

DRAFT MINUTES

CONFIDENTIAL

RECOMMENDATIONS EMERGING FROM THE MEETING OF THE MEDIA & COMMUNICATION SUB-COMMITTEE HELD AT 07H30 ON TUESDAY 17 DECEMBER 1991 AT THE WORLD TRADE CENTRE

PRESENT: Saki Macozoma - ANC (Joint Convenor)
Piet Coetzer - National Party (Joint Convenor)
AL Singh - NPP
Marius Kleynhans - RSA Government
Peter Soal - DP
Nick Koornhof - National Party
Colin Coleman - Codesa Media Manager
S N Bambo - UPF
G J Dixon - Bophuthatswana Government
Y Abba Omar - NIC/TIC
Mtutuzeli Matshoba - SACP
Carl Niehaus - ANC
Denise Bjorkman - Ciskei Government
November Mbonani - Intando Yesizwe Party
I J Kruger - Labour Party
M M Mtuli - Transkei Government
V P Makwarela - Venda Government
William Cobbett - Codesa Staff (Site Manager)

MEETING WAS OPENED BY THE JOINT CONVENORS AT 07H30 - RECOMMENDATIONS EMERGING FROM THE MEETING WERE AS FOLLOWS:

1. Acceptance of the previous meetings minutes, as a fair reflection, was adopted.
2. Point 3.2 on the agenda was dealt with first as Mr Cobbett could not stay for the duration of the meeting.
 - 2.1 Mr Cobbett presented recommendations for parking (where different groups park), areas for the press and the delegates inside the building. The press would have a separate registration area and no access to the front lobby. The upstairs area would basically be a press precinct. There would be no unarranged mingling between the delegates and the media. The media liaison office would be the contact point between the press and the delegates.
 - 2.2 Saki Macozoma pointed out that the controlled access to the convention, for the media was contrary to the minutes of the Preparatory Meeting. According to those minutes free access to the convention was proposed.
 - 2.3 William Cobbett said that there was no technical reason why the delegates and press could not

overlap/mingle.

- 2.4 Further points raised about the venue were as follows. The contact between the delegates and the media should not be too controlled as the media would try and short circuit the restrictions and delegates could, for instance, be bothered at their hotels. Registration areas and pressure points should be controlled. There will also be traffic control and adequate signage on the roads.
3. Colin Coleman reported back on decisions of the Secretariat pertaining to media liaison:
 - 3.1 Point 2.1 of the agenda - Political Parties are responsible for the release of speeches to the media. If they have a prepared statement and give it to the media office it will be distributed. A distribution point will be arranged in the press room.
 - 3.2 Point 2.2 of the agenda - Secretariat decided on no press briefings but agreed to controlled press releases where necessary. The sub-committee do not accept this ruling. The sub-committee wants press briefings as a relationship with the media is needed. The media must be told about CODESA, how it will run, practical arrangements and their movements on Friday and Saturday. The sub-committee does not want the media to create the wrong perceptions about CODESA so they must be kept properly informed. It was requested that the joint convenors meet the Secretariat to reverse this policy.
 - 3.3 The Citizen published the press release which was released on Friday, on Saturday even though there was an embargo on the release until Saturday night. Piet Coetzer will check that SAPA tagged the release properly before he takes the matter up with the Citizen.
 - 3.4 The Steering Committee meeting is still to approve the release of the agenda. There will be a decision by 18/12 in the afternoon. It is agreed to propose that the Steering Committee agree to the release of the agenda to the media. Marius Kleynhans suggested that the programme should be released with the agenda at the same time, as they are equally important. In the agenda should also be a list of the order of the speakers.
 - 3.5 The logo is scheduled to be released to the press today, 17/12 at 4pm. Sub-committee discussed that there should also be some kind of live footage so that CODESA can have some life breathed into it. There must be a decision by 4pm this afternoon if there is going to be a press briefing with the release of the

logo or the release should be delayed until a decision is taken.

