



TO : STEERING COMMITTEE MEMBERS OF WORKING GROUP 5
 FROM : CODESA ADMINISTRATION
 QUERIES : LOVEDALIA OR DIANNE
 RE : DRAFT AGENDA 24//2 AND DRAFT MINUTES 17/2

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 ¹⁹³ 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\SCM17FEB.WI (2)

WORKING GROUP 5\STEERING COMMITTEE\MINUTES 17 FEBRUARY

DATE: 20 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:

- * draft minutes of the last meeting of the Steering Committee (and three addenda)
- * agenda for the meeting of the Steering Committee on Monday 24 February 1992

Draft minutes of the last plenary session of the Working Group, together with the agenda and addenda for the two sub-group meetings, have been faxed to you (through your heads of delegation) under separate cover.

Please note that the minutes of the meeting between the Secretariat and representatives of the Working Group Steering Committees are included in this package as an addendum to the draft minutes.

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minutes before each plenary session in order to ratify its minutes and to identify matters arising from them.

4. Matters arising from the meetings of WG5 and other WGs

4.1 It was agreed that certain issues vital to the functioning of the Working Group, and outlined in Addendum A, should be raised by the chairperson with the DMC.

4.2 It was noted that a summary of recommendations emerging from the meeting of the Steering Committee should be distributed to all delegates and their advisers at the next plenary session of the Working Group.

5. Matters raised by the Secretariat

5.1 The draft minutes of the meeting between the Secretariat and representatives of the WGSCs (Addendum B) were read and approved, subject to the provisos contained under Item 3 of Addendum A.

5.2 It was agreed that these provisos should be drawn to the attention of the DMC by the chairperson.

5.3 Item 3.2.3 of Addendum B, concerning statements to the media, was noted.

6. Report on/from sub-groups

6.1 The agenda for the first meeting of each of the sub-groups was approved as outlined in Addendum C.

6.2 It was agreed that:

6.2.1 The submissions referred to under Item 4.1 of Addendum C should be addressed by each of the sub-groups according to its Terms of Reference.

6.2.2 These submissions form the beginning of WG5's assignment. Documentation from the other Working Groups will constitute the main body of that assignment.

6.3 The following schedule of meetings was agreed:

6.3.1 Monday 24 February 1992

09h30 - 09h45:	Steering Committee meeting
10h00 - 13h00:	Sub-group meetings
13h00 - 14h00:	Lunch
14h00 - 14h30:	Information plenary session of WG5
14H30 - 16H00:	Sub-group meetings reconvene
16h15 - 18h00:	Steering Committee meeting

6.3.2 Monday 2 March 1992

WORKING GROUP 5\STEERING COMMITTEE\MINUTES 17 FEBRUARY

09h30 - 09h45:	Steering Committee meeting
10h00 - 13h00:	Full plenary session of WG5
13h00 - 14h00:	Lunch
14h00 - 16h00:	Sub-group meetings
16h15 - 18h00:	Steering Committee meeting

6.4 It was agreed that:

6.4.1 The information plenary session for Monday 24 February 1992 should be chaired by Mr N Mbonani, with Ms D Mvelase acting as adviser.

6.4.2 The 09h30 meeting of the Steering Committee on Monday 24 February 1992 should be chaired by the outgoing chairperson, Mr LPMH Mtshali.

6.4.3 The 16h15 meeting of the Steering Committee on Monday 24 February 1992 should be chaired by Mr G Bartlett, who should also chair the 09h30 meeting of the Steering Committee the following Monday.

6.4.4 The routine outlined under Items 6.4.1 - 6.4.3 above should continue each week thereafter according to the roster of chairpersons.

6.5 It was noted that, due to the comparative frequency of Steering Committee meetings, there may be Steering Committee chairpersons who do not have the opportunity to assist the chairs of the full plenary sessions of the Working Group.

6.6 It was noted that Mr O Ganie will chair the next full plenary session of the Working Group on Monday 2 March 1992, assisted by Mr G Bartlett.

6.7 It was agreed that the sub-group meetings will not be minuted, but that each sub-group will be responsible for compiling a report, together with a summary of recommendations emerging from its meeting, to be tabled at the next full plenary session of the Working Group.

7. **New business**

No new business was tabled.

8. **Date of the next meeting**

As detailed under Item 6.3 above.

9. **The meeting closed.**



WRKGROUP\IMPLTIME\SCAFEB17.WI (2)

WORKING GROUP 5\STEERING COMMITTEE\AGENDA FEB 17

DRAFT AGENDA FOR THE MEETING OF THE STEERING COMMITTEE OF WORKING GROUP 5 TO TAKE PLACE AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY AT 16H15

(ADOPTED AT THE MEETING, WITHOUT AMENDMENT)

1. Chairperson's opening remarks
2. Adoption of agenda
3. Ratification of the minutes of the previous meeting and matters arising
4. Matters arising from the meeting of WG5 and other WGs
5. Matters raised by the Secretariat
6. Report on/from sub-groups
7. New business
8. Date of next meeting
9. Closure

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ISSUES EMERGING FROM THE MEETINGS OF WORKING GROUP 5 AND ITS STEERING 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.



THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE SECRETARIAT, DAILY MANAGEMENT COMMITTEE, MANAGEMENT COMMITTEE AND MEMBERS OF THE WGSCs PRESENT AT THE MEETING.

MINUTES OF THE MEETING BETWEEN THE CODESA SECRETARIAT AND TWO MEMBERS OF EACH WGSC HELD AT WTC AT 08H00 ON 17 FEBRUARY 1992

PRESENT:	WGSC1	M Webb K Asmal
	WGSC2	T Delpont
	WGSC3	K Andrew L Landers
	WGSC4	S Sigcau FT Mdlalose
	WGSC5	D Mvelase LPHM Mtshali

SECRETARIAT SS van der Merwe

ADMIN.	M Morobe M Spaarwater J Love T Eloff
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1. Chairpersonship

It was agreed that Mr SS van der Merwe should chair the meeting.

2. Exploration of communication mechanisms between WGs and the DMC

2.1 The issue of overlaps between the work and agreements of different WGs was raised. It was pointed out that WG5 needs effective flow of information from other WGs.

2.2 It was agreed that it should be recommended to the DMC that 1 DMC member and 1 person from the Secretariat/Administration should be given the responsibility of scrutinising the minutes and other documents of all WGs each week, and of communicating to the various WGSCs extracts of material that may be of interest to them.

2.3 It was also agreed that the DMC and WGSC5 should further investigate the needs of WG5 in this regard.

3. Media

3.1 Advertisements

It was agreed that no urgent need for advertisements or submissions existed at present, but that this issue could be revisited later.

3.2 Statements to the media

- 3.2.1 It was reiterated that statements to the media are the responsibility of the MC (through the DMC) and that WGs/WG Subgroups (WGSGs) should not issue any statements to the media.
- 3.2.2 Noting that it is important to keep the public informed of CODESA's progress, it was agreed that the relationship with the media should be an open one. It was further agreed to recommend to the DMC that a regular weekly briefing be held (on Tuesdays) by the DMC or someone designated by it.
- 3.2.3 It was agreed that, in this regard, a written document containing what a WG would want to be aired at a briefing, should reach the Secretariat by 12h00 on Tuesdays.

4. Chairpersonship of WGs

Against the background of the need for competence, rotation and continuity in WGs, it was agreed that this issue should be left to WGs, with the understanding that a balance should be kept and that it should be allowed to evolve until CODESA II.

5. Rapporteurs of WGs

- 5.1 It was reported that, hitherto, only WG3 has appointed 2 rapporteurs, both civil servants from outside the WGs. WG1, WG4 and WG5 are still discussing the issue and WG2 has agreed to appoint these as and when the need arises.
- 5.2 It was agreed to request the Secretariat to provide guidelines to WGs in this regard.

6. The handling and copying of submissions by parties/organisations/administrations to WGs

- 6.1 It was agreed that, in line with an earlier MC agreement, this is to be the responsibility of the parties/organisations/administrations themselves.
- 6.2 It was noted that a central photocopier, working with a card purchasing system, would be available to participants soon
- 6.3 It was agreed that WGSCs would inform their WGs of these two items.

7. Substitutes at WGSC level

It was agreed that no substitutes for WGSC members should be allowed.

8. Recording of the proceedings of WGs

- 8.1 It was agreed that no individual or participant organisation should be allowed to make recordings of proceedings.
- 8.2 It was agreed to refer the matter of whether recordings should be kept for posterity, to the DMC.
- 8.3 It was agreed that the issue of whether recordings may be made by rapporteurs should be

revisited by the Secretariat.

9. It was agreed that these recommendations should be placed before the DMC for consideration.
10. The meeting was adjourned.

Addendum C

DRAFT AGENDA FOR THE FIRST MEETING OF THE SUB-GROUPS OF WORKING GROUP 5 TO BE HELD AT THE WORLD TRADE CENTRE ON MONDAY 24 FEBRUARY 1992 AT 10H00

1. Convenor's opening remarks
 - 1.1 Apologies
2. Random appointment of chairpersons
3. Review of the Terms of Reference of the Sub-group (Addendum)
4. Submissions from Working Group 5 delegations to the Working Group
 - 4.1 Submissions received to date:
 - * ANC
 - * Ciskei Government
 - * Democratic Party
 - * Dikwankwetla Party
 - * Inkatha Freedom Party
 - * Natal/Transvaal Indian Congress
 - * National Party (2)
 - * Transkei Government
 - * United People's Front
 - * Venda Government
 - * Ximoko
 - * Others
 - 4.2 Areas of commonality/areas where agreement already exists
 - 4.3 Key issues and problems
5. Submissions from other Working Groups
6. Other business
7. Date of the next meeting
8. Closure