

Or 1/005/0052/60

N/P

AGENDA

A. Matters Arising

1. Grievances Resolution Procedures Workshop
2. I.S.D. Proposals on telephones.
3. Special Sub-Committees : To report at next meeting
4. New Time-Table for HOD Meetings

B. New Items

1. Information from Departments
2. A.O.B.

A. Matters Arising

1. The Workshop on Grievance Resolution Procedures was fixed for 31st October to 1st November.

- 2.(a) I.S.D. reported that 70% of the telephone lines at H.Q. were International.

Agreed : To adopt the principle of graded allocation of lines for each department, namely

1. International line
1. or 2 National line(s)
- the rest confined to the P.W.V. region

Monthly telephone expenditure per department will be printed and submitted to HOD's 1st week of every month.

- (b) Computer Training: Departments must make full use of the training facilities available on the 3rd floor. Processing to be done through Personnel.

- (c) Elections: A special system is to be devised to ensure a high-quality system of communication within regions, and between regions and H.Q.
Computer literacy will be essential.

Item 4. HOD Meetings:

The first Thursday of every month will be special HOD meetings specifically for the Heads of Departments.

The second and fourth Thursdays of the month will be **Regular HOD Meetings**.

B. New Items

1. Information from Departments

- a) A Local Government Workshop will be held 31st October to 1st November at the Rand International Hotel.

Participants : The Alliance

- b) Projects: The Norwegian N.P.A. has appointed a South African Consultant (Abdul Minty) . On the 11th of November there will be a meeting with all concerned departments on "how to channel aid to the ANC".

Areas of Interest : Democratisation; the peace process; negotiations; Women; Youth; education; media; social welfare; ex-political prisoners; environment.

Venue: 15th floor boardroom.

- c) M.H.Q. A collection box will circulate requesting donations for comrades in the camps to celebrate the Festive Season.

An appeal is made for NEC members to address meetings in their respective areas of assignment, particularly on December 16th.

- d) Finance: In the next 4 to 6 months a Team of authorised Auditors will interview departments with the aim of formulating financial Procedures and Policy for the ANC. All depts. are requested to accord them full cooperation.

- e) **D.I.P.**
- i. Departments should appoint Information Liaison officers as contact persons for DIP whenever DIP requires responses on matters affecting the said departments. Departments should use skilled people even outside H.q. to respond to some of the questions posed by the media.
 - ii Departments must cultivate the practice of briefing DIP in advance whenever events are anticipated which would interest the media (**nothing is insignificant for the media**)
 - iii Requests for interviews should always be referred to DIP (Cde Jeannette) to cross-check, even if the dept. concerned will make the interview.
- f) **Human Resources** reported that the HOD was away on a mission and would be back the second week of November.