

# **MANAGEMENT COMMITTEE**

**12th September, 1994**

**Room V16**

## **DOCUMENTATION**

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## CONSTITUTIONAL ASSEMBLY

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### MEETING OF THE MANAGEMENT COMMITTEE

Please note that a meeting of the above Committee will be held as indicated below:

Date : Monday, 12 September 1994

Time : 12h00

Venue: Room V16 (Old Assembly Building)

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### AGENDA

1. Minutes of previous meeting; page 2 -6
2. Matters arising out of Minutes
  - a) **Tabling**: Work Programme; page 7 - 11
3. **Theme Committees**
  - a) Briefing document for Theme Committees; Page 12 - 15
  - b) Discussion on remuneration of Technical Experts; page 16 - 18
4. **Tabling**: Directorate Report; page 19 - 20

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H EBRAHIM  
EXECUTIVE DIRECTOR:  
CONSTITUTIONAL ASSEMBLY

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**If you have been appointed as an alternative member of the committee, please discuss your participation in the meeting with your chief whip.**

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Enquiries: Ms M M Sparg, Room CS107 (tel 403-2258)

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**CONSTITUTIONAL ASSEMBLY  
MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
THURSDAY 8 SEPTEMBER 1994**

**PRESENT**

Chairperson (MC Ramaphosa)

Felgate W  
Meshoe K  
Sizani R  
Viljoen C  
Van Breda A  
Wessels L (Deputy Chairperson)

P Lillienfeld, H Ebrahim, A Meyer, L Zondo and M Sparg were in attendance.

Apologies were received from Messrs Eglin, Meyer and Moosa who were all on overseas trips.

The Agenda was adopted with one amendment proposed by Mr Felgate that the IFP proposal on amending the Standing Rules should be included. The meeting agreed this item would appear on the agenda as item 5(b).

**1. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting on 5 September 1994 were adopted with one amendment to reflect the presence of Mr Felgate in this meeting.

**2. MATTERS ARISING**

**2 a) Work Programme**

A document entitled PROPOSED SCHEDULE OF WORK FOR THE CONSTITUTIONAL ASSEMBLY and DRAFT PROGRAMME OF WORK - SOME NOTES FOR DISCUSSION AND CONSIDERATION was circulated in the meeting for discussion.

The meeting discussed a proposal by Mr Viljoen that smaller parties would have extreme difficulties in fielding members to attend all Theme Committee meetings should these run concurrently as proposed. Mr Viljoen proposed that small parties be allowed to make use of outside people to attend Theme Committee meetings on their behalf. Such members could be allowed to participate in discussion but not necessarily be part of the decision-making process in the meetings.

A further option was suggested by Mr Wessels that smaller parties could be allowed to have outside members attending as observers in the committees and further that the Management Committee adopt a flexible approach to the work of the Theme Committees such that members of smaller parties attend committee meetings on a rotational basis to allow for their fuller participation in the process of constitution-making.

Mr Meshoe agreed with Mr Viljoen's proposal and further suggested that smaller parties be allowed to send officials or staff to attend and observe Theme Committee meetings for the purposes of reporting back to their representatives in the Assembly. These parties should then be allowed to make their opinions known on the deliberations of the Theme Committees and be guaranteed that their views would be taken into account by the Constitutional Committee.

Mr Anton Meyer informed the meeting that the Standing Rules only allowed for internal membership of Theme Committees but that these could be changed by resolution of the Assembly. He also reminded the meeting that Theme Committee meetings were open to the public and further that committees could receive evidence from interested parties and also call witnesses.

Mr Felgate stated that the IFP sympathised with the smaller parties and suggested that the matter could be opened up to discussion in the Assembly where one could call for an amendment to the Standing Rules.

The Chairperson summarised as follows : The matter had been tabled and views had been heard. However most of these views did not answer the issue of direct participation raised by Mr Viljoen. The matter therefore required further discussion and would be put on the agenda again at a later stage. In the meantime members were urged to apply their minds to the issue.

