

MCR/p13/p21/1
DRAFT REGIONAL PROPOSALS

Due to the process of repatriation taking place, and the limited work which this office will resultingly have, we therefore foresee no need for more than four people to run the office as of January, 1992; as it shall have as its main task diplomatic work. According to our understanding, the four people shall be, as follows:

- 1) Chief Representative.
- 2) Administrative Secretary.
- 3) Protocol Officer.
- 4) Secretary.

These should be in a position to fully service and satisfy the needs of this regional operation. We also wish to point out that the above should be personnel who are qualified and experienced to perform diplomatic work.

ADMINISTRATIVE SECRETARY.

The above person shall be the Deputy Chief Representative and shall take full responsibility for administration of the office and its personnel. He shall additionally be responsible for the office cash transactions. As we expect that individuals shall be given money through the bank, the function of Treasurer becomes unjustified. In the meantime the Treasury function shall continue until conditions dictate otherwise and it shall therefore be temporarily included in the above structure. Education and Culture shall also be handled by the Administrator. This shall also apply to Transport, as the vehicle fleet will be reduced.

PROTOCOL OFFICER.

The above mentioned functionary shall serve to liaise with the Host on all issues classified as Security Issues. He shall attend to the clearance of people to and from the airport and border. It should be noted that this service shall only be provided for people who can produce proof that they are leaving or entering the country on official ANC business. Among other tasks allotted to this person shall be that of accompanying the Chief Representative on his diplomatic missions to Embassies. (Likewise the DCR). He should also independently develop relationships with other Protocol Officers/ First Secretaries of Embassies. We wish to point out that this type of person should come only from the NAT department.

SECRETARY.

Shall assume secretarial duties and his/her qualifications should include Typing, Receptionist and Telex/Fax Operator. The secretary shall operate the photocopying machine and be responsible for documents to be duplicated. He/she shall take minutes of office meetings and keep them in order for succeeding meetings and shall do filing and record keeping. He/she shall take responsibility for arranging appointments for the Chief Representative and shall perform other such secretarial duties as the Chief Rep.

and the Administrative Secretary shall delegate.

Having suggested the above structure, we hope that it can be approved by the DIA and that one of its members can be invited to visit Maputo to consult with the Chief Rep. and the four names and the structure suggested.

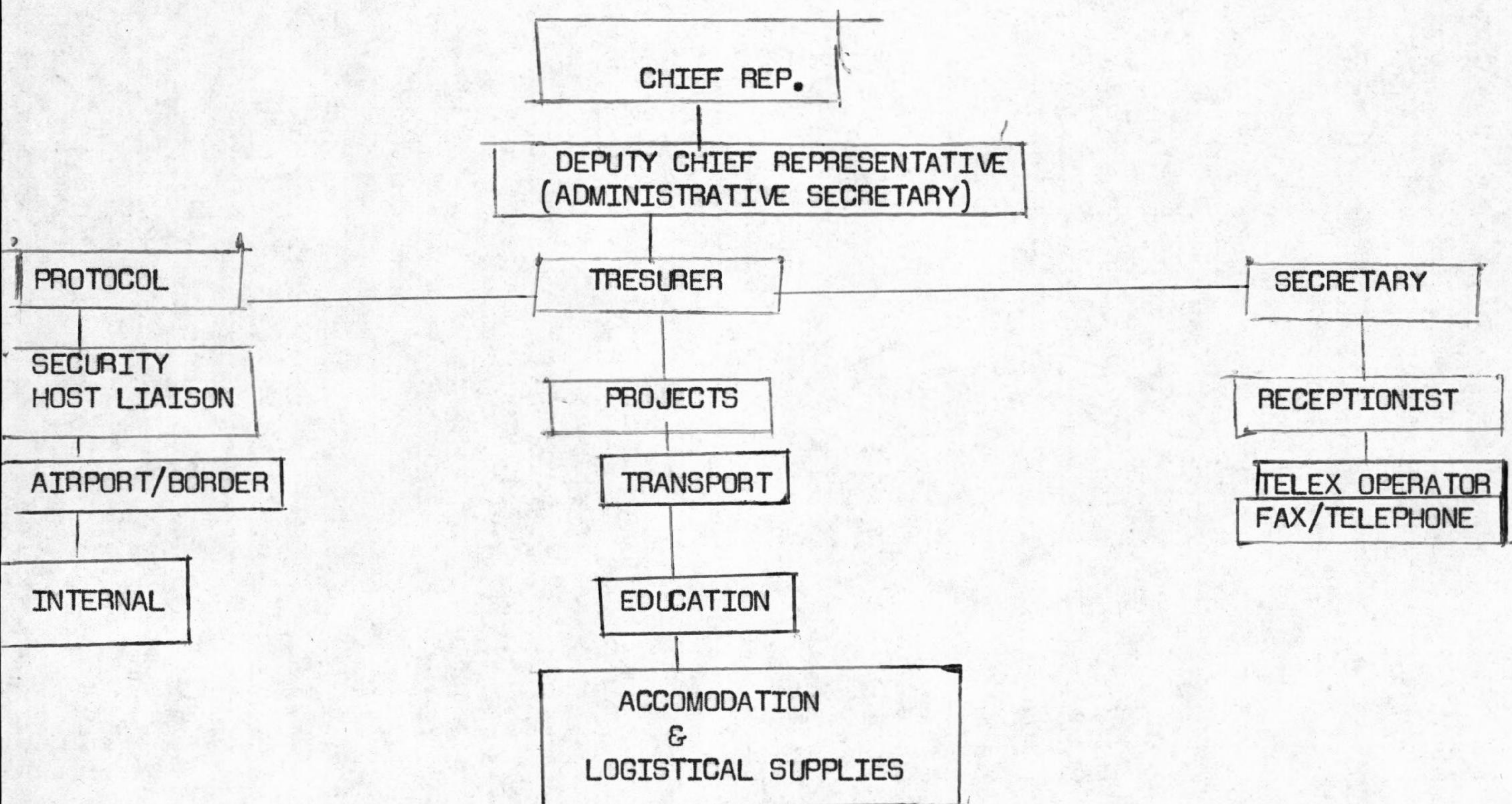
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For the present period, until the repatriation process is completed, we foresee the existence of the following structure:

