

## **GUIDELINES FOR CHAIRPERSONS OF WORKING GROUPS OF CODESA**

**Adopted at the Management Committee Meeting on 13 January 1992**

### **1. TERMS OF REFERENCE**

The Terms of Reference of each Working Group were adopted by the First Plenary Session of CODESA, on 21 December 1991.

### **2. THE GENERAL FUNCTIONING OF THE WORKING GROUPS**

- 2.1 The Working Groups should take into account that the next plenary session of CODESA will be held not later than the end of March, with a view to making progress reports. It is therefore necessary that the Working Groups take this into account in planning their programmes of work (cf Transcription of CODESA p227)
- 2.2 The Working Groups should be formed on the basis of each participating organisation nominating 2 persons to serve on each Working Group, together with 2 advisers; these should be nominated by 10 January 1992 (cf Transcription p227)
- 2.3 Each Working Group shall determine ways and means by which women's and other interest groups which are not participating in CODESA may make submissions to that Working Group on matters relevant to its Terms of Reference
- 2.4 The first meeting of the Working Groups will take place on January 20 1992, in order to determine how they will approach their work and a programme according to which they will function (cf Transcription p227)
- 2.5 The first working session of the Working Groups is scheduled for 6 February 1992 (cf Transcription p227)
- 2.6 The Management Committee will supervise the work of the Working Groups (cf Transcription p224)
- 2.7 The Working Groups should elect their own Chairperson(s), and in the event that a Chairperson is drawn from a participating organisation, that organisation will be entitled to bring in another person to actually fill the vacancy (cf Transcription p249), subject to any amendments/modifications made by the Daily Management Committee
- 2.8 The leaders of delegations may introduce substitutes for both delegates and advisers whilst the Working Groups are in session. It will be the responsibility of each Working Group Chairperson to ensure that no political party/organisation or administration represented in that Working Group exceeds the four representatives per Working Group previously agreed
- 2.9 The Standing Rules of CODESA apply mutatis mutandis to the Working Groups

### **3. SECRETARIAL AND ADMINISTRATIVE FACILITIES AVAILABLE TO WORKING GROUPS**

The following services and facilities are provided to Working Groups:

- 3.1 Agendas will be drawn up, in consultation with the Chairpersons of the Working Groups
- 3.2 Minutes will be taken, and the written minutes will be consulted with the Chairperson of each Working Group. As a mechanism to ensure continuity, the same minute takers will be assigned to each Working Group throughout the process. In addition the Administration may provide a Secretary/Clerk to each Working Group, according to its needs
- 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
- 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

4. GUIDELINES FOR WORKING GROUPS

To facilitate the work of the Administration of CODESA, guidance on the following issues will be required from all Working Groups throughout the process, but especially on 20 January 1992:

- 4.1.1 How many sub-committee meeting will take place and whether minute takers will be needed for these over and above those of the full Working Group meetings. Will, for instance, Working Groups 1 and 2 divide in sub-committees to handle the different assignments in their terms of reference?
- 4.1.2 The dates of these sub-committee meetings will also be required, so as to enable the administration to make the necessary arrangements for minute taking in time