The Chairperson asked for clarification on the work schedule of the Constitutional Assembly continuing after parliamentary recess in the middle of November.

The meeting discussed the matter and agreed that the schedule should be reworked so that the Assembly should reconvene earlier in 1995 after the end of the year recess rather than remain for a longer time in 1994 after parliamentary recess.

**3. THEME COMMITTEES**

**a) Invitation to parties to submit nominations to Theme Committees by 12 September 1994.**

The committee discussed the size of the Theme Committees with regard to the resolution of the Assembly on 5th September 1994 which states inter alia, that " ... Theme Committees will be made up of thirty Constitutional Assembly members, or such smaller number as decided upon by the Constitutional Committee..."

The meeting agreed to recommend to the Constitutional Committee of 12th September that Theme Committees consist of 26 members and that party representatives work upon this figure in the meantime to allow their caucuses to decide upon membership of the committees by the 12th September 1994.

**b) Draft Agenda for Theme Committees**

A Draft Agenda for Theme Committees was circulated in the documentation for the consideration of the meeting.

The Agenda was approved by the meeting with the amendment moved by Mr Felgate that the Directorate prepare a discussion document to be presented to the first meeting of the Theme Committees as a briefing document on the role of Theme Committees, the role of technical experts, the interface between Theme Committees and the Constitutional Committee, basic rules of procedure in committees etc

**c) and d) Appointment of Technical Committees and remuneration**

The meeting agreed to a proposal by Mr Wessels that discussion on this matter be delayed to allow Theme Committees to discuss their programme of work. The meeting agreed not to call for nominations by parties and further agreed this matter should be discussed at the Constitutional Committee and in the Theme Committees themselves.

It was agreed that a draft letter to parties circulated in the meeting which called for, amongst other things, nominations from parties for technical committees, would be sent out but that the item asking parties to submit nominations for members of technical committees would be removed.

**4. PRESS STATEMENT**

A press statement issued by the Chairperson was circulated in the documentation for the information of the meeting. The statement called upon the broader public and interested parties to submit suggestions on appropriate mechanisms for involving civil society and the broader public in the process of constitution-making. The meeting noted the press statement.

**5. DRAFT AGENDA FOR CONSTITUTIONAL COMMITTEE OF 12 SEPTEMBER 1994**

The meeting agreed to the draft agenda for the Constitutional Committee of 12 September 1994 with several amendments as follows to item 4 on the agenda :

- 4 a) IFP proposed amendments to Standing Rules;
- b) Structure of debate and open time in Constitutional Assembly debate;
- c) Work Programme.

In response to a query by Mr Felgate, it was agreed that the matter of the chairpersons of the Theme Committees functioning as a collective could be raised in the Constitutional Committee under item 3 d) which dealt with the chairing of Theme Committees and the management of the Core Group.

It was further agreed that the Directorate would table a report for the information of the Management Committee on Monday 12 September on the staffing situation and the establishment of the administration. This report would also be submitted to the Constitutional Committee.

**6. Tabling of Resolution of Constitutional Assembly of 5 September 1994.**

Mr Ebrahim spoke briefly to a document entitled CONSTITUTIONAL ASSEMBLY - RESOLUTIONS - FRIDAY 2 SEPTEMBER 1994 which was circulated in the documentation for the meeting.

He stated that this document was an innovation in parliamentary procedure in that it incorporated the amendments to the report originally tabled for decision in the Assembly. This was to allow for immediate access to the final version of the document as approved by the Assembly. Members of the committee expressed their appreciation for this innovation.



**7. INVITATION TO PARTIES TO MAKE SUBMISSIONS ON THE PROCESS OF PUBLIC PARTICIPATION**

In response to a query from Mr Sizani, Mr Ebrahim stated that the invitation was an attempt on the part of the administration to canvass more concrete views from parties on the exact mechanisms to be used in involving the broader public in the process of constitution-making.

