

DMC PACK FOR 21 APRIL 1992





DAILY MANAGEMENT COMMITTEE MEETING
21 APRIL 1992 AT 16:00 AT THE WORLD TRADE CENTRE

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DAILY MAN COMMITTEE/AGENDA/21 APRIL 1992

**DRAFT AGENDA OF THE MEETING OF THE DAILY MANAGEMENT COMMITTEE TO BE HELD
AT THE WORLD TRADE CENTRE ON TUESDAY 21 APRIL 1992**

1. Chairpersons opening remarks
2. Apologies
3. Adoption of Agenda
4. Ratification of the minutes of 30 March 1992 and 6 April 1992
5. Matters arising from MC minutes of 30 March 1992
6. Matters arising from the GAC Minutes of 6 April 1992
7. Report from Delegation to the United Kingdom
8. CODESA 2
9. Report to the MC meeting of 27 April 1992
10. Any other business
11. Next meeting
12. Closure

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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THESE ARE DRAFT MINUTES, AS APPROVED BY THE CHAIRPERSON. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE DMC AND THE MC. THEY ARE STILL SUBJECT TO RATIFICATION BY THE DMC AT ITS NEXT MEETING.

DRAFT MINUTES OF THE DMC MEETING HELD ON MONDAY 30 MARCH 1992 AT 18H00 AT THE WORLD TRADE CENTRE

PRESENT:

- ZJ de Beer
- PJ Gordhan (Chair)
- P Hendrickse
- FT Mdlalose
- R Meyer
- SS Ripinga
- Z Titus
- J Zuma

- M Maharaj (Secretariat)
- SS van der Merwe (Secretariat)

- T Eloff (Secretary)
- G Hutchings (Minutes)

1. Chairpersons opening remarks

The members were welcomed.

2. Agenda

It was noted that the agenda could not be drafted until after the meeting of the MC as the agenda for the DMC meeting would be formulated from matters arising from the MC meeting. The following agenda was proposed:

- 2.1 Joint meeting between the DMC and WGSC's
- 2.2 Implementation of the decision on the Codesa Gender Advisory Committee (GAC)
- 2.3 The British Elections trip
- 2.4 Rustenburg Church Leadership Proposal
- 2.5 Codesa 2
- 2.6 Media Statement
- 2.7 Future meetings of the DMC
- 2.8 General

3. **Drafting sub-committee**

The following representatives of the DMC were nominated to meet with all the WGSC's to discuss the composition of the drafting sub-committee:

- * Z Titus
- * PJ Gordhan
- * RP Meyer
- * T Hendrikse

4. **GAC**

- 4.1 A circular is to be distributed to all parties/organisations informing them that the GAC had been approved, supplying the Terms of Reference, requesting the nomination of one representative from each party/organisation to attend the first scheduled meeting.
- 4.2 It was agreed that the first meeting of GAC would be held on 6 April 1992 at the World Trade Centre.
- 4.3 It was further agreed that a follow-up meeting would be held with the DMC on 21 April 1992 at the World Trade Centre.

5. **British Elections trip**

- 5.1 Given the time constraints and the fact that the British Government had agreed to increase the delegation by two members, it was agreed to keep the present size of the delegation.
- 5.2 It was agreed that PJ Gordhan lead the delegation.
- 5.3 It was noted that the British Government would supply all support services required by the delegation.
- 5.4 It was agreed that the brief of the delegation would be to observe the elections and compile a report with supportive documentation relevant to the South African situation.
- 5.5 It was agreed that the delegation should portray a cohesive Codesa image and that members of the delegation should not make any public comments about any party/organisation view.

6. **Rustenburg Church Leadership Proposal**

- 6.1 It was agreed to not include this item in the proposed press briefing until the Rustenburg Church Leadership had been informed of the agreement in respect of their request.
- 6.2 It was further agreed this was an important event and that high profile publicity should be explored at an appropriate time closer to the event.

7. **Codesa 2**

- 7.1 The need for the DMC to understand its vital role in the preparation for Codesa 2 was noted.
- 7.2 It was agreed that the DMC would have to meet more frequently and may even need full day meetings as Codesa 2 draws closer.
- 7.3 It was agreed that the remaining members of the DMC (other members of the DMC would be away on the trip to Britain) would meet on Monday 6 April 1992 at 16h00 to formulate proposals about Codesa 2 which would be submitted to the next full DMC meeting.

8. Press Briefing

It was agreed that the following items would form part of the press briefing scheduled for 31 April 1992:

- * The dates for Codesa 2
- * The April recess for Codesa
- * The Gender Advisory Committee
- * The Codesa delegation to attend the British elections
- * The Addendum to the Declaration of Intent to be submitted to Codesa 2

9. Future meetings

The meeting of the remaining members of the DMC would be held on 6 April 1992 at 16h00 and the next meeting of the full DMC would be set at the meeting of 6 April 1992 but could tentatively on 21 April 1992.

10. General

- 10.1 The importance of a follow-up meeting between the DMC and all WGSC's was noted.
- 10.2 It was agreed that the remaining DMC members and the Secretariat would attend to this.

The meeting was closed at 18h45.



DAILY MAN/MINUTES/6 MARCH 1992

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DRAFT MINUTES OF THE DMC MEETING HELD AT 16H00 ON MONDAY 6 APRIL 1992 AT THE WORLD TRADE CENTRE.

PRESENT: ZJ de Beer (Chairperson)
R Meyer
Z Titus
J Zuma

M Maharaj (Secretariat)
SS van der Merwe

T Eloff (Secretary)
G Hutchings (Minutes)

APOLOGIES: PJ Gordhan
P Hendrickse
FT Mdlalose
SS Ripinga

1. Chairperson's opening remarks

The chairperson welcomed the members.

2. Apologies

The following apologies were noted:

PJ Gordhan
P Hendrickse
FT Mdlalose
SS Ripinga

3. Agenda

It was agreed that the following items would form the agenda:

- * Minutes
- * Codesa 2
- * Report back on the GAC meeting of 6 April 1992
- * Future meetings

4. Minutes of the meeting of 30 March 1992

It was agreed that the ratification of the minutes of the meeting of 30 March 1992 would be deferred to the next full meeting of the DMC.

5. Codesa 2

Guidance was needed by the Secretariat and Administration from the DMC on the following:

5.1 Local and Foreign Observers

5.1.1 It was agreed that the same five International Governmental Organisations who were invited to Codesa 1, would be invited to Codesa 2 as observers.

5.1.2 The local Diplomatic corps, with five members per delegation, would also be invited, as was the case for Codesa 1.

5.2 Invitations

5.2.1 It was agreed to send out invitations to the same organisations/parties invited to Codesa 1.

5.2.2 It was agreed that if necessary the number of support staff of each participant could possibly be reduced from 9.

5.2.3 It was agreed that the Secretariat is to liaise with the World Trade Centre staff about the maximum seating capacity of the Centre and what room for expansion there is, if any.

5.2.4 The wording of the invitations should indicate the report back nature of Codesa 2, bearing in mind the possibility of substantive agreements.

5.2.5 It was agreed that the invitations for Codesa 2 should be sent in the name of the MC.

5.3 Security sub-committee

5.3.1 It was recommended that the present security structure remain for Codesa 2. Parties/organisations would be requested, should extra staff be required for Codesa 2, to nominate possible people.

5.3.2 It was suggested that medical services fall under the security sub-committee.

5.4 Media sub-committee

5.4.1 It was agreed that a media sub-committee should be formed with S Macozoma (ANC) and P Coetser (NP) as the co-convenors and the other 17 participating parties/organisations nominate one representative each.

5.4.2 The Administration would supply an able secretary and minute taker for this sub-committee. The Administration would convene the first meeting of this sub-committee.

5.4.3 The Secretariat has initiated discussions with the SABC in respect of Codesa 2 and the marketing of Codesa up to Codesa 2. The SABC is to submit proposals to the Secretariat by 10 April 1992.

5.4.4 In the absence of the DMC Chairperson, the Secretariat is to co-ordinate the marketing of Codesa and the issue of the spokesperson for Codesa, with the SABC.

5.5 Protocol

5.5.1 It was agreed to use the protocol guidelines already in place from Codesa 1.

5.5.2 It was agreed that administration handle protocol for Codesa 2 and that members of the MC could be involved in receiving the International Guests. This will be co-ordinated by the Administration.