4. Matters arising from previous minutes:

- 4.1 Point 3.1 - With reference to the last letter sent out to political parties; there was a better attendance and response this time.
- 4.2 Point 3.3 - For accreditation of all sub-committee personnel they should find out their own position within their parties. Political representatives should be catered for within their own party. Colin Coleman has 11 functionaries (media personnel) performing tasks. A core of people dedicated to serving CODESA media is needed. Can members have dual accreditation as being accredited for support staff is restrictive and will make members less usable. Co-convenors and Colin Coleman must clarify this with management, i.e. if sub-committee personnel are not accredited by their organisations - what happens to them?
- 4.3 Advertising CODESA - It has been decided that it is impractical and too late to advertise CODESA on TV, radio and in the newspapers. Posters are being printed and will be distributed in the area and in the hotels that the delegates are staying.
- 4.4 Banners were approved and will be delivered on 17/12. Would like to see a figure 1 made for the banner as well. Flags with the logo reproduced are also going to be made and put outside and on the pillars inside the building.
- 4.5 Registration - CODESA Management is supplying runners from a cross section of parties to permanently man the registration desk. A list of media applying for accreditation has been developed and is constantly being updated. Press need to apply for accreditation by 11am on 20/12. Name tags will be ready for press once they arrive for registration. If press arrive at venue for accreditation after deadline there will be someone to help them. The policy is not to be inflexible.
- 4.6 Sniffer dogs are required to check equipment, etc. for security reasons. Carl Niehaus was nominated to attend security meeting at 10h00 on 17/12 (this morning), on behalf of media.
- 4.7 Phones, faxes, laying out press room, etc. is all under control and being dealt with.
- 4.8 Meeting with SABC - SABC will run a continuous service with monitors in the press room. The only continuous

live broadcasting of CODESA will be on Radio 2000 - there will be microphones with commentators on the gallery. At this stage there will be no continuous TV coverage. Sub-committee is concerned about who will make the editorial decisions on what will and wont be screened. Speakers will operate from the podium on the 1st day. The 2nd day will be from their tables - this will mean more lighting and equipment for the SABC. Where cameras are going to be placed still has to be determined. The SABC is supplying the necessary equipment in the interview room at no charge. The SABC is charging for satellite and editing facilities. Whoever uses the facilities will pay for them. SABC requested agenda and programme to be supplied as early as possible to plan direct/indirect broadcasting. Press liaison group is to deal with SABC. Colin Coleman, Marius Kleyhans and sub-committee convenors to oversee the group.

There is a meeting with the SABC at 15h00 on 17/12 (today) to take up the issue of coverage and to finalise where editing facilities go, who are the ten staff, when do they move in, etc.

- 4.9 On the second day with the flexible speaking arrangements, it will be important for each speaker to identify themselves first. The Secretariat and the Steering Committee must be made aware of the technical implications of speakers speaking from the floor.
- 4.10 The "prettying" up of venues is being dealt with.
- 4.11 It was resolved that 500 press kits are needed. The press kit group are to go ahead with their tasks.
- 4.12 Interview Room - NPP indicated that they would staff this room but not yet confirmed. Room must be permanently staffed.
5. SABC Radio and TV Coverage - Sub-committee has a problem with the SABC not having continuous TV coverage. This will be raised at the highest levels with the SABC.
6. Registration Point - It was agreed that it would be separate. However the sub-committee want an area of overlap between delegates and press. Co-convenors and Colin Coleman are to take this up with the Secretariat.
7. The management suggest a ten minute open floor photo session before the convention starts. It still has to be decided what to do about the official photograph. It was suggested that the delegates are photographed seated or that just the heads of the delegations are photographed outside.
8. Backgrounder - Dr Zach de Beer put the document forward.

It will be discussed further when the meeting reconvenes at 16h30 today (17/12).

9. Screening off of the press room - This was acceptable as long as the screened off section was big enough and adequate airconditioning was provided. It would be more acceptable to have it screened off from the media room to cut down on the noise level.

THE MEETING WAS ADJOURNED TO BE RECONVENED AT 16H30 ON 17/12.

