

TO : MEMBERS OF WORKING GROUP 4: SUBGROUP 3  
CO-ORDINATORS OF WORKING GROUP 4

FROM : CODESA ADMINISTRATION

QUERIES : LOVEDALIA / GERDA

RE : DRAFT MINUTES - 2 MARCH  
DRAFT AGENDA - 4 MARCH  
SCHEDULE OF MEETINGS  
DELEGATES FACT SHEET NO 2

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ANC  
Negotiations Comm (011) 333-9090  
A Nzo (011) 333-4509

BOPHUTHATSWANA GOVERNMENT  
D Schoeman (0140) 84-2943

CISKEI GOVERNMENT  
H J S Kayser (0401) 91189-951282  
T Sondiyazi (0401) 91442

DEMOCRATIC PARTY  
C Simkins (011) 339-3909

DIKWANKWETLA PARTY  
D A Thejane (0148) 30-1121 or 34043 34638

INKATHA FREEDOM PARTY  
S Felgate (0358) 20-2167  
B Anderson (011) 886-5450  
N J Ngubane (0358) 20-2493

INTANDO YESIZWE PARTY  
M J Mahlangu c/o  
J S Mabona (01215) 2548  
J L Mahlangu (01215) 2808

INYANDZA NATIONAL MOVEMENT  
T J Ndaba (013140) 744  
D Mokoena (01316) 94-0127

LABOUR PARTY  
J Douw (021) 462-2489

NIC/TIC  
P G Gordhan (031) 309-2278  
N Pillay (012) 374-4792  
Y Carrim or S Singh (0331) 95-5599

NATIONAL PARTY	
R Radue	(021) 461-7617
NATIONAL PEOPLE'S PARTY	
M Mohanlall	(021) 403-2971
L Dwarkapersad	(031) 48-9654
SOLIDARITY PARTY	
D Bagwandeem	(031) 28-7130
SA COMMUNIST PARTY	
G Fraser-Moleketi	(011) 836-8366 or 838-2816
L Nyembe	(011) 403-2341
TRANSKEI GOVERNMENT	
Z Titus	(0471) 23876
M Titus	(0471) 31-2122
UNITED PEOPLE'S FRONT	
c/o Chief PR Minister	(0156) 35244
E R Maponya	(0156) 37149
VENDA GOVERNMENT	
C Neluvhalani :	
Chief Gov Liaison Off	(0159) 23172
S E Moeti	(0159) 22971
XIMOKO PROGRESSIVE PARTY	
J C Ackron	(01526) 23140
T W Tshabalala	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 3**

**FROM : CODESA ADMIN - DIANNE**

**DATE : 4 MARCH 1992**

**RE : DRAFT MINUTES - 2 MARCH  
DRAFT AGENDA - 9 MARCH  
DELEGATE FACT SHEET NO 2  
SCHEDULE OF MEETINGS**

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 of meeting to be held on 9 March 1992.
3. Delegate Fact Sheet No 2.
4. Schedule of meetings for the week ending Friday, 13 March 1992.

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

Regards.



DRAFT AGENDA FOR WORKING GROUP 4, SUBCOMMITTEE 3 MEETING ON MARCH 9, 1992 AT THE WORLD TRADE CENTRE AT 10H00.

1. **Opening remarks by Chairperson and adoption of Draft Agenda.**
2. **Adoption of minutes of the meeting of Subgroup 3 held on March 2, 1992.**
3. **Progress on assembling material identified in the minutes of Subcommittee 3 meeting held on February 18, 1992:**
  - 3.1. SA Government
  - 3.2. TBVC Governments
    - 3.2.1. Transkei
    - 3.2.2. Bophuthatswana
    - 3.2.3. Venda
    - 3.2.4. Ciskei
  - 3.3. Development Bank of SA
4. **Land transfer moratorium**
  - 4.1. Reports from Venda and Ciskei
  - 4.2. Debate
5. **Appointment of Rapporteur**
6. **Any other business**
  - 6.1.
  - 6.2.
  - 6.3.
7. **Date of next meeting**
8. **Adjournment**



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

MINUTES OF THE THIRD MEETING OF SUBGROUP 3 (THE ADMINISTRATIVE, FINANCIAL AND PRACTICAL EFFECTS OF REINCORPORATION OF THE TBVC STATES) HELD AT THE WORLD TRADE CENTRE ON MONDAY, MARCH 2, 1992 AT 10:00.

