



TO : STEERING COMMITTEE MEMBERS OF WORKING GROUP 5  
 FROM : CODESA ADMINISTRATION  
 QUERIES : LOVEDALIA  
 RE : DRAFT AGENDA WG5 - 2 MARCH  
 DRAFT REPORT WG5, SG2 - 24 FEBRUARY  
 DRAFT REPORT WG5, SG1 - 24 FEBRUARY  
 DRAFT MINUTES WGSC5 - 24 FEBRUARY

WGSC5 :

Z Skweyiya	ANC	011-333-9090
R Burrows	Democratic Party	021-461-0092
L P H M Mtshali	Inkatha Freedom Pty	0358-20-2943 or c/o Sue Felgate 0358- 20-2167
D Curry	Labour Party	021-45-3706
G Bartlett	National Party	021-461-0859
Y Moola	Solidarity Party	021-45-3619 or c/o N Raju 031-37-4261
D Mvelase	SA Communist Party	011-836-8366 or 838-2816
R Ramontja	United People's Fnt	011-930-1596 or c/o Public Relations 0156-35244



WRKGROUP\IMPLTIME\SCM24FEB.WI (2)

WORKING GROUP 5\STEERING COMMITTEE\MINUTES\24 FEBRUARY

**DATE:** 26 February 1992  
**FAX TO:** All members of the Steering Committee of Working Group 5  
**FROM:** Pam Saxby  
**RE:** Documentation for the next meeting of the Steering Committee of Working Group 5

Attached, please find the following documentation for your attention:

- \* draft minutes of the last meeting of the Steering Committee (and three addenda)
- \* draft agenda for the Steering Committee meeting of 2 March 1992

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WRKGROUP\IMPLTIME\SG224FEB.WI (2)

WORKING GROUP 5\SUB GROUP 2\REPORT\24 FEBRUARY

Addendum B

THIS IS A DRAFT REPORT. IT IS CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE WORKING GROUP, ITS STEERING COMMITTEE, THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE

**DRAFT REPORT FROM WORKING GROUP 5 SUB-GROUP 2, 24 FEBRUARY 1992**

Acting Secretary: M Mabude (Transkei Government)

**Consensus decisions:**

That:

1. Advisers to delegates be given the right to speak at meetings of the sub-group.
2. With regard to the Terms of Reference of the sub-group, the specific assignment of the sub-group is to identify key issues and problems relating to legislation and to be proactive in this regard.
3. With the above in mind, areas of commonality among the Working Groups should be identified.
4. The Steering Committee should consult with the DMC on the manner in which the Working Groups are to approach the issue of legislation.
5. Regarding the modus operandum of the sub-group:
  - 5.1 The question of experts and research should be addressed.
  - 5.2 Task groups will be required to examine the minutes of each Working Group in relation to its particular Terms of Reference, and then to report back to the sub-group.
  - 5.3 Such task groups should be established, and should meet as deemed necessary by the sub-group.
6. The convenors of the task groups are:

P Gastrow	C Vismer
Y Vawda	Z Skweyiya
7. On 2 March 1992, the task groups will brainstorm flow procedures for the implementation of principled decisions emerging from the other Working Groups with a view to reporting back to the sub-group when it meets on the same day.
8. An appropriate mechanism for dealing with submissions received by the DMC (from interest groups outside CODESA) and concerning legislation will be addressed by the task groups when they meet on 2 March 1992.
9. The sub-group should be flexible regarding its style of working.

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10. The schedule of meetings for the sub-group and its task groups on 2 March 1992 should be as follows:

10h30 - 11h30	Full plenary of Working Group 5
11h30 - 15h00	Sub-group 2 task groups meet
15h00 - 16h00	Meeting of Sub-group 2

11. Mr DI Mokoena will preside at the next meeting of the sub-group, after which the chairpersons of the sub-group will follow the order detailed in Addendum A.

**ORDER OF CHAIRPERSONS FOR SUBSEQUENT MEETINGS OF SUB-GROUP 2**

- |     |              |     |              |
|-----|--------------|-----|--------------|
| 1.  | DI Mokoena   | 11. | C Vismer     |
| 2.  | RM Burrows   | 12. | LPHM Mtshali |
| 3.  | N Mbonani    | 13. | G Zilwa      |
| 4.  | DK Padiachey | 14. | LS Ramavhoya |
| 5.  | L Wessels    | 15. | D Curry      |
| 6.  | DZJ Mtembule | 16. | D Mvelase    |
| 7.  | SS Ripinga   | 17. | IKE Moloko   |
| 8.  | Z Skweyiya   | 18. | AM Boikanyo  |
| 9.  | Y Vawda      | 19. | PP Jacobs    |
| 10. | I Osman      |     |              |

**DRAFT AGENDA FOR THE MEETING OF WORKING GROUP 5 TO BE HELD AT THE  
WORLD TRADE CENTRE ON MONDAY 2 MARCH AT 10H00**

1. Chairperson's opening remarks
2. Adoption of agenda
3. Ratification of the minutes of the Working Group 5 meeting of 17 February 1992
4. Matters arising from the minutes of the meetings of:
  - 4.1 Working Group 5 (17 February 1992)
  - 4.2 Working Group 5 Steering Committee (17 and 24 February 1992)
5. Matters raised by the DMC/Secretariat
6. Reports from sub-groups:
  - 6.1 Sub-group 1
  - 6.2 Sub-group 2
7. New business
8. Date of next meeting
9. Closure



WRKGROUP\IMPLTIME\SG124FEB.WI (2)

WORKING GROUP 5\SUB GROUP 1\REPORT\24 FEBRUARY

Addendum A

THIS IS A DRAFT REPORT. IT IS CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE WORKING GROUP, ITS STEERING COMMITTEE, THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE.

