

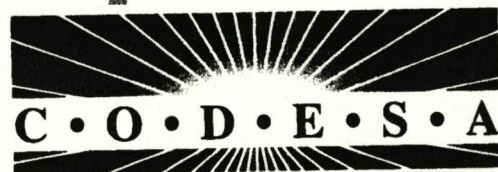


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CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

PO Box 307, Isando, 1600, South Africa.
Telephone (011) 397-1198/99. Fax (011) 397-2211



CODESA
20 AND 21 DECEMBER 1991

AGENDA

Day One

1. OPENING: CHIEF JUSTICE CORBETT
2. PRAYERS
3. CHIEF JUSTICE HANDS OVER TO CO-CHAIRPERSONS:
JUSTICE SCHABORT AND JUSTICE MAHOMED
4. OPENING REMARKS BY LEADERS OF DELEGATIONS [15 MIN EACH]
5. ADOPTION AND SIGNING OF A DECLARATION OF INTENT

Day Two

6. CONSIDERATION OF STANDING RULES
7. FORMATION AND TERMS OF REFERENCE OF WORKING GROUPS
8. THE WAY FORWARD: INCLUDING
 - Administration
 - Starting date for working groups
 - Next plenary meeting of CODESA
 - Further participants at CODESA

PROGRAMME

Friday

09:30	Participants seated Photo session inside hall
12:30 - 14:00	Lunch
15:45 - 16:15	Tea
18:30	Cocktail

Saturday

09:00
10:30 - 11:00
....

Meeting starts
Tea
Conclusion

--oOo--

Even!

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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TERMS OF REFERENCE FOR WORKING GROUPS FOR CODESA

WORKING GROUP 1

1. FIRST ASSIGNMENT

Creation of a climate for free political participation.

1.1 Terms of Reference

WHEREAS the parties at Codesa have committed themselves to the terms and objectives set out in the Declaration of Intent

AND WHEREAS it has been nationally and internationally recognised that a climate for free political participation is an essential element of the transitional phase towards and in a democratic South Africa

AND WHEREAS democracy requires that all the participants in the political process should be free to participate in that process without fear and on an equal footing and on a basis of equality with the other participants

IT IS RECORDED that the terms of reference of the Working Group on the Creation of a Climate for Free Political Participation shall be as follows:

- 1.1.1 To investigate, report upon and make recommendations with regard to the actions needed to be taken to foster and establish in South Africa a climate in which all individuals and organisations can participate freely, without interference or intimidation, in all political activity and, in particular, in the processes leading up to the introduction of a new constitution.
- 1.1.2 Identification of the key issues and problems that need to be addressed.
- 1.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.
- 1.1.4 Specifically, but without vitiating the generality of the above, to consider whether and how the following issues should be addressed:

- (a) the finalisation of matters relating to the release of political prisoners and political trials;
- (b) the return of exiles and their families;
- (c) the amendment and/or repeal of any remaining laws militating against free political activity, including the elimination of all discriminatory legislation;
- (d) political intimidation;
- (e) the termination of the use of military and/or violent means or the threat thereof of promoting the objectives/views of a political party or organisation;
- (f) political neutrality of, and fair access to, State-controlled/statutorily instituted media (particularly the SABC and SATV), including those of the TBVC states;
- (g) the successful implementation of the National Peace Accord;
- (h) the prevention of violence-related crime and matters giving rise thereto;
- (i) the role of the security forces in South Africa and the TBVC states;
- (j) the funding of political parties;
- (k) the fair access to public facilities and meeting venues;
- (l) the advisability of statutory provisions guaranteeing equal opportunity for all parties to establish and maintain their own means of mass communication;
- (m) the need for an improvement in socio-economic conditions;
- (n) the fostering of a spirit of tolerance amongst political parties;
- (o) the role of intensive and continuous educative and informative campaigns in respect of political tolerance, the working of democracy and the processes of Codesa;
- (p) the advisability of fair and reasonable access for political parties to all potential voters, wherever they may reside;
- (q) any other matters which the working group may consider relevant to its brief.

2. SECOND ASSIGNMENT

Role of international community.

2.1 Terms of Reference

WHEREAS the parties at Codesa have committed themselves to the terms and objectives set out in the Declaration of Intent

AND WHEREAS the validity and acceptability of the process of transition and the outcome thereof internally and internationally, will depend on an open and fair process providing for full and effective participation of all South Africans

IT IS RECORDED that the Working Group on the Role of the International Community shall have the following terms of reference:

- 2.1.1. To investigate, consider, report upon and make recommendations with regard to the role that the international community and/or organisations could be asked to play in the formal or informal processes involved in the period leading up to the introduction of a new constitution for South Africa.
- 2.1.2 Identification of the key issues and problems that need to be addressed.
- 2.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

WORKING GROUP 2

1. FIRST ASSIGNMENT

General Constitutional Principles.

1.1 Terms of Reference

WHEREAS the parties at Codesa have committed themselves to the terms and objectives set out in the Declaration of Intent

IT IS RECORDED that the Working Group on General Constitutional Principles shall have the following terms of reference:

- 1.1.1 To investigate, report upon and make recommendations with regard to general constitutional principles which should be enshrined in and not contradicted by any other provisions of a new constitution.
- 1.1.2 Identification of the key issues and problems that need to be addressed.
- 1.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

- 1.1.4 Specifically, but without vitiating the generality of the objective above, to consider the issues in Appendix A.

