

DR. BIKI S.V. MINYUKU - CHIEF EXECUTIVE OFFICER

BOX	FILE REF.	DESCRIPTION	PERIOD	REMARKS
1		Finance - Budget.	1996 - 1999	
2		Finance - Accounting responsibility.	1996 - 1998	
3		Finance - a) Accounting responsibility b) Accounting responsibility/Sate Tender Board Audit.	1999 1996 - 1999	
4		Finance - a) Claims b) Financial assistance c) Urgent Interim Relief d) Settlement of accounts e) Insurance f) Banking arrangements g) Unspecified h) Fundraising/President's Fund Assets.		
5		Finance - a) Salaries/secondments b) Fundraising c) Fundraising d) Fundraising.	1996 1997 1998 - 1999	
6		Finance - a) Expenditure b) Expenditure c) Expenditure/meeting d) Income e) Losses f) Financial statements.	1996 1997 -1999 7 Sept. 1998	
7		Human Resources - a) Staff files b) Commissioners and Committee Members.		
8		Publicity, Media Liaison and Public Education - a) Adverts b) Publications file 1 c) Publications file 2 d) Status Reports.		
9		Findings - a) Status reports b) Section 30 Notices		

9 cont.		c) HRVC Prefindings. Hearings/HRV - a) Evaluation reports b) Evaluation reports	1996	
10		Hearings/HRV - a) Section 30 b) Public liaison c) Background research d) Routine arrangements and logistics e) Routine arrangements and logistics.	1996 1997 - 1998	
11		Hearings/HRV - Evaluation reports. Amnesty - a) Decisions b) Public liaison.	1997 - 1999	
12		Hearings /Amnesty - a) Routine arrangements and logistics b) Routine arrangements and logistics c) Evaluation reports.	1996 - 1997 1998 - 1999 1998 - 1999	
13		Hearings/Amnesty - a) Evaluation Reports b) Evaluation Reports. Hearings/HRV a) Submissions b) Submissions/prisons c) Sector hearings/youth d) Sector hearings/media e) Sector hearings/legal f) Sector hearings/political parties g) Sector hearings/business h) Sector hearings/health care. Section 29 - Routine arrangements and logistics.	1996 1997	
14		Research - a) Training workshops b) Arrangements and other routine documentation c) Theme coding d) Individual theme content e) Background research for public hearings.		
15		Research - a) Final report		

15 cont.		b) Reports.		
16		Research - Final report.		
17		Research - Final report.		
18		Human Resources - Staffing and Personnel.		
19		Human Resources - a) Staffing and Personnel b) Staffing and Personnel/Amnesty enlargement.		
20		Human Resources - a) Employment contracts b) Procedures c) Status reports.		
21		Human Resources - a) Staff finances b) Salaries c) Leave records d) Vacancies/applications e) Contracts and procedures.		
22		Human Resources - a) Vacancies b) Job descriptions c) Salaries.		
23		Human Resources - Staff files.		
24		Human Resources - Staff files.		
25		Publicity, Media Liaison and Public Education - a) Reports b) Press releases/statements.		
26		Publicity, Media Liaison and Public Education - a) Workshops, seminars and gatherings b) Articles, speeches and presentation papers.		
27		Publicity, Media Liaison and Public Education - a) Public education b) Articles, speeches and presentation papers.		
28		Publicity, Media Liaison and Public Education - a) Logistics b) Media Liaison		

28 cont.		c) Publications d) Publicity.		
29		Legal Services - Legal action by and against the TRC.		
30		Legal Services - a) Legal amendments b) Legislation.		
31		Legal Services - Legal action by and against the TRC.		
32		Legal Services - a) Reports b) Legal fees c) Advice and guidelines d) Legal aid.		
33		Meetings - a) Research b) Investigations c) Regional Management.		
34		Meetings - Commission.		
35		Meetings - Commission.		
36		Meetings - Finance.		
37		Meetings - a) Inter Committee b) Strategic Planning c) Media and communications.		
38		Information Management - a) Standard reports b) Status reports c) Liaison with archives d) Documentation Centre.		
39		Information Management - a) System design b) Data analysis c) Database management d) Control/Monitoring.		
40		Information Management - a) Statement taking b) Statements c) Public liaison d) Letters of Acknowledgment e) Logistics		

40 cont.		f) Liaison with Government Publicity, Media Liaison and Public Education - Public liaison.		
41		Information Management - a) Acquisition of resource materials b) Archival policy. Supplies and Domestic Services/Supplies - a) Office furniture and equipment b) Telephone services c) Unspecified d) Office accommodation e) Purchase/hire f) Stationery.		
42		Supplies and Domestic Services/Domestic a) Commissioners vehicles b) Accommodation bookings c) Hotel accommodation d) Car hire e) Subsistence and travel f) Pool cars g) Transcription services.		
43		Supplies and Domestic Services/Domestic - Security.		
44		Investigations - a) Unspecified b) Corroboration c) Logistics d) Amnesty e) Section 29 f) Reference materials g) Status reports h) Tracking and status reports i) Special investigations (Joseph Klue; Umtata Raid; MUFC).		
45		Meetings - a) Legal working group b) Info task group c) R & R d) HRV.		
46		Meetings - a) Amnesty b) Inter Ministerial.		
47		Meetings -		

		a) Staff b) Regional management.		
48		Meetings - a) Staff b) Strategic planning.		
49		R & R - a) Briefer reports b) Contact lists c) Workshops d) Unspecified e) Training workshops.		
50		Witness Protection - a) Identification of candidates b) Logistics c) Reports. Final Report - Handover pack. Legal - Legislation.		
51		Meetings/Commission/Agendas	06.05.1996 15.05.1996 15-16.05.1996 31.05.1996 12-13.06.1996	
52		Meetings/Commission/Agendas	28.06.1996 16.07.1996 31.07.1996 15.08.1996	
53		Meetings/Commission/Agendas	17.10.1996 29.11.1996	
54		Meetings/Commission/Agendas	30.01.1997 21.02.1997 19.03.1997	
55		Meetings/Commission/Agendas	17.04.1997 15.05.1997 19-20.06.1997 17-18.07.1997 21-22.08.1997	
56		Meetings/Commission/Agendas	01.09.1997 18-19.09.1997 17.10.1997	

56 cont.			01-02.12.1997 27.01.1998 20.02.1998	
57		Meetings/Commission/Agendas	20.03.1998 24.04.1998 22.05.1998 01.07.1998	
58		Meetings/Commission/Agendas	06.07.1998 06.08.1998 19.08.1998 02.09.1998 22.09.1998 22.10.1998 14.12.1998	
59		Meetings/Commission/Agendas	19.02.1999 24.07.1999 27.11.1999 19.05.2000 10-11.08.2000 30.9-1.10.2000	cancelled
60		Human Resources Management - Staff files/Commissioners and Committee Members.		
61	} B183	Commission Meetings	1996	11 binders
62		Commission Meetings	1997	12 binders
63		Commission Meetings	1998	11 binders
64		Research Final Report		12 files
65	} B185	Reports, Personnel Policies and Procedures		
		Drafts : Human Resource Final Report and attachment		
		Workshop manual		
		Persons Nominated for appointment to Managerial / Administrative posts: TRC		
66	} B187	News papers		
		Work Policy Manuals		