**DRAFT REPORT FROM WORKING GROUP 5 SUB-GROUP 1, 24 FEBRUARY 1992**

Acting secretary: AL Singh (National People's Party)

**Consensus decisions**

That:

1. The meetings of the sub-group would be chaired as detailed in Addendum B. Mr JS Mabona accordingly took the chair for the first meeting.
2. The chairperson of the next meeting of the sub-group (Mr RR Hulley) would join Mr JS Mabona at the head of the table as assistant chairperson. This procedure would be adopted by rotation at future meetings.
3. Mr AL Singh would act as secretary at this first meeting.
4. Rapporteurs should be appointed as and when necessary.
5. The Terms of Reference of the sub-group should be amended as per Addendum A.
6. The sub-group should address specific key issues prioritised as follows:

6.1 Process/transition timetable for negotiations:

- \* date for CODESA 2
- \* formation/duration of interim government
- \* lifting of sanctions
- \* formation/duration of constituent assembly
- \* duration of transitional government
- \* TBVC states (referendum, incorporation)
- \* date of a general referendum
- \* date of general elections

6.2 Date/climate for negotiations/transition:

- \* end to violence
- \* release of political prisoners
- \* return of exiles
- \* security forces (inclusive of all)
- \* control of media
- \* role of traditional leaders (including the King of the Zulus)
- \* private armies

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7. Delegates should study these key issues with a view to making inputs (preferably in writing) at the next meeting of the sub-group.
8. Regarding submissions from other Working Groups:
  - 8.1 Four task groups should be formed to analyse the minutes of Working Groups 1-4, with a view to making inputs.
  - 8.2 These task groups should be formed at the next meeting of the sub-group on Monday 2 March 1992.
9. The next meeting of the sub-group will take place on Monday 2 March 1992 at 08h30, finishing late if necessary.



Addendum A

**TERMS OF REFERENCE OF SUB-GROUP 1 (MONITORING, IMPLEMENTATION AND TIME-FRAMES)**

1. To investigate and report upon all proposals with regard to appropriate time-frames and target completion dates for all of the processes and assignments being undertaken by CODESA, its Working Groups and other bodies created as a result of agreements/decisions of CODESA (Working Group 5 Terms of Reference Item 1.1.1).
2. To identify the key issues and problems that need to be addressed (Working Group 5 Terms of Reference Item 1.1.2).
3. To identify areas of commonality and aspects where agreement already exists between participating organisations (Working Group 5 Terms of Reference Item 1.1.3).
4. Specifically, without vitiating the generality of the above, to consider whether and how to address:
  - 4.1 The practicability of setting target completion dates for all agreements/activities/decisions (Working Group Terms of Reference Item 1.1.4 'c').
  - 4.2 The monitoring of the process and the adjustment of targets whenever necessary (Working Group 5 Terms of Reference Item 1.1.4 'd').
  - 4.3 The practical effect of the implementation of agreements (Working Group 5 Terms of Reference Item 1.1.4 'i').
  - 4.4 The co-ordination of the activities of CODESA and its subsidiary bodies to ensure the greatest possible efficiency of the process towards a democratic South Africa (Working Group 5 Terms of Reference Item 1.1.4 'b').
  - 4.5 The setting of realistically attainable time-frames (Working Group 5 Terms of Reference Item 1.1.4 'h').

Addendum B

**ORDER OF CHAIRPERSONS FOR SUBSEQUENT MEETINGS OF SUB-GROUP 1**

- |     |                            |     |                            |
|-----|----------------------------|-----|----------------------------|
| 1.  | JS Mabona (IYP)            | 11. | AK Lukhaimane (Venda Govt) |
| 2.  | RR Hulley (DP)             | 12. | MN Poni (Ciskei Govt)      |
| 3.  | C Carolus (ANC)            | 13. | MJ Duba (UPF)              |
| 4.  | ST Leokaoke (Dikwankwetla) | 14. | C Dlamini (SACP)           |
| 5.  | GS Bartlett (NP)           | 15. | Y Moolla (Solidarity)      |
| 6.  | O Ganie (NPP)              | 16. | MH Matjokana (XPP)         |
| 7.  | TM Setiloane (Bop Govt)    | 17. | TR Jordaan (Inyandza)      |
| 8.  | Y Bassier (LP)             | 18. | A Williams (SA Govt)       |
| 9.  | FX Gasa (IFP)              | 19. | N Bevaza (Transkei Govt)   |
| 10. | H Ebrahim (NIC/TIC)        |     |                            |



WRKGROUP\IMPLTIME\SCM24FEB.WI (2)

WORKING GROUP 5\STEERING COMMITTEE\MINUTES\24 FEBRUARY

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

**MINUTES OF THE MEETING OF THE STEERING COMMITTEE OF WORKING GROUP 5, HELD AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY 1992 AT 16H15**

**PRESENT:**

GS Bartlett	National Party
D Curry	Labour Party
R Burrows	Democratic Party
Y Moolla	Solidarity Party
LPHM Mtshali	Inkatha Freedom Party
D Mvelase	SA Communist Party
Z Skweyiya	African National Congress
O Ganie	National People's Party (incoming chairperson of the next plenary session)
P Saxby (minutes)	

**APOLOGIES:**

R Ramontja	United People's Front
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**1. Chairperson's opening remarks**

The meeting was chaired by Mr GS Bartlett.

**2. Adoption of agenda**

The agenda was adopted, without amendment.

**3. Ratification of the minutes of the previous meeting and matters arising**

3.1 The minutes were adopted, subject to the following amendments:

3.1.1 Under 'PRESENT', it was noted that Mr Bartlett's initials should read GS.

3.1.2 Item 6.4.1 should read:

"The information plenary session for Monday 24 February 1992 should be chaired by Mr N Mbonani, with Mr LPHM Mtshali reporting back."

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3.1.3 The heading of Addendum A of the minutes should read:

"ISSUES EMERGING FROM THE MEETINGS OF WORKING GROUP 5 AND ITS STEERING COMMITTEE ON MONDAY 17 FEBRUARY 1992"

3.2 It was noted that Items 4.1 and 5.2 of the minutes, relating to the functioning of Working Group 5 in the context of its relationship with the Daily Management Committee and the Secretariat, should be discussed at the information plenary.

4. **Matters arising from the meetings of Working Group 5 and the other Working Groups**

4.1 Regarding Item 5.3 of the minutes of the Working Group 5 meeting of Monday 17 February 1992, it was agreed that at least five Steering Committee members should be present at any one Steering Committee meeting in order to form a quorum.

**Action 4.2** It was agreed that:

4.2.1 The secretaries/minute takers of the other Working Groups and their Steering Committees should each be requested to provide a summary of key decisions emerging from their meetings as an addendum to their minutes, in order to facilitate the work of Working Group 5.

4.2.2 Mr GS Bartlett, in his capacity as current chairperson of the Steering Committee, should submit a written recommendation to the DMC in this regard.

5. **Matters raised by the Secretariat**

The meeting was referred to the report presented by Mr LPHM Mtshali at the information plenary, and the contents of the report were noted.

6. **Report on/from sub-groups**

6.1 Sub-group 1 (see Addendum A)

6.1.1 It was noted that, at its next meeting, the sub-group will divide into four task groups, each dealing with documentation emerging from one of the Working Groups 1 - 4.