APPENDIX A

- "(a) The superiority of the constitution over ordinary law
- (b) The constitution will be rigid
- (c) Equality before the law
- (d) The ultimate power of interpretation of the constitution will repose in the judiciary
- (e) A clear division of the powers and functions of the Executive, Legislature and Judiciary
- (f) The principle of the vertical division of competencies: Genuine devolution of power
- (g) The electoral system will be based on the principle of equal franchise for adults and the principle of proportionality
- (h) The legislature will be divided bicamerally and each House of Parliament will be elected on a separate basis with each enjoying joint and several responsibilities
- (i) A justiciable bill of fundamental human rights will be enacted
- (j) The judiciary will be independent and enjoy security of tenure
- (k) The principle of checks and balances will be enshrined in the constitution
- (l) The definition of citizenship
- (m) The principle of accountability
- (n) A sovereign, democratic, non-racial and non-sexist state and society
- (o) Unitary state with three tier levels of government
- (p) Common voters' roll
- (q) Non-racial geographical federation or confederation
- (r) A cabinet representative of all the states
- (s) Judges appointed by an independent commission
- (t) A president as head of state
- (u) Official language(s)/predominant official language
- (v) Guaranteed regular elections and the electoral system
- (w) A parliamentary system in which the Executive is responsible to Parliament
- (x) Preservation of the Roman Dutch common law and judicial systems
- (y) Financial control
- (z) State security
- (aa) National symbols
- (bb) Economic principles

- (cc) Diversity of interests
- (dd) Constitutional continuity
- (ee) Any other matters which the working group may consider relevant to its brief."

2. SECOND ASSIGNMENT

Constitution/making body/process

2.1 Terms of Reference

WHEREAS the parties at Codesa have committed themselves to the terms and objectives set out in the Declaration of Intent to the establishment of a democratic South Africa, enjoying internal legitimacy and international acceptance

AND WHEREAS it has been agreed that a Working Group on the constitution-making body/process shall be appointed by Codesa in order to formulate proposals and make recommendations on the appropriate body/process to draft a new constitution for South Africa

IT IS RECORDED that the Working Group on a constitution-making body/process shall have the following terms of reference:

- 2.1.1 To investigate, report upon and make recommendations with regard to an appropriate constitution-making body/process

In respect of both the constitution/making process and body:

- 2.1.2 Identification of the key issues and problems that need to be addressed.
- 2.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

2.1.4 In respect of a constitution-making process:

Specifically, but without vitiating the generality of the objective, to consider:

- (a) to make recommendations to Codesa regarding the process through which a new constitution may be formulated;
- (b) how far the process can be taken by Codesa itself;
- (c) at what stage a special constitution-making body, if any, should be constituted;
- (d) the role of referenda, if any, in the constitution-making process;

- (e) legislative and administrative steps that may be required to reinforce the constitution-making process;
- (f) the method of transferring constitutional authority to the new constitution and its structures at national, regional and local level;
- (g) any other matters which the working group may consider relevant to its brief.

2.1.5. In respect of a constitution-making body:

In the event of it being recommended that there be a special constitution-making body, then specifically, but without vitiating the generality of paragraph 2.1.1, is to be considered:

- (a) its composition
- (b) its legal status
- (c) its authority including limitations eg principles, procedures, etc that may have been agreed previously
- (d) its method of functioning
- (e) the status of its decisions
- (f) should it be an elected body, the appropriate electoral process
- (g) any other matter which the working group may consider relevant to its brief.

WORKING GROUP 3

3. **ASSIGNMENT**

Transitional arrangements/interim government/transitional authority.

3.1 **Terms of Reference**

WHEREAS the parties at Codesa have committed themselves in the terms set out in the Declaration of Intent

AND WHEREAS it has been agreed that a Working Group of Codesa should be appointed to consider the issue of interim government/transitional arrangements/transitional authority

IT IS RECORDED that the Working Group on transitional arrangements/interim government/transitional authority shall have the following terms of reference:

- 3.1.1. To investigate, canvass all possibilities, their application, report upon and make

recommendations with regard to the manner in which the country may be governed and managed until the introduction of a new constitution.

- 3.1.2 Identification of the key issues, processes and problems that need to be addressed.
- 3.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

WORKING GROUP 4

4. ASSIGNMENT

Future of TBVC states.

4.1 Terms of Reference

- 4.1.1 WHEREAS the parties at Codesa have committed themselves in the terms set out in the Declaration of Intent

AND WHEREAS the parties recognise the need to provide for the meaningful and democratic participation, of all the people living in the TBVC states in the process of drawing up and adopting a new constitution for South Africa as well as in all possible transitional arrangements

AND WHEREAS the reality of the current existence of a number of separate but parallel institutions such as different administrations, civil services, armed forces, police forces and judiciaries as well as differing laws in certain instances which presently exist in South Africa, and the TBVC states; calls for a re-evaluation of this situation

AND WHEREAS in the event of re-incorporation the need to ensure that the lives and livelihood of people in the affected territories shall not be subjected to any unnecessary disruption

IT IS RECORDED that the terms of reference of the Working Group on the Re-incorporation of the TBVC states are as follows:

- 4.1.1.1 To investigate, report upon and make recommendations with regard to the relationships between South Africa, the TBVC states and the people of those states under a new South African constitution.

4.1.1.2 Identification of the key issues and problems that need to be addressed.

4.1.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

4.1.1.4 Specifically, but without vitiating the generality of the above to consider whether and how:

- (a) to make recommendations to Codesa regarding the manner in which the constitutional status of the TBVC states may be affected by the outcome of negotiations within the framework of Codesa;
- (b) the desirability or otherwise of the re-incorporation of such states;
- (c) testing the will of the people concerned regarding re-incorporation or otherwise, of the TBVC states, by acceptable democratic means;
- (d) strategies to keep the people of the TBVC states fully informed, especially to avoid unfortunate misunderstandings;
- (e) the retention of business confidence, particularly in relation to existing investments in the TBVC states;
- (f) land transfers by South Africa to these states;
- (g) citizenship;
- (h) any other matters which the working group may consider relevant to its brief.

4.1.1.5 If re-incorporation is decided upon in respect of any TBVC state, matters that will need to be addressed include:

- (a) proposals for the re-incorporation into South Africa of a TBVC state;
- (b) consider the question of transitional arrangements in those states which want to be incorporated;
- (c) the time frames for such a re-incorporation and related processes;
- (d) disposal/transfer of assets of TBVC governments;
- (e) optimal use of existing infrastructure;
- (f) review of development project priorities;
- (g) good administration during transition;
- (h) the formulation of appropriate measures and steps to be taken to ensure that in the process of re-incorporation of a TBVC state, interruption or disruption in administration and the rendering of services and in the daily lives of people in the affected areas are reduced to an absolute minimum;
- (i) consider future of civil service in such states;

- (j) the exact form of authority in the TBVC territories;
- (k) harmonisation of legislation and taxation;
- (l) orderly termination of bilateral and multilateral agreements and treaties;
- (m) servicing and repayment of TBVC state debts;
- (n) ensuring public accountability of actions taken for the purposes of re-incorporation;
- (o) the identification of specific constitutional, legal and political measures and steps which will have to be taken to effect re-incorporation.