5.6 Opening Prayer Procedure

It was agreed that, R Meyer, assisted by T Eloff, would consult with two persons of Christian religious communities who participated at Codesa 1, to obtain feedback, to assist the DMC to take a decision in this regard.

5.7 Chairpersons of Codesa 2

It was agreed that the acting chairperson would contact the joint Chairpersons of Codesa 1 and:

- * Apologise for the lack of contact from the Secretariat and the Administration,
- * Formally inform them of the date for Codesa 2
- * Seek to ensure their availability for Codesa 2
- * Indicate that the Secretariat is preparing a pack of documentation for them. The need for any further information should be communicated to the Secretariat for action upon.

5.8 Report back to Codesa 2

5.8.1 The DMC/MC would continue to look side by side with the WGs into finding a uniform and co-ordinated way for the WGs to report back to Codesa 2. The emphasis should be to try to structure the agenda of Codesa 2 in such a way as to place under focus:

- * Agreements reached
- * Matters still requiring attention
- * The way forward and the mechanism for handling such outstanding matters.

5.8.2 A set of guidelines for reporting back and drafting reports would be provided to the WGs. The Secretariat is to submit proposals in this regard to the next meeting of the DMC.

5.8.3 A deadline date of 7 May 1992 for final reports from WGs was agreed upon. A

memorandum in this regard would be sent to all heads of delegations and chairpersons of WGSCs on 7 April 1992.

5.9 Other issues for Codesa 2

The Secretariat was requested to bring proposals as to the structuring and time allocations for the agenda of Codesa 2.

6. Report back on the first meeting of the GAC

The following was noted:

- 6.1 The GAC met for its first meeting on 6 April 1992.
- 6.2 Members Z Titus and J Zuma opened the meeting on behalf of the DMC.
- 6.3 An agenda and documentation was prepared for the meeting by the Secretariat.
- 6.4 The Terms of Reference, the structure and workings of Codesa was presented to the GAC by the DMC and the Secretariat.
- 6.5 A temporary chairperson was nominated for the remainder of the meeting and for the next GAC meeting, where a permanent chairperson would be nominated.
- 6.6 The Secretariat is to prepare, for the GAC, a current list of all women in the Codesa structures.
- 6.7 Not all organisations/parties had been represented at the meeting and the Secretariat is to inform them of the outcome of 6 April 1992 GAC meeting and the date of the next meeting and request that their representative be present.

7. Other Business

A proposal that, the members of the Codesa delegation to observe the British Elections receive a per diem rate of 75 pounds for the duration of their official visit, was agreed upon.

8. Future meetings

- 8.1 The DMC is to meet jointly with the GAC on Tuesday, 21 April 1992 from 16h00 - 17h00.
- 8.2 The next regular meeting of the DMC is on Tuesday, 21 April 1992 from 17h00.



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DRAFT MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE HELD AT THE WORLD TRADE CENTRE ON MONDAY 30 MARCH 1992 AT 16h00.

PRESENT: Addendum A

APOLOGIES: HJ Coetsee (SA Government)
R Cronje (Bophuthatswana)
H Kayser (Ciskei)
SOM Moji (Dikwankwetla)
I Omar (Solidarity)
JN Reddy (Solidarity)
E Samuels (Labour)

MJ Mahlangu (UFP - late arrival)

1. **Chairperson's opening remarks**

The delegates were welcomed and an apology made for the late start of the meeting. An appeal was made to delegates to be punctual.

2. **Apologies**

Apologies were noted.

3. **Adoption of agenda**

The agenda was adopted with no amendments.

4. **Ratification of the minutes of the meeting held on 9 March 1992**

The minutes were ratified with the following amendments:

- 4.1 The word "tri-partite" was substituted for the word "tri-lateral" in points 4.2.4 and 4.4.
- 4.2 The word "February" was substituted for the word "March" in points 4.2.2, 4.2.3 and 4.4.
- 4.3 In the attendance register SG Mothibe was the Delegate for the Bophuthatswana Government and T Scheepers the Adviser.
- 4.4 In the attendance register C Salojee was the Delegate for NIC/TIC and Z Yacoob the Adviser.

4.5 The initials of the Adviser from IYP should read MB Ntuli.

5. DMC report (Addendum B)

5.1 Women's participation in Codesa: (Addendum C)

The draft proposal, presented to the MC by the DMC, on the status, composition and terms of reference of the Gender Advisory Committee was accepted by consensus with no amendments.

5.2 Formation of a drafting sub-committee:

5.2.1 The historical background of this sub-committee was discussed and the following was noted:

- * The delegates were referred to the Declaration of Intent, where reference is made to the setting up of a mechanism to draft legislation (but not agreements), as well as to the Terms of Reference of WG 5.
- * There is an overlap in responsibility in the area of drafting between the MC and WG 5.
- * WGSC 5 and the DMC have agreed on the need for a drafting sub-committee and the process and the parties to be involved.
- * It was agreed that there will be further discussion between WGSC 5 and the DMC on the structure of the drafting sub-committee.
- * It was noted that the MC and the DMC need to be more aware of their relationship with WG 5 so that a more positive climate could be created. It was also noted that the representatives of the MC should communicate more effectively with their respective participants at WG 5 to minimise misunderstandings.

5.2.2 A meeting was held on 30 March 1992 with members of the DMC, the Secretariat and WGSC 5 in this regard. The following report on the meeting was submitted to the MC:

Sub-group 2 of WG 5 has started mapping out a process for the drafting sub-committee. This process could be accepted by WG 5 and the MC. It was suggested at the meeting that the process to be adopted by the drafting sub-committee has three elements:

- * Policy extraction
- * Drafting
- * Checking (to peruse documentation to see if they correctly reflect the agreements)

It was agreed by all that the process needs to be managed and that the parties that need to participate in this process are the following:

- * The participants of WG 5
- * The WG rapporteurs
- * Experts who will assist in giving expression to agreements arrived at

5.2.3 It was suggested that a meeting take place with 2 or 3 representatives each from the DMC and the WGSC 5, to discuss the structure of the drafting sub-committee. Representatives from sub-group 2 of WG 5 must be part of this meeting.

5.2.4 It was noted that a meeting was held on 24 March 1992 at 16h00 with representatives of WGSC 1, 2, 3 and 4 and the DMC to discuss co-ordination and the drafting sub-committee. It was agreed that there is a need for a further meeting with all the WGSC's.

5.3 Co-ordination of Working Groups:

5.3.1 It was agreed that the meeting between the DMC Chairperson, the Secretariat and 2 representatives of WGSC 1, 2, 3 and 4 was very fruitful.

5.3.2 It was noted that WGSC 5 did not attend the meeting as WG 5 did not meet on that day and to inform them had been difficult.

5.3.3 Two issues arose from this meeting:

- * Each WG would need to outline what it wanted to achieve by Codesa 2 so that Codesa 2 would be a meaningful exercise.
- * The need for co-ordination between WG's was stressed. A range of suggestions in this regard was submitted to the MC under point 3.3 of the DMC report, and was accepted by the meeting.

5.4 Recess for Codesa:

5.4.1 It was agreed to discuss the dates for Codesa 2 in conjunction with the April recess as the two issues are linked.

5.4.2 It was agreed that Codesa would not meet in the week commencing 13 April. The next meetings of Codesa would be on 21 and 22 April 1992.

5.4.3 It was agreed that Codesa 2 would take place on 15 and 16 May 1992. It was further agreed that this should be a firm date.

