



TO : MEMBERS OF WORKING GROUP 4: SUBGROUP 4
 CO-ORDINATORS OF WORKING GROUP 4

FROM : CODESA ADMINISTRATION

QUERIES : LOVEDALIA / GERDA

RE : DRAFT MINUTES - 2 MARCH
 DRAFT AGENDA - 9 MARCH
 DELEGATE FACT SHEET NO 2

ANC
 Negotiations Comm (011) 333-9090
 B Mabandla (021) 959-2411

BOPHUTHATSWANA GOVERNMENT
 D Schoeman (0140) 84-2943
 J J Tlholoe

CISKEI GOVERNMENT
 H J S Kayser (0401) ~~91189~~ 951282
 G F Godden (0401) 91375

DEMOCRATIC PARTY
 N Olivier (021) 461-0092

DIKWANKWETLA PARTY
 S Manyane (01438) 31721

INKATHA FREEDOM PARTY
 S Felgate (0358) 20-2167 *10
 B Anderson (011) 886-5450
 V Zulu (0358) 20-2439

INTANDO YESIZWE PARTY
 M J Mahlangu c/o
 J S Mabona (01215) 2548

INYANDZA NATIONAL MOVEMENT
 T J Ndaba (013140) 744
 H Motaung

LABOUR PARTY
 T Abrahams (021) 403-3402

NIC/TIC
 P G Gordhan (031) 309-2278
 N Pillay (012) 374-4792
 P David (0322) 33-0654

NATIONAL PARTY
 A Julies (021) 461-7617

NATIONAL PEOPLE'S PARTY

M Mohanlall (021) 403-2971
D Govender (021) 403-2971

SOLIDARITY PARTY

G N Naidoo

SA COMMUNIST PARTY

G Fraser-Moleketi (011) 836-8366 or 838-2816
S Mufumadi (011) 333-9091

TRANSKEI GOVERNMENT

Z Titus (0471) 23876
W G Makanda

UNITED PEOPLE'S FRONT

c/o Chief PR Minister (0156) 35244
J M Nonyane

VENDA GOVERNMENT

C Neluvhalani :
Chief Gov Liaison Off (0159) 23172
N Nefale/M P Nthabalala

XIMOKO PROGRESSIVE PARTY

J C Ackron (01526) 23140
T B Shibambu See Above

WORKING GROUP 4 SECRETARY

S Albertyn (011) 838-5088



F A X M E S S A G E

TO : MEMBERS OF WORKING GROUP 4, SUB-GROUP 4
FROM : CODESA ADMIN - DIANNE
DATE : 4 MARCH 1992
RE : DRAFT MINUTES - 2 MARCH
DRAFT AGENDA - 9 MARCH
DELEGATE FACT SHEET NO 2

Attached please find the following :

1. Draft minutes of the meeting of the meeting held on 2 March 1992.
2. Draft agenda of the meeting to be held on 9 March 1992.
2. Delegate Fact Sheet No 2.

Should you have any queries, please do not hesitate to contact us.

Regards.

**DRAFT AGENDA FOR THE MEETING OF WORK GROUP 4 SUBGROUP 4 TO BE HELD AT WTC
AT 10H00 ON MONDAY 9 MARCH**

1. Opening by Chairperson
2. Adoption of Minutes
3. Adoption of Agenda
4. Appoint Rapporteur
5. Oral presentation of TBVC profile overviews
6. Discussion - decisions
7. Draft agenda for next meeting of Subgroup 4
8. Date of the next meeting of Subgroup 4
9. Any other business
10. Closure



WG4 SG4/MINUTES/03 MARCH

THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE WORKING GROUP, THE MANAGEMENT COMMITTEE AND THE DAILY MANAGEMENT COMMITTEE. THEY ARE STILL SUBJECT TO RATIFICATION BY THE WORKING GROUP AT ITS NEXT MEETING.