- 1) Chief Representative.
- 2) Treasurer.
- 3) Admin. Secretary.
- 4) Protocol Officer.
- 5) Secretary.
- 6) Receptionist.

The first four should comprise an Administrative Committee that shall, at the end of the year convene and draft an annual report for the DIA. This committee shall assist the Chief in planning diplomatic work. Secondly, it shall take care of political work pertaining to ANC members in the region. In the office, they shall perform the duties of day to day office administration. They shall be expected to prepare for celebration of ANC days, as determined by the movement. The committee shall meet fortnightly to assess progress and to further draft new programmes.

Proposed Structure.



We hope the above structure should operate until the process of repatriation is ~~complete~~ completed and the four people are selected to maintain the office next year.

ADMINISTRATIVE SECRETARY

The present Administrative Secretary is not as yet Deputy Chief Rep. He shall therefore be the person to allocate duties to the Administrative Committee on a day to day basis. Among other issues, his task shall be to convene meetings and to chair them on a monthly basis. Together with the Administration Committee, he shall plan the agenda of the meeting. As he is already in the repatriation, he shall time and ~~again~~ again consult with the Administration Committee. His duties shall include being ~~re~~ responsible for the control of the operations of the Secretary.

SECRETARY.

For the time being the Secretary shall be in control of the phone and all phone users will require her prior permission. He/she shall be able to authorise calls within Africa, for a limited period of time and shall seek the approval of the Administrative Committee for any long distance call. Additionally, he/she shall be ~~respon~~ responsible for receptionist work, also taking control of such office equipment as typewriters, telex, photocopier and stationery. All appointments shall be made through this person.

TREASURER

The above-mentioned structure takes care of the following:

Distribution of money. Monthly allocations are distributed through ~~xxxx~~ this office.

Logistical Supplies. This sub-structure is directly subordinated to the treasury department. It caters for food and the distribution of clothing under the supervision of the Treasurer.

Accommodation. Payments related to housing eg. Rent, Water and Electricity, Renovations and any housing related problems should be referred to this sub-organ of the treasury.

Projects. All projects of the ANC geared towards generating funds are the responsibility of this sub-organ. They shall be run by a Chief Project Officer, subordinated to the Treasurer.

TRANSPORT

This sub-organ sees to the distribution, maintenance and control of ANC vehicles. It is a sub-organ falling directly under the Treasury, and controlled by it. It should be the organ responsible for accounting to the Treasury for each and every car of the ANC in the region.

PROTOCOL

This structure serves to liaise with the Host on security matters. The same structure also attends to all security problems/issues affecting our community. It is the structure that controls border and airport trips officially sanctioned by the movement. This therefore means that the border and airport unit reports directly to this structure. New recruits, who are a security issue, are the direct responsibility of this structure. It also takes responsibility for accompanying the Chief Rep. on his diplomatic missions in the region.