The meeting rose at 10h00.

# PROPOSED SCHEDULE OF WORK FOR THE CONSTITUTIONAL ASSEMBLY

as amended by the Management Committee  
8th September, 1994

DATE	TIME	MEETING	VENUE
12 Sept	12h00 - 13h00	Management Committee	V16
12 Sept	15h30 - 17h00	Constitutional Committee	M46
15 Sept	9h00 - 10h00	Management Committee	V16
19 Sept	8h00 - 10h00	Theme Committee 1	M515
19 Sept	8h00 - 10h00	Theme Committee 2	E249
19 Sept	8h00 - 10h00	Theme Committee 3	M46
19 Sept	10h00 - 12h00	Theme Committee 4	E249
19 Sept	10h00 - 12h00	Theme Committee 5	M515
19 Sept	10h00 - 12h00	Theme Committee 6	M46
19 Sept	12h00 - 13h00	Management Committee	V16
19 Sept	14h15 - 17h00	Constitutional Assembly	
22 Sep	9h00 - 10h00	Management Committee	V16
<b>RECESS PERIOD - 24 September to 16 October</b>			
17 Oct	8h00 - 10h00	Theme Committee 1	M46
17 Oct	8h00 - 10h00	Theme Committee 2	M515
17 Oct	8h00 - 10h00	Theme Committee 3	E249
17 Oct	10h00 - 12h00	Theme Committee 4	M46
17 Oct	10h00 - 12h00	Theme Committee 5	M515
17 Oct	10h00 - 12h00	Theme Committee 6	E249
17 Oct	12h00 - 13h00	Management Committee	V16
17 Oct	15h30 - 17h00	Constitutional Committee	M46
20 Oct	9h00 - 10h00	Management Committee	V16
24 Oct	8h00 - 10h00	Theme Committee 1	M515
24 Oct	8h00 - 10h00	Theme Committee 2	M46
24 Oct	8h00 - 10h00	Theme Committee 3	E249
24 Oct	10h00 - 12h00	Theme Committee 4	M46

24 Oct	10h00 - 12h00	Theme Committee 5	M515
24 Oct	10h00 - 12h00	Theme Committee 6	E249
24 Oct	12h00 - 13h00	Management Committee	V16
24 Oct	14h15 - 17h00	Constitutional Assembly	
27 Oct	9h00 - 10h00	Management Committee	V16
31 Oct	8h00 - 10h00	Theme Committee 1	M46
31 Oct	8h00 - 10h00	Theme Committee 2	M515
31 Oct	8h00 - 10h00	Theme Committee 3	E249
31 Oct	10h00 - 12h00	Theme Committee 4	M46
31 Oct	10h00 - 12h00	Theme Committee 5	M515
31 Oct	10h00 - 12h00	Theme Committee 6	E249
31 Oct	12h00 - 13h00	Management Committee	V16
31 Oct	15h30 - 17h00	Constitutional Committee	M46
3 Nov	9h00 - 10h00	Management Committee	V16
7 Nov	8h00 - 10h00	Theme Committee 1	M46
7 Nov	8h00 - 10h00	Theme Committee 2	M515
7 Nov	8h00 - 10h00	Theme Committee 3	E249
7 Nov	10h00 - 12h00	Theme Committee 4	M46
7 Nov	10h00 - 12h00	Theme Committee 5	M515
7 Nov	10h00 - 12h00	Theme Committee 6	E249
7 Nov	12h00 - 13h00	Management Committee	V16
7 Nov	2h15 - 17h00	Constitutional Assembly	
10 Nov	9h00 - 10h00	Management Committee	V16
14 Nov	8h00 - 10h00	Theme Committee 1	M46
14 Nov	8h00 - 10h00	Theme Committee 2	M515
14 Nov	8h00 - 10h00	Theme Committee 3	E249
14 Nov	8h00 - 10h00	Theme Committee 4	M46
14 Nov	10h00 - 12h00	Theme Committee 5	M515