WORKING GROUP 5

5. ASSIGNMENT

Time frames and implementation of Codesa's decisions.

5.1 Terms of Reference

5.1.1 WHEREAS the parties at Codesa have committed themselves in the terms set out in the Declaration of Intent

AND WHEREAS it is necessary to record agreements which are reached at Codesa and to implement such agreements and, accordingly, to prepare in draft form the documentation which is required for effect to be given to such agreements

AND WHEREAS it has been agreed that a Working Group on the Implementation of Agreements/Decisions shall be appointed by Codesa to identify the steps which need to be taken by the parties to Codesa

AND WHEREAS it is desirable to advise on the possible time frames and target dates

IT IS RECORDED that the terms of reference of the Working Group on time frames and the implementation of Codesa's agreements/decisions are as follows:

- 5.1.1.1 To investigate, report upon and make recommendations with regard to appropriate time frames and target completion dates for all of the processes and assignments being undertaken by Codesa, its working groups and other bodies created as a result of agreements/decisions of Codesa.

5.1.1.2 Identification of the key issues and problems that need to be addressed.

5.1.1.3 Identification of areas of commonality and aspects where agreement already exists between participating delegations.

5.1.1.4 Specifically, but without vitiating the generality of the above, consider whether and how to address:

- (a) the need for a regularly updated comprehensive list of all the decisions, actions and processes involved;
- (b) the co-ordination of the activities of Codesa and its subsidiary bodies to ensure the greatest possible efficiency of the process towards a democratic South Africa;
- (c) the practicability of setting of target completion dates for all agreements/activities/decisions;
- (d) the monitoring of the process and the adjustment of targets whenever necessary;
- (e) the dissemination of up-to-date information in respect of progress made to all Codesa participants, interested parties and authorities;
- (f) to address the identification of legislation that needs to be enacted or amended;
- (g) to assist in formulating the terms of the legislation or amendments;
- (h) realistically attainable time frames;
- (i) practical effect of implementation of agreements;
- (j) the legality of the process in relation to time frames to be negotiated within the context of constitutional continuity;
- (k) any other matters which the working group may consider relevant to its brief.

CODESA

Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-1198/99 Fax (011) 397-2211

PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

VENUE: WORLD TRADE CENTRE (see attached map).

REGISTRATION:

Registration will take place in the foyer at the main entrance of the Centre from 08h00 on Friday 20 December 1991.

Delegates and Advisors: Proceed to the tables marked 'Delegates and Advisors', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

Support Staff: Proceed to the tables marked 'Support Staff', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

INFORMATION:

On arrival delegates and advisers will be given a briefcase containing: an information sheet (similar to this one); a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a registration form for you to fill in so you may be sent follow-up information and documentation; a claim form for approved expenses; an agenda; pen and paper.

NAMETAGS/ACCESS:

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc. - wears their name tag at all times on both Friday and Saturday. *No person will be allowed into the conference venue without the nametag they receive at registration.*

Nametags will be printed in different colours: one colour for delegates, another colour for support staff, etc. Your colour will determine where you may have access to within the conference venue. (The press, for example, will not be allowed onto the meeting floor; their colour cards will indicate to the security staff which areas they are allowed into.)

Support staff may communicate with delegates and advisers when the conference is in session *only* by means of runners who will convey messages between party offices and the meeting floor.

CONFERENCE OPENING:

Participants are requested to be seated by 09h30. The proceedings will begin at 09h30 with a photographic session of delegates and advisers seated in the hall. Persons who are late will not be allowed into the meeting until after the opening prayers.

We anticipate that traffic around the conference venue will be congested, so please leave for the conference in good time.

ASSISTANCE:

An information office in the foyer will be staffed throughout the conference. ALL queries regarding venues, facilities, meals, first-aid, travel, etc. will be given attention in this office.

TELEPHONES:

Several call boxes/pay-phones are available around the conference centre. Direct lines are available in Party offices.

MEDIA:

The media liaison office is your contact with the press who will primarily be stationed between the press gallery and press room on the upper level. The media liaison office can be used as a contact point for political parties/delegates with the press and vice versa, where appropriate. Otherwise direct contact cannot be made between the party delegates and the press. An interview room will be available for interviews with the electronic media on request through the media liaison office. Press conferences will be held in the press room as required on request to the media liaison office.

EXPENSES:

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Ms Elize Strumpfer on 011 397 2189.

Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the necessary receipts, etc. at the information office. Queries regarding claims can should also be directed to Information Office staff.

PARKING:

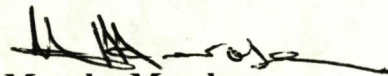
Marshalls will direct you on arrival to the relevant section of the parking lot.

SPECIAL REQUIREMENTS:

