

GUIDELINES FOR CHAIRPERSONS OF WORKING GROUPS OF CODESA

1. TERMS OF REFERENCE

The Terms of Reference of each Working Group were adopted by the First Plenary Session of CODESA, on 21 December 1991.

2. THE GENERAL FUNCTIONING OF THE WORKING GROUPS

CODESA 1 came to the following agreements for the general functioning of the Working Groups:

- 2.1 The Working Groups should take into account that the next plenary session of CODESA will be held not later than the end of March. It is therefore necessary that the Working Groups take this into account in planning their programmes of work (cf Transcription of CODESA p227)
- 2.2 The Working Groups should be formed on the basis of each participating organisation nominating 2 persons to serve on each Working Group, together with 2 advisers; these should be nominated by 10 January 1992 (cf Transcription p227)
- 2.3 The first meeting of the Working Groups will take place on January 20 1992, in order to determine how they will approach their work and a programme according to which they will function (cf Transcription p227)
- 2.4 The first working session of the Working Groups is scheduled for 6 February 1992 (cf Transcription p227)

- 2.5 The Management Committee will supervise the work of the Working Groups (cf Transcription p224)
- 2.6 The Working Groups should elect their own Chairperson(s), and in the event that a Chairperson is drawn from a participating organisation, that organisation will be entitled to bring in another person to actually fill the vacancy (cf Transcription p249)
- 2.7 No proxies will be allowed in Working Groups, but if participating organisations notify CODESA Management at least 48 hours in advance, alternates will be (cf Transcription p249)

3. SECRETARIAL AND ADMINISTRATIVE FACILITIES AVAILABLE TO WORKING GROUPS

The following services and facilities are provided to Working Groups:

- 3.1 Agendas will be drawn up, in consultation with the Chairpersons of the Working Groups
- 3.2 Minutes will be taken, and the written minutes will be consulted with the Chairperson of each Working Group. As a mechanism to ensure continuity, the same minute takers will be assigned to each Working Group throughout the process
- 3.3 Typing and photocopying facilities will be available before, during and after meetings for Working Group and sub-committee documents. This will, however, not apply to documents submitted to Working Groups or sub-committees by individual parties

- 3.4 Any minute or document finally adopted by a Working Group should be signed by the Chairperson(s), so as to indicate that it is the authorised version

4. GUIDELINES FOR WORKING GROUPS

The administration of CODESA needs the following decisions at the meeting of the Working Group on 20 January 1992:

- 4.1.1 How many sub-committee meetings will take place and whether minute takers will be needed for these over and above those of the full Working Group meetings. Will, for instance, Working Groups 1 and 2 divide into sub-committees to handle the different assignments in their terms of reference?
- 4.1.2 The dates of these sub-committee meetings will also be required, so as to enable the administration to make the necessary arrangements for minute taking in time