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<b>14 Nov</b>	<b>10h00 - 12h00</b>	<b>Theme Committee 6</b>	<b>E249</b>
<b>14 Nov</b>	<b>12h00 - 13h00</b>	<b>Management Committee</b>	<b>V16</b>
<b>14 Nov</b>	<b>15h30 - 17h00</b>	<b>Constitutional Committee</b>	<b>M46</b>
<b>17 Nov</b>	<b>9h00 - 10h00</b>	<b>Management Committee</b>	<b>V16</b>

## DRAFT PROGRAMME OF WORK SOME NOTES FOR DISCUSSION AND CONSIDERATION

DATE	STRUCTURE	TASKS
12/9	Management Committee.	<ol style="list-style-type: none"> <li>1. Receive Report on planning for Theme Committee meetings.</li> <li>2. Further discussion on Technical Committees.</li> </ol>
12/9	Constitutional Committee.	<ol style="list-style-type: none"> <li>1. <u>Theme Committees</u> <ol style="list-style-type: none"> <li>a) Receive and approve Nominations to Theme Committees;</li> <li>b) Approve Agenda for Theme Committees;</li> <li>c) Discussion on appointment of Technical Committees;</li> <li>d) Discussion on Chairing and management of the Core groups.</li> </ol> </li> <li>4. Consideration of Process</li> <li>5. Consideration of proposal by Administration on media and strategy.</li> <li>6. Approve draft Report to the Constitutional Assembly (Re: 1 - 6 above).</li> <li>7. Discussion on Independent Panel of Experts - closing date and appointments.</li> <li>8. Discussion on Structure of Debate in the Constitutional Assembly.</li> </ol>
15/9	Management Committee	<ol style="list-style-type: none"> <li>1. Finalise report to the Constitutional Assembly.</li> </ol>
19/9	Theme Committees	<ol style="list-style-type: none"> <li>1. See - Draft Agenda</li> </ol>
19/9	Management Committee	<ol style="list-style-type: none"> <li>1. Receive reports on the formation of the Theme Committees</li> <li>2. Receive report on submissions made on process.</li> <li>3. Approve report to the Constitutional Assembly.</li> </ol>
19/9	Constitutional Assembly	<ol style="list-style-type: none"> <li>1. Report on formation of Theme Committees</li> <li>2. Report on appointment of Technical Committees</li> <li>3. Report on submissions on process and debate. Require mandate.</li> </ol>

<b>22/9</b>	<b>Management Committee</b>	<b>1. Discussion on process and implementation of C A mandate.</b>
<b>Re-cess</b>	<b>Admin.</b>	<b>1. Workshop on Media 2. Workshop on Process 3. Training of Staff</b>
<b>17/10</b>	<b>Management Committee</b>	<b>1. Receive reports from Administration. 2. Receive reports from Theme Committee's. 3. Planning and preparation for Theme Committee meetings.</b>
<b>17/10</b>	<b>Theme Committees</b>	<b>1. Receive submissions by parties on programme. 2. Receive report and discuss process. 3. Work.</b>

## **BRIEFING DOCUMENT FOR THEME COMMITTEES**

### **1. INTRODUCTION**

The Constitutional Assembly has been consistent in its commitment to adopting an approach to the drafting of the new constitutional text, which integrates the ideas of political parties represented in the Constitutional Assembly and those of the public. In line with the integrated approach and in an effort to involve a broad cross-section of Constitutional Assembly members and experts in various fields the Constitutional Assembly resolved to establish theme committees to deal with the wide variety of issues to be covered in the new constitutional text.

### **2. SELECT COMMITTEES**

- 2.1 Theme committees are select committees of the Constitutional Assembly.
- 2.2 Rule 20 of the Standing Rules defines a select committee as any committee, other than the Constitutional Committee, which is made up of members of the Constitutional Assembly only.