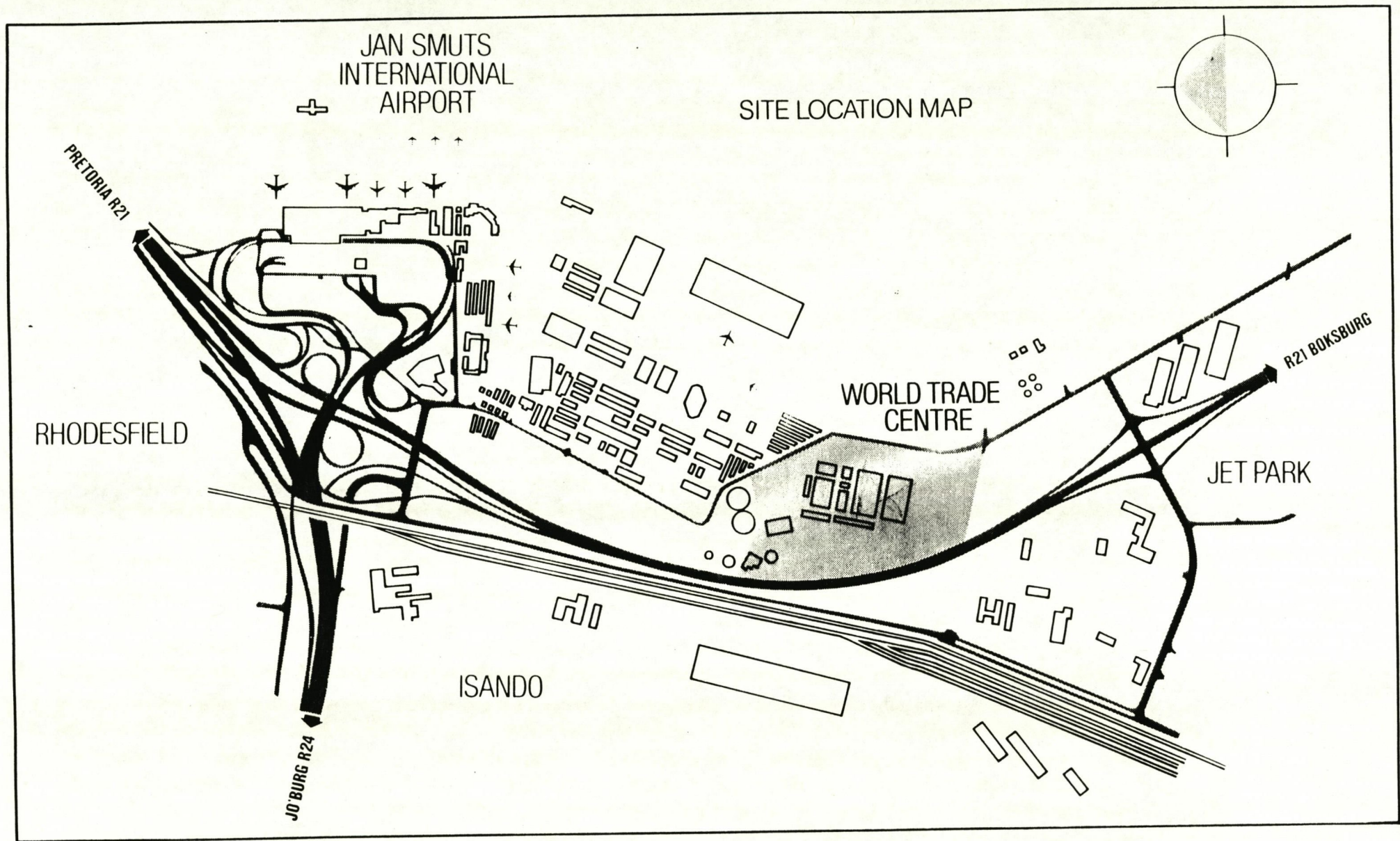
Any person requiring particular food types such as Halaal, Kosher, Vegetarian, etc. must notify the Codesa Administration Office in writing (by fax.) immediately in order to give catering staff an opportunity to meet their needs.

We trust that these arrangements will be convenient for you. Please contact Yvonne Nkosi or Cindy Cupido at the Administration Office at the conference venue if you have any queries by telephone on 011 397 1198 or by fax. on 011 397 2211.

We look forward to meeting you.



Murphy Morobe
Office Manager





REGISTRATION FORM

NAME : _____

ORGANISATION : _____

POSTAL ADDRESS : _____

_____ CODE: _____

PHYSICAL ADDRESS : _____

TEL : _____ FAX: _____

(Please print)

In order to enable the CODESA office to make follow-up information available to you, please complete this form.

It will be collected from you during the Conference.

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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CLAIM FOR TRANSPORT AND SUBSISTENCE

Name of Claimant _____
 Address _____

 _____ Postal Code _____
 Telephone number _____ Fax number _____

MEETING OF STEERING COMMITTEE*/TASK GROUP 1*/2*/3*/SECRETARIAT

DATE:

*Delete were not applicable

DEPARTURE FROM RESIDENCE

ARRIVAL AT RESIDENCE

DATE

TIME

DATE

TIME

EXPENSES

ACCOMMODATION Nature of expenses (*Slips must be attached*)

AMOUNT CLAIMED

(*Telephone and bar charges excluded*)

COST OF AIR TRAVEL (*Please attach flight ticket*)

Journey from

Journey to

COST OF TRAVELLING BY CAR (Details of Journey)

