



TO : HEADS OF DELEGATION OF CODESA WORKING GROUP 3,  
CO-ORDINATORS OF WORKING GROUP 3,  
MEMBERS OF WGSC3

FROM : CODESA ADMINISTRATION

QUERIES : LOVEDALIA OR GERDA

RE : DRAFT AGENDA - 09/03, DRAFT WG3 MINUTES - 02/03  
AND DRAFT WGSC MINUTES - 03/03

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 3

|                       |                          |                                    |
|-----------------------|--------------------------|------------------------------------|
| ANC                   | Negotiations Comm        | 011-333-9090                       |
| Bophuthatswana Gvt    | D Schoeman               | 0140-84-2943                       |
| Ciskei Gvt            | H J S Kayser             | 0401-91189                         |
| Democratic Pty        | Off : Z de Beer          | 021-461-0092                       |
| Dikwankwetla Pty      | R H Mopeli               | 01438-31569                        |
| IFP                   | A Macaulay/<br>S Felgate | 0358-20-2167                       |
| Intando Ysizwe        | M J Mahlangu             | 01215-2548                         |
| Inyandza Nat Mvmnt    | c/o J S Mabona           | 013140-744                         |
| Labour Party          | T J Ndaba                | 021-45-3706                        |
| NIC/TIC               | L Landers                | 031-309-2278                       |
|                       | P G Gordhan              | 011-836-5659                       |
|                       | C Saloojee               | 021-45-3216                        |
| National Pty          | D de Villiers            | 012-323-2275                       |
| National People's Pty | M Mohanlall              | <del>021-403-2971</del> 031-371897 |
| Solidarity Pty        | A Arbee                  | 012-325-7720                       |
| SACP                  | G Fraser-Moleketi        | 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       | A E Nkondo/Ackron        | 01526-23140 or                     |
|                       |                          | Ria Meyer on                       |
|                       |                          | 01526-24646                        |
|                       |                          | ask for fax                        |
|                       |                          | 011-618-2079                       |
| WG3 Secretary         | C Coleman                |                                    |

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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Telephone (011) 397-1198/99. Fax (011) 397-2211



**F A X   M E S S A G E**

**TO : MEMBERS OF WORKING GROUP 3  
MEMBERS OF WORKING GROUP 3 STEERING COMMITTEE**

**FROM : CODESA ADMIN - DIANNE**

**DATE : 4 MARCH 1992**

**RE : DRAFT AGENDA - 9 MARCH  
DRAFT MINUTES - 2&3 MARCH  
DRAFT MINUTES OF WGSC1 - 3 MARCH  
DELEGATE FACT SHEET NO 2  
SCHEDULE OF MEETINGS**

Attached please find the following :

1. Draft agenda of the WG1 meeting to be held on 9 March 1992.
2. Draft minutes of the WG1 meeting held on 2&3 March 1992.
3. Draft minutes of WG1 Steering Committee meeting held on 3 March 1992.
4. Delegate Fact Sheet No 2.
5. Schedule of meetings.

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

Regards.

**PROPOSED AGENDA FOR THE SEVENTH MEETING OF CODESA  
WORKING GROUP 3 (INTERIM ARRANGEMENTS) TO  
BE HELD ON MONDAY 9 MARCH 1992  
10H00 - 15H00  
AT THE WORLD TRADE CENTRE**

1. Opening of the meeting and welcome
2. Apologies
3. Ratification of the Minutes of the Sixth Meeting of Working Group Three (Appendix A)
4. Tabling of the Minutes of WG3SC and matters arising (Appendix B)
5. Adoption of Agenda (To be read in conjunction with Appendix C)
6. Continuation of Exploratory discussion, covering:
  - 6.1 Method of bringing into being of Interim Government - Elected or Appointed
  - 6.2 Purposes and Objectives of Interim Arrangements with respect to the period leading up to an election
  - 6.3 The Executive with respect to the period leading up to an election
    - 6.3.1 Structure
    - 6.3.2 Functions
  - 6.4 The Legislature with respect to the period leading up to an election
    - 6.4.1 Structure
    - 6.4.2 Functions
  - 6.5 Position of present RSA Constitution with respect to the period leading up to an election
  - 6.6 Position of TBVC and self governing states with respect to the period leading up to an election
  - 6.7 Role of International Community with respect to the period leading up to an election
  - 6.8 Time Frames
7. Confirmation of dates for next meetings
8. Any media statements for MC to consider arising from WG 3
9. Other urgent business
10. Closure

**Please note:** *Item 6 of this agenda is to be read in conjunction with the attached Appendix C. Delegations are requested to have considered their response to these questions.*

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

DRAFT MINUTES OF MEETING OF WORKING GROUP 3 (INTERIM ARRANGEMENTS) HELD AT THE WORLD TRADE CENTRE ON MONDAY 2 MARCH 1992 AND TUESDAY 3 MARCH 1992.

