

MINUTES OF THE CODESA PROTOCOL SUB-COMMITTEE MEETING HELD ON 12 DECEMBER 1991 AT THE WORLD TRADE CENTRE, JOHANNESBURG

1: ATTENDANCE:

- M. Myeni [IFP] (Co-convener) {011 - 7823709}
- JL Mahlangu [IYP] (Co-convener) {0137 - 731332/01215 - 2316}
- L. Crewe-Brown [Dept. of Foreign Affairs] {012 - 323 6104}
- D. Gibson [DP] {011 - 3372121}
- MT Mudau [Venda] {012 - 3443950/7}
- T. Fowler [SACP] {011 - 8366867}
- T. Mabizela [ANC] {011 - 293554}
- A. Feinstein [CODESA] {011 - 3971198/9}

1.1: AF is to contact all parties who have not sent a representative to this sub-committee.

2: TERMS OF REFERENCE OF PROTOCOL SUB-COMMITTEE

2.1: This sub-committee is to report back to the Steering Committee on Tuesday 17 December 1991 on protocol issues.

2.2: Consensus was reached that the sub-committee's responsibility was to foreign observers [ie. international organisations and Heads of Missions in South Africa], high profile functionaries [ie. Chief Justice, religious leaders] and the chairmen. Further it was agreed that local dignitaries would be the committee's responsibility as well.

2.3: This responsibility was seen to include the meeting of observers and delegate dignitaries at airports, hotels and the Convention Centre; providing general information on arrangements to the foreign observers; and facilitating meetings between international organisations and participating delegates to CODESA by compiling a list of contact names and numbers from each delegation.

2.4: It was agreed that protocol should not actually initiate any meetings but will simply provide information that will make it easier for the international observers to meet with whomsoever they wish amongst the participating delegations.

3: INVITATIONS AND REPLIES:

3.1: It was agreed that each Mission in SA would be allowed 1 representative to the Convention as an observer, and the international observer organisations would be allowed 5 delegates and 5 support staff [This was later amended to 5 delegates and 2 support staff per delegate to comply with a decision taken by the Secreteriat]. [It was also later decided, on the basis of a Secreteriat decision, that the Commonwealth delegation would be allowed to consist of 6 delegates and 18 support staff].

3.2: It was agreed that we should appoint two protocol officers to each of the 5 international observer delegations.

3.3: It was suggested that once the required number of protocol officers was finalised the protocol committee should be able to draw from the participating organisations. It was unclear whether these officers should be drawn from all organisations participating in CODESA, or only from those represented on the protocol committee. [It has since been decided by the CODESA Administrative Manager that all organisations participating in CODESA should be consulted on this issue].

Number of protocol officers required would be determined once information is acquired on:

- which of the international observers is arriving when
- what positions the observers hold in their organisations
- the size of the delegation

It will then be necessary for the Protocol Committee to establish our needs in terms of:

- vehicles
- hotel accomodation
- who will meet observers at airport and at Convention Centre

4: COMMUNICATION WITH INVITEES:

4.1: The committee will communicate with all foreign observers on the following issues:

- accommodation and air travel
- transport in SA
- accommodation and meals paid for by CODESA; requirements to be submitted
- telephone, room valet service and drinks at the bar will be for observers own accounts
- number of delegates and support staff and names and positions of delegates and support staff
- facilities available at Convention Centre
- language of the Convention is English
- any dietary requirements
- information re cocktail party
- any visa assistance required

5: ORGANISATIONAL ISSUES:

5.1: The committee must assess transport requirements once we have final numbers and arrival schedule.

5.2: A separate area for dignataries parking was requested, and liaison with security on this issue suggested.

5.3: 5 to 10 protocol people will meet dignataries as they arrive at the Convention Centre.

5.4: It was suggested that a package be given to all foreign observers containing information on where they will sit, a car sticker, a name tag, etc. which will be collected on Thursday by the foreign missions or given to the international observers at the hotel. [This will have to be discussed with the Managing Secreteriat].

5.5: It was suggested that we stagger arrival times for the dignataries so that they can all be met by a protocol officer.

5.6: An identifiable coloured sticker be given to protocol officers. [And it was later suggested that the protocol officers who will meet high profile functionaries should wear coloured armbands].

5.7: It was decided that pprotocol should be provided with access to 1 VIP room, 1 room for private meetings and 1 room for telephones and faxes. [It has since been decided by the Managing Secreteriat that protocol will be allocated one large VIP room for international observers and Heads of Missions which will contain a work area with a fax and telephone lines, and a leisure area with couches and tables; a room for the Chairmen with a telephone, couches and a table; a room for the high profile functionaries with a telephone, couches and a table; and a meeting room with couches and tables.

[The committee was shown the allocated rooms after the meeting and expressed satisfaction with them].

5.8: The committee felt that they should be consulted on seating arrangements for the Convention floor, dining rooms, etc.

5.9: The committee decided that they will assist with the proposed banquet in terms of seating arrangements and the programme. [The banquet has since been replaced by a cocktail party].

5.10: It was agreed that all protocol officers should be briefed on Wednesday evening, the 18 December. [And it was later suggested that a re-briefing happens on Friday morning, 21 December].

5.11: The issue of the invitations to TBVC ambassadors (as distinct from the TBVC delegations) was discussed. Initially it was felt that this was not a problematic issue. [However, at the first working group meeting it was decided that the issue would be referred to the Steering Committee - they have decided that these separate invitations will be withdrawn as the TBVC are fully represented participants in CODESA].

5.12: It was decided that private secretaries to the Heads of Missions and the support staff of the international observers would use the main VIP room.

6: OTHER ISSUES:

6.1: It was decided that the next full Protocol Sub-committee meeting will take place at the World Trade Centre on Tuesday the 17 December at 8am.

6.2: AF was mandated to contact all CODESA participants who were not represented at this first meeting.

6.3 A small working group was elected on the basis of availability to assist AF with day to day activities. The group consists of:

JL Mahlangu [IYP]
T. Mabizela [ANC]
L. Crewe-Brown [Foreign Affairs]
T. Fowler [SACP]
A. Feinstein

6.4: The first working group meeting was scheduled for Friday 13 December at the World Trade Centre.