

REPORT OF SECRETARIES AFTER WG MEETINGS OF 6/2/92

I. DISTRIBUTION OF DOCUMENTS : Working Group 1 and 2

X The wg wants all information distributed to every person in each delegation, not just to one person in each delegation.

II. CLAIM FORMS

Claims for 20\1\92 have not been processed. (wg1, 2 and 4). Need information on when claims will be paid. There were numerous complaints about this. Claims should no longer come through the secretaries. The claimants should liase directly with a central liason office dealing with claims and transport. Secretaries cannot attach flight tickets as these are needed by the person flying home. A central office should approve the claim form by looking at the ticket.

III. TRANSPORT

All transport arrangements should be centrally controlled by CODESA. Problems emerged during the week when secretaries were telephoned and spent a great deal of time trying to arrange transport for delegates. Elize needed to be repeatedly phoned and did not supply reliable times about flying times or did not follow through on what she undertook to do. Possibly we need someone permanently at CODESA who can reliably handle transport requests to the end.

IV. Working Group 1

At next wg1 meeting the chairperson to sit in the middle of the room not at the head.

X WG 1 urgently requiries an administrative assistant.

IFP suggested that CODESA arrange that CODESA get its own daily slot on SABC radio and TV.

3 sub groups were formed. What must be done about secretary and minute taker for these sub groups? Andrew suggests that each group has a minute taker and a staffer (the wgsc and wg have suggested that participant organisations submit names of staffers to assist the chairman of the subgroups to draw up reports etc). Clarification is needed about whether or not Andrew and Kim are expected to sit at every sub group meeting? Andrew would like to just oversee the general co-ordination on behalf of the wg, with a minute-taker at each.

Wg to submit request to management committee for a press statement on the issue of violence to be released by CODESA.

wg will submit to Theuns what it wants said on the terms of

reference to the press. Andrew has left a copy on Theuns' desk of the terms of reference for the press.

This wg now has a wg, a steering committee, 3 sub-groups [with the possibility of a fourth] and is in urgent need of staff.

NP would like to know whether the tapes will be transcribed, as some policy statements were only made verbally.

Next meetings: Sub-group 3 [chair; Mohapi] 10/02 13h30
" 1 [chair: Dalling] 11/02 8h00
12h30
Sub group 2 [chair Ntsubane] 11/02 13h30

IV. WORKING GROUP 2

X DMC report not supplied to secretary. Copies not supplied to delegates or advisers. Some microphones did not work. Steering Committee minutes to be supplied to all delegates and advisers in future, in addition to draft WG minutes.

DMC advised of decision to issue press release regarding the WG's decision to place the issue of self-determination on the agenda of the WG.

X Admin assistant was good, but in future all documents prepared for the WG meeting should be collated and placed at every delegate's place in the meeting room half an hour before the meeting is due to start to avoid a last minute rush to get documents placed, which causes confusion and irritation at the start of the WG meeting.

V. WORKING GROUP 3

Found that the late start, DMC report, shortage of copies of documents handed in by parties led to an irritated atmosphere. These must be ironed out.

On the issue of Rapporteurs, questions of how the logistics of the Rapporteurs work are to be managed with the administration needs to be thought through, eg distribution, typing, faxing of documents, etc. Also we need guidance from the DMC as to whether there is room for them to be reimbursed for their time.

WG recommended that all 5 wg chairs accompanied by an additional member of the wg meets with the DMC to structure a link and avoid duplication of decisions.

WG asked the MC to discuss a uniform approach to chairing of meetings i.e should there be rotation of chairs or one person chairing.

At CODESA 2 who is going to report back to the plenary?

On submissions, adverts and high profile publicity to be given in addition to the press conference. There was an underlying feeling that insufficient press coverage was being given to CODESA. Strategy need to be developed to improve CODESA press profile.

The administrative work was done well in the sense of placing the documents on the table.

VI. GENERAL ISSUES FOR ALL WGS

- A. There were many complaints about starting late and supplying the minutes late.
- B. Microphones kept breaking.
- C. No security during lunch time leaving the rooms and document exposed.
- D. Some parties had received a schedule of meetings while none of the secretaries had received this. The document created great confusion which we could not answer.
- E. Chairmen and secretary did not get copies of the DMC meeting and decision in advance. This meant that the secretaries were not properly informed. It is not sufficient for documents to just be given to the minute taker or admin assistant. It is requested that all documents be faxed to the secretaries so that they are informed and can adequately prepare for meetings. We require any document that is sent to any wg or wgsc members. The secretaries should be put on all faxing lists for all documents sent to any member of the wg or wgsc.
- X F. DMC document was faxed to some wgsc members. The problem is that it required the wg to make various decisions. If this is the case copies of the document must be made timeously and placed in the meeting room before the wg meetings start at each delegate and advisor's place so that the wg members can take decisions on an informed basis and to avoid the confusion of many delegates and advisors not knowing what document is being discussed or not being clear of what decision needs to be taken.
- G. The DMC decisions are reaching the wgs too late. By the time the DMC decisions are made the wg has usually made their own decisions. A recommendation is that the DMC makes its decisions earlier and communicates these to wgsc members before the wg meets.
- H. wg1 went well. 3 sub groups established to deal with the 3 themes agreed upon. Each theme has a large amount of work to be undertaken.
- I. Parties did not make enough copies. This created delays as documents needed to be copied.
- J. The MC meeting for Monday 10 August was unacceptable. WG 3 and WG4 are still meeting on Monday. The MC meeting being on Monday in contradiction to the arrangement that the wgs meet on Mondays creates the feeling that the wg's are not taken seriously.
- K. Documents need to be collated, put in folders and

placed on the tables at least half an hour before the meeting. Admin assistants must have their work definition explained and they must be told to sit in the meetings after they have completed their tasks.

X