Journey From

Journey To

Kilometers
travelled

Engine
capa-
city
of
vehicle

FOR OFFICE USE ONLY

Tariff

Amount

SIGNATURE OF CLAIMANT _____

DATE _____

FOR OFFICE USE ONLY

Certified correct _____

Date _____

Approved _____

Date _____

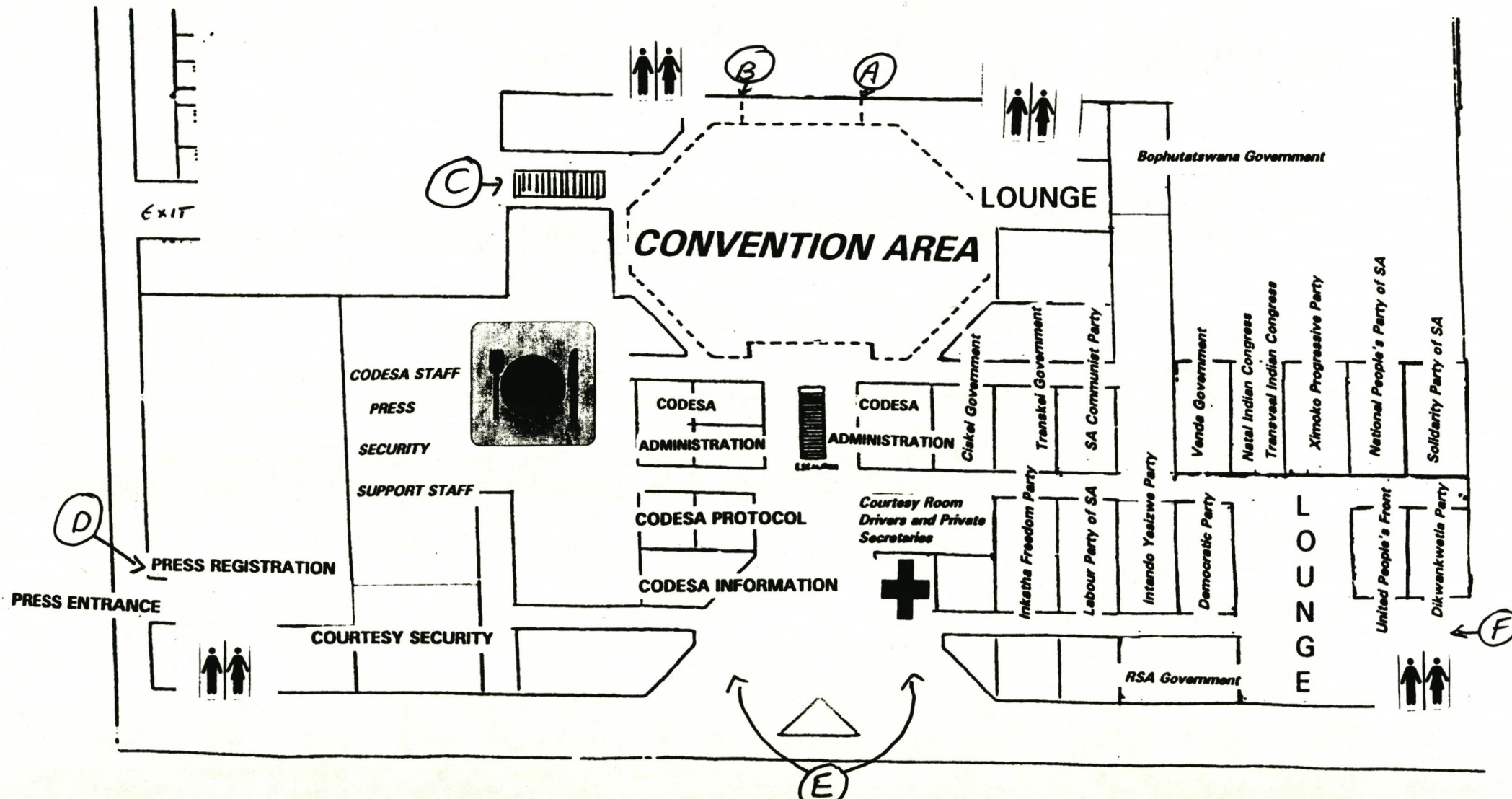
EMERGENCY EVACUATION PLAN

IN THE EVENT OF AN EMERGENCY AND WE ALL HAVE TO LEAVE THE CONFERENCE CENTRE

- 1 Don't panic. Try to be calm. We have planned for such an eventuality.
- 2 Wait for instructions from security personnel and the health team. Follow instructions strictly.
- 3 If not injured, or slightly injured but able to walk, leave the conference centre via all exits EXCEPT EXIT C. (See annexure A)
- 4 Those on Upper Floor make use of exits 1 - 8. (See annexure B)
- 5 Those on Lower Floor make use of exits A, B, D, E and F.
- 6 Please do so in an orderly fashion.
- 7 Then make your way to the helicopter pad, adjacent to the main parking area. Ensure one way flow of traffic only.
- 8 If you are injured, try to remain calm. Trained staff will attend to you immediately.
- 9 Obey instructions from security personnel and the health team implicitly. They are working in your interests.
- 10 No vehicles may be moved except those instructed to do so by security personnel. This is necessary in order not to disrupt evacuation procedures.