PRESENT: Delegates (See Addendum A)  
 Mr JL Mahlangu (Chairperson)  
 Werner Viljoen (Minutes)

1. **Chairperson's opening remarks and adoption of draft agenda**

The delegates were welcomed by the Chairperson and the draft agenda was adopted.

2. **Ratification of the minutes of Subgroup 3 meeting held on 24 and 25 February 1992**

The minutes of the second meeting of Subgroup 3 were ratified subject to the following amendments that were agreed upon:

- 2.1. 3. substitute "checklist" for "this"
  - 3.1. "See 10 : Submissions " altered to read "See 11: Information received."
  - 3.2. Add "(See 11: Information received)"
- 2.2. 4.2. substitute "may" for "should"
- 2.3. 7.2. Add: "in respect of the preamble" to "A submission was made by Solidarity"
- 2.4. 9.1. Add: "Proposal of the Democratic Party" to "Land moratorium"  
 Add: "to the TBVC states" to line 1.
- 2.5. 9.2. Insert "sufficient" before "consensus was reached on the following points"
- 2.6. 9.3. Correct numbering:
  - 9.2.3. to become 9.3.1.
  - 9.2.4. to become 9.3.2.
- 2.7. 9.3.2. Substitute "transfer" for "identification"

2.8. 11. Information received

Include: Bophuthatswana noted that it would be difficult to provide information regarding Bophuthatswana on B.2.1. and B.2.2.

2.9. Correct numbering:

"11" to become "12 Adjournment"

3. Appointment of rapporteurs

3.1. It was agreed that a deadlock had been reached on the nomination of a rapporteur.

It was agreed that the matter would be referred to Working Group 4 for resolution and the decision of Working Group 4 would be final.

It was agreed that two options were open:

1. That Working Group 4 take a decision on one of the nominees.
2. That Subgroup 3 motivate for the appointment of two rapporteurs, in which case both nominees be appointed.

3.2. Consensus was not reached on the workload of the rapporteur/rapporteurs for Subgroup 3.

4. Progress on assembling material identified in the minutes of the meeting of Subgroup 3 on February 18, 1992.

4.1. SA Government

See paragraph 9 headed "Information received"

The SA Government document on Bophuthatswana's finance was tabled with the following corrections:

4.1.1. TOTAL BOPHUTHATSWANA STATE DEBT AS AT 31 JANUARY 1992:

R416 668 000 000

4.1.2. GUARANTEES ISSUED BY BOPHUTHATSWANA TO PARASTATALS AND LOCAL GOVERNMENTS:

R272 000 000

4.2. TBVC Governments

4.2.1. Transkei

See paragraph 9 headed "Information received"



4.2.2 Bophuthatswana

It was reported by the Bophuthatswana Government that the collection of information is progressing and will be available at the next meeting.

4.2.3. Venda

The Venda Government reported that the outstanding information will be available at the next meeting.

4.2.4. Ciskei

The Ciskei Government reported that information is being compiled and the Ciskei Government will start providing information at the next meeting.

5. Land transfer moratorium

5.1. Reports from the TBVC Governments

5.1.1. Transkei

See document headed "Transkei information on the transfer of land."

5.1.2. Bophuthatswana

Bophuthatswana still reserves its position on the question of a moratorium being placed on the transfer of land.

5.1.3. Venda

Venda must still supply a list of land in the process of transfer.

5.1.4. Ciskei

A list from the Ciskei Government is still outstanding.

It was agreed that Subgroup 3 still stands by the decision as recorded in paragraph 9.3. of the minutes of the meeting of Subgroup 3 held on February 18, 1992.

6. Date of the next meeting

It was agreed that the next meeting will be held on Monday, March 9, 1992, at 14:00.

7. Any other business

7.1. A letter from Ciskei Civil Servants was circulated. A copy of the letter is attached marked "Addendum C."

It was agreed that this matter is not part of the Terms of Reference for Subgroup 3.

7.2. Preamble to the Report of Subgroup 3 as submitted by Solidarity

It was agreed that this submission might be a useful guide and that the matter will be left until a rapporteur/rapporteurs had been appointed.

8. Submissions

8.1. Letter from dismissed Ciskei Civil Servants : Addendum C.

8.2. Transkei's position on Bophuthatswana's 'reservations' tabled in all Codesa Working Groups and structures : Addendum D.

