

**MINUTES OF THE MEETING OF TASK GROUP ONE  
(ORGANISATION AND PLANNING),  
HELD AT 10H00 ON 17 DECEMBER 1991  
AT THE WORLD TRADE CENTRE**

**PRESENT:**

K Lategan	Labour Party
P Soal	Democratic Party
P Maduna	ANC
M Govender	NIC/TIC
Rev K Reddy	Solidarity
V Ntsubane	Transkei Government
D Bjorkman	Ciskei Government
A Rajbansi	National People's Party
E Ngobeni	Ximoko Prog Party
M Myeni	Inkatha Freedom Party
P Ranwashe	Venda Government
T Setloane	Bophuthatswana
S Shlowa	S A Communist Party
V Mahlangu	Intando Yesizwe Party
DT Mokoena	Dikwankwetla Party
B du Plessis	National Party
(replaced by P Coetzer)	
P Maduna	Convenor
H Neerahoo	National People's Party

**SECRETARIAT**

T Eloff  
T Shott (minutes)

**APOLOGIES:**

G Bartlett                      S A Government

**RECOMMENDATIONS TO THE STEERING COMMITTEE EMERGING FROM THE MEETING ARE AS FOLLOWS:**

1. The meeting was informed by the Chairman that the recommendations from the meeting of Task Group 1 on 9/12/91, were accepted with some modifications. It was noted that there is an error in these Minutes of the Steering Committee in 4.1 as follows: "Security Sub-committee convenors are V Ntsubane (Transkei) and Major-General Nembambula (Venda) not J Scheepers (Government).
2. It was agreed that Dr Eloff would look into making arrangements for parking facilities at the Airport for drivers meeting delegates.
3. Dr Eloff informed the meeting that offices made available to the parties attending CODESA 1 would be furnished but parties were responsible for their own office equipment and stationery. The meeting recommended that CODESA 1 pay for telephone calls up to an agreed amount, and that the parties would be responsible for any expenditure over and above this. Details to be sorted out by the Secretariat.
4. As a result of an article published in the Sunday Times last weekend, the meeting requested the Steering Committee to do everything in its power to take action to prevent further occurrences of such leaks to the press, and to address the issue of confidentiality in general. The

meeting also noted that the Media Committee should provide regular information to the press which reflected decisions made by CODESA 1, avoiding partisan statements. This may help avoid stories being fabricated.

5. Regarding the seating arrangements in the "well" the meeting recommended that the Steering Committee considers two options in order of preference:

- 5.1 Draw lots for seating positions
- 5.2 Arrange delegates in alphabetical order

The decision should be made tomorrow, Wednesday 18/12 to avoid confusion.

6. It was agreed that a report would be sent from Task Group 1 to the Secretariat Meeting, Wednesday, 08h00 and Steering Committee meeting Wednesday 09h00.
7. The meeting decided that participants should be asked to be seated by 09h45 on Friday 20/12 for a photocall, therefore it was agreed to recommend that all delegates be seated by 09h30 for a 10h00 start.
8. The meeting recommended to the Steering Committee that a verbatim report of the proceedings of CODESA 1 be made and that these be distributed free of charge to delegates, advisers, and representatives of International bodies such as the OAU, Commonwealth, and the representatives of the Embassies who attend. Academic Institutions and others will be invited to purchase copies of the report at cost.
9. In order to assist the CODESA Management with its preparations, it was agreed to recommend that each party be asked to second two people to the CODESA Management. They would help with preparation and be seated in the well during proceedings to be used as runners, etc. Their expenses would be paid in the same way as other delegates.
10. Cleaning and vacating offices:  
The meeting agreed that all parties would be responsible for cleaning their own offices and it was agreed that parties should vacate their offices by Sunday night, 22/12.
11. The meeting agreed that the convenors of the three sub-committees (Protocol, Media and Security) are responsible to table reports at the Steering Committee on Wednesday at 09h00.
12. Security:  
The meeting requested that the list of representatives attached to the Minutes of the meeting of 13/12 be clarified. These should reflect representatives and not advisers as well. Several parties noted that they had not been given notice of the meeting having taken place on 13/12.
13. The meeting accepted the structure as outlined in a diagram (Addendum A, attached) which was distributed as part of the Addenda but asked for the terminology to be clarified.

cc Elise Strumpfer

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