THE MEETING RECONVENED AT 16H30. THE FOLLOWING WERE PRESENT:

Saki Macozoma - ANC (Joint Convenor)
 Piet Coetzer - National Party (Joint Convenor)
 I J Kruger - Labour Party
 Sheila Camerer - National Party
 A L Singh - NPP
 Denise Bjorkman - Ciskei Government
 Mtutuzeli Matshoba - SACP
 V P Makwarela - Venda Government
 S N Bambo - UPF
 G J Dixon - Bophuthatswana Government
 Colin Coleman - Codesa Management
 Marius Kleynhans - RSA Government
 Carol Niehaus - ANC

10. The reconvened meeting began with a report back of meeting held in the interim with the SABC and the Secretariat (Mac Maharaj and Fanie van der Merwe).

10.1 SABC TV and Radio Coverage : The issue of 100% live coverage on TV was raised. It was agreed that partial coverage on TV is a problem for CODESA. SABC are taking the issue to their executive body for a decision, which the committee should have by tonight. Depending on their reply, the issue could be taken to the Steering Committee to be raised at even higher levels.

With regards to what is covered by SABC and its editorial policy, it was decided that while this is a difficult and sensitive issue, the appeal should be made for all press coverage to be in the national interest and reflect the spirit of CODESA. Determining criteria for media coverage and the role of SABC and state media is a subject for CODESA itself.

If any party had a particular problem with media coverage, this should be raised on a bilateral basis independently.

- 10.2 Status of this sub-committee : People of this committee (i.e. the political representatives) must be

accredited through their party (as support or advisory). Dual accreditation is acceptable.

- 10.3 Mingling of press and delegates : Press are allocated to the gallery. In the upper level foyer space, delegates and press will be able to mingle. The press room will be restricted to the press.
- 10.4 Policy decision re press briefing : The Secretariat were sympathetic to the points made by the sub-committee but there is a lot of sensitivity around this issue, in particular regarding spokespersons, and the sub-committee is pleased asked to bear that in mind. The Secretariat has requested the sub-committee to put forward, on the morning of 18/12 a proposal on spokespersons for press briefings. The sub-committee will propose to the Secretariat the principle of a panel of a range of parties led by a nominated chairperson who is a respected, non partisan individual, for example, Joel Mervis. Other options can be pursued for the chairperson.
11. Point 4.4 in the Agenda : It was agreed that the backgrounder was not objective enough and it is not to be included. Co-convenors to speak to Dr de Beer.
12. Point 4.5 in the Agenda (re briefings) : This is dependant on the Steering Committee's decision.
13. Point 4.6 in the Agenda : There are now four functional groups. Accreditation is to be assisted by 6 more people from CODESA management. Staff has to be finalised for the Interview Room. Three media staff will be utilised by protocol by CODESA management. There is now 60 SABC staff instead of 10.
14. The SABC want input about where their monitors are required in the restaurant, bar, convention floor, press room and any other venues that are necessary. This was referred to the management.
15. Carl Niehaus reported back on the security meeting that he attend in the morning. Carl Niehaus was also nominated as the permanent media sub-committee member that will attend all security committee meetings. He should use Richard Mudge as an alternative when he cannot make meetings.

THE NEXT MEETING OF THE MEDIA & COMMUNICATION SUB-COMMITTEE IS SCHEDULED TO TAKE PLACE ON WEDNESDAY 18 DECEMBER 1991 AT 15H00.

NOTED ON MEETING OF MEDIA COMMITTEE AND SABC

In attendance for CODESA:

- Marius Kleynhans
- Colin Coleman
- Piet Coetzer
- Saki Macozoma
- Caroline Knott

15h00

17 September 1991

BROADCASTING TIMES

* SABC team suggested writing by fax Tuesday afternoon to the SABC group executive Wynand Harmse requesting the SABC to provide fuller coverage of CODESA.

* It was suggested CODESA and SABC jointly approach organisations affected by possible cancellation of contracted programming to make way for wider TV coverage of CODESA, to persuade them that CODESA broadcast is in the national interest.

