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MULTI-PARTY NEGOTIATIONS PLANNING CONFERENCE 5 AND 6 MARCH 1993

Telephone (011) 397-1198/99 - Fax (011) 397-2211

FACT SHEET NO 1 DELEGATES AND ADVISERS

1. VENUE

The Multi-party Negotiations Planning Conference will be held at the World Trade Centre, Jetpark, Kempton Park on Friday, 5 March 1993, and Saturday, 6 March 1993. On Friday, 5 March, the Conference is scheduled to meet from 10:00 to 18:00 and on Saturday, 6 March, from 09:00 to 17:00.

2. NUMBER OF DELEGATES AND ADVISERS

A maximum of three delegates and two advisers per party may attend. Please complete the attached form and fax to (011) 397 2211 before 12:00 on Thursday, 4 March, for purposes of registration and transport arrangements from Jan Smuts Holiday Inn and Airport Sun.

3. TRAVEL AND ACCOMMODATION ARRANGEMENTS

- 3.1 Delegations are to make their own travel and accommodation arrangements. Should any difficulty be experienced please phone (011) 397 2189 for assistance.
- 3.2 Expenses for a maximum of three delegates and two advisers may be reclaimed at the Conference. Claim forms will be available at registration on 5 March.
- 3.3 The maximum amounts that may be reclaimed in respect of delegates and advisers are as follows:

TRANSPORT

- Return air transport in economic class.
- Transport by road - kilometres at applicable government rate over shortest route.
- Air transport passengers to utilize courtesy buses of hotels from airport.
- Transport from Jan Smuts Holiday Inn and Airport Sun to be provided only to WTC and only on days of Conference.

If accommodation is arranged in any other hotels or privately, transport between hotel or place of residence and WTC for own account.

ACCOMMODATION

- Claims for accommodation limited to bed and breakfast tariffs of Holiday Inn and Airport Sun. Accommodation in any other hotels limited to bed and breakfast with a maximum of R310 per day.
- Meals, excluding breakfast, to be provided at the WTC on days of the Conference. (Liquor for own account - cash bar available.)
Reasonable claims for private accommodation will be considered on submission of proof.
The following hotel services are excluded and cannot be claimed:
Room service charges
Liquor and soft drinks
Telephone calls
Valet service
Newspapers
Dry cleaning and laundry
Meals (excluding breakfast)
- A daily allowance for incidental expenses of R20 per delegate and adviser can be claimed.
- All claims for accommodation will be restricted to a maximum of three nights.

4. OFFICE ACCOMMODATION FOR DELEGATES, ADVISERS AND ADMINISTRATIVE SUPPORT STAFF

- 4.1 Private furnished office accommodation to be provided for each delegation (tables and chairs for 10).
- 4.2 Telephone and fax lines can be provided by Telkom on application for own account of delegations. Please phone (011) 397 2192 before 12:00 on Thursday, 4 March, for the necessary arrangements. Delegations to supply own fax machines and/or photocopiers (should these be required for own use).
- 4.3 Reproduction, facsimile and courtesy telephone facilities will be available at the Conference for reasonable use by delegates on a first come, first served basis.

5. ADMINISTRATIVE SUPPORT STAFF FOR DELEGATIONS

- 5.1 Numbers restricted to 5 per delegation in the private offices of delegations.
- 5.2 Expenses of administrative support staff in respect of travel and accommodation will be for the account of delegations and may not be claimed.
- 5.3 Meals and refreshments for support staff will, however, be provided at the Conference on Friday and Saturday.

- 5.4 Names of support staff to be supplied on the attached form and faxed to (011) 397 2211 before 12:00 on Thursday, 4 March, for purposes of registration.

6. DRIVERS AND BODY GUARDS

- 6.1 Numbers restricted to 4 per delegation.
- 6.2 Expenses of drivers and body guards in respect of travel and accommodation will be for the account of delegations and may not be claimed.
- 6.3 Rest room facilities, meals and refreshments for support staff will, however, be provided at the Conference on Friday and Saturday.
- 6.4 Names of drivers and body guards to be supplied on the attached form and faxed to (011) 397 2211 before 12:00 on Thursday, 4 March, for purposes of registration and admission to the World Trade Centre.