5.5 British Elections

5.5.1 The British Government extended an invitation addressed to the Chairperson of the DMC, to send a delegation of four or five people to observe the British elections. This matter was considered at the last DMC meeting and after further negotiations with the British government, the following was agreed:

- * The invitation be accepted
- * The delegation number be increased to 7
- * The proposed delegation undertake the visit on behalf of Codesa

- 5.5.2 It was noted that although the delegation is a balanced one, efforts should be made to include another woman from the participants at Codesa, in the delegation. The DMC would look into this matter.
- 5.5.3 The delegation was approved by the MC.
- 5.5.4 It was suggested that this delegation should be given high profile publicity to show that Codesa has international recognition.
- 5.6 **Representations from Ciskei:**
- The report was noted.
- 5.7 **Marketing of Codesa:**
- 5.7.1 It was noted that the Secretariat is preparing a proposal for the DMC and the MC on the content and the mechanism of the marketing program.
- 5.7.2 It was noted that disinformation in the form of pamphlets distorting the views of participants are circulating in schools.
- 5.8 **Media Leaks:**
- The report was noted.
- 5.9 **Letter from the Rustenburg Church Leadership Committee:**
- 5.9.1 It was agreed that the MC supported the DMC recommendation in this regard.
- 5.9.2 A letter should be sent by Chairperson of DMC to L Alberts, F Chikane and M Cassidy to say that the MC has considered the matter and expressed full support. The letter should also note that the Chairperson is available for further discussion on how to carry the matter forward.
6. **Progress in the Working Groups**
- 6.1 It was agreed that the MC must communicate the date of Codesa 2 to the WGs and to urge the WGs to complete their work by the time Codesa 2 meets.
- 6.2 A joint meeting between the DMC and all WGSC's was suggested with the view to discuss overlapping issues in good time before Codesa 2.
- 6.3 It was suggested that the joint meeting between the WGSC's and the DMC could decide on further measures to facilitate the process.
7. **Sub-committees**
- 7.1 **Participation of the Zulu King and Traditional Leaders: (Addendum D)**
- The interim report submitted by this sub-committee to the MC was noted.

7.2 Declaration of Intent:

- 7.2.1 The minutes of the meeting of 9 March 1992 were referred to, and paragraphs 3 and 4 were submitted by the sub-committee to the MC for its approval and comment.
- 7.2.2 It was agreed, by consensus, to accept paragraph 3 as a recommendation to Codesa 2, as an addendum to The Declaration of Intent.
- 7.2.3 It was agreed, that the issue of paragraph 4 be made a separate item on the agenda of the next MC meeting. This would also allow the parties/organisations to consult with their principals.
- 7.2.4 It was noted that this sub-committee had concluded its business.

8. Codesa 2

- 8.1 Codesa 2 will take place on 15 and 16 May 1992.
- 8.2 It was suggested that the DMC look into the practical and logistical arrangements for Codesa 2 and submit recommendations at the next meeting of the MC.

9. Other business

9.1 April Break

Codesa will take a break in the week commencing 13 April 1992.

- 9.2 It was noted that the MC Chairperson had taken part in the John Robbie talk show on radio 702 as part of the Codesa marketing exercise.
- 9.3 It was noted that a meeting between the MC Chairperson, J Zuma, Z Titus and 10 women from Orlando West in Soweto took place. It was reported that the matter was discussed with R Meyer with whom it was agreed that the necessary steps to assist the women with their concerns about the incidents of violence taking place where they live, will be taken.
- 9.4 It was agreed that the following points should form part of a media statement to be released at 08h00 on 31 March 1992:
- * The dates of Codesa 2
 - * The April recess for Codesa
 - * The Gender Advisory Committee
 - * The Rustenburg Church Leadership Committee Proposal
 - * The Codesa Delegation to attend the British Elections
 - * The Addendum to the Declaration of Intent to be submitted to Codesa 2

10. Date of next meeting

The next meeting of the MC will take place on Monday 27 April 1992 at 15h30.

The meeting adjourned at 18h00.

Addendum A

The following delegates and advisers signed the attendance register:

Party/Organisation Administration	Delegate	Adviser
ANC	J Zuma	M Maharaj
Bophuthatswana Government	SG Mothibe	TE Scheepers
Ciskei Government	SV Notshe	
Dikwankwetla Party	TJ Mohapi	
DP	C Eglin	Z de Beer
IFP	FT Mdlalose	BS Ngubane
IYP	NJ Mahlangu	MB Ntuli
INM	SS Ripinga	TJ Ndaba
Labour Party	P Hendrickse	J Douw
National Party	R Meyer	D de Villiers
NIC/TIC	C Salojee	I Pillay
NPP	A Rajbansi	E Joosab
SACP	J Slovo	
SA Government	G van N Viljoen	
Solidarity	B Dookie	DS Rajah
Transkei Government	Z Titus	TT Matanzima
UPF	MJ Mahlangu	
Venda Government	S Makhuvha	S Moeti
XPP	EPP Mhinga	JC Akron

Also present were:

Chair	PJ Gordhan
	T Eloff (Secretary)
	G Hutchings (Minutes)

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DMC REPORT

The following are some of the matters addressed by the DMC since the last MC meeting.

1. Women's participation in CODESA

This matter was referred to the DMC by the MC meeting of 9 March 1992. The DMC presents a draft proposal on the status, composition and terms of reference of the Gender Advisory Committee (pg 26 of material provided) to the MC for its decision.

2. Formation of a drafting sub-committee

The DMC has decided the following:

"The drafting sub-committee would consist of two components:

*The rapporteurs from each Working Group.

*Experts skilled in drafting and with due regard to specialised fields.

"The Secretariat, with the help of Z Titus, is to identify experts and make recommendations to the DMC."

In addition the Chair of the DMC and the Secretariat will be meeting with the WGSC5 Chairperson on Monday 30 March 1992.

3. Coordination of Working Groups

The coordination of Working Groups and preparation for CODESA 2 was discussed at a preliminary meeting of representatives of WGSCs, the Chair of the DMC and the Secretariat on 24 March 1992. Representatives of WG5 could not be present as this Working Group was not meeting on 24 March 1992. The following recommendations to the DMC emerged from this meeting.

- 3.1 The need for coordination between the WGs and in particular with WG5 was noted.
- 3.2 WGSCs 3 and 4 reported that they had had a joint meeting which they found to be beneficial to the respective WGs.
- 3.3 After discussion, the following suggestions were made in respect of coordination between the WGs and will be submitted to the DMC as recommendations:

* Periodic meetings between the WGSCs as and when

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necessary.

- * A plenary session with the DMC and all the WGSC chairpersons.
- * An information circular between WGs to keep each WG informed of progress in other WGs.
- * The DMC to attend WGSC/WG meetings as observers.
- * Noting that WG5 had structured itself into 4 Task Groups, each charged with looking into agreements, etc. within a given WG, it may be possible to enable each Task Group to attend the relevant WG sessions as observers.

4. Recess for CODESA

The DMC has agreed in principle that no meetings of CODESA should take place during the week beginning 13 April 1992 in order to allow the administration a well-earned rest. CODESA meeting would then resume on 21 and 22 April 1992. This matter is to be finalised at the MC meeting on 30 March 1992.

5. British Elections

The British Government has invited a CODESA delegation to observe the British elections (**attach letter of invitation**).

The DMC was of the view that this was a valuable opportunity to observe a fair and free electoral process with a view to extracting lessons for our own situation. Further discussions with the British Government resulted in the number of representatives being increased to 7. The following guideline was used to constitute the delegation: in the first instance persons from the DMC who are available, secondly members of the MC and if possible one representative of WG1.

The delegation is as follows:

- 5.1 Mr P.G. Gordhan Chairperson of CODESA Management Committee (MC) and the DMC, representative of the Natal Indian Congress/Transvaal Indian Congress at CODESA.
- 5.2 P. Hendrickse Member of the MC and DMC of CODESA. Representative of the Labour Party at CODESA.
- 5.3 Mr. N. J. Mahlangu Member of the MC of CODESA. Representative of the Intando We Sizwe Party at CODESA.
- 5.4 Dr. F. Mdlalose Member of the MC and DMC of CODESA. Representative of the Inkatha Freedom Party of CODESA.
- 5.5 Prof. S.S. Ripinga Member of the MC and DMC of CODESA. Representative of the

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Inyandza National Movement at
CODESA.

5.6 Mr. G. Bartlett Representative of the National Party at
CODESA serving on Working Group 5 and
of its Steering Committee

5.7 Ms. J. Love Assistant to the Secretariat of CODESA.

6. Representations from Ciskei

Both Dr. Keyser from the Ciskei Government and Mr. Ramaphosa from the ANC were invited to be present at the DMC meeting of 23 March, 1992 following a request from Dr. Keyser. The Ciskei Government, ANC and SA Government were given an opportunity to address the DMC. After consultation among themselves, the above parties reported to the DMC that they intend to resolve any outstanding issues at a trilateral meeting to be held shortly.