### **3. APPOINTMENT OF THEME COMMITTEES**

- 3.1 Rule 21 of the Standing Rules provides, that a select committee may be appointed by a resolution of the Constitutional Assembly or under a rule approved by it. On 15 August 1994, the Constitutional Assembly passed a resolution to appoint select committees, called theme committees.
- 3.2 The Constitutional Assembly approved the appointment of six theme committees on the following constitutional theme; character of a democratic state, structure of government, relationship between the levels of government, fundamental rights, judiciary and legal systems and specialised structures of government, by resolution on 5 September 1994.
- 3.3 The composition of theme committees is provided for in rules 22 and 23 and in the Constitutional Assembly resolution of 5 September 1994. In terms of the said resolution theme committees shall be made up of thirty Constitutional Assembly members or such smaller number as the Constitutional Committee may decide upon.

### **4. CHAIRING**

- 4.1 The chairing of select committee meetings is governed by rule 25. The rule provides that a chairperson of a select committee shall be elected from

among its members at the first meeting of the select committee.

- 4.2 In terms of rule 2, however, the Constitutional Assembly may, by resolution, suspend the operation of any provision of the rules for a specified purpose.

## **5. MANAGEMENT**

- 5.1 Each theme committee shall appoint no more than 7 of its members to form a "core group" that will be responsible for managing the work programme of the theme committee.

- 5.2 The core group will liaise with managing secretary allocated to the theme committee with regard to the preparation of agendas for theme committee meetings, the circulation of relevant documents to theme committee members and other administrative matters relating theme committee meetings.

## **6. ROLE OF THEME COMMITTEES**

- 6.1 The role of theme committees is to examine constitutional matters falling within the scope of specified themes and to report to the Constitutional Committee.

- 6.2 Their functions include;

- (a) receiving from the public and political parties views and submissions on the constitution,
- (b) developing and processing views and submissions,
- (c) referring processed views for drafting,
- (d) submitting the processed concepts in the form of reports to the Constitutional Committee for debates in the Constitutional Assembly.

- 6.3 The report of a theme committee should set out aspects in respect of which, there is agreement, those in respect of which there is no agreement and the recommendations of the theme committee.

- 6.4 Each theme committees should determine its work programme, and should take into account matters such as;

- (a) prioritising constitutional issues,
- (b) identifying issues to be considered by commissions,



- (c) specifying and programming its public outreach activities,
- (d) setting time frames, taking into account the general programme of the Constitutional Assembly and its structures.

**6.5** Flexibility and integration should be an important feature of theme committee work programmes. In view of overlap in issues to be dealt with by the various theme committees being inevitable, theme committee should not be barred from dealing with pertinent issues but should be guided by the integrated nature of constitution-making process and the existence of time constraints.

**6.6** Theme committees will have at their service, technical committees to give expert advice and provide drafting facilities as and when required to do so. The administration is also developing a database of experts in various fields, in an effort to support the provision of a wide range of expertise to the theme committees.

## **7. RELATIONSHIP WITH OTHER CONSTITUTIONAL ASSEMBLY STRUCTURES**

### **7.1 Constitutional Committee**

**7.1.1** Theme committees will compile reports for consideration by the Constitutional Committee.

**7.1.2** The Constitutional Committee may, after deliberating on a theme committee report, refer the report to the Constitutional Assembly. It is envisaged that the Constitutional Assembly may make recommendations including the referral of issues arising from the report for consideration by a theme committee.

### **7.2 Management Committee**

**7.2.1** The Management Committee is responsible for finalising the Constitutional Assembly agenda and will therefore determine the reports to be considered at a particular sitting of the Constitutional Assembly.

### **7.3 Administration**

**7.3.1** The Administration will provide the necessary support services to theme committees. Each theme committee will be allocated a managing and a minute secretary. Proceedings of theme committee meetings will also be electronically recorded, although with the view of keeping the recordings and not of immediately transcribing it.

