



## FACILITIES FOR PARTIES/ORGANISATIONS/ADMINISTRATIONS AT THE WORLD TRADE CENTRE DURING THE PERIOD JANUARY TO JUNE 1992

In pursuance of a decision by the Management Committee of **CODESA** on 13 January 1992, the following facilities in the *World Trade Centre* are available to parties/organisations/administrations subject to the conditions as set out:

1. Office accommodation will be provided by **CODESA** for each party/organisation/administration in the *World Trade Centre* as from 20 January 1992. Basic furniture (tables and chairs) will also be supplied. Any other furniture required will, however, have to be rented. Please notify us immediately, should you wish to make use of this facility.

It is suggested that parties/organisations/administrations make use of this opportunity to facilitate preparations for **CODESA II**.

2. **CODESA** will, however, not supply telephone and/or fax lines. Should these be required, they will be supplied by *Telkom* for the account of each party/organisation/administration. An application form is attached for this purpose and must be returned to **CODESA** to facilitate the installation thereof.
3. Please note that **CODESA** cannot provide any equipment such as word processors, fax machines or photocopiers *or render any of these services for or on behalf of parties/organisations/administrations* or their representatives on working groups. These must be provided for by each party/organisation/administration. The administrative staff of **CODESA** can, unfortunately, not assist members of working groups or support staff of parties/organisations/administrations with faxes, typing or duplicating of documents.
4. Although a courtesy room with telephones is available for members of working groups, the administrative staff of **CODESA** cannot take messages or make any arrangements on behalf of members of working groups, other than travel and accommodation.
5. **CODESA** can make no provision in respect of meals for support staff to members of working groups, their bodyguards, private secretaries or drivers or the support staff of parties/organisations/administrations occupying offices in the *World Trade Centre*. A tuckshop is available on the premises and all such support staff, private secretaries, drivers and bodyguards can make use of it on a cash basis.

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