

MINUTES OF MEETING OF
EXTENDED MANAGEMENT SECRETARIAT HELD ON
11 DECEMBER 1991 AT WORLD TRADE CENTRE

AGENDA

1) Report back on Secretariat Committee - meeting decisions. Dr Eloff reports:

- * Zulu King to Secretariat (meeting on Friday)
- * Chart accepted
- * Three Sub-Committees accepted: Co-Convenors not yet reachable
 - Next Security meeting for Tuesday - too late
 - Protocol: Thursday 14h00
 - Media : 09h00 Thursday
- * Murphy - office manager
Deon
- * Travel agencies confirmed
- * Hindu religious leader has been nominated
- * Agenda
- * Press Conference to Media Committee
- * 12 + 5 (in) and 9 on premises (+2 runners)
Messengers : 2/party? Ask in fact sheets to nominate 2 for runners
Decision: must give each party the option to nominate extra 2 or let the 2 runners be part of the nine -
Stands over to next meeting Provide pay for the messengers
- * Tapes - decide that the tapes go to CODESA archives. CBM's responsibility
- * Security to the named sub-committee
- * Schedule of meetings - still to be drawn up.
- * Fax
- * Next Wednesday, next meeting.

2. Overall coordination (draft at back)
Think carefully for a name for security who could take over from Glenda

- Admin: Murphy Morobe
- Finance: Deon du Plooy
- Site: Billy Cobbett
- Personnel: lower profile person to be nominated by P Hendrickse
- CBM: Theuns Eloff/Colin Coleman
- Secretarial Serv: Elaine Cosser
- Convention Management: Glenda Cohen
- Catering: Sylvia Briggs
- Travel & Accommodation: Elize Strumpfer
- Media: Colin Coleman
- Security: Glenda Cohen (as observer)
- Protocol: Andrew Feinstein

- * Above-mentioned people to meet for an hour or so per day on a regular basis
- * Colin and Andrew have responsibility to make things happen
- * Times: 07h00 for Thursday - next meeting

3. Appointment of different managers - already been taken care of.
4. Fact sheets to parties - reply: by Friday night.

Signed on behalf of CODESA : Murphy Morobe
(will be finished tonight)

5. Political sub-committees - all three will meet tomorrow
6. Schedule of meetings
7. Administration:
 - 7.1 Transport: Meeting with Protocol is necessary
 - 7.2 9 Support Staff: not in Convention Hall?
- closed circuit TV for support staff?

Decision: Not in hall - accommodated in media section

Not paying for these 9 support people

12 paid for

5 paid for

9 not paid for

Will fax decision to the Steering Committee members

- 7.3 Room Allocation:
- 7.4 Monday, 16/12 / Sunday, 15/12 : Not Sunday, but Monday
Coffee etc available for Saturday
Use Monday for settling down. Normal working day
- 7.5 Flowers and Tablecloths
Glenda can make decision
8. Invitation follow-ups:
Will fax and phone those who have not reacted (yet!). Keep updated daily.
9. Invitations to other parties -
File to Secretariat meeting on Friday
10. Catering - needs a decision to be put on meeting table of Steering Committee.