7. Marketing of CODESA

It was agreed that there is a need to market Codesa so that the public can feel part of Codesa and get an insight into the negotiation process taking place in Codesa. The Secretariat is to look into this matter and submit recommendations as soon as possible. It was suggested that a full-time person to facilitate the process may be required.

8. Media leaks

It was agreed that Codesa should interact with the media more frequently and openly to project Codesa in a positive light.

CODESA GENDER ADVISORY COMMITTEE (GAC)

TERMS OF REFERENCE

1. **Composition:**

- 1.1 GAC shall be composed preferably of women
- 1.2 Each participant of Codesa shall nominate one person to serve on GAC
- 1.3 Substitution is allowed
- 1.4 GAC shall be free to determine mechanisms by which the chairing of its meetings shall be effected

2. **Terms of Reference:**

- 2.1 Codesa is committed amongst other things towards the creation of a non-sexist democracy
- 2.2 GAC shall look into the Terms of Reference of each of the Working Groups and advise on the gender implications thereof.
- 2.3 GAC shall look into agreements arrived at in Working Groups and decisions of the Management Committee and advise on their gender implications.

3. **Status of GAC:**

- 3.1 The GAC shall be a sub-committee of the MC whose primary function shall be to advise on the matters specified in points 2.2 and 2.3 of the Terms of Reference.

4. **Functioning of the GAC:**

- 4.1 The exact manner in which the GAC shall perform its advisory function shall be worked out by discussion and agreement between the GAC and the Daily Management Committee (DMC). Such modalities shall include consultation between the GAC and the Steering Committees of each of the Working Groups.

5. **Decision-making mechanism:**

- 5.1 The Standing Rules adopted at Codesa 1 shall apply to the deliberation of GAC
- 5.2 Where no consensus or sufficient consensus is reached, minority reports may be filed.

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ZULU KING/TRAD LEADERS/REPORT TO MC/30 MARCH 1992

**PROGRESS REPORT FROM THE SUB-COMMITTEE ON THE PARTICIPATION OF
THE ZULU KING AND OTHER TRADITIONAL LEADERS IN CODESA
TO THE MANAGEMENT COMMITTEE ON 30 MARCH 1992**

1. Meetings

The sub-committee met on 18 March 1992 and 30 March 1992.

2. Hearings on 18 and 19 March 1992

The sub-committee was presented with oral submissions on 18 and 19 March 1992 by the following groups/individuals:

- * VJ Matthews - Expert
- * Professor Maphalala - Expert
- * Ciskei Delegation
- * Ciskei Delegation from Paramount Chief Sandile
- * Contralesa
- * Kangwane Council of Chiefs
- * Lebowa Delegation
- * Qwa Qwa Delegation
- * Transkei Delegation
- * Venda Delegation
- * Ximoko Progressive Party Delegation

The following written submissions have been presented to the sub-committee:

- * Letter from MB Sandile
- * Letter from Prince A Leloka II Tsotets
- * Letter from Prince SJ Mahlangu
- * Letter from Bophuthatswana Government
- * Submission from Amandebele Ndzundza Sekhulumu
- * Submission from Ndzundza Fene Tribal Authority
- * Submission from Manala Ngibe Tribal Authority
- * Submission from Manala Tribal Authority
- * Submission from Ndzunza Somphalali Tribal Authority
- * Submission from Chief Moses Sonkalane Makerame Mabhena
- * Submission from Mabhoko Tribal Authority
- * Submission from Mr MP Skosana
- * Submission from Professor HW Vilikazi
- * Submission from Prof H Ngubane
- * Submission from Ximoko Progressive Party
- * Submission from Contralesa
- * Submission from Transkei
- * Memorandum from Transkei
- * Submission from Dr Mopeli
- * Submission from Paramount Chief Mota
- * Facsimile from Nathaniel Sekhumbuzo Bongani Mkhathshwa
- * Submission from NJJ Olivier
- * Submission from MN Ramodike, Leader of The United People's Front
- * Submission from MS Mankuroane (Paramount Chief of Batlhaping-Tau)

- * Transcription of presentation by Dr G Van N Viljoen to sub-committee
- * Submission of answers to specific questions raised during a meeting of the sub-committee by G Van N Viljoen
- * Submission from IFP
- * Submission from IFP re the removal of some major obstacles to the achievement of a climate conducive to peaceful negotiation

A summary of the proceedings and the written submissions is being prepared for consideration by the sub-committee. A part of this summary was already discussed at the meeting of 30 March 1992.

3. Issues Identified

- 3.1 Consensus has been reached on the principle of participation.
- 3.2 The same principle should apply to the participation of the Zulu King and all other Traditional Leaders.
- 3.3 The nature and form of this are still being discussed.

4. Next Meeting

The next meeting of the sub-committee is scheduled for Monday 21 April 1992 at 07h30.

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE MC, THE DMC, THE SECRETARIAT AND THE WGSC'S.

DRAFT MINUTES OF THE MEETING BETWEEN THE DMC CHAIRPERSON, THE SECRETARIAT AND THE WORKING GROUP STEERING COMMITTEE'S HELD AT 16H00 ON 24 MARCH 1992 AT THE WORLD TRADE CENTRE

PRESENT:

- PJ Gordhan (DMC Chairperson)
- M Webb (WGSC 1)
- E Samuels
- BS Ngubane (WGSC 2)
- M Valli Moosa
- P Maduana (WGSC 3)
- L Landers
- AT Meyer (WGSC 4)
- T Abrahams
- M Maharaj (Secretariat)
- SS van der Merwe (Secretariat)
- T Eloff (Administration)
- G Hutchings (Minutes)

1. Chairperson's opening remarks

The delegates were welcomed. It was noted that this meeting was a preliminary meeting, the purpose of which was to discuss co-ordination between the WG's and to establish what necessary progress in each Working group for Codesa 2 to be a success. The meeting would also attempt to lay the basis for an on-going working relationship between WGSC's and the DMC. It was noted that for technical reasons it had not been possible to arrange for WGSC 5 to be present. Accordingly a further meeting would have to be held between the DMC and WGSC 5.

It was noted that the two pressing issues to be considered are:

- * The agreements that each WG needs to arrive at for Codesa 2 to be a success
- * Co-ordinating inter-working group relationships and the whole WG process with the view to ensuring that the set goals are achieved.

2. CODESA 2

- 2.1 In order for Codesa 2 to be successful, the WG's must have substantive agreements to put forward, in respect of their Terms of Reference.
- 2.2 It was noted that each WG needs to have a clear idea of what to present at Codesa 2 - what aspects of their Terms of Reference need to have agreements on. The DMC requested the WGSC's assistance and application in this regard with a view to feedback on this matter as soon as possible.
- 2.3 The DMC requested that the WGSC representatives take back to their WGSC and WG's that Codesa 2 has been targeted for around the end of April.

3. Co-ordination of Working Groups

- 3.1 The need for co-ordination between the WG's and in particular with WG 5 was noted.
- 3.2 WGSC 3 and 4 reported that they had had a joint meeting which they found to be beneficial to the respective WG's.
- 3.3 After discussion, the following suggestions were made, in respect of co-ordination between the WG's, and will be submitted to the DMC as recommendations:
 - * Periodic meetings between the WGSC's as and when necessary
 - * A plenary session with the DMC and all the WGSC's
 - * Periodic meetings between the DMC and the WGSC chairpersons's
 - * An information circular between WG's to keep each WG informed of progress in other WG's
 - * The DMC to attend WGSC/WG meetings as observers
 - * Noting that WG 5 had structured itself into 4 Task Groups, each charged with looking into agreements, etc. within a given WG, it may be possible to enable each Task Group to attend the relevant WG sessions as observers.

4. Drafting Sub-Committee

It was noted that a drafting sub-committee is to be established and would consist of the following people:

- * The rapporteurs from each WG
- * People skilled in drafting documents so that effect can be given to agreements recorded in each WG

5. **Future Meetings**

No date for a future meeting was set.

6. **Closure**

The meeting was closed at 17h00.



DAILY MAN/WGSC 5/SECRETARIAT/MINUTES/30 MARCH 1992

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE MC, THE DMC, THE SECRETARIAT AND THE WGSC'S.

