

FINANCIAL ASSISTANCE TO PARTIES/ORGANISATIONS IN CODESA

1. The Secretariat has been asked to make recommendations to the DMC on financial assistance to parties participating in CODESA.
2. At the moment, participating parties/organisations/administrations are receiving the following assistance:
 - 2.1 Transport costs of delegates and advisers to and from CODESA meetings
 - 2.2 Accommodation and subsistence costs of delegates and advisers when attending meetings
 - 2.3 Each party is given a furnished office at the World Trade Centre.
3. What must now be considered is whether parties etc should be given additional financial assistance regarding their participation in CODESA. Two forms of assistance have been mentioned:
 - 3.1 First suggestion:
 - 3.1.1 Ad hoc assistance by way of a daily allowance to delegates and advisers not receiving remuneration from State sources
 - 3.1.2 The installation of one fax machine and telephone line in each party's office at the World Trade Centre and paying its operational costs up to R400 per month
 - 3.1.3 Providing copying facilities at a cost of up to R1 250 per party per month
 - 3.2 Second suggestion:

The payment of a fixed sum to parties etc to assist them with their overall expenses in participating in CODESA.
4. A question of principle to be considered is whether political parties should receive State funds to help them propagate their own particular ideals. This is a principle still to be discussed and agreed upon between the various South African parties. Although it may not at first glance appear to be so, the funding of CODESA participating parties on an overall scale, would bring this principle into question. The position of parties outside CODESA would also have to be considered. It is consequently suggested that Working Group 5 be asked to consider and make recommendations on this question, especially in so far as State assistance is advisable and justifiable in pursuance of the democratic ideal.
5. The following proposal was accepted at the meeting of the Management Committee held on 24 February 1992:
 - 5.1 A modest per diem allowance of say R200 per delegate or official adviser could be recommended for the days on which CODESA meetings are attended. This will only cover persons not receiving remuneration from State sources. This excludes State/administration officials who have been granted leave without pay to attend CODESA meetings. Documented proof of this will be required. This allowance can be claimed just as subsistence and transport costs are claimed now.

- 5.2 A maximum monthly subsidy of R2 000 per party/organisation/administration will be paid in respect of expenses for CODESA and offices at the World Trade Centre. These would include the following:

- + Telephone calls
- + Fax costs
- + Photocopying costs
- + Rental of equipment
- + Secretarial services

The subsidy will be payable on receipt of documented proof of actual expenses.
The subsidy will come into effect retrospectively from 13 January 1992.

Enclosed herewith is a report regarding administrative arrangements/facilities at CODESA.

It is being forwarded to you as part of a process to enable the administration to timeously attend to the administrative and documentary needs of all CODESA structures.

ADMINISTRATIVE ARRANGEMENTS/FACILITIES

The main aim of the Administration is to (i) ensure accurate records of all meetings, (ii) to provide documentation in the hands of delegates on time, and (iii) to provide facilities for the functioning of all CODESA structures. There are, however, a few practical problems. The main issue revolves around the programming of CODESA's activities, so as to enable the Administration to achieve this aim.

The following pattern has emerged in CODESA's activities:

- * Mondays and Tuesdays are used for meetings of WGs, WGSCs, Subgroups, Sub-committees and the DMC/MC. These meetings have increased considerably. For instance, on Monday 17 February, 16 meetings are scheduled. Immediately after these meetings, secretaries and minute takers have to start writing the minutes.
- * The deadline for the first draft of the minutes of all the above-mentioned meetings is Wednesday 12h00. This means that in the case of some minutes, less than 24 hours are allowed for a draft of the minutes of any meeting. The Secretariat has initiated a meeting with the five secretaries of the Working Groups to be held regularly on Tuesday evenings, with the following aims:
 - + To raise and discuss all administrative problems
 - + To monitor the functioning of the Working Groups
 - + To enable the Secretariat to compile a report to the DMC and
 - + To enable the Secretariat to compile the DMC Agenda.

The process of faxing the draft minutes, approved by the different chairpersons, to the WG and WGSC members, is then initiated on Wednesday afternoon.

- * Thursday 13h00 is set as a cut-off time for all documentation for the DMC/MC meeting on Monday. Documentation received after this time cannot go into the faxed/couriered Agenda, but will be filed at the meeting. Documentation to the DMC/MC is then faxed/couriered late Thursday afternoon/overnight. It is worthwhile to note that DMC members will receive the minutes of 20 meetings next Thursday (20 February). This escalation in meetings was brought about by WG1 establishing 3, WG4 establishing 4 and WG5 planning to establish 2 subgroups.

Against this background, it is important to also note that before CODESA 1, parties/organisations/administrations have been requested to submit the names of suitable administrative staff. This same request has been made again on 12 February (Addendum I). As work increases, CODESA Administration is able to take on more staff. The sole test in this regard is competence.

It must be pointed out, however, that so far, parties/organisations/administrations have responded primarily to requests at the level of Security. Staff requirements for CODESA have now moved into specific areas, requiring specific competence, for example, minute taking. At present, the secretarial and administrative staff component

is adequate. It is also important to note that before CODESA 1, it was approved by the Steering Committee to appoint the Consultative Business Movement (CBM) as an independent body to provide the core of the staff for the CODESA Administration. All staff appointments are therefore made under the aegis of CBM.

We trust that this report provides a basis for the DMC to address the following problem areas:

1. How to ensure more effective programming of CODESA activities
2. How to ensure timeous distribution of documentation, preparation and distribution of agendas, etc.
3. Facilitating procedures by which additional staff and technical facilities are provided.
4. Changes to administrative arrangements.
5. Composition of the Secretariat.