6.2 Sub-group 2 (see Addendum B)

6.2.1 It was noted that:

**Action** 6.2.1.1 The overlap between the Terms of Reference of Sub-group 2 and the work of the other Working Groups should be carefully co-ordinated, and that

the Steering Committee should address this matter at its next meeting.

6.2.1.2 Sub-group 2 will also address the question of an appropriate flow procedure for the implementation of principled decisions emerging from the other Working Groups.

6.2.1.3 Sub-group 2 will also divide into four task groups, as detailed under Item 6.1.1 above.

**Action 6.3** It was noted that the administration should be approached to provide two decision-takers for the next meeting of the sub-groups.

**7. Date of the next meeting**

7.1 It was noted that the schedule of meetings for Sub-groups 1 and 2 on Monday 2 March 1992 will be as follows:

7.1.1 Sub-group 1:

08h30 - 09h25	Meeting of Sub-group 1
09h30 - 09h45	Working Group Steering Committee meeting
10h00 - 11h30	Full plenary of Working Group 5
11h30 - 16h00	Sub-group 1 reconvenes
16h15 -	Working Group Steering Committee reconvenes

7.1.2 Sub-group 2:

09h30 - 09h45	Working Group Steering Committee meeting
10h00 - 11h30	Full plenary of Working Group 5
11h30 - 15h00	Sub-group 2 task groups meet (4 x 10 each)
15h00 - 16h00	Meeting of Sub-group 2
16h15 -	Working Group Steering Committee reconvenes

7.2 It was **agreed** that, in the event of Sub-group 1 breaking into task groups on Monday 2 March 1992, party offices should be used to accommodate these meetings and that the parties concerned should co-ordinate this.

**Action 7.3** It was noted that provision will be made for Sub-group 1 to continue with its business following the meeting of the Steering Committee, should this be necessary.

**8. Draft agenda for the next meeting of Working Group 5**

8.1 A draft agenda was agreed upon, as detailed under Addendum C.

- 8.2 It was agreed that an opening prayer for victims of the current wave of violence should be left to the discretion of the chairperson, and that the matter should not be formalised.
9. The meeting closed.

TO : STEERING COMMITTEE MEMBERS OF WORKING GROUP 5  
 FROM : CODESA ADMINISTRATION  
 QUERIES : LOVEDALIA  
 RE : DRAFT AGENDA WG5 - 2 MARCH  
 DRAFT REPORT WG5, SG2 - 24 FEBRUARY  
 DRAFT REPORT WG5, SG1 - 24 FEBRUARY  
 DRAFT MINUTES WGSC5 - 24 FEBRUARY

WGSC5 :

Z Skweyiya  
 R Burrows  
 L P H M Mtshali

ANC  
 Democratic Party  
 Inkatha Freedom Pty

011-333-9090  
 021-461-0092  
 0358-20-2943  
 or c/o Sue  
 Felgate 0358  
 20-2167  
 021-45-3756  
 021-461-8859  
 021-45-3719 or  
 c/o N. M. M. M. M.  
 031-3-4261  
 011-236-8366  
 or 838-2816  
 011-930-1596  
 or c/o Public  
 Relations  
 0156-35244

D Curry  
 G Bartlett  
 Y Moola

Labour Party  
 National Party  
 Solidarity Party

D Mvelase  
 R Ramontja

SA Communist Party  
 United People's Fnt

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TO : HEADS OF DELEGATION OF CODESA WORKING GROUP 5,  
CO-ORDINATORS OF WORKING GROUP 5,  
MEMBERS OF WGSC5

FROM : CODESA ADMINISTRATION

QUERIES : LOVEDALIA OR GERDA

RE : DRAFT MINUTES - 24/02 AND DRAFT AGENDA - 02/03  
DRAFT MINUTES OF STEERING COMMITTEE - 24/02

PLEASE WOULD NOMINATED HEADS OF DELEGATION OR CO-ORDINATORS FOR THE WORKING GROUP, ENSURE THAT THIS DOCUMENT IS DISTRIBUTED CONFIDENTIALLY TO ALL MEMBERS OF THE WORKING GROUP REQUIRING IT, INCLUDING DELEGATES, ADVISERS AND MEMBERS OF THE WORKING GROUP STEERING COMMITTEE (WGSC) WHERE APPROPRIATE.

THANK YOU.

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WORKING GROUP 5

ANC	Negotiations Comm	011-333-9090
Bophuthatswana Gvt	D Schoeman	0140-84-2943
Ciskei Gvt	B H Muller	0401-91189
Democratic Pty	Off : Z de Beer	021-461-0092
Dikwankwetla Pty	D T Mokoena	01438-36306
IFP	L P H M Mtshali/ S Felgate	0358-20-2167
Intando Ysizwe	V S Mahlangu c/o J S Mabona	01215-2548
Inyandza Nat Mvmnt	T J Ndaba	013140-879
Labour Party	D Curry	021-45-3706
NIC/TIC	Y Vawda	031-301-1316
	H Ebrahim	012-28-4450
	H Ebrahim	ask for fax
National Pty	G Bartlett	012-28-4450
		021-461-0859
National People's Pty	M Mohanlall	012-322-8699
	O Ganie	021-403-2971
Solidarity Party	Y Moolla	0331-42-7828
SACP	G Fraser-Moleketi	0324-21446
		011-836-8366
		or 838-2816
Transkei Gvt	Z Titus	0471-23876
United People's Frt	c/o PR Chief Min	0156-35244
Venda Gvt	C Neluvhalani: Chief Gvt Liaison Off	0159-23172
Ximoko Prog Pty	H M Matjokana/Ackron	01526-23140 or Ria Meyer on 01526-24646 ask for fax

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WRKGROUP\IMPLTIME\MINFEB24.WI (2)

WORKING GROUP 5\MINUTES\FEBRUARY 24

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

**MINUTES OF THE INFORMATION PLENARY OF WORKING GROUP 5 HELD AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY AT 14H00**

**PRESENT:** See Addendum A

**APOLOGIES:** R Ramontja United People's Front  
SS Ripinga Inyandza National Movement  
QJ Qetuka Ciskei Government

**CHAIR:** Mr N Mbonani

1. **Report-back from the Steering Committee on recommendations made to the Daily Management Committee regarding the task of Working Group 5**
  - 1.1 The recommendations tabled at the DMC meeting of 17 February 1992, as detailed in Addendum B, were read and noted.
  - 1.2 Against the background of telephonic conversations which took place in reaction to the tabling of these recommendations at the DMC meeting of 17 February 1992, between Mr LPHM Mtshali (in his capacity as chairperson of the Steering Committee meeting of 17 February 1992) and Mr PJ Gordhan (in his capacity as chairperson of the DMC) the contents of the memorandum from Mr PJ Gordhan (Addendum C) were read and noted.
  - 1.3 The Natal/Transvaal Indian Congress registered its disapproval of the tone and mood of Mr LPHM Mtshali's reaction to Mr PJ Gordhan's attempts to discuss the issue telephonically, questioning whether such a reaction had been in keeping with the spirit of CODESA and in the best interests of the Working Group.
  - 1.4 Mr. LPHM Mtshali registered his objection to the comments passed by the Natal/Transvaal Indian Congress.
  - 1.5 It was agreed that, noting the dynamics recorded under Items 1.3 and 1.4 above:
    - 1.5.1 All further communication between the chairperson of the Steering Committee and the DMC/Secretariat concerning matters of principle should be in writing.
    - 1.5.2 The Steering Committee and its chairperson should be flexible regarding communication procedures on other matters.
2. It was noted that a complete set of minutes from the most recent meetings of all other Working Groups and their Steering Committees will be tabled at each full plenary session

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of the Working Group.