8.3. UPF: Submission on Bophuthatswana's 'reservations' : Addendum E.

9. Information received

Information received from the SA Government

9.1. In terms of the Terms of Reference of Working Group 4: 4.1.1.5. and 4.1.1.5. (m) as regards Bophuthatswana's finance.

Information received from the Venda Government

9.2. 2.5. Taxation system

9.3. 2.9. Property tax

Information received from the Transkei Government

9.4. Cooperation agreement between the Government of the Transkei and the SA Government regarding Structural Adjustment.

9.5. Actuarial report on the Valuation of the Transkeian Government Service Pension Fund as at 31st March 1980.

9.6. List of institutions through which land transfers take place.

9.7. Statistics showing civil servants in Transkei.

9.8. Resume of parastatals and the functions they perform.

9.9. Information on taxation and property tax.

9.10. List of all domestic and foreign loans.

9.11. Schedule reflecting contributions and other assistance from the SA Government.

10. Adjournment

The meeting closed at 13h00.



SG3WG4MIN0203.WS (3)

SUBGROUP3/WG4/MINUTES/2 MARCH

**THE NEXT MEETING OF SUBGROUP 3 WILL BE HELD ON MONDAY, MARCH 9, 1992 AT 10:00.**

ADDENDUM A

Working Group 4: Sub-group 3

Attendance

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ANC	A Nzo
Bophutatswana Government	DW Schoeman
Ciskei Government	T Sondiyani
Democratic Party	C Simkins
Dikwnakwetla Party	DA Theyane
Inkatha Freedom Party	NJ Mgubane
Intando Yesizwe Party	JL Mahlangu
Inyandza National Movement	D Mokoena
Labour Party	J Douw
National Party	R Radue
NPP	
NIC/TIC	or S Singh
SACP	L Nyembe
SA Government	G Croeser
Solidarity Party	D Bagwandeem
Transkei Government	M Titus
UPF	ER Maponya
Venda Government	SE Moeti
Ximoko Progressive Party	TW Tshabala



Schedule of information received and submissions made to Subgroup 3 of Working Group 4 (The Administrative, Financial and Practical Effects of Reincorporation of the TBVC states).

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A. SUBMISSIONS

18-02-92

1. Ximoko Progressive Party: Comments on the re-incorporation of Bophutatswana.
2. Democratic Party: Notes on the work to be done by Subgroup 3 of Working Group 4.

24 & 25-02-92

3. Letter sent to the Development Bank by Subgroup 3.
4. Solidarity: Draft for Report on the Reincorporation of the TBVC states.
5. National Party: National Party standpoint.

02-03-92

6. Letter from dismissed Ciskei Civil Servants
7. Transkei Government: Transkei's position on Bophuthatswana's reservations tabled at all Codesa Working Groups and structures.
8. UPF: Submission on Bophuthatswana's reservations.

B. INFORMATION

18-02-92

1. SA Government:
2. Transkei Government: SECOSAF list

24 & 25-02-92

3. Information received from the Bophuthatswana Government
  - 3.1. Estimate of the Expenditure to be defrayed from the Revenue Account during the year ending 31 March 1992.
  - 3.2. Southern Africa: An interstate comparison of certain salient features.
  - 3.3. An overview of the GGP of the Developing Regions of South Africa.
  - 3.4. SATBVC Countries: Statistical Abstracts.
  - 3.5. Southern Africa Population Projections: 1995-2005.
4. Information received from the Venda Government
  - 4.1. Venda Government document on the Rationalization of Parastatals.
  - 4.2. Venda Government document: Pension situation : Status Actuarial Report.
5. Information received from the SA Government
  - 5.1. Terms of Reference of Working Group 4: 4.1.1.5.(m): Background material regarding Transkei's finance.
  - 5.2. Terms of Reference of Working Group 4: 4.1.1.5.(m): Background material regarding Venda's finance.
  - 5.3. Terms of Reference of Working Group 4: 4.1.1.5.(m): Background material regarding Ciskei's finance.

02-03-92

6. Information received from the SA Government
  - 6.1. Terms of Reference of Working Group 4: 4.1.1.5.(m): Background material regarding Bophuthatswana's finance.