**PRESENT:**

Delegates and advisers (see Addendum A)

L Landers (chair)

R Alberts (secretary)

K Kweyama-Makgabo (minute-taker)

P Kleynhans (rapporteur)

T Madiba (rapporteur)

A Gqokoma (rapporteur)

**1. OPENING OF THE MEETING AND WELCOME**

L Landers opened the meeting at 10H05.

**2. APOLOGIES**

No apologies were received as all delegations were present.

**3. RATIFICATION OF MINUTES OF THE FIFTH MEETING OF WORKING GROUP 3**

Ratification of the minutes was proposed by J Cronin, seconded by K Rajoo and duly accepted by WG 3.

**4. TABLING OF THE MINUTES OF WG3SC HELD ON 24 FEBRUARY 1992 AND MATTERS ARISING**

- 4.1 The following phrase should be added at the end of 2.4 - "... and to add any further relevant questions."
- 4.2 The WG requested that decisions arising from WG3SC meetings should be communicated to the WG as soon as possible.
- 4.3 The WG expressed concern and dissatisfaction at the fact that the package faxed to delegates had not been complete and requested that this be communicated to the CODESA

administration.

- 4.4 In response to a question about the ANC submission made last week, it was noted that submissions from all delegations would be treated in the same manner. As agreed previously, the rapporteurs are responsible only for summary and analysis of submissions.

## 5. ADOPTION OF AGENDA

A Rajbansi proposed that the agenda be adopted with the understanding that items can be added as the meeting proceeds. This proposal was seconded by P Maduna and duly accepted by the WG.

## 6. CONTINUATION OF EXPLORATORY DISCUSSION

- 6.1 The chair drew the attention of the WG to the Addendum C - Addendum to Agenda-approved by WG3SC and prepared by the rapporteurs. The addendum is intended to guide discussion of agenda item 6.
- 6.2 The item - " Method of bringing into being of Interim Arrangements - Elected or Appointed" was discussed.
- 6.3 A draft resolution was drawn up by the WG (Appendix D). R Carlisle moved that the draft resolution be adopted as a working document, to be discussed by delegations and tabled for ratification at the next meeting of the WG. This proposal was seconded by P Maduna.

## 7. CONFIRMATION OF DATES FOR NEXT MEETINGS

- 7.1 K Andrew proposed that the meeting dates be as follows:  
Monday 09 March 1992, 10H00 - 15H00  
Monday 23 March 1992, 10H00 - 16H45  
Tuesday 24 March 1992, 09H00 - 16H45
- 7.2 P Maduna counter proposed with the following:  
Monday 09 March 1992, 10H00 - 16H45  
Tuesday 10 March 1992, 09H00 - 16H45  
Monday 23 March 1992, 10H00 - 16H45  
Tuesday 24 March 1992, 09H00 - 16H45
- 7.3 The delegates debated the proposed meeting schedules and finally reached consensus on the K Andrew proposal.
- 7.5 The Labour Party requested that their objection to the meeting dates be formally recorded - "The Labour party wishes to place on record its objection to the fact that the referendum, despite assurances from the National Party and South African Government delegations, is interfering with the proceedings of CODESA." The Transkei delegation endorsed the objection.

## 8. MEDIA STATEMENTS FOR MC TO CONSIDER ARISING FROM WG3

The WG had no media statements to forward to MC.

## 9. OTHER URGENT BUSINESS

- 9.1 COMMUNICATING CODESA TO THE PUBLIC

WG3/MINUTES/2&3 MARCH

- 9.1.1 R Carlisle again stressed the need to communicate CODESA to the public. It was requested that a follow up be made by the chair with the MC on this issue.
- 9.1.2 P Gordhan indicated that a member of the MC would be participating in a talk show on 702 Radio about CODESA.
- 9.1.3 K Andrew requested that consideration be given to holding WG meetings in other parts of the country e.g. Bloemfontein, Pietersburg, Soweto. This would be part of a campaign to bring CODESA closer to the people.

9.2 SUBMISSIONS

- 9.2.1 The WG requested that the SC consider a mechanism that will deal with submissions from the public and interest groups.
- 9.2.2 In this respect, a list of all submissions distributed to the WG during meetings would be minuted. Rapporteurs were requested to read the submissions and bring the WG's attention to relevant parts and also suggest if oral submissions should be requested.
- 9.2.3 K Andrew suggested that the delegates read the submissions and incorporate any relevant parts in their deliberations.