DRAFT MINUTES OF THE MEETING BETWEEN MEMBERS OF THE DMC, THE SECRETARIAT AND THE STEERING COMMITTEE OF WORKING GROUP 5 HELD AT 13H00 ON 30 MARCH 1992 AT THE WORLD TRADE CENTRE.

PRESENT:

- GS Bartlett (WGSC 5)
- R Burrows (WGSC 5)
- Y Moolla (WGSC 5)
- L Mtshali (WGSC 5)
- D Mvelase (WGSC 5)
- R Ramontja (WGSC 5)
- Z Skweyiya (WGSC 5)

- PJ Gordhan (DMC Chairperson)

- FT Mdlalose (DMC)
- Z Titus (DMC)

- M Maharaj (Secretariat)

- G Hutchings (Minutes)

1. Chairpersons opening remarks

- 1.1 The members were welcomed.
- 1.2 The chair formally apologised to the members of WGSC 5 in respect of the meeting convened on Tuesday 24 March 1992 with all the other WGSC's, at which they were not present. The Secretariat explained that WG5 could not be contacted because they were not meeting on the 24th. It was noted that a circular apologising to WG 5 in this regard had been circulated.
- 1.3 It was noted that the meeting of 24 March 1992 was only a preliminary one which discussed the issue of co-ordination between WGs and that the minutes of the meeting serve as a record of the meeting. No decisions or agreements had been reached but recommendations had been formulated. This was also noted at the meeting of 24 March 1992.
- 1.4 It was noted that it was necessary to meet with WGSC 5 and continue the discussions. A further meeting between all WGSC's will be arranged.
- 1.5 Two issues would be discussed at this meeting:
 - * Co-ordination
 - * Question of drafting - Letter from Mr Burrows and Mr Curry was referred to. It was noted that a circular from the Secretariat had gone out in reply to this letter but that this matter needed to be explored further in order to create a better understanding.

- 1.6 Z Titus was introduced to meeting. He was appointed by the DMC to assist in constituting the Drafting Sub-Committee.

2. Co-ordination of WG's

- 2.1 It was noted that WG 5 has two sub-groups:

- * Sub-group 1 - Time frames and the implementation procedures
- * Sub-group 2 - Legislation, each of which has four task groups

- 2.2 All WGs need to be aware of an earlier MC decision in respect of the date of Codesa 2. It was noted that this is under review at the MC meeting of 30 March 1992 at 15h30

- 2.3 Point 3.3 of the minutes of 24 March 1992 was referred to. Before these recommendations are submitted to the DMC, a discussion on these recommendations with WGSC 5 was held.

- 2.4 The following recommendations were accepted by WGSC 5 to facilitate co-ordination between WG 5 and all other WGs:

- * WG 5 is to receive all minutes of all other WGs.
- * The DMC to attend WGSC/WG meetings as observers
- * Communication to other WGs, preferably via the Secretariat.
- * The task of WG 5 to attend the corresponding WG meetings as observers. The logistics of this need to be finalised and WG 5 is to brief the Secretariat in this regard so the appropriate arrangements can be made.
- * Periodic meetings between the WGSC's as and when necessary.
- * Periodic meetings between the DMC and the WGSC chairpersons.
- * A plenary session with the DMC and all the WGSC's.
- * An information circular between WG 5 to keep each WG informed of progress in other WGs.

- 2.5 DMC and Secretariat to establish some form of acknowledgement that communication received from WG 5 has been acted upon.

- 2.6 The chairpersons of the relevant WGs will be requested to note correspondence received from WG 5 as part of the proceedings.

2.7 WG 5's extreme frustration in respect of their work was noted.

3. Drafting Sub-committee

3.1 DMC and WGSC 5 agree on the need for a drafting sub-committee.

3.2 There is an overlap in responsibility in the area of drafting between the MC and WG 5.

3.3 It was noted that sub-group 2 of WG 5 has started mapping out a process for the drafting sub-committee. The process has three elements:

- * Policy Extraction
- * Drafting
- * Checking (to peruse documentation to see if they correctly reflect the agreements)

3.4 It was agreed by all that the process needs to be managed and that the parties that need to participate in this process are:

- * The participants of WG 5
- * The WG rapporteurs
- * Experts who will assist in giving expression to agreements arrived at

3.5 It was suggested that a meeting take place of 2 or 3 persons each from the DMC and WGSC 5, in order to recommend the structure which would be charged with the responsibility of drafting, ensuring that representatives from sub-group 2 of WG 5 are present. This was suggested as a practical way forward to give some expression to substantial common ground. It was requested that WGSC 5 communicate the names to the Secretariat to take the matter further as soon as possible.

4. Media leak

4.1 A document with an extract from the minutes of the meeting of 23 March 1992 of the plenary of WG 5 was leaked to the press.

4.2 It was noted that this document was from a set of minutes still to be ratified by WG 5. Therefore the press had obtained information that was an incorrect version of an uncorrected set of minutes.

4.3 WG 5 suggested that the DMC should obtain the corrected and ratified set of minutes and issue a corrective press statement, if necessary.

4.4 It was agreed that this issue should be discussed at DMC level.

5. General

5.1 Payment of experts:

WGSC 5 felt that this issue needed to be addressed and could form part of the mechanics of the drafting sub-committee. The DMC requested that WGSC 5 give guidance in this regard.

DMC/WGSC5/SEC/MIN/3003

DAILY MAN/WGSC 5/SECRETARIAT/MINUTES/30 MARCH 1992

5.2 Marketing Codesa:

It was noted that WGSC 5 felt that this issue was of great importance. It was further noted that this is being discussed at the DMC level.

The meeting was closed at 14h40



6 April 1992

Rustenburg Church Leadership Committee
Fax No.: 012 - 8413549

Dear Sirs,

We are acknowledging receipt of your proposal of 2 March 1992 and apologise for the delay in replying.

The Management Committee of Codesa considered your proposal at its meeting of 30 March 1992 and agreed by general consensus to fully support your proposal.

The Management Committee also agreed that, before making this support public, you should be informed of this support. We would appreciate it if you could inform us at your earliest convenience in which way the support of the Management Committee of Codesa for your proposal could best be processed and utilised in accordance with any programme of activities you are planning.

For this purpose I would be available for further discussion at the following numbers:

Tel: 011 - 397-1198
Fax: 011 - 397-2211

Thank you very much for this important initiative. The Management Committee deems it as an important step towards creating a just and democratic country.

Kind regards,


PJ GORDHAN

CHAIRPERSON MANAGEMENT COMMITTEE

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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



MANCOM\SUB\GACMIN.604 (2)

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE GENDER ADVISORY COMMITTEE, THE MANAGEMENT COMMITTEE AND THE DAILY MANAGEMENT COMMITTEE. THEY ARE STILL SUBJECT TO RATIFICATION BY THE COMMITTEE AT ITS NEXT MEETING

DRAFT MINUTES OF THE MEETING OF THE GENDER ADVISORY COMMITTEE HELD AT THE WORLD TRADE CENTRE ON MONDAY 6 APRIL AT 10H00

PRESENT: (Addendum A)

1. Welcoming remarks from the representative of the DMC/MC

1.1 The DMC/MC, in its capacity as convener of the GAC, was represented by:

M Maharaj (Secretariat)
Z Titus (Transkei Government)
J Zuma (ANC)

1.2 On behalf of the DMC/MC, and noting the historic significance of the meeting and the particular challenges faced by the GAC, Mr Z Titus welcomed the delegates present, explaining the role of DMC/MC members in attendance as that of facilitators in familiarising the GAC with CODESA structures and their administration.

1.3 Mr Titus apologised for:

1.3.1 the absence of remaining DMC members (most of whom were not in South Africa at the time) at the meeting;

1.3.2 the late/non-arrival of invitations to the first meeting of the GAC, which had been distributed via members of the MC.

1.4 Members of the GAC were requested to introduce themselves to the meeting.

2. Appointment of chairperson

It was agreed that Mr Titus should continue in the chair for the time being.