7. Information received from the Venda Government
  - 7.1. In terms of the minutes of the meeting of the Subgroup held on 18-02-92:
    - 2.5. Taxation system
    - 2.9. Property tax
8. Information received from the Transkei Government
  - 8.1. Cooperation agreement between the Government of the Transkei and the SA Government regarding structural adjustment.
  - 8.2. Actuarial report on the Valuation of the Transkeian Government Service Pension Fund as at 31st March 1980.
  - 8.3. List of institutions through which land transfers take place.
  - 8.4. Statistics showing civil servants in Transkei.
  - 8.5. Resume of parastatals and the functions they perform.
  - 8.6. Information on parastatals and property tax.
  - 8.7. List of all domestic and foreign loans.
  - 8.8. Schedule reflecting contributions and other assistance from the SA Government.

ADDENDUM C.

FAX NO: 0408 - 22041

FROM: DISMISSED LISKEI CIVIL SERVANTS  
TO: COBESA WORKING COMMITTEE

RE-INSTALEMENT OF CIVIL SERVANTS


WE ABOVE NAMED WHISH TO BRING TO YOUR URGENT ATTENTION THE FACT THAT MORE THAN 3000 CIVIL SERVANTS WERE DISMISSED BY THE LISKEI GOVERNMENT IN APRIL 1991 BECAUSE THE GOVERNMENT DID NOT HONOUR AN AGREEMENT SIGNED ON THE 1<sup>st</sup> MARCH 1991 CONCERNING PARITY.

VARIOUS MEANS OF SOLVING THIS PROBLEM HAVE BEEN TRIED INCLUDING THE INITIATIVE TAKEN BY THE BORDER LISKEI DISPUTE RESOLUTION COMMITTEE WITH NO SUCCESS DUE TO THE STURBBONNESS OF THE LISKEI MILITARY RULER BRIG. D.J. GOZD.

TO OUR SURPRISE THIS ISSUE IS A YEAR OLD WHEREAS THE GOVERNMENT KEEPS ON SIGNING PEACE ACCORD TIMEOUSLY, ATTENDING COBESA WHILST HE HAS LEFT THOUSANDS CIVIL SERVANTS JOBLESS.

AS A RESULT OF THE LISKEI GOVERNMENT ACTION THOUSANDS OF FAMILIES INCLUDING STUDENTS ARE FACING STARVATION AND UNABLE TO COPE WITH THEIR FAMILIES.

WOULD YOU PLEASE ADDRESS THIS ISSUE AND BRING SOLUTION BEFORE ANY LOSS OF LIVES.

  
X. NOFUKWA

SECRETARY



TRANSKEI'S POSITION ON BOPHUTHATSWANA'S 'RESERVATIONS' TABLED  
IN ALL CODESA WORKING GROUPS AND STRUCTURES

Bophuthatswana Government has re-affirmed her refusal to accede to the Declaration of Intent of CODESA. She categorically absolves herself from being bound by any Codesa decisions which are not consistent with her sovereign status. Bophuthatswana is therefore by implication asserting her right to deliberate in our protracted discussions without being bound by any decisions arrived at by consensus. Notwithstanding that by her participation she may negatively influence discussions aimed at reaching consensus in any matter that impacts on the transformation process which seeks to attain a democratic, nonracial, united South Africa.

Bophuthatswana's refusal to sign the Declaration of Intent and her tenacious clinging to the principle of her inviolable sovereign status is fundamentally at variance with the central spirit of the Declaration of Intent to which all but two organizations, parties and administrations have appended their signatures. It is difficult to understand how her participation can advance the cause of CODESA which has set out to find the way forward to a united South Africa of which Bophuthatswana is not poised to be a part.

She unambiguously places herself outside the mainstream of thought, embodied in sufficient consensus by her submission that

"Concerning any ruling at any session of a meeting of CODESA or its working groups, to the effect that "sufficient consensus" is the appropriate measure required for proper decision-making in any particular case, the Bophuthatswana Government places on record that, it specifically reserves the right to dissociate itself from decisions of CODESA taken by "sufficient consensus" where such decisions affect Bophuthatswana."

It is apparent from this position that as far as Bophuthatswana is concerned the fate of that territory and its people is matter for that government to concern itself with and decide on, not CODESA. What then is the rationale behind Bophuthatswana's participation in CODESA?

More often than not in discussions she takes positions which militate against the attainment of sufficient consensus even though she is not necessarily bound by such decisions.

However, she concludes that she is bound by decisions reached together with other participants in CODESA, and commits herself to "implementation thereof" within their "capacity; powers and authority". Provided that we shall not be bound by, nor shall we be obliged to implement any decision of CODESA, if such decision directly or indirectly conflicts with, affects or impinges



on the sovereign independent status or autonomy of Bophuthatswana, or in any way pertains to the incorporation of its territory,".