3. It was agreed that the reports from the two sub-groups will be tabled at the plenary session to take place on Monday 2 March 1992.
4. The paper distributed by the Bophuthatswana Government for the information of the Working Group was acknowledged.
5. The meeting closed.

Addendum A

The following people signed the attendance register:

Organisation	Delegate	Adviser
ANC	Z Skweyiya	G Bizos
Bophuthatswana Govt	IJ Reid	C Carolus
Ciskei Government	TM Setiloane	AM Boikanyo
Democratic Party	PP Jacobs	BH Muller
Dikwankwetla Party	MN Poni	P Gastrow
Inkatha Freedom Party	RM Burrows	JJ Walsh
Intando Yesizwe Party	RR Hulley	P Thaele
Inyandza Nat Movement	ST Leokaoko	ARL Xaba
Labour Party	DT Mokoena	P Smith
NIC/TIC	LPHM Mtshali	M Zondi
National Party	FX Gasa	JS Mabona
National People's Party	VS Mahalangu	S Mtsweni
Solidarity Party	N Mbonani	TR von Benecke-Jordaan
SACP	DS Kunene	GG Zama
SA Government	SS Ripinga	A Essop
Transkei Government	Mrs Y Bassier	K Lategan
United People's Front	D Curry	N Balton
Venda Government	H Ebrahim	F Meer
Ximoko Progressive Party	Y Vawda	P Mathee
	G Bartlett	D Streicher
	C Fisser	VP Rattan
	O Ganie	AL Singh
	DK Padiachey	N Naranjee
	Y Moolla	I Osman
	NM Raju	A Masondo
	D Mvelase	HP Fourie
	C Dlamini	JM Spaarwater
	L Wessels	N Mabude
	A Williams	PG Qokweni
	N Bebeza	IKE Moloko
	G Zilwa	M Mphaphuli
	MJ Duba	E Randima
	KR Malatji	SE Mathumbu
	E Lukhaimane	ML Nkuna
	LS Ramavhoya	
	HM Matjokana	
	DZJ Mtebule	

P Saxby (minutes)

**ISSUES EMERGING FROM THE MEETINGS OF WORKING GROUP 5 AND ITS STEERING COMMITTEE ON MONDAY 17 FEBRUARY 1992**

It was agreed:

1. That it should be recommended to the DMC that Item 3.3 of the 'Extracts of the minutes of the DMC meeting of 6 February 1992 concerning the relationship between WG5 and the DMC' (taken directly from those minutes and itemised accordingly) should read as follows:  
  
"With Items 3.2 and 3.3 above in mind, and regarding Item 1.1.4 'b' of the Terms of Reference of WG5, issues pertaining to **administrative** process and procedure should be addressed by the DMC, and issues pertaining to **political** process and content should remain the responsibility of WG5."
2. That, in order to resolve the issue of an appropriate mechanism for communication between the other WGs and WG5, it should be recommended to the DMC that:
  - 2.1 Copies of the minutes of all other WG plenary sessions to date, together with summaries of recommendations and agreements emerging from these plenaries, should be made available to WG5 at the earliest possible opportunity.
  - 2.2 Henceforth, all minutes of other WG plenaries, and appropriate summaries, should be made available to WG5 at its next plenary session.
3. That, regarding the meeting between the Secretariat and representatives of the WGSCs, an appeal should be made to the DMC:
  - 3.1 To observe normal CODESA structures.
  - 3.2 To ensure that, should it be necessary to call similar meetings in the future to address WG matters, such meetings should be chaired by a member of the DMC and not by a member of the Secretariat.
  - 3.3 To ensure that, in the event of such meetings being called again, an agenda is formulated and circulated to the members of each WGSC in good time so that WGSC representatives can prepare adequately for the meeting.



Addendum C

TO: Chairperson WGSC5  
FROM: Chairperson DMC  
DATE: 21 February 1992

---

Dear Mr Mtshali

With reference to our telephone conversation of 21 February 1992, I feel that it is very unfortunate that you did not see fit to allow the matters raised by WGSC5 to the DMC (copy of the document received by the DMC is attached to this letter) to be discussed and clarified over the telephone.

In pursuance of your insistence that any communication from the DMC should take place in writing, I wish to record the following responses of the DMC to WGSC5:

Regarding Item 1: The minutes of the DMC meeting of 6th February 1992 have now been amended to incorporate the amendments which appeared in the note from the WGSC5.

Regarding Item 2: The Secretariat has been asked to attend to this matter and I understand that minutes have been circulated to members of the WGSC5 and will be available to Working Group members on Monday 24th February 1992.

Regarding Item 3:

- a) The Secretariat is a "normal CODESA structure" as is evident in the organogram appended to this letter which was approved at CODESA 1.
- b). In view of the above, the Secretariat will be asked from time to time to meet with the WGSCs. However, the DMC had already decided to meet with all WGSCs at an appropriate time in the near future.
- c) Insofar as the circulation of the agenda is concerned: prior to the meeting on 17 February 1992 between the WGSCs and the Secretariat, all WGSCs had been sent extracts of the minutes and decisions of meetings of the MC, DMC, WGs and WGSCs. These extracts were sent with a covering note (which is attached to this letter) which tables the matters arising from these extracts for the purposes of the meeting's agenda. As there were no additional items raised by the WGSCs, Mr Van Der Merwe proceeded with the items as they

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appeared in the covering note. As this was the first meeting, the Secretariat - as the note indicates - preferred not to prescribe what should be discussed and simply drew upon what was evident from minutes and looked forward to the input of WGSCs for their views.