3. Adoption of agenda

3.1 The agenda was amended to include Item 3.1 as follows:

"Brief presentation by the Secretariat on:

- * the functioning of CODESA structures
- * documentation to be presented to the GAC
- * the concept of rapporteurs
- * secretarial services
- * the CODESA Declaration of Intent

- * the Standing Rules of CODESA

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

- * mechanisms for the releasing of press statements
- * the Terms of Reference of the GAC

3.2 It was noted that the agendas for future GAC meetings should be drafted by the committee itself.

3.3 Mr Titus apologised for the lack of consultation in compiling the agenda for the first meeting of the GAC, noting difficulties brought about by the short notice at which the meeting was called.

4. Presentation by the Secretariat

4.1 It was noted that this would take the form of an orientation briefing.

4.2 The meeting was referred to the organogram (Addendum B), noting that:

4.2.1 Mr P Gordhan (NIC/TIC) is the chairperson of the DMC/MC until the next plenary of CODESA;

4.2.2 The Secretariat comprises Mr M Maharaj and Mr SS van der Merwe;

4.2.3 Each of the five Working Groups comprises two delegates and two advisors from each of the nineteen participating parties/organisations/administrations;

4.2.4 Four of the five Working Groups have sub-divided into sub-groups as indicated on the organogram in order to address specific problems facing the negotiations process;

4.2.5 Working Group 5 has sub-divided its two sub-groups into eight task groups;

4.2.6 The Working Groups are responsible to the next CODESA plenary, and are directed by the MC until then;

4.2.7 One of the primary functions of the Secretariat is to facilitate administration, the technical details of which would not be addressed at the meeting.

4.3 Regarding the appointment of rapporteurs, it was noted that:

4.3.1 Each committee is allowed two rapporteurs;

4.3.2 The role of the rapporteurs is to draft reports reflecting the political subtleties of debates and decisions reached.

4.4 Referring to the Terms of Reference of the GAC (Addendum C), the meeting was advised that a pack containing the following documentation is available for circulation to members of the GAC:

- * all minutes of the meetings of the MC, DMC and Working Groups 1 - 5 to date
- * all minutes of the meetings of the two other MC sub-committees (The King

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

of the Zulus and Other Traditional Leaders; The Declaration of Intent)

- * The Terms of Reference of Working Groups 1 - 5
- * The Declaration of Intent
- * Standing Rules of CODESA
- * Fact Sheets (communiqués from the Secretariat concerning administrative and financial matters)
- * external submissions to CODESA

- 4.5 It was agreed that this pack should be couriered to all GAC members by the end of the week.
- 4.6 It was agreed that the minutes of all future meetings, as referred to under Item 4.4 above, should be made available to the GAC by means of a mechanism yet to be determined.
- 4.7 The following was noted:
- 4.7.1 The GAC should determine the frequency with which it meets and notify administration accordingly so that the necessary venue, travel and accommodation arrangements can be made;
- 4.7.2 The Secretariat is the official communication channel between the GAC and the other CODESA structures;
- 4.7.3 A permanent secretary and/or minute taker will be made available to the GAC;
- 4.7.4 Each Tuesday, a statement is released to the media which may include draft statements from the individual CODESA structures. Such draft statements for inclusion:
- 4.7.4.1 should reach the Secretariat by noon each Tuesday;
- 4.7.4.2 should concentrate upon substantive decisions and agreements of which the general public needs to be made aware;
- 4.7.4.3 should bear in mind the sensitive nature of the negotiations process and be in keeping with the spirit of CODESA;
- 4.7.4.4 are included in the overall CODESA media release at the discretion of the DMC/Secretariat;
- 4.7.5 Each of the Working Groups has a Steering Committee of between five and eight members to direct and facilitate the ordering of its work and to ensure that there is continuity.
- 4.8 The procedure regarding the minuting of meetings in liaison with the chairperson was explained and noted, with particular reference to Item 3.4 of the Standing Rules (Addendum D).

MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\MINUTES\6 APRIL

- 4.9 Matters arising from the presentation by the Secretariat were noted as follows:
- 4.9.1 Regarding the composition of the GAC and the question of substitutes, the meeting was referred to Items 2.2 and 2.4 of the Standing Rules;
 - 4.9.2 As far as sub-structures are concerned, allowance has been made for majority and minority reports reflecting thinking where insufficient consensus is reached;
 - 4.9.3 Bearing in mind the time-frame for CODESA 2 (scheduled for 15 and 16 May), and the volume of paper-work requiring attention, the GAC will need to prepare its programme of work carefully in order to adequately fulfil its task;
 - 4.9.4 The mechanism for chairpersonship of meetings should be representative, whilst taking into consideration the need for continuity;
 - 4.9.5 The GAC must function within the Terms of Reference of the Working Groups and the Standing Rules of CODESA;
 - 4.9.6 Bearing in mind the short notice of the invitation to participating parties/organisations/administrations to send representatives to the first meeting of the GAC, and the possibility that many of those present at the meeting were not necessarily permanent representatives, the exact membership of the GAC has yet to be determined;
 - 4.9.7 Participating parties/organisations/administrations should be encouraged to nominate delegates to the GAC from outside existing CODESA structures in order to address the gender imbalance at CODESA and to ensure that delegates are able to concentrate their efforts upon the work of the GAC;
 - 4.9.8 According to Item 1.2 of the Terms of Reference of the GAC, no advisors will be allowed.
 - 4.9.8.1 Participating parties/organisations/administrations should instead set up sub-committees on gender issues within their own structures.
 - 4.9.8.2 Those present at the meeting in the capacity of advisors/support staff had been given permission to remain for that meeting only;
 - 4.9.9 All GAC meetings will be recorded in the form of minutes reflecting recommendations and decisions, according to the standard procedure at CODESA;
 - 4.9.10 Bearing in mind that the GAC is a sub-committee of the MC, there can be no direct GAC representation on either the MC or DMC:
 - 4.9.10.1 The GAC is welcome to make submissions and presentations to both committees via the Secretariat;
 - 4.9.10.2 The participating parties/organisations/administrations should themselves address the issue of women's participation in all

CODESA structures as official representatives;

- 4.9.11 Every effort should be made to ensure that the agendas for future meetings of all CODESA structures are timeously circulated to members of the GAC so that the GAC can programme its work accordingly;
 - 4.9.12 All minutes and agendas are internal documents and should not be made available to the public;
 - 4.9.13 Regarding the graphic representation of CODESA structures referred to by the delegate from the DP, the meeting was reminded that this is not an official CODESA document;
 - 4.9.14 The GAC is, fundamentally, a forum of political parties/organisations/administrations and should itself decide whether to function as a non-partisan body concentrating upon common gender issues;
 - 4.9.15 The title, Gender Advisory Committee, emanates from the terminology used by women's organisations per se and is not a creation of the DMC/MC;
 - 4.9.16 According to the Terms of Reference of the GAC, its task is to inform the CODESA process rather than to challenge it;
 - 4.9.17 The GAC should not be viewed as, or become, a token body.
- 4.10 The NIC/TIC submission (Addendum E) was circulated for discussion at the first full meeting of the GAC.
- 4.11 It was agreed that the GAC will meet with representatives of the DMC/MC on Tuesday 21 March at 16h00 in order to further address working arrangements and the functioning of the GAC.

5. Appointment of GAC chairperson

- 5.1 It was agreed that Items 4 and 5 of the agenda should be addressed after the appointment of an interim chairperson and discussed by the full GAC at its next meeting.
- 5.2 It was noted that the chairperson is permitted to nominate a substitute to represent her organisation during her term as chairperson.
- 5.3 The meeting adjourned from 12h10 until 12h20 in order to consider the appointment of an interim chairperson.

6. Functioning of the GAC

- 6.1 The Terms of Reference were discussed, and it was agreed that the following amendment to Item 1.2 should be recommended to the DMC/MC at its next meeting:

"Each participant of CODESA shall nominate one delegate and one advisor to serve on the GAC. These should preferably not be delegates or advisors to other Working Groups."

6.2 It was agreed that:

6.2.1 the GAC will require both a secretary and a minute taker;

6.2.2 two rapporteurs should be appointed;

6.2.3 Ms Manzini should chair the next full meeting of the GAC, at which a mechanism for chairpersonship should be determined.

6.3 Further discussion on the Terms of Reference of the GAC, and possible amendments thereto, were deferred until the next meeting.

7. **Structure of the GAC**

7.1 It was agreed that:

7.1.1 In order to facilitate communication with women representatives in the Working Groups, administration should be requested to provide a list of women delegates and advisors serving on the Working Groups.