The whole CODESA exercise is directed at correcting the historical wrong of balkanising South Africa under the apartheid experiment. The Declaration of Intent has laid down basic principles to which parties commit themselves and undertake to work towards the dismantling of apartheid and putting in its place ONE South Africa governed by a democratic ethic. That United South Africa precludes Bophuthatswana as far as that government is concerned.

We love our brothers and sisters in Bophuthatswana. We would have liked to embrace them into the Common South African fold. Alas they demur at such overtures and choose to stay out in the Cold. We in Transkei cannot find any justification for her continued participation in CODESA if that forum is to do its brief smoothly and unhampered. We recommend that, in view of the fact that her presence in the deliberations may in the long run influence them positively, she continues to sit in our deliberations as an observer. Considering that her participation in discussions is a contradiction of her stated position, she is expressly barred from active participation, a situation she has opted for by her own volition. Alternatively, Bophuthatswana should be allowed to participate in CODESA discussions, but her views should not be taken into account when determining Consensus.

UNITED PEOPLE'S FRONT

SUBMISSION TO CODESA

CONSENSUS.

The United People's Front, noting with great concern the reservation statement submitted to Codesa on 24 February 1992 by the Bophuthatswana Government, recommends that they (Bophuthatswana) be excluded in any assessment of Consensus at all Codesa meetings.



## **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**

C O D E S A

SCHEDULE OF MEETINGS

UPDATE : 04 MARCH, 1992 - 07:30

MEETING SCHEDULE MON 9 MARCH, 1992

GROUP	NUMBER	START/END	MEALS	ROOM
DMC	10	07:30-08:30	-	
WG1 SG2	40	08:00-12:30	12:30	
MAN COMM	45	08:30-10:00	-	
WG5 SG1 TG1	10	09:00-13:00	13:00	
WG5 SG1 TG2	10	09:00-13:00	13:00	
WG5 SG1 TG3	10	09:00-13:00	13:00	
WG5 SG1 TG4	10	09:00-13:00	13:00	
WGSC 5	8	09:30-10:00	-	
WGSC 3	13	09:30-10:00	-	
WG4 SG1	20	09:30-13:00	13:00	
WG2	80	10:00-16:30	13:00	
WG3	80	10:00-16:05	13:00	
WG4 SG2	20	10:00-13:00	13:00	
WG4 SG3	20	10:00-13:00	13:00	
WG4 SG4	20	10:00-13:00	13:00	
WG5 SG2	40	10:00-16:00	13:00	
WGSC 1	10	12:30-13:30	-	
WG1 SG1	40	13:30-18:00	12:30	
WG4	80	14:00-17:00	-	
WG5 SG1	40	14:00-16:00	-	
WGSC 5	8	16:00-17:30	-	
WGSC 3	13	16:00-17:30	-	
DEC INT	10	17:00-18:00	-	
WGSC 4	10	17:00-18:30	-	

UPDATE : 26 FEBRUARY, 1992 Cont....



UPDATE : 04 MARCH 1992 Cont....

TUESDAY 10 MARCH, 1992

GROUP	NUMBER	START/END	MEALS	ROOM
SECURITY SUB COMM	10	14:00-16:00	-	

PROVISIONAL ADVANCE PROGRAMME

DATE	GROUP	NUMBER	START/END	MEALS
MON 16 MAR	WGSUB(1) 1	40	08:00-12:30	12:30
MON 16 MAR	WG 2	80	10:00-15:00	13:00
MON 16 MAR	WGSUB(3) 1	40	13:30-18:00	13:00
TUES 17 MAR	SECURITY SUB COMM	10	09:00-10:00	-
MON 23 MAR	WGSUB(1) 1	40	08:00-12:30	12:30
MON 23 MARCH	WGSC 3	13	09:30-10:00	-
MOM 23 MARCH	WG 3	80	10:00-16:45	13:00
MON 23 MAR	WG 2	80	10:00-12:30	13:00
MON 23 MAR	SECURITY SUB COMM	10	09:00-10:00	-
TUES 24 MAR	WGSUB(3) 1	40	08:00-12:30	12:30
TUES 24 MAR	WG 3	13	09:00-16:45	13:00
TUES 24 MAR	WGSUB(2) 1	40	13:30-18:00	12:30
TUES 24 MAR	WGSC 3	13	17:00-18:00	-