

REPORT TO THE COMMUNICATIONS COMMITTEE BY THE SUBCOMMITTEE ON TECHNICAL MATTERS

1. Negotiation Council

- 1.1 As the deliberations of the Negotiating Council are to be reported on by the news media (representatives of local and foreign television, radio and the print media), the subcommittee recommends that:
- 1.1.1. an area be permanently reserved inside the council room for the media;
 - 1.1.2 this area be separated from the rest of the room by some form of barrier to prevent members of the media from reaching the conference floor from it;
 - 1.1.3 the media area should be as big as possible and furnished with as many tables and chairs as possible (an area running the length of the room instead of across and behind the chairperson is preferred);
 - 1.1.4 seating should be numbered for accreditation purposes;
 - 1.1.5 the media area should be elevated;
 - 1.1.6 there should be easy access to and from this area for members of the media;
 - 1.1.7 media access should be separate from that to the rest of the room;
 - 1.1.8 steps are to be taken to ensure that debate in the committee is audible in media area;
 - 1.1.9 adequate lighting for working at tables is necessary in media area;
 - 1.1.10 the video and audio feed from council room is to be of broadcast quality and therefore:
 - 1.1.10.1 3 or 4 elevated TV cameras should be installed;

- 1.1.10.2 cameras should be manned by 3 or 4 cameramen;
- 1.1.10.3 a manned switching centre, where decisions are to be taken on which camera should be used at any given time, should be installed;
- 1.1.10.4 TV lighting should be installed;
- 1.1.10.5 proper air-conditioning (to counter heat of TV lights) should be installed;
- 1.1.10.6 microphones of high technical quality for each delegate as well as the chairperson and officials should be installed;
- 1.1.11 video and audio feed should be relayed to media working area (offices and common room) on ground floor;
- 1.1.12 feed should be made available at journalists' desks in this media area through video monitors and loudspeakers; and
- 1.1.13 feed should also be made available to TV and radio journalists in this area through malt boxes with an adequate number of plug points.
- 1.2 The subcommittee wishes to stress that the quality of especially the video feed (if it is to be of broadcast quality) is directly coupled to cost. If cost is inhibitive then:
 - 1.2.1 less manned TV cameras could be installed;
 - 1.2.2 loose cameras could be remote controlled;
 - 1.2.3 fixed cameras with only a remote switching facility could be used;
 - 1.2.4 only one fixed camera, without any switching facility and permanently on a wide shot, could also be a possibility; and
 - 1.2.5 a fixed camera would work better if speakers were to make use of a podium instead of using own desk microphones (also cheaper for lighting, sound and air-conditioning equipment).

2. Negotiating Forum / Plenary

2.1 The subcommittee recommends that when the installation of facilities for the council room are considered, media coverage of the Forum and Plenary are also taken into consideration.

2.2 It also recommends that at Fora and Plenaries:

2.2.1 the whole gallery area be reserved for the media;

2.2.2 the gallery be furnished with as many tables and chairs as possible;

2.2.3 media access to this area should be separate from that to the conference floor;

2.2.4 there should be adequate lighting in the gallery and that the debate on the conference floor should be audible to the media representatives;

2.2.5 there should be a video and audio feed (of broadcast quality) from the floor and therefore:

2.2.5.1 3 or 4 TV cameras should be installed in the gallery;

2.2.5.2 these cameras be manned;

2.2.5.3 a manned switching centre be installed;

2.2.5.4 TV lighting be installed;

2.2.5.5 proper air-conditioning be installed;

2.2.5.6 microphones of high technical quality for each delegation as well as chairpersons and officials be installed; and

2.2.5.7 the video and audio feed of broadcasting quality made available for monitoring and tapping through malt boxes in media working area.

2.3 The same steps as suggested in 1.2 to cut costs could also be applied in this situation.

3. General

3.1 The subcommittee recommends that a media conference room is made available permanently.

3.2 This room should have:

3.2.1 an elevated area for speakers' table and chairs;

3.2.2 a special table covering and backdrop for TV coverage;

3.2.3 an elevated area (very stable) across the back of the room for TV cameras;

3.2.4 as many chairs as possible between elevated areas for seating of journalists;

3.2.5 permanent lighting for TV coverage;

3.2.6 proper air-conditioning;

3.2.7 microphones on table and floor with manned switching facility and malt box for radio and TV coverage;

3.2.8 if a TV and audio feed of broadcast quality for monitoring and tapping is to be supplied, at least one manned or fixed camera; as well as

3.2.9 a video and audio feed to monitors (with switching facility) in media working area.

3.3 If costs are prohibitive, the following could be left to the media to supply themselves:

3.3.1 lighting equipment

- 3.3.2 microphones (voice activated microphones could be installed to cut out switching facility); and
 - 3.3.3 no officially supplied feed for monitoring or broadcasting from this area.
 - 3.4 The subcommittee recommends that a special interview room with necessary furniture and backdrop be provided for TV and radio interviews.
 - 3.5 The subcommittee also recommends that the present media working area be maintained (offices and common room) and that pay faxes, pay phones and a pay photostat facility be installed. Telkom should also be encouraged to continue installing special private lines with locking facilities for individual users in this area.
4. The subcommittee recommends that conference management is asked to draw up a full list of requirements and ask possible contractors, including the South African Broadcasting Corporation, to tender for the hiring of equipment as well as installation and the manning of certain facilities.

**WORLD TRADE CENTRE
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