COMMITTEE ON EXTENSION OF DEADLINE FOR SUBMISSIONS (ADDENDUM A)**
  3. **REQUEST FROM CHAIRPERSON OF WGSC5 REGARDING FORMAT OF MINUTES AND INCLUSION OF ADDENDA (ADDENDUM B)**
  4. **MEMO TO WG SECRETARIES AND MINUTE-TAKERS REGARDING FORMAT CHANGES TO MINUTES (ADDENDUM C)**

**CC: SECRETARIES OF ALL WGs**

-----  
Would all Chairpersons of WGSCs kindly take note of the following:

**1. At the DMC meeting of 24 February, the following decision was taken:**

"With regard to the mechanism for processing requests from WGs to the DMC, it was agreed that WGSCs should put such requests before the Secretariat, who will discuss it with the Chairperson of the WGSC and deal with the matter, if possible. If the matter requires further consultation, the Secretariat should do so by contacting DMC members."

WGSC Chairpersons may make use of this mechanism as required.

**2. With reference to Addendum A (Letter from the National Land Committee):**

The NLC wishes to make submissions to **Working Groups 1, 3 & 4**, but has requested an extension of the 2 March deadline. Please would all WGSC Chairpersons give consideration to this request and communicate with the Secretariat, so that it may respond on the matter at the earliest opportunity.

**3. With reference to Addendum B (Letter from GS Bartlett, WGSC5 Chairperson):**

In order to facilitate its work of monitoring all agreements, recommendations, etc of CODESA WGs, it is requested that such agreements be itemised in an Addendum to minutes.

Further suggestions regarding format of minutes will be attended to by CODESA Administration (see Addendum C).

**4. With reference to Addendum C (Memo to all WG Secretaries and Minute-takers):**

Would all Chairpersons kindly ensure that the following changes to format of minutes are being observed in all minutes of their WG, WGSC and subgroups (where applicable).

ADDENDUM A

Telefax (011) 836-6931  
Telephone (011) 832-1123  
4th Floor Khoto House 42 Marshall Street Johannesburg  
P O Box 16858 Doornfontein 2028 Johannesburg South Africa

# National Land Committee

26\2\92

ATTENTION: CODESA DAILY MANAGEMENT COMMITTEE  
C/O CODESA SECRETARIAT  
Fax: 397 2211

Dear Sirs,

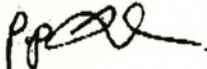
The National Land Committee is a national network concerned with land and rural issues. Our affiliated organisations work with about 70 communities nationwide.

We responded with great interest to your letter inviting submissions from interested parties to Codesa working groups. The communities with whom we work have interests in making submissions to a number of working groups. In order to do so consultation processes have been set up with a number of these groupings, many of them in remote areas. Because of the necessity for this process to be completed we do not think our submissions will be complete by March 2nd. We would therefore like to request an extension of time in order to complete this work. We are intending putting in submissions to Working Groups one, three and four on matters of relevance to their terms of reference.

We hope our request for an extension meets with your approval. We would like to request that your response to this request reach us as soon as possible.

Thanking you,

Yours Sincerely



Richard Clacey (NLC Chairperson)

ADDENDUM B



# DIE NASIONALE PARTY, NATAL THE NATIONAL PARTY, NATAL

Derde Verdieping/Thrd Floor STAFMAYERHUIS/HOUSE Beachlaning/Grove 26 DURBAN 4001

☎ 301-2737  
☒ 2649 DURBAN 4000  
FAX 304-6886

1992 -02- 26

Mr P J Gordan  
Chairman: Daily Management Committee of  
CODESA  
P O Box 307  
Isando  
1600

Dear Mr Gordan

I am writing to you in my capacity as Chairman of the Steering Committee of Working Group 5, which met at the World Trade Centre on Monday 24 February 1992.

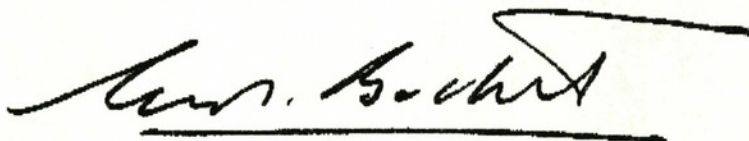
You will note from the Terms of Reference of Working Group 5 that this Working Group has to monitor the agreements, recommendations, etc, of the other four working groups and for this reason it was requested that Working Group 5 be provided with the minutes of all the other working groups' meetings.

Our main concern and interest are the decisions, resolutions and recommendations of the various working groups and to facilitate our work we would like to recommend that all minutes should follow the line which we note has been adopted by Working Group 2. Here I am referring in particular to the minutes of the fourth meeting of Working Group 2 held on Monday, 17 February 1992 (see Annexure A). Page 4, item 6.1.3.3, states "it was agreed that the Steering Committee would draft a document setting out these principles and present this to the next meeting as a

working document". At the end of these minutes is attached a draft document with the heading, "24th of February 1992 - Draft Document on common principles regarding the balance between central, regional and local government prepared by the Steering Committee of Working Group 2". If each working group would provide as an addendum to their minutes, such a document itemising agreements, proposals, etc, this would facilitate the task of Working Group 5 considerably.

As I am sure you will appreciate, Working Group 5 has a great deal of paper work to get through, and an additional suggestion that would assist us greatly is that the minutes should reflect primarily resolutions, recommendations and decisions and not too much of the content of the debate. Underlining the words, "it was agreed" or "it was recommended" whenever an agreement is reached or a recommendation is made, so that this can be picked up quickly, would also be helpful.

Yours sincerely

A handwritten signature in black ink, appearing to read "G S Bartlett", written over a horizontal line.

G S Bartlett

Chairman of Working Group 5 Steering Committee



SECRETARIAT TO CHAIRPERSONS OF WGSCs/MEMO/28 FEBRUARY

Addendum C

**TO: ALL SECRETARIES OF WGs, AND ALL MINUTE-TAKERS OF WGs, WGSCs AND WSGSs**

**FROM: MURPHY MOROBE, CODESA ADMINISTRATION**

**DATE: 28 FEBRUARY 1992**

Would all Secretaries and Minute-takers kindly take note of the following changes to the format of minutes, and implement them with immediate effect (ie, starting with all minutes of meetings held in the week of 2 March).

1. When draft minutes have been approved by the chairperson, the qualification which heads all minutes should be amended to read:

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

2. In order to assist WG5 in its task of monitoring all WG recommendations and agreements, minute-takers must, when preparing their minutes **underline the words "it was agreed" or "it was recommended" whenever an agreement is reached or a recommendation is made.**

Please would Secretaries ensure that these two procedures are being observed by all minute-takers.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

PO Box 307, Isando, 1600, South Africa.  
Telephone (011) 397-1198/99. Fax (011) 397-2211