7. SECURITY

- 7.1 Full security to be provided by the Conference management.
- 7.2 Delegations may nominate (if they so wish) two experienced security staff to join the security force on a voluntary basis for a maximum of three days.
- 7.3 Travel expenses of these two volunteers will be reimbursed on the same basis as for delegates and advisers. Accommodation and all meals for security staff will, however, be provided on the premises of the WTC.
- 7.4 These volunteers are to report at the World Trade Centre at 10:00 on Thursday, 4 March 1993.
- 7.5 Names of volunteers for security to be supplied on the attached form and faxed to (011) 397 2211 before 12:00 on Wednesday, 3 March, for purposes of registration and accommodation arrangements.

8. MEDIA

- 8.1 The Conference will be open throughout to the media. Provision will be made for occasional television and photographic sessions. No sound or video recordings for purposes of broadcasting or transmission will be permitted outside these sessions.
- 8.2 Delegations are invited to nominate one representative on a voluntary basis and at own expense to join a Communication Committee to meet at the World Trade Centre at 14:00 on Thursday, 4 March 1993.
- 8.3 The name of the representative to be supplied on the attached form and faxed

to (011) 397 2211 before 12:00 on Wednesday, 3 March, for purposes of registration.

9. GENERAL

All enquiries in respect of the arrangements for the Conference to be directed to telephone (011) 397 1198 or fax (011) 397 2211.

PARTICIPANT ORGANISATIONS: DELEGATIONS TO THE MULTIPARTY PLANNING CONFERENCE: CONTACT DETAILS

Kindly complete the attached form and return it to the multiparty planning conference offices as a matter of urgency and no later than 13h00 on 4 March 1993, on fax 011-397-2211.

NAME OF ORGANISATION:

CONTACT PERSON:

TELEPHONE NUMBER (W):

TELEPHONE NUMBER (H):

FAX NUMBER:

POSTAL ADDRESS:

PHYSICAL ADDRESS:

NAMES OF MEMBERS OF DELEGATION (verified name spelling):

1.

2.

3.

NAMES OF ADVISERS (verified name spelling):

1.

2.

NAMES OF SUPPORT STAFF (verified name spelling):

1.

2.

3.

4.

5.

NAMES OF DRIVERS & BODYGUARDS (verified name spelling):

1.

2.

3.

4.

ANY SPECIAL DIETARY REQUIREMENTS OR OTHER SPECIAL REQUIREMENTS OF MEMBERS OF THE DELEGATION (please state name of delegate and nature of requirement):

1.

2.

3.

4.

5.

ONE MEMBER OF YOUR ORGANISATION AS COMMUNICATIONS COMMITTEE MEMBER (this Committee will handle media statements and organise media interviews):

Name:

Phone (w):

Phone (h):

Fax:

These names are urgently required for the purposes of travel and accommodation requirements, registration, catering and security arrangements. **If it is necessary to change any of the names, please notify the organisers at the above fax number no later than Thursday 4 March at 17h00.**

THANK YOU

**MULTI-PARTY PLANNING CONFERENCE
5 AND 6 MARCH 1993**

CONFIRMATION OF ARRANGEMENTS

DRAFT AGENDA

1. MINUTE OF SILENCE
2. OPENING STATEMENT
3. CONFIRMATION OF
 - 3.1 FACILITATING PANEL OF CHAIRPERSONS
 - 3.2 AGENDA
 - 3.3 PROCEDURE OF THE CONFERENCE
4. ASSESMENT OF CURRENT SITUATION
(Seven minutes input per delegation)

Resolution
5. PREPARATION FOR THE RESUMPTION OF MULTI-PARTY NEGOTIATIONS

Resolution
6. CLOSURE

PARTIES/ORGANISATIONS WITH OBSERVER STATUS

African Democratic Movement

TM Linda
T Mloyana
JR Lamson
DW Liebenberg

Afrikaner Vryheidstigting

JJ Henning
DBR Grabe
CWH Boshoff
FJD de Klerk
DJ Goosen

Christian Democratic Party

KCVA Sehume
SM Seodi
GSM Nkau
DW Schoeman

Contralesa

RS Ndou
DN Malatsi
B Molefe
N Kekana
C Mlaba

Insika National Party

SM Nkosi
MA Dlamini
AV Nkosi
MT Dlamini

Natal Traditional Leaders

ZM Mlaba
S Thusi
E Butshingi

National Forum

TJ Marumo
J Lekhuleng

Sindawonye Progressive Party

MG Mahlangu
BMJ Noko
BJ Skosana
BB Masombuka
KS Mahlangu

United Federal Party

B Nielsen

J van Dyk

Venda Traditional Leaders

PR Tshivhase

PF Botha

Volkseenheidskomitee

AJ de Beer

JJ Groenewald