C * O * D * E * S * A

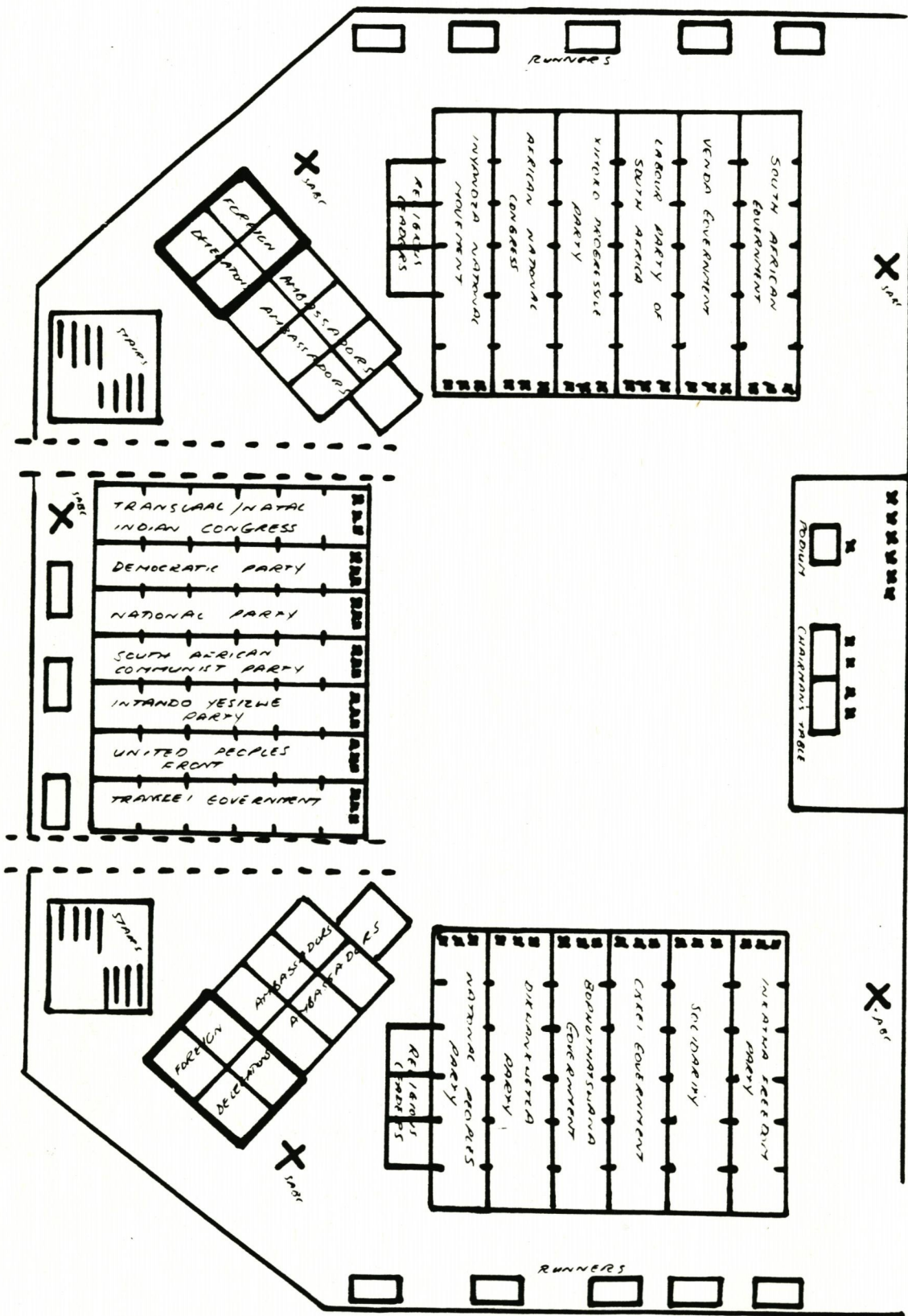
GROUND FLOOR



A hand-drawn floor plan of a press conference venue. The plan includes several rooms and areas, some of which are numbered with circled callouts (3 through 8). The layout is as follows:

- Top Section:** A long room at the top is divided into "CODESA PRESS LIAISON" and "PRESS INTERVIEWS".
- Left Side:** A vertical strip contains an "EXIT", "LOADING BAY", and a "PRESS ROOM". Below the "PRESS ROOM" is a "PRESS CONFERENCE" area with a dashed line and a circled number 5. At the bottom left, there are two human figures.
- Center-Left:** A large room is divided into "DELEGATES AND ADVISERS", "INTERNATIONAL OBSERVERS AND DIPLOMATS", and "FUNCTIONARIES". A circular table with chairs is shown in the "FUNCTIONARIES" section.
- Center-Right:** A room is divided into "CODESA TRAVEL", "CODESA SECURITY", and two "Protocol suite" areas. A circled number 6 is near the "CODESA SECURITY" area.
- Right Side:** A large room is divided into "PRESS" (multiple sections), "RSA Government", "National Party", "Inyandza National Movement", and "African National Congress". A circled number 7 is near the "PRESS" area.
- Bottom Center:** A room labeled "INTERNATIONAL OBSERVERS AND DIPLOMATS" and "FUNCTIONARIES".
- Callouts:** Circled numbers 3, 4, 6, 7, and 8 are placed throughout the plan, with arrows pointing to specific features like a phone, a door, and equipment.

SEATING PLAN





TG3004.TCC(5)

DECLARATION OF INTENT

We, the duly authorised representatives of political parties, political organisations, administrations and the South African Government, coming together at this first meeting of the Convention for a Democratic South Africa, mindful of the awesome responsibility that rests on us at this moment in the history of our country,

declare our solemn commitment:

1. **to bring about** an undivided South Africa with one nation sharing a common citizenship, patriotism and loyalty, pursuing amidst our diversity, freedom, equality and security for all irrespective of race, colour, sex or creed; a country free from apartheid or any other form of discrimination or domination;
2. **to work** to heal the divisions of the past, to secure the advancement of all, and to establish a free and open society based on democratic values where the dignity, worth and rights of every South African are protected by law;
3. **to strive** to improve the quality of life of our people through policies that will promote economic growth and human development and ensure equal opportunities and social justice for all South Africans;
4. **to create** a climate conducive to peaceful constitutional change by eliminating violence, intimidation and destabilisation and by promoting free political participation, discussion and debate;
5. **to set in motion** the process of drawing up and establishing a constitution that will ensure, inter alia:
 - a. that South Africa will be a united, democratic, non-racial and non-sexist state in which sovereign authority is exercised over the whole of its territory;
 - b. that the Constitution will be the supreme law and that it will be guarded over by an independent, non-racial and impartial judiciary;
 - c. that there will be a multi-party democracy with the right to form and join political parties and with regular elections on the basis of universal adult suffrage on a common voters roll; in general the basic electoral system shall be that of proportional representation;

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

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- d. that there shall be a separation of powers between the legislature, executive and judiciary with appropriate checks and balances;
- e. that the diversity of languages, cultures and religions of the people of South Africa shall be acknowledged;
- f. that all shall enjoy universally accepted human rights, freedoms and civil liberties including freedom of religion, speech and assembly protected by an entrenched and justiciable Bill of Rights and a legal system that guarantees equality of all before the law.

We agree:

1. that the present and future participants shall be entitled to put forward freely to the Convention any proposal consistent with democracy.
2. that CODESA will establish a mechanism whose task it will be, in co-operation with administrations and the South African Government, to draft the texts of all legislation required to give effect to the agreements reached in CODESA.

We, the representatives of political parties, political organisations and administrations, further solemnly commit ourselves to be bound by the agreements of CODESA and in good faith to take all such steps as are within our power and authority to realise their implementation.

