



TO : MEMBERS OF WORKING GROUP 4: SUBGROUP 1  
 CO-ORDINATORS OF WORKING GROUP 4

FROM : CODESA ADMINISTRATION

QUERIES : LOVEDALIA

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

ANC  
 Negotiations Comm (011) 333-9090  
 M Phosa (011) 642-7375

BOPHUTHATSWANA GOVERNMENT  
 D Schoeman (0140) 84-2943  
 S S Seane

CISKEI GOVERNMENT  
 H J S Kayser (0401) 91189  
 N Nogcantsi (0401) 92559

DEMOCRATIC PARTY  
 E K Moorcroft (0461) 24650 (Manual)

DIKWANKWETLA PARTY  
 M J Molapo (01438) 30318

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

INTANDO YESIZWE PARTY  
 M J Mahlangu c/o (01215) 2548  
 J S Mabona (01215) 2918  
 M Mahlangu

INYANDZA NATIONAL MOVEMENT  
 T J Ndaba (013140) 879  
 J Matsana (01314) 72089

LABOUR PARTY  
 W Whyte

NIC/TIC  
 P G Gordhan (031) 309-2278  
 N Pillay (012) 374-4792  
 J Yawitch (011) 836-6931



NATIONAL PARTY P J Farrell	(014326) 872
NATIONAL PEOPLE'S PARTY M Mohanlall	(021) 403-2971
SOLIDARITY PARTY Y Seedat	(021) 403-2956
SA COMMUNIST PARTY G Fraser-Moleketi S Ngonyama	(011) 836-8366 or 838-2816
TRANSKEI GOVERNMENT Z Titus	(0471) 23876
UNITED PEOPLE'S FRONT c/o Chief PR Minister N M Malekane	(0156) 35244
VENDA GOVERNMENT C Neluvhalani : Chief Gov Liaison Off R R Sumbana	(0159) 23172
XIMOKO PROGRESSIVE PARTY J C Ackron C Khosa	(01526) 23140 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 1**  
**FROM : CODESA ADMIN - DIANNE**  
**DATE : 4 MARCH 1992**  
**RE : DRAFT MINUTES - 2 MARCH**  
**DELEGATE FACT SHEET NO 2**

Attached please find the following :

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

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

Regards.



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

**DRAFT MINUTES OF THE THIRD MEETING OF SUB GROUP 1 (TESTING THE WILL OF THE PEOPLE) OF WORKING GROUP 4 (THE FUTURE OF THE TBVC STATES) HELD AT THE WORLD TRADE CENTRE ON MONDAY 2 MARCH 1992 AT 09H30**

PRESENT: Delegates (see Addendum A)  
E Moorcroft (chair)  
M Durrheim (minutes)

**1. Chairperson's opening remarks**

Delegates were welcomed by the Chairperson and the meeting was opened with prayer.

**2. Agenda**

The agenda for the meeting was adopted.

**3. Confirmation of minutes of meeting held on 24 February 1992**

The minutes of the meeting held on 24 February 1992 will be amended as follows:

**3.1 Point 3.1 should read as follows:**

The IFP recorded its objection to the inclusion of working document **B** in the minutes.

**3.2 Delete from point 2.3.2 the sentence which reads: "The SA Government and National Party refrained from commenting on this point."**

**3.3 Delete point 3.7 which reads: "The IFP recorded its dissatisfaction with the minutes."**

**3.4 Add to the list of documents distributed:**

Submission by the South African government containing:

- (i) Department of Home Affairs: Paper regarding Referenda.
- (ii) South African Law Commission: In its Report on Constitutional Models Chapter 19, inter alia, Deals with Referenda: October 1991.



#### 4. Election of a Rapporteur

The NP circulated a curriculum vitae for Mr P D Montwedi of SECOSAF and motivated for his appointment as rapporteur.

The SACP motivated for the appointment of Advocate M P Tladi as rapporteur. His curriculum vitae was subsequently circulated.

It was later agreed that the chairperson should report back to Working Group 4 on proceedings in sub group 1, and that a rapporteur was not required for this task. However it was agreed that it is still necessary for this sub group to nominate a rapporteur for the task of reporting back to Codesa 2 on proceedings in Working Group 4.

#### 5. Documents distributed

The following documents were distributed at the meeting:

- \* Submission of the United People's Front on "Testing the Will of the People of the T.B.V.C. States" on the 1992.02.24 to the sub committee one of Working Group 4 of Codesa "The Future of the T.B.V.C. States"
- \* South African government document headed "Re-incorporation: Procedural Steps"

#### 6. Strategies for Information

It was agreed that sub group 1 would submit to working group 4 that the steering committee of working group 4 set up an independent and objective broadcasting facility, perhaps called "Voice of Codesa". Broadcasting would be via all electronic media (TV, radio etc) at prime time. "Voice of Codesa" would broadcast directly from Codesa after the usual weekly press conference, so that it is seen to be objective and independent. The spokesperson would be the chair of the management committee.