For the time being, the Administration Committee should assist to speed up the

• repatriation of our people home. It should also explain to Comrades that remaining in the region shall be undertaken at one's own risk. The ANC shall not be in a position to maintain its people in the region as from next year. This same Committee shall also see to the implementation of these proposals, should they be approved.

Lastly, we wish to again point out that for the people remaining and those who may be coming for deployment in the next proposed structure, honest and dedicated, matured and qualified people should be of priority.

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Teddy - PRO.

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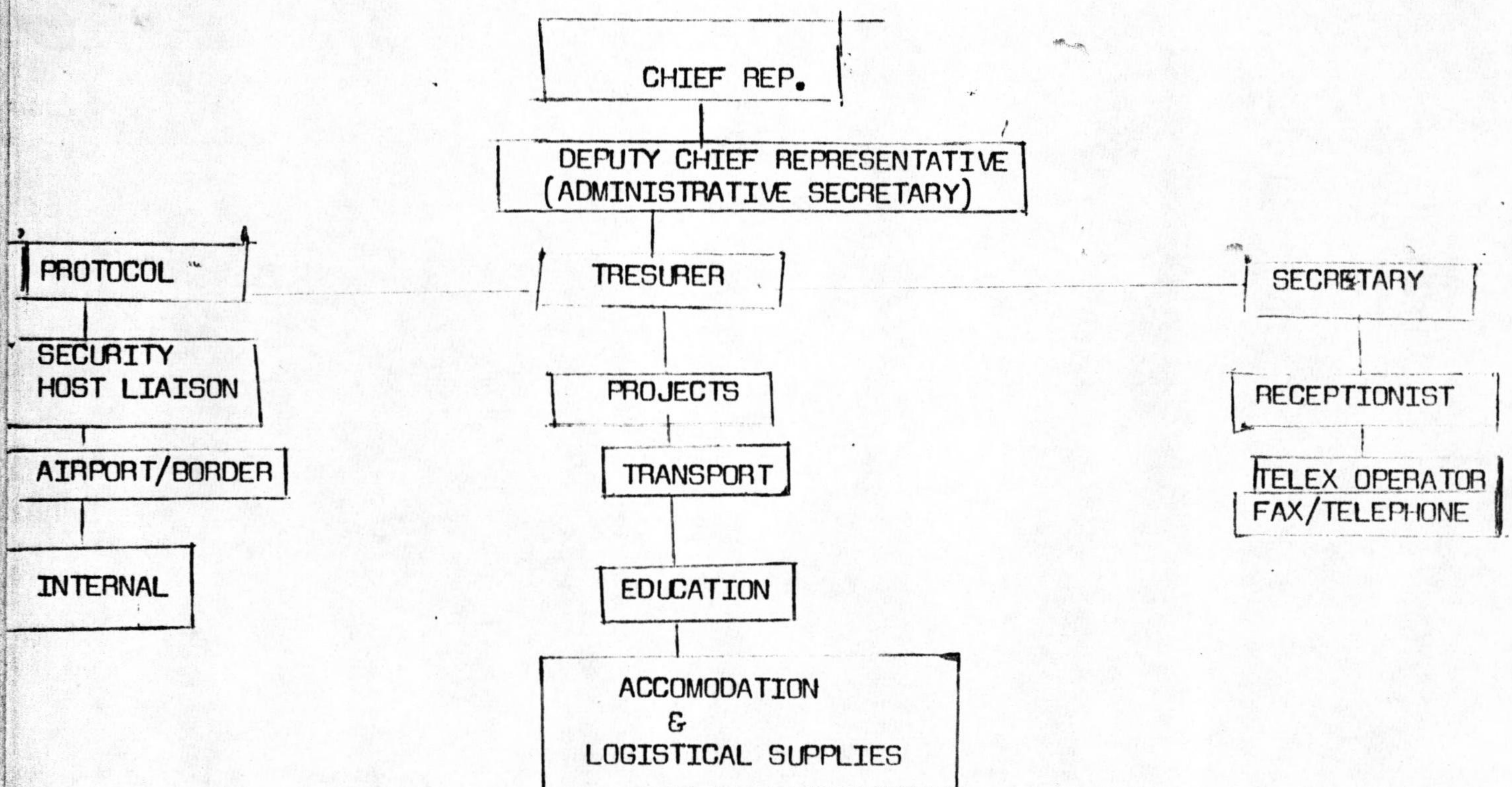
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