DRAFT MINUTES OF THE MEETING OF WORKING GROUP 4 SUBGROUP 4 HELD AT WTC AT 10H00 ON TUESDAY 03 MARCH 1992

PRESENT: Delegates (See Addendum A)

D Govender (Chairperson)

W Antoine (Minute taker)

1. Chairpersons's opening remarks

Delegates were welcomed by the chairperson.

2. Confirmation of Minutes

The minutes for the previous meeting were adopted.

3. Agenda

The agenda was adopted.

4. Rapporteurs

4.1 Delegates discussed what is required of a rapporteur and there was a debate over whether or not a rapporteur should have legal knowledge, especially in constitutional matters.

4.2 It was recommended a rapporteur should have experience with affairs of TBVC states and be able to take a neutral stance.

4.3 Three nominations were received: Mr Bulani Ngquke, Mr M.D.B. Rezelman and Mr A.L. Ramone.

4.3.1 The curriculum vitae of Mr Rezelman and Mr Ramone were tabled.

4.3.2 It was agreed that the curriculum vitae of Mr Ngquke would be submitted before the next meeting.

4.3.3 It was agreed that members should scrutinise the curriculum vitae of the respective candidates in order to reach a decision at the next Subgroup 4 meeting.

4.4 It was agreed to appoint a rapporteur at the subsequent subgroup 4 meeting.

5. Submissions of TBVC states

5.1 The profiles presented by the TBVC states (see Appendum B) were taken as read and would

serve as reference material for future discussions.

5.2 It was agreed that profile material could be incremental from time to time.

5.3 It was agreed that delegates from the TBVC states would present simple overviews to highlight salient points (10-15 minute presentations).

5.4 It was recommended that each presentation address point 1.4 of the Terms of Reference for Subgroup 4, items (a) - (f).

6. **The need to liase with Subgroup 3.**

6.1 It was agreed that the reports received in the Plenary sessions of Workgroup 4 is adequate for liason with the other subgroups. If and when the need arises for greater liason, the matter can again be considered.

7. **Future meetings**

7.1 Delegates expressed various concerns about spending more time in meetings. It was agreed that this matter should be referred to the plenary session on Monday 9 March.

7.2 The next Subgroup meeting will be held on Monday 09 March 1992 at 10h00.

8. **Closure**

The Chairperson closed the meeting at 12h30.

Addendum A

ANC	B Mabandla
Bophuthatswana Gvt	JJ Tlholoe
Cskei Gvt	GF Godden
Democratic Party	NJ Olivier
Diwankwetla Pty	RS Ramasias
Inkatha Freedom Pty	VT Zulu
Intando Yesizwe Pty	JS Mabena
Inyandza National Movement	H Motaung
Labour Party	J Douw
National Party	PC McKenzie
NPP	B Jayraj
NIC/TIC	PB Soobrayan
SACP	S Mufamadi
SA Govt	DW Auret
Solidarity Party	GN Naidoo
Transkei Govt	Mr Makhanda
United People's Ft	JM Nonyane
Venda Govt	MP Nthabalala
Ximoko Progressive Party	T Shimbambu

LIST OF SUBMISSIONS TO SUBGROUP 4 AT THE MEETING HELD ON TUESDAY 03 MARCH

United People's Front: Concensus

Ramone, A.L. Curriculum vitae

Rezelman, M.D.B. Curriculum vitae

Transkei Government. The structures/authorities responsible for government in Transkei.

Venda Government. Structure submission by the Venda Government.

Republic of Bophuthatswana. The profile of our country.

Republic of Bophuthatswana. Constitution. 5th Edition, 1991.

Ngxizele, N.B. (Ed.) 1990. Ciskei - in Progress.

Ciskei Government. Ciskei profile for sub-committee 4 of working group 4 "the political, legal and constitutional issues related to the future of the TBVC states" for submission to CODESA.