9.3 CODESA II

- 9.3.1 A memorandum from the DMC requesting delegates to consider dates for CODESA II post the Easter period was read by the chair (Addendum B).
- 9.3.2 A Rajbansi supported the DMC suggestion that the meeting be held after Easter.
- 9.3.3 The chair invited suggestions from the WG. The WG charged the chair with the responsibility of making proposals to the DMC.

10. CLOSURE

The meeting closed at 11H00.

Addendum A

# **LIST OF DELEGATES AND ADVISERS PRESENT AT THE SIXTH MEETING OF WORKING GROUP 3**

| Organisation                  | Delegate                     | Adviser                        |
|-------------------------------|------------------------------|--------------------------------|
| ANC                           | T Mbeki<br>J Nhlanhla        | J Netshitenzhe<br>A Chaskalson |
| Bophutatswana Government      | GS Nkau<br>SC Kgobokoe       | MI Menong                      |
| Ciskei Government             | HJS Kayser                   | M Gaca<br>AC Cilliers          |
| Democratic Party              | KM Andrew<br>RV Carlisle     | G Erasmus<br>H Zille           |
| Dikwankwetla Party            | RH Mopeli<br>BS Rajuili      | M Moroke<br>LJ Moshuhli        |
| Inkatha Freedom Party         | VB Ndlovu<br>A Macaulay      | S Vos<br>NT Mtsweni            |
| Intando Yesizwe Party         | NJ Mahlangu<br>MP Mahlangu   | JB Sibanyoni<br>JH Mlambo      |
| Inyandza National Movement    | PMH Maduna<br>NV Nelani      |                                |
| Labour Party                  | P Hendrickse<br>B Grobblor   | MM Theron<br>CJG Leander       |
| NICVTIC                       | PJ Gordhan<br>C Salojee      | I Pillay<br>S Patel            |
| National Party                | D de Villiers<br>R Meyer     | A Routier<br>F van Deventer    |
| National People's Party       | A Rajbansi<br>K Panday       | E Joosab<br>M Govender         |
| Solidarity Party              | A Arbee<br>K Rajoo           | M Naidoo                       |
| South African Communist Party | J Cronin<br>N Madlala        | J Ngculu                       |
| South African Government      | BJ du Plessis<br>J Scheepers | JJ Noeth<br>S van der Merwe    |
| Transkei Government           | LL Mtshizana                 | M Njisane<br>D Ndawonde        |
| United People's Front         | E Mapheto<br>KA Mariri       | MM Makgaleng<br>M Bopape       |
| Venda Government              | KB Magwaba<br>Rev. Khorombi  | S Mahada<br>Rev. Rabali        |
| Ximoko Progressive Party      | ML Nkuna<br>AE Nkondo        | EPS Mahlahle<br>Adv HF Junod   |

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MINUTES OF THE MEETING OF CODESA WG3SC HELD ON 3 MARCH 1992, 11H30 AT THE WORLD TRADE CENTRE, JOHANNESBURG.

**PRESENT:** WG3SC members (see Addendum A)

L Landers (chair)

R Alberts (secretary)

K Kweyama-Makgabo (minute-taker)

P Kleynhans (rapporteur)

T Madiba (rapporteur)

A Gqokoma (rapporteur)

**1. OPENING OF THE MEETING AND WELCOME**

L Landers welcomed members of WG3SC. Apologies were received for A Macaulay.

**2. SUBMISSIONS**

- 2.1 A request has been received from the National Land Commission for an extension of the deadline for submissions. The SC recommended that the CODESA administration be advised that the WG would continue to receive submissions for as long as the issue was being discussed. The National Land Commission should therefore be advised to make a submission as soon as possible.
- 2.2 The SC also noted that, given the change in dates for CODESA II, the deadline for submissions could be extended by 10 days for instance, to give and opportunity to groups like the National Land Commission to make submissions if they so wish.

**3. RAPPORTEURS**

- 3.1 L Mtshizana announced that the Transkei delegation would have to withdraw T Madiba as a rapporteur and reinstate him as a delegate. The Transkei delegation felt that his contribution as a delegate was necessary to them.
- 3.2 In this regard, the Transkei delegation wishes to add a recommendation to the pool of rapporteurs. This recommendation would be made to the WG.
- 3.3 The SC expressed appreciation to Mr. Madiba and the work he had done as a rapporteur.

4. **BOPHUTATSWANA**

- 4.1 Concern was raised in the SC about the Bophutatswana delegation's position on Interim Arrangements.
- 4.2 The SC indicated that the implications of their position would be dealt with when points come up in the agenda that deal with their specific concerns.