* It was agreed all efforts would be made to have as much of CODESA as possible broadcast live on Friday to reach as wide an audience as possible.

* Media office (Caroline) to try to discover exact lunch and finishing times for purposes of SABC planning of coverage.

SABC FACILITIES (to be provided to other media; closed circuit coverage for CODESA venue)

QUERIES regarding technical details of facilities available to be directed to Wikus (of SABC) at 714-4893 or 726-7835

(1) Floor monitors with feedback sound (on floor of conference room)

* CODESA to decide if space is available for such monitors.

* CODESA to provide to SABC names of contractors providing conference PA system (for purposes of supplementing and compatibility)

(2) Monitors and sound in media working office

* CODESA must tell SABC if monitors are required elsewhere in World Trade Centre (WTC) (this will have cost implications). Answer must be provided to SABC before 10h00 Wednesday 18/12/91

* SABC offered to provide PA system in media centre/working office

OTHER SERVICES

(1) Access at all times to other TV organisations at WTC or Auckland Park.

(2) Outside area for stand-ups and direct reports will be available to all.

(3) Video editing facilities: SABC will provide three. More can be arranged if needed.

(4) Studio: CODESA will make interview room available for this purpose. Air conditioning will be provided.

- * SABC will provide -- 3 cameras and cameramen
- floor mikes
- floor manager
- lighting

Booking of studio/interview room to be done through CODESA media liaison office. SABC will place a booking clerk in CODESA liaison office. This function may be moved into separate office at entrance to interview room.

* SABC want to pre-book interview room during times they broadcast, especially during breaks in CODESA activities.

* CODESA must provide furniture etc. for interview room. SABC must co-ordinate needs for this room with Jackson Mtembu.

* SABC may set up private studio in factory area as additional facility. No CODESA objection to this. (generators will be outside building and not in factory area)

* CODESA and SABC to negotiate positioning of cameras and lights etc.

* With regard to delegates speaking from their seats on Saturday: SABC must indicate their needs with regard to sound so that these can be provided to the Steering Committee at their meeting on Wednesday morning (18/12/91). (It was established that the private company contracted to do the sound system will provide one microphone for every three delegates)

TIMES

* CODESA indicated probable times for sessions as:

10h00 - 12h30 morning session

12h30 - 14h00 lunch

14h00 - 17h00 afternoon session

* CODESA will inform SABC of order of speakers for Friday session during the course of Wednesday morning (18/12/91)

ACCREDITATION FOR SABC

* SABC must provide details of staff (and their functions) seeking accreditation to media accreditation group (media office phone and fax numbers provided to SABC for this purpose)

SABC CATERING

SABC to liaise with Sylvia Briggs regarding possibility of convention catering company doing special catering for SABC OB staff

SABC MEDIA WORKING OFFICE REQUIREMENTS

* SABC wants to reserve space in media working office for computer equipment for six journalists.
CODESA agreed space to be allocated on first come, first serve basis, but SABC free to come in early to set up equipment and thereby reserve space. Applications also submitted for dedicated phone lines for these journalists.

RADIO 2000 BROADCAST NEEDS

* Agreed special space to be set aside in press gallery for Radio 2000 to broadcast continuously.

CAMERA STATIONING

Only one SABC camera to be placed in press gallery. Others to be set up on convention floor. If chandelier in way of camera, it will be moved.

CONVENTION PROCEEDINGS

SABC requested/recommended podium to be used during convention be placed in centre with chairmen's table slightly to one side. SABC to set up back-up mikes at podium and chairmen's table.

MEDIA CONFERENCE ROOM (at rear of media working office)

* To have podium and 10 chairs; 3 cameras; microphones.

* SABC to provide information on their facilities for PRESS KIT on Wednesday 18/12/91

SABC, MEDIA COMM MEETING

Briefing to be held on Thursday at 19h30 (is this correct??) with CODESA media committee and SABC (to meet at media committee room)

* SABC to move in Thursday morning. Scaffolding to come in on Wednesday.

Andre le Roux 714-4699 or 714-3028 or at home 782-6874.