SCHEDULE OF MEETINGS

1. **Sub-group 1 of Working Group 4 : Monday 9 March 1992 at 09h30**
2. **Sub-group 2 of Working Group 4 : Monday 9 March 1992 at 10h00**
3. **Sub-group 3 of Working Group 4 : Monday 9 March 1992 at 10h00**
4. **Sub-group 4 of Working Group 4 : Monday 9 March 1992 at 10h00**
5. **Working Group 4 : Monday 9 March 1992 from 14h00 to 17h00**
6. **WGSC 4 of Working Group 4 : Monday 9 March 1992 after Working Group 4**



**COMMUNICATION TO WORKING GROUP STEERING COMMITTEES (WGSCs)
FROM THE DAILY MANAGEMENT COMMITTEE**

1. Rapporteurs

In response to a query from Working Group 3, the DMC at its meeting on 2 March 1992 considered the question of rapporteurs. In order to bring about some measure of uniformity the DMC would like to advise the Working Groups as follows:

1.1 Each Working Group should have a maximum of two rapporteurs per Working Group.

1.2 Where a Working Group has established/establishes Sub-Groups in order to facilitate its work, it is recommended that there should be a maximum of one rapporteur per Sub-Group and that this should be inclusive of the two rapporteurs for the full Working Group meetings.

1.3 CODESA will bear the travel and administration costs of those Rapporteurs who would also be eligible for the per diem allowance if applicable.

1.4 With regard to substitution, in place of a person appointed as a rapporteur, it was agreed that:

1.4.1 The general rule is that no substitutions should be allowed. That is to say, a person serving in his/her delegation continues to serve in that delegation whilst also performing the task of rapporteur.

1.4.2 Where the rule of no substitution has already been overlooked (as in Working Group 3), the status quo should remain. However when new decisions in this regard are made by any Working Group, Clause 1.4.1 (above) should be implemented.

1.4.3 Notwithstanding the above, where a Working Group has a special case to make, this should be raised with the DMC.

2. Sub Groups and Sub-Committees:

The DMC agreed to encourage Working Groups to evolve a measure of consistency with reference to any sub-structure they may create. The term "Sub-Groups" should apply to those sub-structures which have all parties/organisations on it. The term "Sub-Committees" should be used to refer a smaller group of individuals appointed by the Working Group to perform particular tasks. Working Groups are also requested to avoid creating sub-structures which may have the tendency to slow down processes rather than facilitate the Working Group in discharging the task entrusted to it.

3. Coordination of Working Groups:

3.1 With regard to the issue of coordination between WG2, WG3 and WG4, it was agreed that the Chairperson of the DMC and the Secretariat, in consultation with the Chairpersons of the relevant WGSCs make proposals to the next DMC meeting.

3.2 It was agreed that, in addition to requesting the secretaries and minute takers of the different CODESA structures to accentuate decisions in the minutes with underlining, WGSCs be asked to summarize their agreements up to date. Such agreements would then be circulated to all Working Groups.

4. With regards to the question of coordination between Working Group 3 and Working Group 4, a meeting between the Steering Committees of the two Working Groups be arranged in order to discuss this matter.

5. **Date of CODESA 2:**

The DMC is looking into the question of the date when CODESA 2 should be held. As you are aware it was decided at CODESA 1 that CODESA 2 should be held not later than the end of March. Attached is a memo from the DMC on this question.

CC **Members of the Management Committee**
Members of the Daily Management Committee



ADMINISTRATION/FACTSHEET/2 MARCH

DELEGATE FACT SHEET NO 2 2 MARCH 1992

I. ADMINISTRATIVE ARRANGEMENTS/FACILITIES

The main aim of the Administration is to:

- * Ensure accurate records of all meetings
- * To provide documentation in the hands of delegates on time
- * to provide facilities for the functioning of all CODESA structures.

There are, however, a few practical problems. The main issue revolves around the programming of CODESA's activities, so as to enable the Administration to achieve this aim.

