

EXTRACTS FROM THE MINUTES OF THE DMC MEETING OF 6 FEBRUARY 1992 CONCERNING THE RELATIONSHIP BETWEEN WG5 AND THE DMC

3. Meeting with WGSC5

It was agreed that:

- 3.1 The meeting should follow the format recommended in the document 'Issues for Discussion at the Meeting between the DMC and WGSC5 (Addendum A).
- 3.2 The MC, and the DMC as its executive body, have been charged to supervise and to co-ordinate Working Group activities by Codesa 1.
- 3.3 That the DMC suggestion that a distinction be made between process/procedure and content is useful in delineating the respective roles of the DMC and WGSC5.
- 3.4 With Items 3.2 and 3.3 above in mind, and regarding Item 1.1.4 b of the Terms of Reference of WG5, issues pertaining to process and procedure should be addressed by the DMC and issues pertaining to content should remain the responsibility of WG5.
- 3.5 WG5 should take an appropriate decision formalising Item 3.4 above, noting the opening sentence of Item 1.1.4 of its Terms of Reference.
- 3.6 The Secretariat should investigate appropriate communication mechanisms between the two bodies, and between WG5 and the other Working Groups, with regard to the circulation of minutes and the dissemination of information emerging from the Working Groups.
- 3.7 With this in mind, the Secretariat should meet with two members of each of the Working Groups, and it should report back to the DMC on this matter at the next DMC meeting.
- 3.8 Regarding Item 1.1.1 of the Terms of Reference of WG5, the mechanisms detailed above should be utilised to address any difficulties arising.
- 3.9 A sub-meeting between the Secretariat and members of WGSC5 should delineate specific responsibilities as contained in the Terms of Reference of WG5 on the basis of the mechanisms detailed above.
- 3.10 Regarding Item 1.1.4 of the Terms of Reference of WG5:
 - * 1.1.4 'a' should be the responsibility of WG5.
 - * 1.1.4 'b' should be the responsibility of the DMC, and WG5 should take an appropriate decision to formalise this.
 - * 1.1.4 'c' should be the responsibility of WG5.
 - * 1.1.4 'e' should be the responsibility of the Secretariat.

It was noted that these decisions are subject to review as and when appropriate.

- 3.11 Regarding the role of the Group Secretary, he/she should, if called upon to do so by the chairperson, provide information to the Working Group as requested. However, his/her function is essentially administrative. It was noted that the appearance of this item on the agenda was precipitated by poor communication mechanisms between the DMC and WGSC5 concerning adequate preparation of the chairperson of WGSC prior to its first meeting.
- 3.12 Regarding the role of the Secretariat, it was noted that this is the executive arm of the DMC and a mechanism for co-ordinating the activities of CODESA with this in mind.
- 3.13 All decisions detailed under Item 3 above should be communicated to the DMC and WGSC5.
- 3.14 Regarding the communication of decisions recorded in the minutes, as outlined in Item 3.6 above:
 - 3.14.1 Minutes should be approved by the chairperson concerned before the decisions recorded therein are circulated.
 - 3.14.2 Specific decisions of the DMC in respect of the WGSCs may be recorded in separate minutes and approved by the chairperson for immediate circulation, noting that such decisions should be ratified as part of the overall minutes of the meeting in question at its next session.
 - 3.14.3 All DMC decisions concerning WG5 should be communicated in document form to WGSC5.