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6 March 1992

Mr Mac Maharaj
Secretariat
Codesa
JOHANNESBURG

Fax: 011.397.2211

Dear Mr Maharaj

Professor Asmal has asked me to send you the enclosed draft on Rapporteurs which he will place before the Steering Committee of Working Group I next Monday. He will be at the Rand International Hotel tomorrow and on Sunday if you would like to talk to him.

With best wishes

Yours sincerely

A. Rhoda
(Secretary to Professor Asmal)

Memorandum on Rapporteurs

1. The Steering Committee of Working Group I is urged to reconsider its earlier decision concerning the appointment of a rapporteur or rapporteurs. The need for such reconsideration is pressing and urgent as the responsibility of Working Group I to Codesa will be seriously affected unless we grapple with the issue.
2. A rapporteur is not a scribe, a secretary, a note-taker, an administrator or a general dogsbody. We have been reminded by the secretariat (see delegate fact sheet no 2 of 2nd March 1992) that such administrative staff is appointed "under the aegis" of the Consultative Business Forum.
3. A rapporteur's function is therefore very different from that of secretariat or administrative staff. She or he has to have drafting ability, the capacity to synthesise discussions and to provide a degree of creativeness to the writing-up process.
4. The Steering Committee has the responsibility to prepare a report which has to be presented to the Working Group, prior to its submission to Codesa II. Such a task cannot be fulfilled, in my view, by a committee of nine people, however well-meaning and earnest they may be in approaching the task. The function of a rapporteur is therefore to prepare the report, which the Steering Committee will discuss and then submit to the Working Group.
5. There is a degree of sensitivity involved in the work of the rapporteur and the appointment must therefore be by consensus.
6. The rapporteur cannot write up a report on the basis of minutes. He or she will have to attend debates to get their flavour and an appreciation of whether there is general agreement or a majority or minority view or sufficient consensus.
7. As the Working Group has divided itself into three sub-groups, it may be necessary to appoint three different rapporteurs, one for each sub-group who could then work as a team to prepare a consolidated report for the Steering Committee. Ideally, such rapporteurs should either be members of the Steering Committee or, if that is unacceptable, should at least be in attendance at meetings of the Steering Committee, if they are not already members of the Steering Committee.

8. If the suggestion made in paragraph 7 is accepted, then the Steering Committee is the appropriate organ to appoint such rapporteurs. It is up to the Steering Committee to identify, from among the delegates and advisors, potential rapporteurs. Alternatively, the Steering Committee may invite participating organisations to make nominations from which the Steering Committee may make its choice. Such rapporteurs may remain as delegates or advisors.
9. The chief advantage of choosing a rapporteur from each of the sub-groups is that such a person has already participated in the series of meetings held over the past month or so and will not come fresh to the debates.
- 10 The Steering Committee is therefore invited to give consideration to this issue.

5th March 1992

Kader Asmal