SIGNATURE(S)

REPRESENTING

African National Congress

Bophuthatswana Government

Ciskei Government

Democratic Party

Dikwankwetla Party

Inkatha Freedom Party

_____	Inyandza National Movement
_____	Intando Yesizwe Party
_____	Labour Party of South Africa
_____	Natal/Tvl Indian Congress
_____	National Party
_____	National People's Party
_____	Solidarity
_____	South African Communist Party
_____	Transkei Government
_____	United People's Front
_____	Venda Government
_____	Ximoko Progressive Party

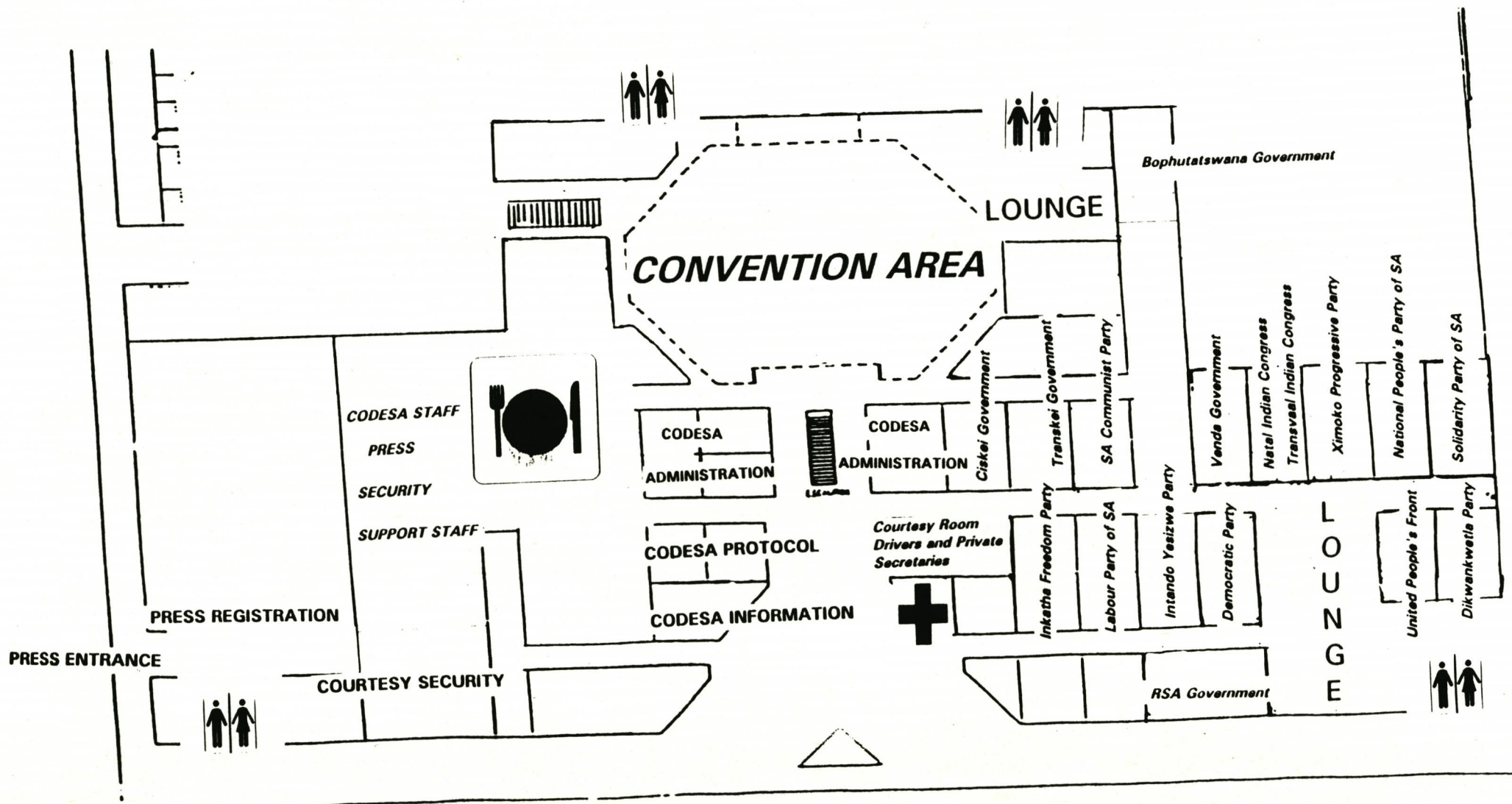
We, the South African Government, declare ourselves to be bound by agreements we reach together with other participants in CODESA in accordance with the standing rules and hereby commit ourselves to the implementation thereof within our capacity, powers and authority.

SIGNATURE

_____	South African Government
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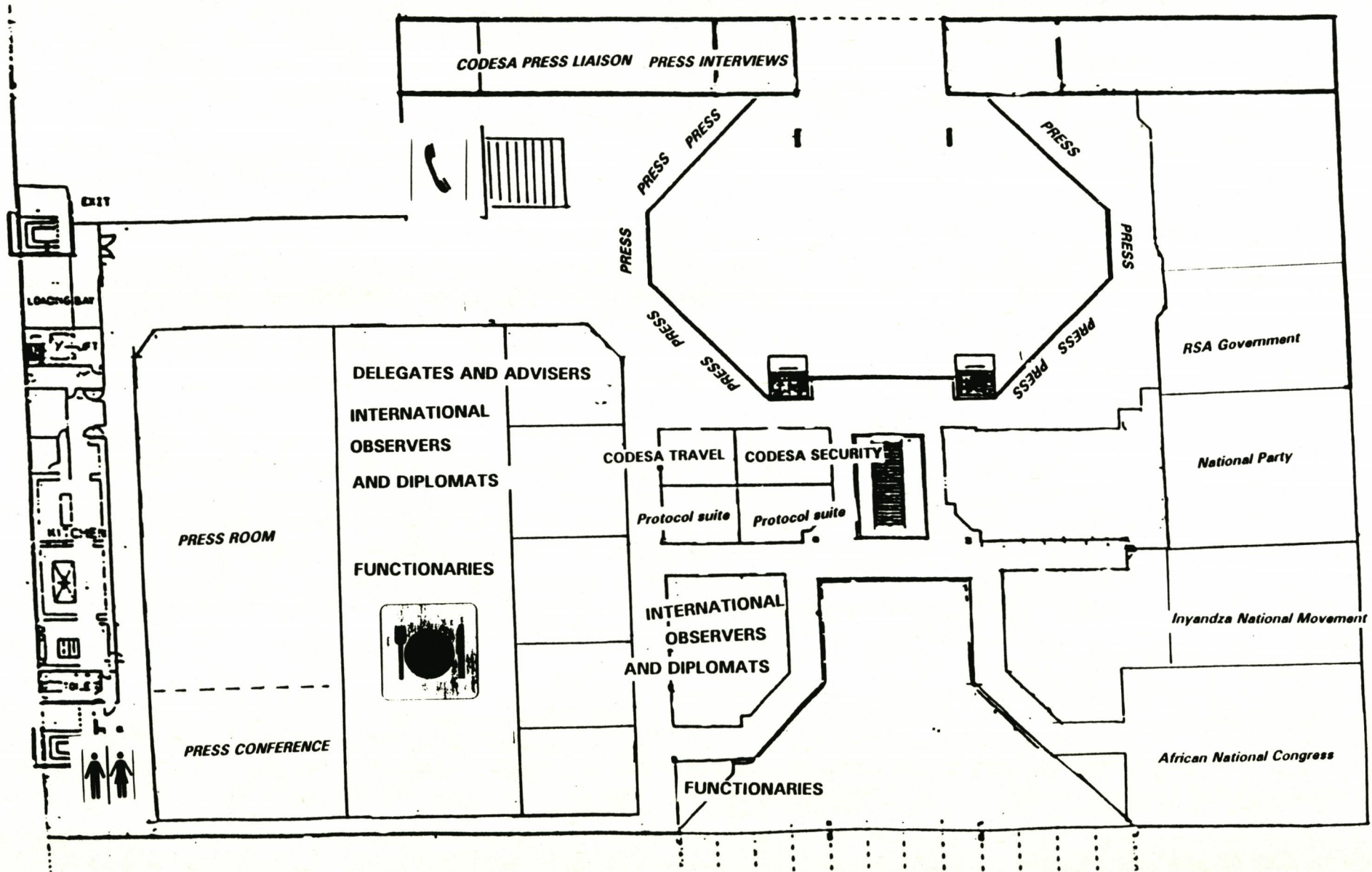
Nkosi sikelel' iAfrika. Ons vir jou Suid Afrika.
 Morena boloka sechaba sa heso. May the Lord bless our country.
 Mudzimu Fhatutshedza Afrika. Hosi katekisa Afrika.

