PROTOCOL SUB-COMMITTEE REPORT

13 DECEMBER 1991

* Committee has established small working group which meets every second day. There is a person responsible for each of:

- Communication with observers and the facilitation of bilateral meetings
- Airport arrivals and hotel arrangements
- Transport and liaison with security
- Conference centre arrangements for VIP's [Meeting VIP's at Convention Centre, and VIP rooms and facilities]
- Banquet

* The committee has all protocol issues under control, but requires clarification on the following issues:

1) Protocol services are being provided to the five international observer organisations, the Heads of accredited missions in South Africa, and what we have described as local dignataries. We are identifying the local dignataries as high-profile functionaries [ie. Chief Justice, Religious leaders, the chairmen], as well as the head of each participating delegation. If there are other individuals you feel should receive protocol treatment please inform us.

2) We are placing 2 protocol officers with each of the 5 international observer delegations. We would like to appoint these people from the organisations participating in the Protocol Sub-committee. If you feel that these officers should be appointed by yourselves, or any other body, please inform us. We need to make these appointments by Monday morning.

3) Can these 10 protocol officers also act as runners for the international observer delegations during the Conference?

4) We would like to suggest that the two co-chairmen of Codesa be asked to make themselves available to meet the Heads of the 5 international observer delegations at the airport, or that local dignataries be proposed to perform this role.

5) If any of the five international delegations require translators, can they bring them into the Conference area?

6) The ambassadors of the TBVC states have been invited to attend the Conference as observers, in addition to their participating delegations. The SACP and the ANC representatives on the Protocol committee would like clarification of this, and suggested action [ie. that the invitations are honoured or that it is suggested that the ambassadors do not attend the Conference.

7) The Protocol Committee would also like clarification as to why certain African countries [esp. Botswana and Namibia] have

not been invited to the Conference. Is it because they do not
have accredited embassies in SA or because they are represented
by the OAU?

8) We require clarification on the status of the Zulu king, ie.
whether he will be attending with a delegation of his own [as
distinct from the IFP], or as an observer, or as part of the IFP
delegation?

9) We require a recommendation from the Secretariat as to what
flags and banners, if any, should be displayed at the entrance
to the Convention Centre.

RECOMMENDED MANAGEMENT STRUCTURES
FOR CODESA

The process of preparing for the first meeting of CODESA was managed by a Steering Committee (with one representative from each participating party). The daily business of the Steering Committee was dealt with by a Secretariat (sub-committee) of five persons appointed by the Steering Committee. The administration was headed by two persons appointed by the Steering Committee and manned by staff seconded from participating parties. Some functions were contracted out. Funding was done directly from State funds.

The Task Groups concerned and the Steering Committee recommended that these structures be converted into a Management Committee (formerly Steering Committee) and a Dagbestuur/Daily Management (formerly Secretariat) and that the Administration be headed by a secretariat of two (formerly management). A recommended organisational chart is attached.

The Management Committee shall be charged with responsibility for the administration of CODESA's affairs and for the functioning of the working groups.

It is further recommended that the Management Committee be charged with the establishment of an own administration for CODESA, including the administration of its own finances.

DRAFT AGENDA FOR SECRETARIAT MEETING
TO BE HELD AT 08h00 ON THURSDAY 19/12/91
AT WORLD TRADE CENTRE

1.   Welcome and listing of those present

2.   <u>Issues for Decisions</u>:

   2.1 <u>Structure for future CODESA process</u>

      2.1.1.   Chairperson(s) of Management Committee
      2.1.2   Composition and chairing of Dagbestuur
      2.1.3   Chairing and/or convening of Working Groups
      2.1.4   Date for first meeting of Management Committee

   2.2 <u>INTRODUCTION OF AGENDA ITEMS AT CODESA 1</u>

      2.2.1   Declaration of Intent,
      2.2.2   Standing Rules and other agenda items at CODESA 1
      2.2.3   Terms of reference of Working Groups
      2.2.4   Way forward (including future structure)

   2.3 <u>CLOSING SESSION OF CODESA 1</u>

      2.3.1   What form should closing session at CODESA 1 take?

Key :   - Line management link
        = Political link

CODESA PLENARY SESSIONS
- Meet every 2-3 months
- Ultimate decision-making body,
  akin to "shareholders"