We trust that the above has helped to clarify any misunderstanding and/or discrepancy. We further hope that the DMC and WGSC5 - which have vital responsibilities of coordinating different aspects of the work of the Working Groups - will be able to establish a harmonious modus operandi.

Through you, I would like to appeal to the members of WGSC5 that we do not confine our communication to the written word. In the nature of CODESA and to help the process, it is useful and necessary to have open lines of communication, including telephonic and personal contact.

Yours sincerely

  
P. Gordhan  
CHAIRPERSON  
DAILY MANAGEMENT COMMITTEE



TO: REPRESENTATIVES OF WGSC'S ATTENDING THE JOINT MEETING WITH  
THE SECRETARIAT ON MONDAY 17 FEBRUARY 1992 AT 08H00 AT THE  
WORLD TRADE CENTRE

FROM: CODESA SECRETARIAT

Enclosed herewith are extracts of minutes and decisions of meetings of the MC, DMC, WG's and WGSC's. These cover the following issues:

1. Interaction between WG's and the relationship between WG's/WGSC's and the DMC/MC.
2. Working Groups and the media
3. Chairpersonship of Working Groups
4. Rapporteurs in the Working Groups
5. The mechanisms for handling, tabling and copying of submissions by parties/organisations/administrations to WG's

We are sending these to you as background information and on the assumption that issues to be dealt with at the joint meeting will flow from these extracts.

The meeting may, of course, add any other issues on to the agenda.

Regards

M Maharaj and SS van der Merwe  
CODESA SECRETARIAT

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SECRETAR\DOCUMENT\SECGSC.SD (2)

WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

**ISSUES TO BE ADDRESSED AT THE MEETING BETWEEN THE SECRETARIAT AND REPRESENTATIVES OF WORKING GROUP STEERING COMMITTEES, TO TAKE PLACE AT THE WORLD TRADE CENTRE ON MONDAY 17 FEBRUARY AT 08H00**

**Extracts from MC, DMC, Working Group and WGSC minutes**

**DMC Minutes 6 February:**

- Item 3.2 The MC, and the DMC as its executive body, have been charged to supervise and to co-ordinate Working Group activities by CODESA 1.
- Item 3.3 That the DMC suggestion that a distinction be made between process/procedure and content is useful in delineating the respective roles of the DMC and WGSC5.
- Item 3.6 The Secretariat should investigate appropriate communication mechanisms between the two bodies, and between WG5 and other Working Groups, with regard to the circulation of minutes and the dissemination of information emerging from the Working Groups.
- Item 3.7 With this in mind, the Secretariat should meet with two members of each of the WGs, and it should report back to the DMC on this matter at the next DMC meeting.
- Item 3.9 A sub-meeting between the Secretariat and members of WGSC5 should delineate specific responsibilities as contained in the Terms of Reference of WG5 on the basis of the mechanisms detailed above.
- Item 3.11 Regarding the role of the Group Secretary, he/she should, if called upon to do so by the chairperson, provide information to the Working Group as requested. However, his/her function is essentially administrative.
- Item 3.12 Regarding the role of the Secretariat, it was noted that this is the executive arm of the DMC and a mechanism for co-ordinating the activities of CODESA with this in mind.
- Item 3.14 Regarding the communication of decisions recorded in the minutes, as outlined under Item 3.6 above:
- 3.14.1 Minutes should be approved before the decisions recorded therein are circulated.
- 3.14.2 Specific decisions of the DMC in respect of the WGSCs may be recorded in separate minutes and approved by the chairperson for immediate circulation, noting that such decisions should be ratified as a part of the overall minutes of the meeting in question at its next session.
- 3.14.3 All DMC decisions concerning WG5 should be communicated in document form to WGSC5.

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WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

- Item 4.1.1 The procedure for the presentation of submissions at Working Group meetings should be determined by the Working Group and its chairperson.
- Item 4.1.3 Mechanisms for Working Group reports to the next full plenary of CODESA should be addressed by the MC, noting the need for balance amongst the rapporteurs.
- Item 4.1.4 Regarding rapporteurs:
- 4.1.4.1 These should be appointed from amongst Working Group delegates or advisers. The participating organisations concerned may call in substitutes for the persons in question.
- 4.1.4.2 The Secretariat should formulate and circulate guidelines for the tasks of the rapporteurs, recommending that the number of rapporteurs does not exceed two per Working Group.
- Item 7.4 Media statements on behalf of Working Groups:
- It was agreed that:
- 7.4.1 The mechanism currently employed should be continued.
- 7.4.2 In the event of the DMC not meeting after the WGs and therefore not being available to formulate a media statement, the Secretariat should meet with the chairpersons of each Working Group (either individually or collectively) to draft an appropriate statement.

**MC minutes 10 February**

- Item 5.3.1 It was agreed that the DMC should investigate the merits of a more uniform rotation mechanism for the Working Group chairpersonship, noting the autonomous nature of the WGs.

**Working Group 1 & WGSC1**

**WGSC1 3 February**

- 2.1.4 That, noting that a media conference is planned to be held after the MC meeting on 10 February in order to invite submissions to each WG, it was proposed that the Chair should establish what latitude WGSC1, on behalf of WG1, has in planning its own advertisement and;
- 2.1.5 that, bearing in mind the area of work of WG1, the chair make a recommendation to the MC that, while WGSC1 recognises the need for a press conference it sees, in addition, a need for its own advertisement, to be inclusive of the Terms of Reference of all Working Groups.

**WG1 6 February**

WORKING GROUP STEERING COMMITTEES\MEETING WITH SECRETARIAT\17 FEBRUARY

- 4.3.2 That the Chair undertake to raise with the MC the possibility of all documentation being sent to all delegates and advisers instead of just the heads of delegations.

**Working Group 2 & WGSC2**

Nothing relevant.

**Working Group 3 & WGSC3**

Most recent minutes of WGSC3 not available.

**WG3 6 February**

- Item 4.3.1 It was decided to request the MC to draw up guidelines for the uniform appointment of chairpersons for the WGs. Uniformity in terms of the time the chair presides, as well as the principle of impartiality and others enunciated in the first WG3 meeting, should be kept in mind.

**Working Group 4 & WGSC4**

Nothing relevant.

**Working Group 5 & WGSC5**

**WGSC5 10 February** (not yet approved by the chairperson)

- Item 2 Under a point of order, the issue of substitutes for members of WGSC5 was raised. It was agreed that.....the chairperson should also raise the issue with the DMC.

- Item 6.1.1 It was also agreed to recommend to the DMC, through the Secretariat, that Item 3.3 of the minutes of the DMC (6 February) should read "**administrative** process/procedure and political process and content".

