

ANNEX A

CODE ADMINISTRATOR

TERMS OF REFERENCE

Under the authority of the Secretary of State for External Affairs and in liaison with the Southern African Task Force (GGBS) of the Department of External Affairs:

1. To maintain lists of those companies to which the Code of Conduct concerning the Employment Practices of Canadian Companies Operating in South Africa applies or may apply; in this respect, consult as necessary such private-sector organizations as the Canadian Business and Industry Advisory Council, other private commercial non-governmental or academic organizations or individuals likely to be of assistance, and appropriate departments of the Government of Canada.
2. To maintain and, as necessary, update the standard format for reports under the Code, in consultation with interested companies, non-government organizations, and appropriate departments of the Government of Canada.
3. To draw the Code to the attention of the companies to which it does or may apply, make them aware of the standard reporting format, and solicit annual public reports from those companies with respect to their compliance with the Code.
4. To collate the reports received from the companies concerned, maintain complete and accurate records of official consultations, correspondence, and transactions undertaken in the execution of the project.
5. To prepare a report on the administration and observation of the Code for the Minister.
6. To make recommendations to the Minister regarding the content and administration of the Code and related matters as the Administrator deems appropriate.