7.1.2 Should advisors be allowed, the GAC will call upon groupings with specific areas of expertise as appropriate, and will do everything possible to make its deliberations as inclusive as possible.

7.1.3 If possible, GAC members should be assigned to each Working Group Steering Committee.

7.1.4 Representation on the MC should be discussed at the next meeting of the GAC.

7.1.5 An interim Steering Committee comprising those representatives able to be present should meet on Friday 10 April at 14h00 in order to discuss how the GAC should be managed until its next meeting, when a permanent Steering Committee should be appointed.

7.1.6 An agenda for the next meeting should be drafted as indicated in Addendum F.

7.1.7 Sub-groups should be formed to address the work of the Working Groups.

8. **Dates of future meetings**

Noting the limited time available before CODESA 2, it was agreed that the GAC should meet as follows:

- * Tuesday 21 April at 09h30
- * Wednesday 22 April at 08h30

9. **Press statement**

It was agreed that a press statement for inclusion in the standard CODESA release on Tuesday 7 April should be drafted by Ms M Manzini, Ms G Noero and Ms F Wallace following the meeting. (Addendum G)

10. **General**

10.1 GAC members undertook to read the pack referred to under Item 4.4 above before the next meeting of the GAC.

10.2 The aims and objectives of the Women's National Coalition (a voluntary, non-party-political, non-denominational and fully inclusive body networking women's groups nationally, regionally and locally) were explained.

10.2.1 It was noted that the organisation will run a workshop on 25 and 26 April at Wits University.

10.2.2 It was agreed that:

10.2.2.1 the workshop invitation should be distributed at the meeting of the Interim Steering Committee on Friday 10 April;

10.2.2.2 the GAC should not be formally represented at the workshop, but that members should undertake to inform their organisations fully about the workshop.

11. The meeting closed.

The following people signed the attendance register:

ANC	M Manzini
Bophuthatswana Government	
Ciskei Government	SN Sonjica
Democratic Party	G Noero
Dikwankwetla Party	
Inkatha Freedom Party	S Vos
Intando Yesizwe Party	NN Maseko
Inyandza National Movement	FS Baloi
Labour Party	MYK Bassier
NIC/TIC	E Ramagobin
National Party	A Routier
National People's Party	A Rambarran
Solidarity Party	M Reddy
South African Communist Party	F Wallace
South African Government	
Transkei Government	LN Jajula
United People's Front	MM Chuen
Venda Government	
Ximoko Progressive Party	LB Kubay
Minute taker:	P Saxby

STRUCTURE FOR CODESA

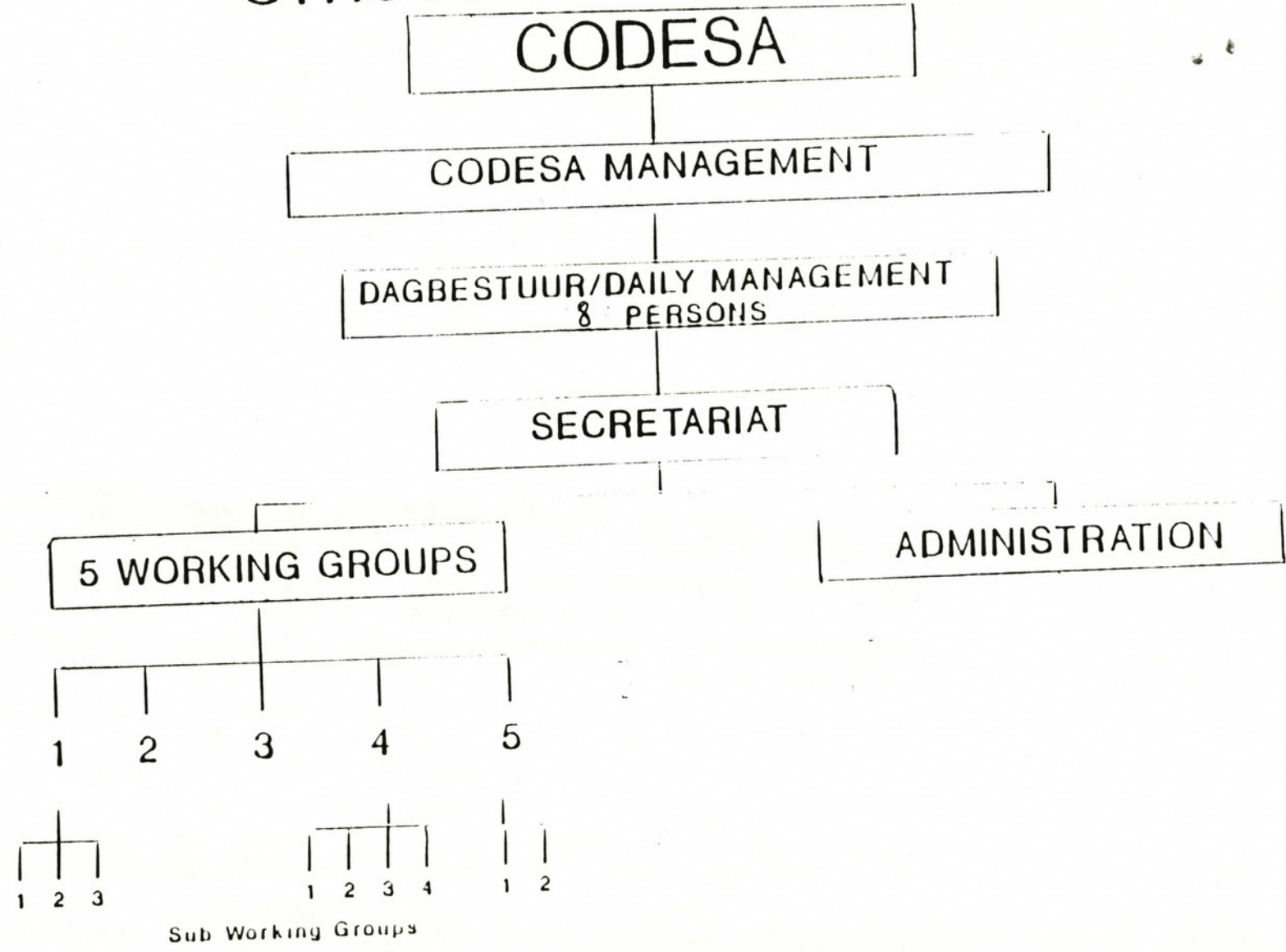


DIAGRAM 2

0 0038



CODESA GENDER ADVISORY COMMITTEE (GAC)

TERMS OF REFERENCE

1. Composition:

- 1.1 GAC shall be composed preferably of women
- 1.2 Each participant of Codesa shall nominate one person to serve on GAC
- 1.3 Substitution is allowed
- 1.4 GAC shall be free to determine mechanisms by which the chairing of its meetings shall be effected

2. Terms of Reference:

- 2.1 Codesa is committed amongst other things towards the creation of a non-sexist democracy
- 2.2 GAC shall look into the Terms of Reference of each of the Working Groups and advise on the gender implications thereof.
- 2.3 GAC shall look into agreements arrived at in Working Groups and decisions of the Management Committee and advise on their gender implications.

3. Status of GAC:

- 3.1 The GAC shall be a sub-committee of the MC whose primary function shall be to advise on the matters specified in points 2.2 and 2.3 of the Terms of Reference.

4. Functioning of the GAC:

- 4.1 The exact manner in which the GAC shall perform its advisory function shall be worked out by discussion and agreement between the GAC and the Daily Management Committee (DMC). Such modalities shall include consultation between the GAC and the Steering Committees of each of the Working Groups.

5. Decision-making mechanism:

- 5.1 The Standing Rules adopted at Codesa 1 shall apply to the deliberation of GAC
- 5.2 Where no consensus or sufficient consensus is reached, minority reports may be filed.



Addendum D

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

Standing Rules of Procedure for Plenary Sessions

Participants

1. (1) Participants in the Convention shall be the political parties, the South African Government, organizations and administrations listed in the Annexure hereto.
- (2) The Convention may resolve to admit additional participants.
- (3) The Convention may admit observers to its meetings, and such observers may be granted the opportunity by the Convention to address its meetings.