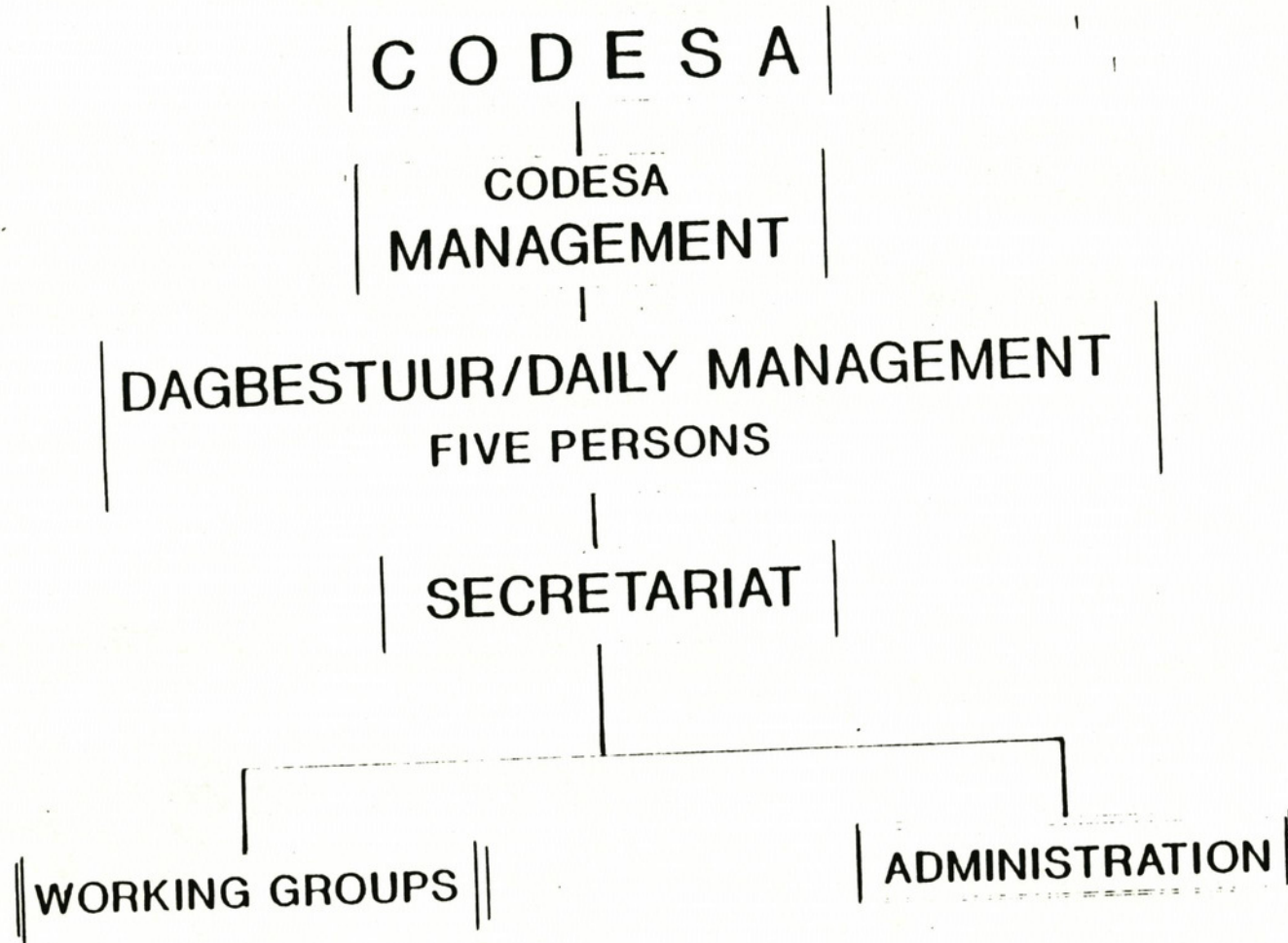
- Item 6.1.2 It was agreed to recommend to WG5 that Item 1.1.4 'b' and 'e' of the Terms of Reference should be managed by the DMC and the Secretariat respectively. This was done on the understanding that the two items ultimately stay the responsibility of WG5.

**Guidelines for Chairpersons of Working Groups of CODESA**

- Item 3.3 Typing and photocopying facilities will be available before, during and after meetings for Working Group and sub-committee documents. This will, however, not apply to documents submitted to Working Groups or sub-committees by individual parties.

- Item 3.4 Any minute or document finally adopted by a Working Group should be signed by the Chairperson/s, so as to indicate that it is the authorised version.

STRUCTURE FOR CODESA





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WORKING GROUP 5\STEERING COMMITTEE\MINUTES\24 FEBRUARY

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

**MINUTES OF THE MEETING OF THE STEERING COMMITTEE OF WORKING GROUP 5, HELD AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY 1992 AT 16H15**

**PRESENT:**

GS Bartlett	National Party
D Curry	Labour Party
R Burrows	Democratic Party
Y Moolla	Solidarity Party
LPHM Mtshali	Inkatha Freedom Party
D Mvelase	SA Communist Party
Z Skweyiya	African National Congress
O Ganie	National People's Party (incoming chairperson of the next plenary session)
P Saxby (minutes)	

**APOLOGIES:**

R Ramontja	United People's Front
------------	-----------------------

**1. Chairperson's opening remarks**

The meeting was chaired by Mr GS Bartlett.

**2. Adoption of agenda**

The agenda was adopted, without amendment.

**3. Ratification of the minutes of the previous meeting and matters arising**

3.1 The minutes were adopted, subject to the following amendments:

3.1.1 Under 'PRESENT', it was noted that Mr Bartlett's initials should read GS.

3.1.2 Item 6.4.1 should read:

"The information plenary session for Monday 24 February 1992 should be chaired by Mr N Mbonani, with Mr LPHM Mtshali reporting back."

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3.1.3 The heading of Addendum A of the minutes should read:

"ISSUES EMERGING FROM THE MEETINGS OF WORKING GROUP 5 AND ITS STEERING COMMITTEE ON MONDAY 17 FEBRUARY 1992"

3.2 It was noted that Items 4.1 and 5.2 of the minutes, relating to the functioning of Working Group 5 in the context of its relationship with the Daily Management Committee and the Secretariat, should be discussed at the information plenary.

**4. Matters arising from the meetings of Working Group 5 and the other Working Groups**

4.1 Regarding Item 5.3 of the minutes of the Working Group 5 meeting of Monday 17 February 1992, it was agreed that at least five Steering Committee members should be present at any one Steering Committee meeting in order to form a quorum.