CODESA BOARD
- Meets 2-3 weekly
- Akin to "Board of Directors"
- one representative of each party
  organisation

CODESA Management Committee
- Meets weekly
- Majority of members politicos
- Rest full-tkme management staff
      (eg executive management, see below)
- Maximum of seven persons

WORKING GROUPS

-     Probably five Groups
-     Each should have convenor/co-convenors
-     1 representative per participating
      organisation and two advisers
-     Fulltime committee clerk supplied by
      Secretariat

Groups

SECRETARIAL
services to
Working Groups

FULLTIME SECRETARIAT

- Administration, organisation
  and finances
- Staff: Executive Manager;
  Media spokesperson(s);
  Secretarial staff (3)
  Committee Clerks for Working
      Committee Clerks for Working

  (5)
- Senior staff possibly seconded
  to present building of
  bureaucracy

NOTES:

1. CODESA Governing Body should be convened by CODESA 1 for a meeting before 15 January 1992.

2. Regarding the Management Committee, it could either be decided upon (at least five politicos) at CODESA 1, or at first meeting of CODESA Governing body. Political people should recommend full-time appointments to C.G.B.

3. Either way, an interim secretariat/administration would be necessary between 21/12/91 and 15/1/92. They would be responsible for the distribution of the transcription (by 10/1/92), legalities with regard to finances, systemisation of CODESA documentation (agendas, minutes, reports of Task Group and Sub-committee meetings). They should not be political figures but available hands-on people. (Recommendation: Fanus, Mac, Murphy, Deon and Theuns). This interim secretariat should become a full-time fully staffed and non-party politically aligned secretariat on 15/1/92, but would also need to be acceptable to all/most parties.

DRAFT AGENDA FOR THE MEETING OF
THE CODESA SECRETARIAT TO BE HELD AT 08H00 ON
WEDNESDAY 18 DECEMBER 1991
AT THE WORLD TRADE CENTRE

1.   Present

2.   Reports from Task Groups

    2.1.   Organisation and Planning
        Issues for decision:
        2.1.1   Parking facilities for drivers at Airport (cf item 2)
        2.1.2   Limits on amount of telephone and fax units (cf item 3)
        2.1.3   Confidentiality of meetings and documents (cf item 4)
        2.1.4   Seating arrangements (cf item 3)
        2.1.5   Seating time, photo session and starting time (cf item 7)
        2.1.6   Availability of transcripts (cf item 8)
        2.1.7   Vacating of offices (cf item 10)
        2.1.8   Structure for the future CODESA process (cf item 3)

    2.2.   Drafting
        Issues for decision
        2.2.1   Rules of Procedures for Plenary sessions (cf. Appendix 3 of report)
        2.2.2   Declaration of Intent (cf Appendix 4 of report)

    2.3.   Process
        Issues for decision
        2.3.1   Appointment of two Judges Mahomed and Schabort as Chairpersons for plenary sessions of CODESA
        2.3.2   Joint Chairpersons appointed to the Steering Committee (or the equivalent body)
        2.3.3   Joint chairpersons appointed to Working Groups
        2.3.4   Post CODESA 1 the Steering Committee becomes a Management Committee
        2.3.5   Post CODESA 1 an Executive Secretariat should be formed for the day-to-day running of the CODESA Management Committee
        2.3.6   Participation of presently non-invited organisations should be dealt with by the Management Committee. The criteria for this should still be political parties and organisations
        2.3.7   Agenda:
                2.3.7.1   First day devoted to opening addresses by heads of delegations

                2.3.7.2   Second day devoted to working agenda, and to be completed irrespective of the time it takes
        2.3.8   Working Groups:
                2.3.8.1   These should report directly to the plenary session of CODESA, and no other structures
                2.3.8.2   Working Groups should begin their deliberations towards the end of January to allow participants preparation time
                2.3.8.3   Financial assistance should be available before Working Groups start their

deliberations with guidelines about access to this assistance

    2.3.8.4   Names of participants to Working Groups should be made available to the CODESA office before the end of December 1991

2.3.9   The venue of CODESA offices and meetings should be the Witwatersrand area selected taking financial constraints into account

2.3.10   Media and facilitation could be considered at a later stage

Outstanding Issues:

*   Who takes responsibility of convening the first Management Committee and/or Executive Secretariat?

*   Who runs the CODESA offices until then?

