

ADDITIONAL GUIDELINES AIMED AT FACILITATING THE FUNCTIONING OF THE WORKING GROUPS.

1. The CODESA administration will provide the necessary administrative backup resources including minute takers for each Working Group as well as sub-groups that a particular working group may decide upon. We would like to suggest certain additions to be made by the DMC to the "guidelines for Chairpersons of Working Groups of CODESA" in order to ensure the smooth functioning of the Working Groups.
2. The ultimate function of the Working Groups is to present CODESA Plenary session with a report of agreements etc. relating to the tasks assigned to a Working Group by CODESA. Such reports may be in the form of interim as well as final reports.
3. Chairpersonship of Working Groups
 - 3.1 Should a single chairperson be appointed by a Working Group the final responsibility to guide the Working Group towards the compilation of reports and to ensure that the reports are presented to a CODESA plenary session would rest with the Chairperson. Even so, given the magnitude of the task, it would be useful to set up a mechanism drawn from the Working Group concerned to assist such a Chairperson.
 - 3.2 If a system of rotating Chairpersons is decided upon by a Working Group the need for a mechanism drawn from the Working Group becomes even more necessary. Such a mechanism would require a clear mandate as to who is/are responsible for guiding the Working Group towards the compilation of reports and the presentation of these reports to a CODESA Plenary.
4. We would like to recommend the DMC consider the above problems in a different and more comprehensive manner which would at the same time ensure a certain degree of uniformity as to the manner in which each of the working groups attend to this problem.
 - 4.1 We suggest that each Working Group appoint a small Steering Committee (WGSC), comprising 3-4 persons drawn from within the Working Group.
 - 4.2 The Chairpersons for the Working Groups should be drawn on a rotational basis from the WGSC. If it is felt that this is too narrow a pool from which to draw the rotating Chairpersons then it will be necessary to establish some relationship between the WGSC and a Chairperson who may have chaired a particular session of the Working Group but who is not a member of the WGSC.
 - 4.3 We envisage that each of the Working Groups would require persons who would be involved in a considerable amount of drafting documents/decisions and reports. We suggest that capable people from amongst the advisors and/or delegates of the participants in a Working Group be used for this purpose in the capacity of a rapporteur/s. In this way both competence in drafting as well as the political sensitivities of a Working Group will be better accommodated.
 - 4.4 Such a rapporteur/s would be an additional member/s of the WGSC on an ex officio basis.

4.5 The WGSC should be charged with the task of preparing the agendas for each session of the Working group.

4.6 Should a Working Group establish sub-groups in order to attend to its tasks arising from its terms of reference , the WGSC shall also serve as the mechanism through which the Working Group co-ordinates the work of its sub-groups.

5. Submissions to Working Groups by Women's and other Interests Groups:

5.1 Some guidance is required to ensure that the existence of the Working Groups is not prolonged indefinitely and that it is able to meaningfully attend to submissions made to it. We recommend that :

5.1.2 In the first instance Working Groups should receive submissions through the WGSC in the form of written submissions.

5.1.3 Only in certain clearly determined cases should a Working Group entertain, in addition to the above written submissions, oral submissions by a specific interest group. Such a determination could be made by the WGSC, subject to the advice of the Working group.