DRAFT

DATE: 5 March 1992

MEMO TO: Theuns Eloff
               Janet Love (for the Secretariat)
               Murphy Morobe

FROM: The administrative staff

RE: **Staff meeting of Wednesday 4 March 1992**

On Wednesday, 4 March 1992 (following a meeting the previous Wednesday, at which certain grievances were articulated) the administrative staff of CODESA met to address problems concerning the general office environment/atmosphere, and working conditions as a whole.

The meeting took place in the absence of representatives from Management, but with its consent and blessing.

It was decided that:

1.   A Steering Committee should be established to address issues as detailed under Item 3 below.

2.   Said Steering Committee should comprise the following people (elected by ballot):

               *   Glenda Cohen
               *   Jane Makhanya
               *   Kim Morgan
               *   Pam Saxby
               *   Ashley Symes

3.   Said Steering Committee should investigate the following issues, with a view to improving the working environment and thereby providing a better service to CODESA as a whole:

     3.1   The definition of the function/role of each staff member and the identification of his/her particular skills with a view to more effectively correlating the two.

     3.2   The establishment of a work culture which will encourage mutual support in the tasks undertaken by all concerned.

     3.3   The training/orientation of existing and new staff, where required.

     3.4   The establishment of a realistic, practical and workable office structure with regard to delegation and reporting mechanisms.

     3.5   A support system to address personal difficulties impacting upon performance in the workplace.

     3.6   A consultative forum to address the appointment of new staff.

     3.7   The flow of information on macro issues impacting upon CODESA and its work.

3.8   A mechanism whereby grievances requiring the intervention of Management can be addressed.

4.   Regarding Item 3.1, a questionnaire should be compiled and circulated to all staff for their completion.

5.   Regarding Item 3.8, the following difficulties require urgent attention:

5.1   Timeous payment of salaries and the issuing of pay-slips.

5.2   Identity tags for new staff members.

5.3   The re-location of the fax machines.

5.4   Relief on the switchboard during busy faxing times.

5.5   A meeting between the permanent staff and Working Group secretaries and minute-takers.

5.6   Clarification of the role of the Working Group secretaries and minute-takers (with special regard to the payment of realistic and just rates for the work performed by them).

5.7   A CODESA salary scale, with the above in mind, and the option of contributing towards an Unemployment Fund (noting the uncertain future of CODESA).

5.8   The ready availability/accessibility of documents required for general use.

5.9   Guidelines to Management on realistic deadlines for the preparation and circulation of documentation (with special regard to faxing).

6.   Henceforth, staff meetings should be held at 10h00 every Wednesday at which the Steering Committee should report back on progress made regarding Items 3,4 and 5 above.

7.   A representative of Management should be invited to address each staff meeting in order to:

7.1   Report on matters arising from the Administration meetings held each week.

7.2   Provide an overview of the CODESA process as detailed under Item 3.7 above.

8.   The Steering Committee should be a structure which aims to:

8.1   Facilitate communication between Management and its staff.

8.2   To assist Management in addressing some of the practical issues entailed in running CODESA effectively and efficiently.

8.3   To provide a happier working environment for all concerned.

9.   The Steering Committee should not be viewed by Management as a defensive/offensive structure unduly preoccupied with the rights of the those it represents.