*   Who takes the financial responsibility referred to in 4.3.8.3 above?

*   Who and how many are represented in the Working Groups?

*   What is the order of the Agenda on Saturday 21/12?

3.   <u>Reports from Sub-Committees</u>

    3.1.   <u>Media</u>

        3.1.1.   The time of the release of Convention Agenda and delegates lists to the media should be decided.

        3.1.2   Previous Secretariat decision on Media briefings requested to be reconsidered (cf. item 4 of Task Group 1's report, as well as item 3.2 and 10.4 of the media report; the co-conveners will adress the meeting and make a proposal on spokespersons).

        3.1.3   Ways in which the SABC-TV can be persuaded to cover CODESA 1 in its entirety should be considered at the highest level.

        3.1.4   An official photographer for the duration of CODESA 1 should be appointed.

    3.2.   <u>Protocol</u>

    Issues for decision:

        3.2.1   Hosting of welcoming cocktail party by the two Co-chairpersons (cf resolution 2 of report)

        3.2.2   Allowing certain African countries to send representatives (cf resolution 8 of report)

        3.2.3   Seating arrangements for international delegations and heads of missions (cf resolution 10 of report)

    Issues to note:

*   Saturday night entertainment for members of the international delegations (cf resolution 5 of the report)

*   In liaison with Security committee, security arrangements for international organisations have been made at the Airport, en route and at the Carlton

    3.3.   <u>Security</u>

    No report available, sub-committee meeting today at 09h00

4.   <u>Specific Other Issues</u>

    4.1.i.   Applications to attend:
        Church Alliance of South Africa
        Federal Indep Democratic Alliance
        Insika National Party

Merit Peoples Party
National Forum
Reform Party of South Africa
South African Red Cross Society
Unemployed Silent Majority Org
Basotho National Party
Fida
IDASA
Foreign Affairs of Namibia
SACC

4.1.ii.   Further applications to attend
* Contralesa Central Transvaal region
* Paramount Chiefs of Qwa Qwa
* ANC Ex-detainess
* Polish Secretary of State

+ Commonwealth request for 1 / 2 support staff
+ Jewish Rabbi's photograph

4.5   Request by Namibia to hand letter from Pres S Nujoma to Co-Chairmen

RECOMMENDATIONS EMERGING FROM THE MEETING OF THE SECRETARIAT HELD AT 08H00 ON MONDAY 9 DECEMBER AT THE WORLD TRADE CENTRE

PRESENT: Z de Beer (Democratic Party)
             PMH Maduna (INM)
             MJ Mahlangu (UPF)
             R Meyer/S van der Merwe (Government)
             C Ramaphosa/M Maharaj (ANC)

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

1.   The organisational plan as per attached diagram was approved for recommendation to the Steering Committee.

2.   It was agreed that invitations drafted by Mr Maharaj (proof-read for spelling mistakes) should be signed by one of the two chairpersons of CODESA and faxed, subject to the following conditions:

       *   It should be determined whether the outgoing or incoming Secretary General of the United Nations should be invited.
       *   The invitations and accompanying annexures to the CP, AWB, and HNP should not be sent in Afrikaans in order to avoid creating unnecessary precedents.

3.   It was agreed that it should be the task of Mr van der Merwe and Mr Maharaj to brief the two chairpersons of CODESA regarding recent developments prior to the invitations being submitted for signature.

4.   It was recommended that the opening time for CODESA 1 should be 10h00 and not 14h00 as previously suggested.

5.   It was agreed that Mr Murphy Morobe be recommended to head the administrative office and that Mr Deon du Plooy (CDS) should be recommended as financial manager, and that Task Group 1 could make alternative recommendations to the Steering Committee in this regard should it so wish.

6.   It was recommended that CBM should serve as an interim secretarial service with regard to meetings held on December 9 and 10, and that CBM should be recommended to the Steering Committee as the organisation responsible for administration and convention arrangements for the period leading up to and including CODESA 1. Should this be approved, it was agreed that CBM should be mandated to subcontract certain duties entailed to appropriate consultants where necessary.

7.   A choice of four travel agencies to take responsibility for travel and accommodation arrangements for CODESA 1 was recommended. It was noted that this includes TFC.

8.   It was recommended that the sensitivities surrounding the recent Sunday Times front page article and its implications be discussed at the next Steering Committee meeting.