



Addendum B

**SECRETARIAT REPORT TO MANAGEMENT COMMITTEE MEETING  
OF 13 JANUARY 1992**

1. Introduction

Based on the decision of CODESA 1, the existing Managing Secretariat consisting of Mac and Fanie, together with the existing administration, headed by Murphy Morobe and including the financial management under Deon du Plooy, was required to continue functioning until the MC meets on 13 January 1992 (Ref P225).

This report therefore covers what has been done to date.

2. Documents from CODESA 1

- 2.1 Transcripts of CODESA 1 have been forwarded to all participants.
- 2.2 Terms of Reference of each of the five Working Groups have been extracted and are available to the Management Committee and for the use of each Working Group.
- 2.3 The finalised version of the Standing Rules is available.

3. Working Group issues

- 3.1 A report of the participants who have submitted their lists of delegates for the Working Groups has been prepared.
- 3.2 We recommend that the proposal made by the Transkei that the Terms of Reference of Working Group 5 include the following task: "The conduct of foreign policy by the administrations and the South African Government in respect of matters pertaining to CODESA's work programme and the position of national states in respect of such matters; the establishment of further foreign missions during the period after the first plenary session of CODESA" be referred to the DMC to facilitate subsequent Management Committee decision.
- 3.3 We submit to the Management Committee the draft guidelines entitled "Guidelines for Chairpersons of Working Groups of CODESA" for which we seek approval. In addition the Management Committee is requested to guide the administration as to whether tape recordings should be made of Working Group sessions even if no transcripts are to be prepared. We recommend that even if any recordings are to be made, these should be only to facilitate the preparation of minutes and the recording of decisions - and that the tapes should thereafter be destroyed.

4. Venue for CODESA

We recommend that the World Trade Centre (WTC) be retained for CODESA and that a contract be entered into with the WTC to have facilities of this centre available for CODESA administration, meetings of the Working Groups, functioning of the Secretariat, Daily Management Committee (DMC) and Management Committee and the holding of CODESA2, and so on.

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5. Financial assistance to members of the Working groups

In order to facilitate the consideration by the Management Committee of the question of financial assistance to participants and allowance for loss of salaries, we have the following recommendations:

- 5.1 CODESA should provide each participating organisation with office space at the WTC; that such premises should be equipped with two telephone terminals; that each participating organisation should have to shoulder its own telephone/fax bills and that staff, equipment and running expenses for such offices shall have to be provided for by each participant at their own cost.
- 5.2 That travel, hotel accommodation and meals for delegates and advisors will be provided.
- 5.3 If the above two recommendations are accepted, then there are two recommendations with regard to any further financial assistance to participants:
  - 5.3.1 that no further grant be made at this stage and that this aspect be looked into as and when it should arise in a concrete form.
  - 5.3.2 that the Management Committee refer the matter to the DMC before it arises at the level of the Management Committee.
- 5.4 We also suggest that the Management Committee should mandate the DMC to look into mechanisms for financing, disbursement and control of the financial affairs of CODESA in order to facilitate the consideration of this item by the Management Committee.

6. The Legal Deposit of Publications Act, 1982

With regard to the requirements of the Legal Deposit of Publications Act 1982, the Library of Parliament has clarified the matter (see copy of the letter). It is clear that until CODESA begins to issue publications it is not subject to any obligations under this Act.

7. Security

In order to ensure that security is provided for the meeting of the Management Committee of 13th January and the Working Groups' meetings on 20th January, the Managing Secretariat asked the command structure that was established for CODESA 1 to attend to this matter. With regards to the security of the premises, the same command structure together with the co-convenors of the Task Group on Security which was created for CODESA 1, have been requested to look into the matter and provide recommendations to the DMC and Management Committee. This group will meet on 13th-14th January and their report will be made available as soon as it is ready.

8. Media requirements

We request guidance from the Management Committee to how CODESA's media work should be attended to.



10 January 1992

## RECOMMENDATION TO MANAGEMENT COMMITTEE ON MEDIA LIAISON

The question has arisen as to how CODESA relates to the media in the months leading up to and including CODESA 2. It is our feeling that it is imperative that CODESA, in between plenaries, continues to project itself in the media. CODESA should have its own persona projected through the media to keep the legitimacy, integrity and momentum of the process intact. CODESA should avoid an ad hoc approach to the media.

To meet this objective, it is recommended that an individual be appointed by CODESA to communicate and liaise with the media. To assist this individual, any policy issues which arise would be referred to an appropriate body.

The duties of the CODESA Media Liaison Officer, should this person be appointed, would be to:

- \* Create, maintain and give direction to media interest in the CODESA process.
- \* Co-ordinate media releases and any press conferences.
- \* Respond to press enquiries.
- \* Liaise with working groups to structure media relations.

It is our feeling that this recommendation, should it be accepted, would prove beneficial to the CODESA process.

Piet Coetzer  
Convener, Media  
Subcommittee

Saki Macozoma  
Convener, Media  
Subcommittee

Colin Coleman  
Manager, Media  
Subcommittee

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STRUCTURE FOR CODESA