**Action 4.2** It was agreed that:

4.2.1 The secretaries/minute takers of the other Working Groups and their Steering Committees should each be requested to provide a summary of key decisions emerging from their meetings as an addendum to their minutes, in order to facilitate the work of Working Group 5.

4.2.2 Mr GS Bartlett, in his capacity as current chairperson of the Steering Committee, should submit a written recommendation to the DMC in this regard.

**5. Matters raised by the Secretariat**

The meeting was referred to the report presented by Mr LPHM Mtshali at the information plenary, and the contents of the report were noted.

**6. Report on/from sub-groups**

6.1 Sub-group 1 (see Addendum A)

6.1.1 It was noted that, at its next meeting, the sub-group will divide into four task groups, each dealing with documentation emerging from one of the Working Groups 1 - 4.

6.2 Sub-group 2 (see Addendum B)

6.2.1 It was noted that:

**Action** 6.2.1.1 The overlap between the Terms of Reference of Sub-group 2 and the work of the other Working Groups should be carefully co-ordinated, and that

WORKING GROUP 5\STEERING COMMITTEE\MINUTES\24 FEBRUARY

the Steering Committee should address this matter at its next meeting.

6.2.1.2 Sub-group 2 will also address the question of an appropriate flow procedure for the implementation of principled decisions emerging from the other Working Groups.

6.2.1.3 Sub-group 2 will also divide into four task groups, as detailed under Item 6.1.1 above.

**Action 6.3** It was noted that the administration should be approached to provide two decision-takers for the next meeting of the sub-groups.

**7. Date of the next meeting**

7.1 It was noted that the schedule of meetings for Sub-groups 1 and 2 on Monday 2 March 1992 will be as follows:

7.1.1 Sub-group 1:

08h30 - 09h25	Meeting of Sub-group 1
09h30 - 09h45	Working Group Steering Committee meeting
10h00 - 11h30	Full plenary of Working Group 5
11h30 - 16h00	Sub-group 1 reconvenes
16h15 -	Working Group Steering Committee reconvenes

7.1.2 Sub-group 2:

09h30 - 09h45	Working Group Steering Committee meeting
10h00 - 11h30	Full plenary of Working Group 5
11h30 - 15h00	Sub-group 2 task groups meet (4 x 10 each)
15h00 - 16h00	Meeting of Sub-group 2
16h15 -	Working Group Steering Committee reconvenes

7.2 It was **agreed** that, in the event of Sub-group 1 breaking into task groups on Monday 2 March 1992, party offices should be used to accommodate these meetings and that the parties concerned should co-ordinate this.

**Action 7.3** It was noted that provision will be made for Sub-group 1 to continue with its business following the meeting of the Steering Committee, should this be necessary.

**8. Draft agenda for the next meeting of Working Group 5**

8.1 A draft agenda was agreed upon, as detailed under Addendum C.

- 8.2 It was **agreed** that an opening prayer for victims of the current wave of violence should be left to the discretion of the chairperson, and that the matter should not be formalised.
9. The meeting closed.



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WORKING GROUP 5\SUB GROUP 1\REPORT\24 FEBRUARY

Addendum A

THIS IS A DRAFT REPORT. IT IS CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE WORKING GROUP, ITS STEERING COMMITTEE, THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE.

**DRAFT REPORT FROM WORKING GROUP 5 SUB-GROUP 1, 24 FEBRUARY 1992**

Acting secretary: AL Singh (National People's Party)

**Consensus decisions**

That:

1. The meetings of the sub-group would be chaired as detailed in Addendum B. Mr JS Mabona accordingly took the chair for the first meeting.
2. The chairperson of the next meeting of the sub-group (Mr RR Hulley) would join Mr JS Mabona at the head of the table as assistant chairperson. This procedure would be adopted by rotation at future meetings.
3. Mr AL Singh would act as secretary at this first meeting.
4. Rapporteurs should be appointed as and when necessary.
5. The Terms of Reference of the sub-group should be amended as per Addendum A.
6. The sub-group should address specific key issues prioritised as follows:
  - 6.1 Process/transition timetable for negotiations:
    - \* date for CODESA 2
    - \* formation/duration of interim government
    - \* lifting of sanctions
    - \* formation/duration of constituent assembly
    - \* duration of transitional government
    - \* TBVC states (referendum, incorporation)
    - \* date of a general referendum
    - \* date of general elections
  - 6.2 Date/climate for negotiations/transition:
    - \* end to violence
    - \* release of political prisoners
    - \* return of exiles
    - \* security forces (inclusive of all)
    - \* control of media
    - \* role of traditional leaders (including the King of the Zulus)
    - \* private armies

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7. Delegates should study these key issues with a view to making inputs (preferably in writing) at the next meeting of the sub-group.
8. Regarding submissions from other Working Groups:
  - 8.1 Four task groups should be formed to analyse the minutes of Working Groups 1-4, with a view to making inputs.
  - 8.2 These task groups should be formed at the next meeting of the sub-group on Monday 2 March 1992.
9. The next meeting of the sub-group will take place on Monday 2 March 1992 at 08h30, finishing late if necessary.

Addendum A

**TERMS OF REFERENCE OF SUB-GROUP 1 (MONITORING, IMPLEMENTATION AND TIME-FRAMES)**

1. To investigate and report upon all proposals with regard to appropriate time-frames and target completion dates for all of the processes and assignments being undertaken by CODESA, its Working Groups and other bodies created as a result of agreements/decisions of CODESA (Working Group 5 Terms of Reference Item 1.1.1).
2. To identify the key issues and problems that need to be addressed (Working Group 5 Terms of Reference Item 1.1.2).
3. To identify areas of commonality and aspects where agreement already exists between participating organisations (Working Group 5 Terms of Reference Item 1.1.3).
4. Specifically, without vitiating the generality of the above, to consider whether and how to address:
  - 4.1 The practicability of setting target completion dates for all agreements/activities/decisions (Working Group Terms of Reference Item 1.1.4 'c').
  - 4.2 The monitoring of the process and the adjustment of targets whenever necessary (Working Group 5 Terms of Reference Item 1.1.4 'd').
  - 4.3 The practical effect of the implementation of agreements (Working Group 5 Terms of Reference Item 1.1.4 'i').
  - 4.4 The co-ordination of the activities of CODESA and its subsidiary bodies to ensure the greatest possible efficiency of the process towards a democratic South Africa (Working Group 5 Terms of Reference Item 1.1.4 'b').
  - 4.5 The setting of realistically attainable time-frames (Working Group 5 Terms of Reference Item 1.1.4 'h').

