



TO : SEE BELOW  
FROM : CODESA ADMINISTRATION  
QUERIES : LOVEDALIA OR DIANNE  
RE : DRAFT MINUTES OF MEETING BETWEEN SECRETARIAT  
AND TWO MEMBERS OF EACH WGSC

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WGSC1

M WEBB 0401-92651  
K ASMAL 021-959-2960

WGSC2

T DELPORT 021-461-0851

WGSC3

K ANDREW 021-461-0092  
L LANDERS 021-45-3706

WGSC4

S SIGCAU 0471-23876  
F MDLALOSE 0358-20-2470 OR  
0358-20-2167

WGSC5

D MVELASE 011-836-8366  
LPHM MTSHALI 0358-20-2943 OR  
0358-20-2167





**F A X   M E S S A G E**

**TO : SEE ATTACHED**  
**FROM : CODESA ADMIN - DIANNE**  
**DATE : 19 FEBRUARY 1992**  
**RE : DRAFT MINUTES OF MEETING**

Enclosed for your information, please find the draft minutes of the meeting between the Secretariat and two members of each WGSC held on 17 February 1992.

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

Regards.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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



**THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE SECRETARIAT, DAILY MANAGEMENT COMMITTEE, MANAGEMENT COMMITTEE AND MEMBERS OF THE WGSCs PRESENT AT THE MEETING.**

**MINUTES OF THE MEETING BETWEEN THE CODESA SECRETARIAT AND TWO MEMBERS OF EACH WGSC HELD AT WTC AT 08H00 ON 17 FEBRUARY 1992**

PRESENT:      WGSC1            M Webb  
   K Asmal  
                 WGSC2            T Delport  
                 WGSC3            K Andrew  
   L Landers  
                 WGSC4            S Sigcau  
   FT Mdlalose  
                 WGSC5            D Mvelase  
   LPHM Mtshali

SECRETARIAT SS van der Merwe

ADMIN.            M Morobe  
   M Spaarwater  
   J Love  
   T Eloff

**1. Chairpersonship**

It was agreed that Mr SS van der Merwe should chair the meeting.

**2. Exploration of communication mechanisms between WGs and the DMC**

2.1      The issue of overlaps between the work and agreements of different WGs was raised. It was pointed out that WG5 needs effective flow of information from other WGs.

2.2      It was agreed that it should be recommended to the DMC that 1 DMC member and 1 person from the Secretariat/Administration should be given the responsibility of scrutinising the minutes and other documents of all WGs each week, and of communicating to the various WGSCs extracts of material that may be of interest to them.

2.3      It was also agreed that the DMC and WGSC5 should further investigate the needs of WG5 in this regard.

**3. Media**

**3.1      Advertisements**

It was agreed that no urgent need for advertisements or submissions existed at present, but that this issue could be revisited later.



**3.2 Statements to the media**

- 3.2.1 It was reiterated that statements to the media are the responsibility of the MC (through the DMC) and that WGs/WG Subgroups (WGSGs) should not issue any statements to the media.
- 3.2.2 Noting that it is important to keep the public informed of CODESA's progress, it was agreed that the relationship with the media should be an open one. It was further agreed to recommend to the DMC that a regular weekly briefing be held (on Tuesdays) by the DMC or someone designated by it.
- 3.2.3 It was agreed that, in this regard, a written document containing what a WG would want to be aired at a briefing, should reach the Secretariat by 12h00 on Tuesdays.

**4. Chairpersonship of WGs**

Against the background of the need for competence, rotation and continuity in WGs, it was agreed that this issue should be left to WGs, with the understanding that a balance should be kept and that it should be allowed to evolve until CODESA II.

**5. Rapporteurs of WGs**

- 5.1 It was reported that, hitherto, only WG3 has appointed 2 rapporteurs, both civil servants from outside the WGs. WG1, WG4 and WG5 are still discussing the issue and WG2 has agreed to appoint these as and when the need arises.
- 5.2 It was agreed to request the Secretariat to provide guidelines to WGs in this regard.

**6. The handling and copying of submissions by parties/organisations/administrations to WGs**

- 6.1 It was agreed that, in line with an earlier MC agreement, this is to be the responsibility of the parties/organisations/administrations themselves.
- 6.2 It was noted that a central photocopier, working with a card purchasing system, would be available to participants soon
- 6.3 It was agreed that WGSCs would inform their WGs of these two items.

**7. Substitutes at WGSC level**

It was agreed that no substitutes for WGSC members should be allowed.

**8. Recording of the proceedings of WGs**

- 8.1 It was agreed that no individual or participant organisation should be allowed to make recordings of proceedings.
- 8.2 It was agreed to refer the matter of whether recordings should be kept for posterity, to the DMC.
- 8.3 It was agreed that the issue of whether recordings may be made by rapporteurs should be

revisited by the Secretariat.

9. It was agreed that these recommendations should be placed before the DMC for consideration.
10. The meeting was adjourned.