C * O * D * E * S * A



C * O * D * E * S * A

UPPER FLOOR



CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

Standing Rules of Procedure for Plenary Sessions

Participants

1. (1) Participants in the Convention shall be the political parties and organizations, the South African Government, and those administrations listed in the Annexure hereto.
- (2) The Convention may resolve to admit additional participants.
- (3) The Convention may admit observers to its meetings, and such observers may be granted the opportunity by the Convention to address its meetings.

Delegates

2. (1) Each participant shall be entitled to be represented by 12 (twelve) delegates who shall constitute its delegation. In addition, each delegation shall be entitled to name up to 5 (five) advisers.
- (2) A participant shall be entitled to substitute a member of its delegation with an alternate member.
- (3) Each participant shall submit and register the names of its delegates, alternates and advisers with the Secretariat at least 48 (forty-eight) hours before a plenary session of the Convention and shall likewise register the name of the leader of its delegation.
- (4) An alternate may not be substituted for a delegate without prior notification to the Secretariat.
- (5) Only duly accredited delegates may participate in the work of the Convention.
- (6) In the event of a dispute concerning the credentials of a delegate, the Management Committee shall rule on the matter.

Agreement

3. (1) Every delegation shall, when called by the Chair to express its position on a proposal or matter before the meeting, have such position stated by the leader of the delegation or a spokesperson appointed by the leader of the delegation.
- (2) Agreement will be arrived at by general consensus or, failing that, by sufficient consensus.
- (3) Agreement by sufficient consensus will have been reached when consensus is of such a nature that the work of the Convention can move forward effectively.
- (4) Disagreeing participants shall have the right to record their objections or dissent.
- (5) When disagreement exists, the Chair will allow parties adequate time to consult amongst each other and with their principals before recording any position.

Quorum

4. The Chair may declare a meeting open and permit the debate to proceed when delegates of at least two-thirds of the participants are present.

Speeches and Interventions

5. (1) Every delegate shall be entitled to speak in the debate.
- (2) At the opening of a session, the Chair shall call the speakers in the order previously arranged by the Management Committee.
- (3) In general, the Chair shall call up speakers in the order in which they signify their desire to speak. The Chair, however, shall ensure that each delegation is afforded a reasonable opportunity to speak.
- (4) The Chair shall apply the standard rules applicable to meetings, except as otherwise stipulated herein or in terms of any resolution adopted under rule 9.

The Chair

6. (1) Meetings shall be convened by the Management Committee, but otherwise controlled, adjourned and prorogued by the Chair, who shall be appointed by the Management Committee. The Management Committee shall provide assistance to the Chair in the performance of the Chair's functions as and when necessary.

- (2) If a duly appointed Chairperson finds it necessary to be absent from a meeting or any part thereof, the Management Committee may appoint a temporary replacement for the duration of such absence.

Minutes and Documentation

7. (1) The proceedings of plenary sessions of the Convention shall be recorded and transcribed as expeditiously as possible and the Secretariat shall make the transcript available to all delegates.
- (2) All other official meetings of the Convention, including meetings of Working Groups and the Management Committee shall be recorded in full, but only the decisions, recommendations and conclusions shall be minuted and sufficient copies made available to all participants by the Secretariat.
- (3) The Management Committee may, in its discretion, make available the full or partial text of any proceedings of the Convention.
- (4) A participant may request the Secretariat to circulate relevant documents to other participants.

Access of Media

8. (1) All plenary sessions of the Convention shall be open to the media.
- (2) The Management Committee shall determine the extent to which the media shall have access to other meetings of the Convention.

Additional Rules of Procedure

9. The Convention shall adopt whatever additional rules of procedure or make such arrangements as are necessary for the better performance of its business or the conduct of its meetings.

Miscellaneous

10. (1) The Convention may set up committees, working groups or any such subsidiary organs as are necessary for the conduct of its business.
- (2) The Management Committee shall supervise the work of the Secretariat and

provide for the technical services of and assistance to the Convention, including the arrangements concerning the venue, security and expenses of the delegates.

(3) The Management Committee shall ensure that reasonable notice is given for the convening of all meetings of the Convention and the provision of the appropriate documentation.