**7.4 Technical Committees**

**7.4.1 A technical committees and its members may be appointed by or under a Constitutional Assembly resolution.**

**7.4.2 The functions of technical committees are set out in rule 44. The rule for provides the appointed of technical committees to draft or supervise the drafting of the constitution or parts thereof, to perform any functions which may best be performed by persons with professional or technical expertise and to consider and to report on any matter which the Constitutional Assembly and/or its structures refer to it.**

**7.4.3 Several ways of reporting are set out in the rule, including reporting in accordance with an assignment.**

**DRAFT RESOLUTION**

**BASIS FOR THE APPOINTMENT OF SPECIAL ADVISERS**

*(Non-members of Parliament appointed in terms of sec 77(1) and (2) of the Constitution 1993)*

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1. The duties of a special adviser shall be determined by the Management Committee.
2. The employment of a special adviser shall be regulated by a standard contract to be entered into between the special adviser and the Chairperson of the Management Committee.
3. The basis of remuneration of a special adviser shall be determined by the Management Committee to ensure that an acceptable degree of uniformity in this regard is maintained. This basis shall be an all-inclusive package and shall provide for three different remuneration levels in order to accommodate different levels of expertise. In this regard the Management Committee approves—

(a) the following three all-inclusive levels of remuneration:

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Remuneration level	Part-time special advisers who devote 50% or less of special advisers their time to their duties	Full-time as special adviser
I	R120 per hour	R19 200 per month
II	R150 per hour	R24 000 per month
III	R180 per hour	R28 800 per month

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The remuneration of a full-time special adviser is based on a standard 40 hour working week.

(b) that, besides the above-mentioned remuneration, leave be granted to a full-time special adviser as follows:

2½ days leave per month  
3<sup>1</sup>/<sub>3</sub> days sick leave per month

Such leave accumulates but lapses upon the termination of the contract.

4. The portion of available working time which a person will set aside for his or her role as special adviser shall be determined in consultation with the Chairperson of the Management Committee. Should a part-time special adviser who will devote more than 50% of his or her time to his or her duties as special adviser be appointed, his or her all-inclusive remuneration shall not be calculated on an hourly basis, but according to the following formula:

$$\begin{array}{rcccl} \text{Monthly remuneration} & & \text{Percentage [\%] of time} & & \text{M o n t h l y} \\ \text{of full-time special} & & \text{devoted on duties as special} & & \text{percentage all-} \\ \text{adviser on appropriate} & \times & \text{adviser} & = & \text{i n c l u s i v e} \\ \text{remuneration level} & & & & \text{remuneration} \end{array}$$

5. In the case of a part-time special adviser who devotes 50% or less of his or her time to his or her duties as a special adviser, the actual hours worked should be recorded and claims submitted accordingly.
6. The Chairperson of the Management Committee may, in consultation with the special adviser concerned, determine which of the three remuneration levels referred to in paragraph 3 above will be applicable in respect of that special adviser. For purposes of determining which of the relevant three remuneration levels shall apply in the case of a particular special adviser, cognisance should be taken of his or her level of expertise and stature in the particular field. The following broad guidelines in this regard should be applied:
- 6.1 Remuneration level I [R120 per hour: R19 200 per month in the case of a full-time special adviser]:
- (a) Enjoy noticeable national recognition as a competent expert.
  - (b) Complexity of advice to be rendered comparable to that given by a Director in the Public Service.
- 6.2 Remuneration level II [R150 per hour: R24 000 per month in the case of a full-time special adviser]:
- (a) Enjoy recognition as a competent expert at national level.
  - (b) Complexity of advice to be rendered at one level higher than that contemplated in 6.1(b).
- 6.3 Remuneration level III [R180 per hour: R28 800 per month in the case of a full-time special adviser]:
- (a) Enjoy recognition as a competent expert at national and even international level.
  - (b) Complexity of advice to be rendered at two levels higher than that contemplated in 6.1(b).
- 6.4 The present level of remuneration of a candidate should also be an important determinant.
7. The guidelines as referred to in paragraphs 6.1 to 6.3 above shall also be applied as criteria for purposes of appointment as special adviser.

