

**RECOMMENDATIONS EMERGING FROM THE MEETING OF TASK GROUP ONE
(ORGANISATION AND PLANNING), HELD AT 09H30 ON MONDAY 9 DECEMBER 1991
AT THE WORLD TRADE CENTRE**

PRESENT:

Delegates:

Å Arbee(Solidarity Party)
GS Bartlett (Government)
D Bjorkman (Ciskei Government)
BJ du Plessis (National Party)
M Govender (Natal/Transvaal Indian Congress)
K Lategan (Labour Party)
P Maduna (ANC)
PMH Maduna (convenor)
V Mahlangu (IYP)
KA Mariri (Lebowa/UPF)
DS Mkhwanazi (Kangwane/INM)
DT Mokoena (Dikwankwetla Party)
M Myeni (IFP)
E Ngobeni (XPP)
V Ntsubane (Transkei Government)
A Rajbansi (NPP)
PN Ranwashe (Venda Government)
T Setiloane (Boputhatswana Government)
P Soal (Democratic Party)

Secretariat:

Theuns Eloff (CBM)
Pam Saxby (CBM)

**RECOMMENDATIONS TO THE STEERING COMMITTEE EMERGING FROM THE
MEETING ARE AS FOLLOWS:**

1. With regard to the venue for CODESA 1, it was agreed that the central area popularly termed the 'Well' should be recommended as the venue for CODESA 1 and that venues for subsequent CODESA meetings should be decided at a later stage, bearing in mind the merits of using the large sub-divided area in the west wing of the World Trade Centre for large plenary sessions. It was noted that additional finances would have to be allocated for the securing of the 'Well', it being an open area.
2. It was agreed that the recommended starting time for CODESA 1 should be 10h00, and not 14h00 as previously suggested.
3. The organisational proposals as per chart were approved for recommendation to the Steering Committee.
4. It was agreed that it should be recommended that CBM should be responsible for providing secretarial services to the Steering Committee, the Secretariat and the task groups during the period leading up to and including CODESA 1.
5. It was further agreed that it should be recommended that CBM should be responsible for the convention arrangements regarding CODESA 1, and that CBM should be mandated to subcontract specific duties in this regard to appropriate consultants should this be necessary, and with the approval of the managing secretariat.
6. Noting the need for a process of inclusivity regarding representation at management level, was agreed that a recommendation should be made to the Steering Committee that Mr

Murphy Morobe (ANC) be appointed as office manager and Mr Deon du Plooy (CDS) as finance manager for the period leading up to and including CODESA 1. It was noted that delegates to Task Group 1 were given the opportunity to propose alternatives to both recommendations of appointment.

7. It was agreed that TFC and three other travel agencies should be recommended to the Steering Committee to take responsibility for travel and accommodation arrangements for CODESA 1 and that one agency should be selected for the task.

8. Regarding the appointment of convenors for the sub-committees responsible for Protocol, Security and Media, it was agreed that the following recommendation should be made:

That the convenors for each of the three political groups for Media, Protocol and Security be appointed by the Steering Committee on the basis of availability and expertise, and that appointments of non-political professionals should be considered. That, where political appointments are made, the Steering Committee should cover the widest possible political spectrum.

It was agreed that these sub-committees should start to function as soon as possible.

The following names were proposed as convenors:

Protocol	M Myeni (IFP)
Security	V Ntsubane (Transkei Government)
	J Scheepers (National Party)
Media	P Coetser (NP)
	S Macomoza (ANC)

9. It was agreed that each organisation/government/party represented in Task Group 1 should make proposals to its respective representative on the Steering Committee regarding representation on the sub-committees detailed above, and that appointments to these sub-committees should be decided by the Steering Committee.
10. Regarding invitations to religious representatives, it was agreed that it should be recommended to the Steering Committee that the South African Catholic Bishops' Conference should be invited to send a representative to CODESA 1 to join the other five religious representatives already invited. It was further agreed that it should be recommended that the Steering Committee appoint a sub-committee to attend to future requirements in this regard following CODESA 1.
11. It was agreed that it should be recommended to the Steering Committee that each participating party/organisation/ government should be provided with an office at the World Trade Centre for the duration of the period leading up to and including CODESA 1. It was further agreed that it should be recommended that the managing secretariat should prepare an appropriate budget in this regard in consultation with the various delegations. It was further recommended that, in the interim, requests for funding should be channelled via Mr Deon du Plooy, with adequate justification.
12. Regarding back-up/support staff for the various delegations to CODESA 1, it was agreed that it should be recommended to the Steering Committee that each delegation should be allowed twelve delegates and two plenary session assistants on the convention floor and that expenses relating to these should be met from public funds. It was further recommended that a maximum of twelve back-up/office staff per delegation should be allowed and that these would be in attendance at CODESA 1 at the expense of each party/government/organisation concerned. It was agreed that it should be recommended to the Steering Committee that an adequate number of messengers should be provided by the managing secretariat for use during the proceedings of CODESA 1.

13. With regard to finance, and noting the need for autonomy, it was agreed that the recommended independent bank account and financial system/budget to be set in place for the process after CODESA 1 should be dealt with in accordance with the Exchequer Act in order to satisfy the Auditor General. It was noted that the issue of signatories still needs to be addressed. It was recommended that tenders for the account be requested from all major banks, and that the management secretariat oversee this process.

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5. It was further agreed that it should be recommended that CBM should be responsible for the convention arrangements regarding CODESA 1, and that CBM should be mandated to subcontract specific duties in this regard to appropriate consultants should this be necessary, and with the approval of the managing secretariat.
6. Noting the need for a process of inclusivity regarding representation at management level, was agreed that a recommendation should be made to the Steering Committee that Mr

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