Delegates

2. (1) Each participant shall be entitled to be represented by 12 (twelve) delegates who shall constitute its delegation. In addition, each delegation shall be entitled to name up to 5 (five) advisers.
- (2) A participant shall be entitled to substitute a member of its delegation with an alternate member.
- (3) Each participant shall submit and register the names of its delegates, alternates and advisers with the Secretariat at least 48 (forty-eight) hours before a plenary session of the Convention and shall likewise register the name of the leader of its delegation.
- (4) An alternate may not be substituted for a delegate without prior notification to the Secretariat.
- (5) Only duly accredited delegates may participate in the work of the convention.
- (6) In the event of a dispute concerning the credentials of a delegate, the Steering Committee shall rule on the matter.

CONVENTION FOR A DEMOCRATIC SOUTH AF

PO Box 507, Isando, 1600, South Africa.
Telephone (011) 597-1198/99. Fax (011) 597-2

Agreement

3. (1) Every delegation shall, when called by the Chair to express its position on a proposal or matter before the meeting, have such position stated by the leader of the delegation or a spokesperson appointed by the leader of the delegation.
- (2) Agreement will be arrived at by consensus.
- (3) Agreement by sufficient consensus will have been reached when consensus is of such a nature that the work of the Convention can move forward effectively.
- (4) Disagreeing participants shall have the right to record their objections or dissent.
- (5) When disagreement exists, the Chair will allow parties adequate time to consult amongst each other and with their principals before recording any position.

Quorum

4. The Chair may declare a meeting open and permit the debate to proceed when delegates of at least two-thirds of the participants are present.

Speeches and Interventions

5. (1) Every delegate shall be entitled to speak in the debate.
- (2) At the opening of a session, the Chair shall call the speakers in the order previously arranged by the Steering Committee.
- (3) In general, the Chair shall call up speakers in the order in which they signify their desire to speak. The Chair, however, shall ensure that each delegation is afforded a reasonable opportunity to speak.
- (4) The Chair shall apply the standard rules applicable to meetings, except as otherwise stipulated herein or in terms of any resolution adopted under rule 9.

The Chair

6. (1) Meetings shall be convened by the Steering Committee, but otherwise controlled, adjourned and prorogued by the Chair, who shall be appointed by the Steering Committee. The Steering Committee shall provide assistance to the Chair in the performance of the Chair's functions as and when necessary.
- (2) If a duly appointed Chairperson finds it necessary to be absent from a meeting or any part thereof, the Steering Committee may appoint a temporary replacement for the duration of such absence.
- (3) All motions ought to be seconded before they are approved of by the Plenary Session as a whole.

Minutes and Documentation

7. (1) The proceedings of plenary sessions of the Convention shall be recorded and transcribed as expeditiously as possible and the Secretariat shall make the transcript available to all delegates.
- (2) All other official meetings of the Convention, including meetings of Working Groups and the Steering Committee shall be recorded in full, but only the decisions, recommendations and conclusions shall be minuted and sufficient copies made available to all participants by the Secretariat.
- (3) The Steering Committee may, in its discretion, make available the full or partial text of any proceedings of the Convention.
- (4) A participant may request the Secretariat, to circulate relevant documents to other participants.

Access of Media

8. (1) All plenary sessions of the Convention shall be open to the media.
- (2) The Steering Committee shall determine the extent to which the media shall have access to other meetings of the Convention.

Additional Rules of Procedure

9. (1) The Convention shall adopt whatever additional rules of procedure or make such arrangements as are necessary for the better performance of its business or the conduct of its meetings.
- (2) All suggestions for the addition or excision of rules should first be submitted to the Steering Committee / Management Committee which will consider them and make recommendations to the Plenary Session.

Miscellaneous

10. (1) The Convention may set up committees, working groups or any such subsidiary organs as are necessary for the conduct of its business.
- (2) The Steering Committee shall supervise the work of the Secretariat and provide for the technical services of and assistance to the Convention, including the arrangements concerning the venue, security and expenses of the delegates.
- (3) The Steering Committee shall ensure that reasonable notice is given for the convening of all meetings of the Convention and the provision of the appropriate documentation.

Submission to CODESA Gender Advisory Committee

Natal Indian Congress:

Terms of reference:

Composition:

- 1.1. We do not approve of the term describing the composition of GAC as "preferably of women".

We believe :

- that GAC has come into effect merely because Codesa task groups do not have sufficient women representatives.
- that women can best represent women
- that women have to be encouraged to participate in Codesa
- that women must also be able to take up their own issues
- that women should also be able to deliberate on general issues.

If these are the objectives for the creation of GAC, then it is not preferable for this committee to comprise of women but necessary for it to comprise of women. All parties must be urged to send women representatives.

2. We also believe that GAC should have a structure and that the structure should comprise of 1 representative from each of the participants, and 1 adviser. This would form the committee

We believe that in order to be effective and methodical we need a steering committee which would ensure that all agendas are prepared issues are properly followed up and so on.

We also believe that we need technical assistance and ask that two secretaries and two rapporteurs be appointed on a full time capacity to ensure that proper records are maintained and the work of the group is efficiently and expeditiously carried out.

3. We would suggest that the chairperson for this group should be on a rotational basis.
4. We believe that for this group to be effective it is essential that the group clarifies it's powers. Especially where we are asked to look at decisions which have already been taken. Will the DMC be prepared to change these on our recommendations? What would be the process followed for such changes to take place?

What time limits do we have? We are not asking for veto rights but for negotiation rights and a set process for this to happen.

5. From the Terms of Reference as they are at present it seems that GAC would only be able to deal with issues on a reactive basis. What about issues that GAC may wish to initiate as points for discussion in the groups or the DMC? We believe that we should have powers to raise these issues within the appropriate structures, through our representatives, or directly through the chair of the appropriate group.
6. We also believe that within the GAC the representation from the various parties must exclude the women who are already participating in the Codesa groups at present. The reason is that we want to increase the participation of women and therefore we believe that women already participating in the groups should remain in the groups and other women should be brought in to participate in the GAC.

However we need to have some provision for joint meetings with women participants in Codesa groups and GAC. This should happen at least once every week or at the least once every fortnight.

We also believe that participants in Codesa need to begin to bring about the attitudinal changes that we are looking for in a new South Africa, and perhaps the beginning of such changes may be demonstrated by a strict observance of gender inclusive language used in verbal and written communications. We urge that all chairpersons must be urged to consciously put this into practice. We urge GAC to take this up as a first recommendation of the GAC.

Addendum F

DRAFT AGENDA FOR THE MEETING OF THE GENDER ADVISORY COMMITTEE TO BE HELD AT THE WORLD TRADE CENTRE ON TUESDAY 21 APRIL AT 09H30

1. Chairperson's opening remarks
2. Adoption of agenda
3. Report-back from the Interim Steering Committee
4. Terms of Reference
5. Outline of report to the DMC/Secretariat at 16h00
 - 5.1 An office at CODESA for the GAC
6. Report to the MC at its meeting on 27 April
 - 6.1 Amendments to the Terms of Reference
 - 6.2 Non-sexist terminology at CODESA meetings
 - 6.3 Representation of women at CODESA 2
7. Election of
 - 7.1 Chairperson of GAC
 - 7.2 Steering Committee
8. Setting up of sub-groups to deal with the work of the Working Groups
9. Schedule of meetings
10. General
11. Closure



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MANAGEMENT COMMITTEE\SUB-COMMITTEE\GENDER ADVISORY COMMITTEE\PRESS STATEMENT\6 APRIL

**GENDER ADVISORY COMMITTEE - STATEMENT TO BE INCLUDED IN THE CODESA PRESS
RELEASE OF TUESDAY, 7 APRIL 1992**

Today, on 6 April 1992, CODESA witnessed the recognition of the Founders Day of a New South Africa.

The Gender Advisory Committee began its work as an expression of CODESA's commitment to the creation of a non-sexist democracy. The Gender Advisory Committee shall look into the terms of reference of each of the Working Groups and advise them on any gender implications. In addition, GAC shall look into all agreements arrived at by Working Groups and the Management Committee, in order to advise on their gender implications.

Finally, women are able to celebrate the recognition of the role of gender issues in the national debate. Through this, CODESA acknowledges that full democracy cannot be achieved without gender equality.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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