## **PRESS STATEMENT**

The process of drafting a new constitution is set to begin.

The Constitutional Assembly has resolved to establish 6 committees to deliberate on the new constitutional text. These committees will deal with the following themes; character of democratic state, structure of government, relationship between levels of government, fundamental rights, judiciary and legal systems and specialised structures of government.

It is also proposed to convene the first meeting of the above Theme Committees on 19 September, 1994.

By unanimous agreement of the Constitutional Assembly it has also been agreed that the new constitution should be the result of a process which integrates the ideas of political parties represented in the Constitutional Assembly, civil society and the broader public.

The Constitutional Assembly is therefore committed to a programme for ensuring maximum public participation in the constitution-making process. Mechanisms for promoting public participation, including public fora, distribution of information bulletins and appropriate media strategies would have to be found and employed.

Bearing in mind that we are obliged to complete the process of drafting the constitution by May 1996, it is therefore necessary to clearly define the process by which the views of the broader public is taken into account.

It is in this regard that the Management Committee hereby invites all interested parties and bodies to make their submissions with regard to how best the broader public could participate in this important process.

These submissions should be made by no later than 16 September addressed to the Constitutional Assembly, Executive Director, Hassen Ebrahim, P O Box 15, Cape Town, 8001 (or Fax no. 021-461 4339)

**M. C. RAMAPHOSA**  
**CHAIRPERSON - CONSTITUTIONAL ASSEMBLY**

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## CONSTITUTIONAL ASSEMBLY

### REPORT OF DIRECTORATE FOR MANAGEMENT COMMITTEE MEETING MONDAY 12 SEPTEMBER 1994

#### 1. STAFFING

##### 1.1 Process

1.1.1 Since the last report to the Steering Committee on the appointment of the Directorate, the Directorate have proceeded to staff the structure of the Administration for the Constitutional Assembly.

1.1.2 The procedure that has been adopted has been a combination of the following :

- \* "headhunting" for suitable applicants;
- \* receiving applications from various quarters;
- \* an official approach to all Directors General of the Public Service, including Directors General of Provinces; and
- \* advertising through an agency for some posts which are proving difficult to fill.

1.3 The Directorate is considering the following criteria in terms of appointment of staff :

- \* relevant qualification and experience and
- \* affirmative action in terms of race and gender.

##### 1.2 Appointments

Interviews are continuing and appointments will be finalised in the course of the next 10 days. A more detailed report on the structure and appointments will be presented to the Management Committee on Thursday 15 September 1994.

##### 1.3 Training

The Directorate intends to make full use of the next parliamentary recess to undertake training for all staff members. This training will take the form of a first workshop for all staff at which the process of drafting the new constitutional text will be explained and the role of the administration in the process dealt with. The major objective of this first workshop will be to be

build a team spirit and motivate staff members.

The first workshop will be followed shortly by sectoral workshops for the secretariat, media and community liaison sections of the administration. The Committees Section of the Parliamentary Administration has offered its assistance in the workshop and training of secretariat staff.

**2. PREMISES**

The Administration is currently occupying offices on the first and second floor of Parliament Chambers. These premises are wholly inadequate, both for the needs of the Administration itself and for the purposes of effectively servicing the Theme Committees. Alternative premises are urgently being sought.

**3. BUDGET**

In accordance with discussions with the Minister of Finance earlier this year in terms of which expenditure on the Constitutional Assembly be provided for by way of a separate programme under the Parliamentary Budget, the Administration is presently considering the amount to be requested for utilisation during the current financial year.