**ORDER OF CHAIRPERSONS FOR SUBSEQUENT MEETINGS OF SUB-GROUP 1**

- |     |                            |     |                            |
|-----|----------------------------|-----|----------------------------|
| 1.  | JS Mabona (IYP)            | 11. | AK Lukhaimane (Venda Govt) |
| 2.  | RR Hulley (DP)             | 12. | MN Poni (Ciskei Govt)      |
| 3.  | C Carolus (ANC)            | 13. | MJ Duba (UPF)              |
| 4.  | ST Leokaoke (Dikwankwetla) | 14. | C Dlamini (SACP)           |
| 5.  | GS Bartlett (NP)           | 15. | Y Moola (Solidarity)       |
| 6.  | O Ganie (NPP)              | 16. | MH Matjokana (XPP)         |
| 7.  | TM Setiloane (Bop Govt)    | 17. | TR Jordaan (Inyandza)      |
| 8.  | Y Bassier (LP)             | 18. | A Williams (SA Govt)       |
| 9.  | FX Gasa (IFP)              | 19. | N Bevaza (Transkei Govt)   |
| 10. | H Ebrahim (NIC/TIC)        |     |                            |



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WORKING GROUP 5\SUB GROUP 2\REPORT\24 FEBRUARY

Addendum B

THIS IS A DRAFT REPORT. IT IS CONFIDENTIAL AND RESTRICTED TO THE MEMBERS OF THE WORKING GROUP, ITS STEERING COMMITTEE, THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE

**DRAFT REPORT FROM WORKING GROUP 5 SUB-GROUP 2, 24 FEBRUARY 1992**

Acting Secretary: M Mabude (Transkei Government)

**Consensus decisions:**

That:

1. Advisers to delegates be given the right to speak at meetings of the sub-group.
2. With regard to the Terms of Reference of the sub-group, the specific assignment of the sub-group is to identify key issues and problems relating to legislation and to be proactive in this regard.
3. With the above in mind, areas of commonality among the Working Groups should be identified.
4. The Steering Committee should consult with the DMC on the manner in which the Working Groups are to approach the issue of legislation.
5. Regarding the modus operandum of the sub-group:
  - 5.1 The question of experts and research should be addressed.
  - 5.2 Tasks groups will be required to examine the minutes of each Working Group in relation to its particular Terms of Reference, and then to report back to the sub-group.
  - 5.3 Such task groups should be established, and should meet as deemed necessary by the sub-group.
6. The convenors of the task groups are:

P Gastrow	C Vismer
Y Vawda	Z Skweyiya
7. On 2 March 1992, the task groups will brainstorm flow procedures for the implementation of principled decisions emerging from the other Working Groups with a view to reporting back to the sub-group when it meets on the same day.
8. An appropriate mechanism for dealing with submissions received by the DMC (from interest groups outside CODESA) and concerning legislation will be addressed by the task groups when they meet on 2 March 1992.
9. The sub-group should be flexible regarding its style of working.

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10. The schedule of meetings for the sub-group and its task groups on 2 March 1992 should be as follows:

10h30 - 11h30	Full plenary of Working Group 5
11h30 - 15h00	Sub-group 2 task groups meet
15h00 - 16h00	Meeting of Sub-group 2

11. Mr DI Mokoena will preside at the next meeting of the sub-group, after which the chairpersons of the sub-group will follow the order detailed in Addendum A.

**ORDER OF CHAIRPERSONS FOR SUBSEQUENT MEETINGS OF SUB-GROUP 2**

- |     |              |     |              |
|-----|--------------|-----|--------------|
| 1.  | DI Mokoena   | 11. | C Vismer     |
| 2.  | RM Burrows   | 12. | LPHM Mtshali |
| 3.  | N Mbonani    | 13. | G Zilwa      |
| 4.  | DK Padiachey | 14. | LS Ramavhoya |
| 5.  | L Wessels    | 15. | D Curry      |
| 6.  | DZJ Mtembule | 16. | D Mvelase    |
| 7.  | SS Ripinga   | 17. | IKE Moloko   |
| 8.  | Z Skweyiya   | 18. | AM Boikanyo  |
| 9.  | Y Vawda      | 19. | PP Jacobs    |
| 10. | I Osman      |     |              |

**DRAFT AGENDA FOR THE MEETING OF WORKING GROUP 5 TO BE HELD AT THE  
WORLD TRADE CENTRE ON MONDAY 2 MARCH AT 10H00**

1. Chairperson's opening remarks
2. Adoption of agenda
3. Ratification of the minutes of the Working Group 5 meeting of 17 February 1992
4. Matters arising from the minutes of the meetings of:
  - 4.1 Working Group 5 (17 February 1992)
  - 4.2 Working Group 5 Steering Committee (17 and 24 February 1992)
5. Matters raised by the DMC/Secretariat
6. Reports from sub-groups:
  - 6.1 Sub-group 1
  - 6.2 Sub-group 2
7. New business
8. Date of next meeting
9. Closure



WRKGROUP\IMPLTIME\MINFEB24.WI (2)

WORKING GROUP 5\MINUTES\FEBRUARY 24

**DATE:** 27 February 1992  
**FAX TO:** All heads of delegation of Working Group 5  
**FROM:** Pam Saxby  
**RE:** Documentation for the next meeting of Working Group 5, Monday 2 March 1992

Attached, please find the following documentation:

- \* draft minutes of the Working Group meeting of 24 February 1992 (and three addenda)
- \* draft minutes of the Steering Committee meeting of 24 February 1992 (and three addenda)
- \* agenda for the next meeting of the Working Group

Please be advised that the fax containing Working Group 1 Sub-group 3 minutes was erroneously sent to Working Group 5 heads of delegation on 26 February 1992. We apologise for this mistake, and would ask you to ignore the fax.

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WRKGROUP\IMPLTIME\AGMAR2.WI (2)

WORKING GROUP 5\AGENDA\2 MARCH

**DRAFT AGENDA FOR THE MEETING OF WORKING GROUP 5 TO BE HELD AT THE  
WORLD TRADE CENTRE ON MONDAY 2 MARCH AT 10H00**

1. Chairperson's opening remarks
2. Adoption of agenda
3. Ratification of the minutes of the Working Group 5 meeting of 17 February 1992
4. Matters arising from the minutes of the meetings of:
  - 4.1 Working Group 5 (17 February 1992)
  - 4.2 Working Group 5 Steering Committee (17 and 24 February 1992)
5. Matters raised by the DMC/Secretariat
6. Reports from sub-groups:
  - 6.1 Sub-group 1
  - 6.2 Sub-group 2
7. New business
8. Date of next meeting
9. Closure

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