

African ational Congress

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13 January 1992

TO: ALL REGIONAL SECRETARIES

HEADS OF DEPARTKENTS

REGIONAL ADHINISTRATORS

ADMINISTRATIVE SECRETARIES

FRH: OFFICE OF THE SECRETARY GENERAL

. ADMINISTRATION WORKSHOP : 20 s 23 FEBRUARY 1992

Dear Comrades

In July 1991 the National Executive Committee decided that the Administration of the ANC in all Regions and Departments should be made efficient and uniform. '

To this end, the Secretariat is organising a National Administration Workshop for Regional Administrators , Departmental Administrative Secretaries as well as Secretaries.

The workshop will take place in Johannesburg over a period of four (4) days, commencing on 20th to 23rd February 1992

The full and complete programme will be forwar
dad to yourselves

as soon as possible.

Comrade Sbongile Mahlangu will be co-ordinating the seminar. We are also pleased to announce that Comrade Sbongile has been appointed the Co-ordinator of Administration in the Secretariat. We shall be pleased if you could indicate whether you will attend the said seminar so as to enable us to start planning immediately.

drafting of this manual.

Yours in the uggles

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PS. Kindly ensure that you respond by the 20th January 1992.

The People Shall Govern!