5. **AGENDA**

- 5.1 The agenda for the next meeting would be as follows:

- 5.1.1 Method of bringing into being of Interim Government - Elected or Appointed (any points not covered)
- 5.1.2 Purposes and Objectives of Interim Arrangements with respect to the period leading up to an election.
- 5.1.3 The Executive with respect to the period leading up to an election.
  - 5.1.3.1 Structure
  - 5.1.3.2 Functions
- 5.1.4 The Legislature with respect to the period leading up to an election.
  - 5.1.4.1 Structure
  - 5.1.4.2 Functions
- 5.1.5 Position of present RSA Constitution with respect to the period leading up to an election.
- 5.1.6 Position of TBVC and self governing states with respect to the period leading up to an election.
- 5.1.7 Role of International Community with respect to the period leading up to an election.
- 5.1.8 Time Frames

- 5.2 The SC would recommend to the WG that the Addendum to the Agenda continue to be used in dealing with the agenda and that Item 1 on the Addendum be followed by Item 5 so as to maintain continuity.

MIN0303.SC3

SC3/MINUTES/03 MARCH

Addendum A

**LIST OF STEERING COMMITTEE MEMBERS PRESENT AT WGSC3 MEETING 3 MARCH 1992, 11H30**

KM Andrew  
D de Villiers  
L Landers  
PMH Maduna  
T Mbeki  
RH Mopeli  
LL Mtshizana

## ADDENDUM TO AGENDA

### Introduction:

The following questions are not meant to be prescriptive in any manner. They are intended to stimulate discussion and to provide guidance to the Working Group. Delegations are encouraged to peruse and, if they so desire, add or amend the questions. They are encouraged to be prepared to respond to these questions at the next meeting of the Working Group.

### Proposed Questions:

1. Interim/Transitional Authority:

Acknowledging that the Delegates have agreed upon the need for an Interim/Transitional Government, the following questions arise from this:

- 1.1 Should the Interim/Transitional Authority be elected or appointed?
- 1.2 If appointed, by whom should it be appointed?
- 1.3 If elected, by whom should it be elected?

2. Should the Interim/Transitional Authority act as a constitution making body?

3. Purposes and objectives of Interim/Transitional Authority:

- 3.1 What should the purpose(s) of the Interim/Transitional Authority be?
- 3.2 What should the objectives of the Interim/Transitional Authority be?

4. Legislature:

- 4.1 What should be the fate of the Legislative Powers of the present legislative structures?
- 4.2 Should the Interim/Transitional Authority have legislative powers?
  - 4.2.1 If yes, what should those powers be?
  - 4.2.2 If no, who is to perform the legislative function during the transitional period?
- 4.3 In what form should the legislature be structured?

4.4 By whom is the legislature to be structured?

5. Executive Body:

5.1 What should be the rate of the present Executive Structures?

5.2 Should the Interim/Transitional Authority have executive powers?

5.2.1 If yes, what should those powers be?

5.2.2 If no, who is to perform executive functions during the transitional period?

5.3 In what form should the Executive be structured?

5.4 By whom is the Executive to be structured?

6. The present RSA constitution:

What should happen to this constitution during the transitional period?

7. TBVC and Self-Governing States:

7.1 In respect of the TBVC States:

7.1.1 What should their position be during the transitional period? Should they participate in the Interim/Transitional Authority?

7.1.2 What should happen to their constitutions?

7.1.3 What should happen to the administrative structures of the TBVC countries during the transitional period?

7.2 In respect of self-governing states:

7.2.1 What should their position be during the transitional period? Should they participated in the Interim/Transitional Authority?

7.2.2 What should happen to their administrative structures during the transitional period?

8. The role of the International Community:

8.1 Should the International Community play any role during the transitional period?

8.2 What should the role of the International Community be?

8.3 Which International Organisations should be involved?

9. Time Frames:

In respect of each of the above (where applicable), what should be the time frame attaching thereto?

## DRAFT RESOLUTION ON INTERIM ARRANGEMENTS

### Agreed:

1. There is need for interim/transitional arrangements in order to facilitate the transition towards a new democratic constitution to which CODESA is committed.
2. An important aspect of such arrangements will be the creation of a transitional executive structure.
3. The transitional executive structure should at least initially be by appointment in accordance with procedures agreed upon by CODESA.
4. Agreements reached at CODESA in this regard will have to be given effect to by Parliament through amendments to the existing constitution and relevant legislation, in order to give them constitutional and legal form.
5. Other aspects of the interim/transitional arrangements still need to be discussed.



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.

dpcod69 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 | -     |
|              |                   |        |             |       |
|              |                   |        |             |       |
|              |                   |        |             |       |
|              |                   |        |             |       |