#### 7. Continuation of discussion of points in Working Document B

7.1 The chairperson circulated a document which he had compiled that summarised proceedings thus far in the sub group. It was agreed that the document would not be circulated more widely in its present form, but would be part of the documents submitted to the rapporteur for his/her report on proceedings.

7.2 The chairperson circulated a second document which summarised the matters under debate in the working group. This document was used as a framework for the discussion that followed:

7.2.1 There was considerable discussion regarding the timing of a referendum to test the will of the people regarding re-incorporation. Concern was expressed by some delegates that if a new constitution was not yet in place in South Africa, voters would be asked to decide about 'taking a step into the dark'. Other delegates voiced their concern that citizens of the TBVC states be given the option to participate in the transitional arrangements and drawing up of the new constitution.

The Bophuthatswana government recorded its position i.e. if the



Bophuthatswana government decides that it is necessary to test the will of the people, the referendum would be conducted by the Bophuthatswana government.

The chairperson pointed out that each TBVC state will have to pass the necessary legislation to permit a referendum to take place.

It was agreed that the will of the people needs to be tested as soon as possible. In order to ascertain at what stage the referendum should take place it was felt necessary to liaise with sub groups 2 and 3 of Working Group 4. It was agreed to suggest to working group 4 that a sub committee be formed to liaise between these three sub groups.

7.2.2 It was agreed that if the will of the people in the TBVC states is to be identified, then it will be necessary to count their votes separately from those of the rest of South Africa.

The ANC, SACP and NIC/TIC placed on record that they do not agree with a separate counting of votes if this is based on ethnicity or race.

7.2.3 The eligibility of voters was discussed.

7.2.4 The role of Codesa in the referendum was discussed. It was agreed that in South Africa the referendum should be supervised by Codesa. With respect to the TBVC states it was agreed the referendum should be supervised by Codesa, provided this was done in co-operation with the administrations of the respective states. The Bophuthatswana government recorded its objection to any role being played by Codesa in Bophuthatswana.

7.2.5 Concern was expressed about the capacity of Codesa to play the kind of role the sub group envisaged for it unless its financial position could be improved. It was felt that Codesa should be bolstered up by the international community and allowed to raise funds.

## 8. Review of progress

The chairperson referred to the Terms of Reference for sub group 1 and reviewed the progress the sub group had made thus far. All the points in the Terms of Reference have been discussed. It is necessary at this stage to decide how much consensus has actually been achieved before reporting back to Working Group 4. The chairperson will draw up a document which will form the basis for discussion at the next meeting of the sub group.

## 9. Date and time of next meeting

The next meeting of sub group 1 will take place at 09h30 on Monday 9 March 1992.

(Working Group 4 will meet at 14h00 on Monday 9 March 1992)

## 10. Closure

The meeting closed at 15h20.

## ADDENDUM A

The following persons attended the meeting of sub group 1 of working group 4 on Monday 2 March 1992.

<b>Organisation</b>	<b>Delegate</b>
ANC	M Phosa
Bohputatswana	SS Seane
Ciskei Government	N Nogcantsi
Democratic Party	EK Moorcroft
Dikwankwetla Party	M Moge
Inkatha	B Anderson
Intando Yesizwe Party	M Mahlangu
Inyandza National Movement	J Matsana
Labour Party of SA	W Whyte
National Party	PJ Farrell
N P P	RC Panday
NIC	J Yawitch
SACP	S Ngonyama
SA Government	AT Meyer
Solidarity Party	Y Seedat
Transkei Government	LM Bengu
UPF	NM Malekane
Venda Government	RR Subana
Ximoko Party	C Khosa



**DRAFT AGENDA FOR THE FOURTH MEETING OF SUB GROUP 1 (TESTING THE WILL OF THE PEOPLE) OF WORKING GROUP 4 (THE FUTURE OF THE TBVC STATES) TO BE HELD AT THE WORLD TRADE CENTRE ON MONDAY 9 MARCH 1992 AT 09H30**

1. Opening by chairperson
2. Confirmation of minutes
3. Matters arising
4. Review of progress made
5. Any other matters



## 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

### ATTACHED ARE THE FOLLOWING DOCUMENTS:

1. Agenda for WG 4 meeting of 9 March 1992.
2. Minutes of WG 4 meeting of 24 February 1992.
3. Delegate fact sheet no. 2 - 2 March 1992.





**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 Tshela, 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**