The following pattern has emerged in CODESA's activities:

- * Mondays and Tuesdays are used for meetings of WGs, WGSCs, Subgroups, Sub-committees and the DMC/MC. These meetings have increased considerably. For instance, on Monday 2 March, 22 meetings are scheduled. Immediately after these meetings, secretaries and minute takers have to start writing the minutes.
- * The deadline for the draft of the minutes, approved by the relevant chairperson, of all the above-mentioned meetings is Wednesday 12h00. This means that in the case of some minutes, less than 24 hours are allowed for a draft of the minutes of any meeting. The Secretariat has initiated a meeting with the five secretaries of the Working Groups to be held regularly on Tuesday evenings, with the following aims:
 - + To raise and discuss all administrative problems
 - + To monitor the functioning of the Working Groups
 - + To enable the Secretariat to compile a report to the DMC and
 - + To enable the Secretariat to compile the DMC/MC Agenda.

The process of faxing the draft minutes, approved by the different chairpersons, to the WG and WGSC members, is then initiated on Wednesday afternoon and takes two and a half days to complete (with 4 technically-advanced fax machines working 24 hours a day). Any problems with regard to not receiving faxed minutes, or late reception of minutes, should please be communicated to the Administration.

Against this background, it is important to also note that before CODESA 1, parties/organisations/administrations have been requested to submit the names of suitable administrative staff. This same request was made again on 12 February. As work increases, CODESA Administration is able to take on more staff. The sole test in this regard is competence.

It must be pointed out, however, that so far, parties/organisations/administrations have responded primarily to requests at the level of Security. Staff requirements for CODESA have now moved into specific areas, requiring specific competence, for example, minute taking. At present, the secretarial and administrative staff component is adequate. It is also important to note that before CODESA 1, it was approved by the Steering Committee to appoint the Consultative Business Movement (CBM) as an independent body to provide the core of the staff for the CODESA Administration. All staff appointments are therefore made under the aegis of CBM.

DELEGATE FACT SHEET NO 2

II. FINANCIAL ASSISTANCE TO PARTIES/ORGANISATIONS IN CODESA

In pursuance of decisions by the Management Committee of *CODESA* on 13 January 1992 and on 24 February 1992, the following is brought to your attention:

OFFICE ACCOMMODATION AND MEALS

- 1.1 Office accommodation is provided by *CODESA* for each party, organisation or administration in the *World Trade Centre*. Basic furniture (tables and chairs) will also be supplied. Any other furniture required will, however, have to be rented from *CODESA*. Please notify us immediately, should you wish to make use of this facility. Under no circumstances will you be allowed to bring in your own furniture.

It is suggested that parties, organisations or administrations make use of this opportunity to facilitate preparations for *CODESA II*.

- 1.2. A maximum monthly subsidy of R2 000 per party/organisation/administration will be paid in respect of expenses for *CODESA* and offices at the *World Trade Centre*. These will include the following: telephone calls, fax costs, photocopying costs, rental of equipment and secretarial services. PLEASE NOTE THAT THE SUBSIDY IS PAYABLE ON RECEIPT OF DOCUMENTED PROOF OF ACTUAL EXPENSES AND THAT IT COMES INTO EFFECT RETROSPECTIVELY FROM 13 JANUARY 1992.
- 1.3 *CODESA* cannot supply telephone and/or fax lines. Should these be required, they will be supplied by *Telkom* for the account of each party, organisation or administration. Application forms are available at our offices and must be returned to *CODESA* to facilitate the installation thereof.
- 1.4 Please note that *CODESA* cannot provide any equipment such as word processors, fax machines or photocopiers *or render any of these services for or on behalf of parties, organisations or administrations* or their representatives on working groups. These must be provided for by each party, organisation or administration. One photocopier has been made available for the service of party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalator. At present requests for copying should be given to him in writing (forms obtainable at the machine). These will be attended to on a first-come, first-served basis, PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION AT 15C PER COPY.
- 1.5 *CODESA only supplies meals to members of and advisers to members of working groups. CODESA can make no provision in respect of meals for support staff to members of working groups, their bodyguards, private secretaries or drivers or the support staff of parties, organisations or administrations occupying offices in the World Trade Centre. A tuck shop is available on the premises and all such support staff, private secretaries, drivers and bodyguards can make use of it on a cash basis.*
- 1.6 PLEASE NOTE THAT AS FROM 3 MARCH 1992 ALL LIQUOR AT MEALS WILL BE ON A CASH BASIS.

