

Rsw/001/0004/7

29/02/96
Nto mthusi
S H Kean

NOTICE

**TO ALL STAFF MEMBERS IN THE ADMINISTRATION
DEPARTMENT**

TO : ALL STAFF MEMBERS

FROM : ADMINISTRATOR

DATE : 29 FEBRUARY 1996

SUBJECT : STAFF MEETING

**THIS IS TO REMIND ALL STAFF MEMBERS IN THE
ADMINISTRATION DEPT THAT OUR REGULAR STAFF
MEETING IS TAKING ON THE 29 FEB 1996 - 9TH FLOOR
BOARDROOM.**

**ALL SECTIONS ARE EXPECTED TO SUBMIT THEIR
WRITTEN REPORTS.**

LET US ALL BE ON TIME.

**MTHUSI
ADMINISTRATOR**

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**PROPOSED AGENDA FOR THE ADMINISTRATION
STAFF MEETING TO BE HELD ON THE 29 FEBRUARY
1996 - 9TH FLOOR BOARDROOM FROM 14.00 - 15.45HRS**

AGENDA

- 1. Minutes**
 - 2. Matters arising**
 - 3. Sectional reports**
 - 4. Briefing by HoD**
 - Secretariat**
 - NEC**
 - 5. AOB**
-

**MINUTES OF THE ADMINISTRATION STAFF MEETING HELD
ON THE 15 FEBRUARY 1996 - 9TH FLOOR BOARDROOM FROM
14.00 - 15.45.**

PRESENT

ADMINISTRATION

**Lucky Mabasa HoD
Mbali Morgan
Mary Thusi
Phikisile Mofokeng
Storey Morutoa
Ntombi Matshoba
Lucy Mwale**

LEGAL

George Chaane

ISS

**Grant Msila
Lucky Mashilo**

APOLOGIES

**Mercedes Seeta
Fakazi Nkosi**

INTRODUCTION

The Head of Dept opened the meeting by welcoming Mme Msimang, Ntate Mashigo from former Welfare Dept and Walleen Mostert who has joined the ANC Truth Commission Unit as a Receptionist to our meeting.

PERSONNEL

**Manny Cowan
Mercedes Seeta
Nomvuyo Mveli**

SWITCHBOARD

Pat Montsho

SGO

**Lillian Msimang
Evelyn Letlape
Nongqele Mtshemla
Walleen Mostert**

MAIL

**Elizabeth Marutle
Khaya Zulu
Ben Mashinini**

ABSENT

**Themba Nkosi
Jossy Zitha**

MATTERS ARISING

Transport

It was confirmed that cde Mashinini is happy with transport arrangements and that they only need to coordinate with cde Khaya.

Housing Scheme

The Personnel Manager reported that they are at the moment investigating other options such as Provident Fund to be used in housing scheme and all implications involved.

He further informed the meeting that the process of locating the missing cdes who are not honouring their bond agreement with Perm is still continuing while those those that have been located their details are given to Perm for action.

Special Pensions

Cde Ntombi gave an informative briefing on government special pensions to excombatants of liberation movements. The following points were highlighted:

- a public hearing on the draft will take place between 5 - 19 March 1996
- all ANC offices received special pensions forms and comrades must be told when calling to go to their nearest office in the relevant province not to come to HQ (the present forms are being improved in order to give more details about the individual concerned)
- those aged 60 years qualify immediately while those aged 50 years will have to apply for their pension to be granted in case of need. Those above 30 years will have to wait until they are 50 years.
- counter checking machanisms are being introduced - on who qualifies eg ANC archives, MK CPR list, prisons general register etc.....

SECTIONAL REPORTS

Social Welfare

Cde Lucy has been helping cde Ntombi (special pensions) most of the time. A written report will be submitted on Monday 19 Feb 1996.

Personnel

The following points were raised:

- **Personal details forms have been issued to all ANC staff but have not all been returned therefore staff members are requested to respond as soon as possible in order to facilitate completion of all ANC staff records.**
- **All Heads of depts have been given forms by the Personnel office to assess their staff needs.**
- **The Trustees for the Provident Fund are meeting to look into the overall benefits of the Fund and how best to enrich it.**
- **A code of conduct for the whole ANC employees is being worked out.**
- **A proposal on ANC staff (pension age) has been submitted to the Secretariat for consideration.**

Clarifications to the report

- **concern was raised on the relationship between the ANC pension and the blue card benefits. Can one get both? The Personnel Manager is to investigate.**
- **the blue card can only be used when unemployed not when transferring from one job to another and it must be submitted to the new employer.**

ISS

They are looking into new systems in order to assist the switchboard operators.

The HQ and sub Head Office have been networked. It is also important to mention that while our main offices are connected to Internet, not all cdes can access this service due to technicalities of computers. All members of staff are welcome to access information through the library particularly those at HQ.

Action

In light of the above information, the ISS and Library are to issue a joint circular to inform staff about this facility.

Due to many requests that are sent to ISS - faults on computers, it was suggested that they should introduce an activity form which members of staff will have to fill in when requesting whatever assistance as many cdes experience delay in services.

BRIEFING BY HOD

Secretariat

The HoD informed the meeting of the following:

- Cde Beryl Baker Head for Presidency and the Secretaries of Women and Youth Leagues have now joined the Secretariat.
- On the 11 February 1996, the ANC Constitution Commission will be meeting to identify issues of concern which need to be addressed by all ANC structures in preparation for the ANC Constitutional Conference .
- The NEC sub committee on Peace and Stability is to work out ANC guidelines on crime.
- Four major events are being planned for the celebration of the President's birthday. These are to benefit the needy children and will take place in different provinces.

Workshops

The following workshops are to take place:

- health
- RDP
- education

Staff loans and Bursaries

Having considered the proposals tabled by the Secretariat the NEC regrets to inform all ANC staff that these proposals could not be met favourably.

Suggestions

It was suggested that the staff might have to look into other ways of generating their own staff controlled funds. These would cater for loans, orphaned ANC children's education, etc. The idea is to be forwarded to the Staff Forum.

Lekgotla

This gathering took place as planned - 9 February the whole NEC and thereafter 10 and 11 February the whole NEC together with all leaders of the movement met.

A national strategic vision was being mapped out, looking into progress made and areas of concern-shortcomings etc. All in all it was a successful meeting with many goals set.

Staff political education

The NEC has agreed on regular monthly staff political meetings as these would enhance the political knowledge of ANC staff in general.

Floods victims

The staff was reminded of the ongoing collection of clothes and other domestic usable items to be donated to the victims of floods. The ANC is also working on its own proposals and solutions to alleviate these problems.

The meeting closed at 16.10hrs and the next meeting to be held on the 29 February 1996.