

NYM/38/2007/4

28.2.92

DATE: 2/28/92

TIME: 9:20 am

TITLE: Office Meeting

PARTICIPANTS:

Tebogo Mafole
Desiree Pillay
Kingsley Makhubela
Victor Mashabela

AGENDA

- 1) Place and Role of New York Office within context of political developments in South Africa.
- 2) Nature of Scope of the work of Office:
 - a) At political level
 - b) Admin/technical level
- 3) Division of Labor within Office
- 4) Office Treasurer
- 5) Other Matters

DECISIONS

On Agenda item 1)

With call of ANC for Interim Government, role of our office becomes more important because of our daily interaction with the UN. Between now and Interim Govt. our office will:

- 1) Lay more emphasis and strengthen our interaction with UN and de-emphasis with local community. DC office will concentrate on the latter.

Note: This does not mean that at no stage will this office deal with the local community but that when confronted with choice between Un and solidarity groups, then Un takes primacy.

Related with this: Favors can be done for DC office if time allows but their work should not be shifted to this office. Any requests from DC should be forwarded first to Dan for approval.

On Agenda item 2)

a) Ideally we want our mailing list to be able to reach out to everybody

- 1) . All UN Missions
 . All UN Groups - i.e SCAA, IGG, DPI, etc
- 2) UN agencies - i.e UNDP, UNICEF, CTC, etc
- 3) NGOS - with Consultative Status with UN
- 4) Influential International Institutions based in NY not necessarily attached to the UN - e.g. AAI, IIE, Council on Foreign Relations, etc
- 5) Media in NYC
- 6) Individuals not necessarily associated with any organization

Technical:

List of things needed in office for efficient work

- Modem (to have access to different networks)
- Explore possibility of subscribing to different Computer Networks for latest News
- Subscribe to different News papers
 (Local and International)
 - . NY Times
 - . Washington Post
 - . Christian Science Monitors
 - . New Nation and Weekly Mail
- Tv and Radio

On Agenda item 3)

Desiree - Duties: - Receptionist/ typist
 - Administrative Secretary
 - Office Treasurer

Victor - Duties: - Take care of all publicity
 - Coordinate speaking engagements
 - Make follow up on attendance to meetings to ensure that ANC is being represented (e.g UN meetings, OAU, etc)

Tebogo - Tasks: - Coordinate all activities in the office

Kingsley - Tasks: - In Dan's absence take over
Drafting speeches, statements and doing
research on papers

Regarding UN:

It is important to maintain dynamic links with UN agencies through mailing reading material and being aware of what kind of programs they're engaged in with the ANC etc

IGG - Desiree

4th Committee/ Committee of 24th Session - Victor

As a general rule Dan will attend meetings of:

- SCAA
- Frontline States
- Coordinating Bureau of Non-aligned Mov.
- Meetings of Specialized agencies

In the absence of Dan, Kingsley is to attend all the above mentioned meetings. He should be briefed after e/meeting and could sometimes accompany Dan to these meetings.

Important:

- 1) We must agree on daily basis who is going where and what issues are being dealt with
- 2) Make written reports after any meeting that we attend

Format of Reports:

- 1) Title of Meeting
- 2) Date and Time
- 3) Participants
- 4) Agenda
- 5) Decisions
- 6) Remarks or Observations
- 7) Compiled by

How to handle our Mail

In-Coming Mail:

- 1) Record it
- 2) Put in file and pass on to Dan or Kingsley if Dan is not there
. Point out important mail to Dan so that it can be given immediate attention
- 3) Dan returns mail to Desiree to be passed on to respective people
- 4) File it

Out-going Mail:

- 1) Keep one copy on computer
- 2) Copy taken to Dan
- 3) Central filing of one copy
- 4) Record file name and subject

On Agenda item 4:

To be resolved after HQ clarifies the matter.

Other Matters

1) About up-coming US conference on S.A. in NY
It is agreed:

a) Conference is being conducted under auspices of DC office
b) NY office will assist where ever possible. Our role is of supportive nature. Conference is being organized in NYC, therefore there ought to be coordination between both offices - i.e NY office must give full briefing in the case that DC office was not able to attend one of the preparatory meetings, that is, both offices must consult closely.

2) Buy Office Grocery whenever its possible

Conclusion:

Office meetings will be held e/fridays.

Meeting closed at 1:04 PM