Please turn over

PER DIEM ALLOWANCES TO DELEGATES AND OFFICIAL ADVISERS

- 1.1 A per diem allowance of R200 per delegate or official adviser for the days on which meetings of **CODESA** are attended may now be claimed. This will only apply to persons not receiving remuneration from State sources. It, however, excludes state/administration officials who have been granted leave without pay to attend meetings of **CODESA**. Documented proof of this will be required.
- 1.2 Income tax will have to be deducted from per diem allowance payments. Delegates claiming per diem allowances must please complete a registration form (available from our Financial office and a separate claim form for allowances.
- 1.3 Allowance may be claimed retrospectively from 13 January 1992.

CLAIMS FOR TRANSPORT AND SUBSISTENCE

- 1.1 Claims for transport and subsistence must please be completed and submitted individually for each separate meeting by every representative and adviser. Only claim forms bearing the printed date for the specific meeting can be accepted.
- 1.2 Faxed copies of claims, flight tickets and hotel bills are unfortunately unacceptable. All claims must please be original and accompanied by original proof of expenditure.
- 1.3 **CODESA** does not refund telephone calls, valet services, bar charges, cigarettes or any claims for meals taken at hotels in stead of those offered at the *World Trade Centre* on the days of meetings.
- 1.4 When claiming for cost of travelling by car, please note that the car registration number must please be supplied and that the kilometers travelled should reflect the shortest route. The engine capacity of your vehicle must also be stated in cubic centimeters.
- 1.5 **CODESA** only refunds air fares in the economic class. Bookings made through one of our accredited travel agencies may also only be made in the economic class. To facilitate problems experienced with travel, accommodation and transport problems, **CODESA** now has a special **CODESA TRAVEL OFFICE** in the *World Trade Centre* co-ordinating with the various agencies and you should not hesitate to call them at (011) 397 2452.
- 1.6 Hotel accommodation booked through any of our accredited agencies must please be made at least 48 hours prior to day of arrival. Should you not take up the accommodation booked for you, you will be personally held responsible for the "no show"-fee charged to **CODESA**. This also applies in respect of accommodation not used for the full period booked.
- 1.7 **CODESA** only accepts responsibility for hotel accommodation (when necessary) on the night before and/or after meetings.
- 1.8 **CODESA** can unfortunately not accept claims for 5-star hotels and/or suites. Should delegates or advisers make their own arrangements for accommodation in such hotels, **CODESA** can only refund an amount equivalent to the tariff negotiated by **CODESA** with either the Jan Smuts Holiday Inn or the Airport Sun.

Please turn over

- 1.9 When transport is required from airports in Johannesburg, requests should be made at least 24 hours prior to your arrival. Once again, if you have requested transport and do not make use of it on arrival, you will be personally held responsible for the costs incurred.
- 1.10 **CODESA** does not accept claims for car hire.
- 1.11 Please note that **CODESA** only accepts responsibility for transport arrangements between hotels, the airports and the *World Trade Centre* for official meetings of **CODESA**. We do not provide transport for representatives, their advisers or support staff to attend meetings other than those of **CODESA** in the *World Trade Centre*, elsewhere in Johannesburg or its surroundings.

dpcod59 2 March 1992

Please turn over