* CODESA to get from SABC master tape of convention on BETA. Copies can be provided on BETA or VHS on request at a cost.

* SABC to begin clearing up their equipment on Saturday (21/12/91) at 21h00 latest.

They will prerecord programme for Sunday night TV directly convention and/or any press conference end on Saturday.

DETAILS OF CODESA BROADCASTING ON DECEMBER 20 AND 21 1991BROADCASTING TIMES

The convention begins every day at 10:00, ending at 17:00. These are provisional times, although it can be accepted that the starting time is definite. The closing time can possibly be later - especially if news conferences take place at the end of each day's proceedings.

After having discussed broadcast times with GMSA, Final Control and Scheduling, News and Sport, I suggest the following broadcast times are adhered to.

FRIDAY DECEMBER 20

TV1:	07:00	Live crossing from GMSA studio (2min)
	08:00	Live crossing from GMSA studio (2 min)
	08:45 - 09:00	Live crossing from GMSA studio for a short discussion and "scene-set" (15min)
	09:45 - 10:00	Beginning of CODESA broadcast with a "scene-set" (15min)
	10:00 - 12:30	Opening of Convention and proceedings
	12:30 - 14:00	Lunch

BROADCAST DURING THE LUNCH HOUR CAN BE FILLED IN THE FOLLOWING WAY

	12:30 - 13:00	Summary and report of the morning's proceedings
	13:00 - 13:10	News bulletin compiled by TV editorial staff at head office consisting of news pertaining to CODESA and other national news
	13:10 - 13:20	CNN Headline News
	13:20 - 14:00	Discussion of the morning's proceedings with members of the Convention
TSS:	14:00 - 16:00	PGA-GOLF from Port Elizabeth
	16:00 - 17:00	Live transmission from CODESA
	17:00 - 18:00	Live transmission from news conference plus summary of day's events
TV1:	18:00	Live crossing during Early News with a report on the days events at CODESA (5min)

SATURDAY DECEMBER 21 1991

TV1: 08:00 Live crossing from GMSA studio for a "scene-set" (2min)
09:45 Transmission begins with a "scene-set"
10:00 - 12:00 Broadcast of events

TSS: 12:00 - 12:30 Nissan cricket (Transmission started at 09:45)
12:30 - 13:30 Summary and discussion of the days events
13:30 - 16:00 Cricket
16:00 - 17:00 Live broadcast of CODESA
17:00 - 18:00 News conference and summary of events

TV1: 18:00 Live crossing during Early News with a report on the
day's events at CODESA (5min)

Above times can accommodate the cricket lunch and tea times.

EQUIPMENT NEEDED (SABC AND OTHER)

Four points of coverage are anticipated:

1. Conference centre (5 camera's)
2. News conference room (3 camera's)
3. Studio (3 camera's)
4. Reporting point (1 camera)

12 camera's in total

Two OB Units are available -

one has 5 camera's and one has 3. It is necessary to obtain one other OB unit, either from within the SABC or from outside.

This OB unit can cover 2 points simultaneously: the studio and the reporting point.

STUDIO

A special request, asking for a room to be provided for studio purposes, has been sent to the CODESA organisers. If this is not possible a studio will have to be built.

EDITING FACILITIES

Three editing facilities are available in the OB units and a fourth facility will be provided in a mobile editing van.

The studio, reporting point and editing facilities will be available, on a continuous basis, to all TV Networks.

The Outside Broadcast Unit can supply a full-time person to make bookings for these facilities.

Satellite transmissions can be broadcast directly from the Convention Centre. Video dubbing facilities will also be available to all TV Networks.

CONTRACTED FACILITIES

Excluding the availability of the above-mentioned facilities, the SABC also has to supply the organisers with sound and monitor facilities. This involves microphones and monitors in the Convention Room, the news conference room and monitors in the media room. The State will pay for this and the necessary arrangements for these facilities have been made.

PERSONNEL

I suggest the following personnel for on-camera presenting:

Commentators: Clarence Keyter
Xoli Mazibuko

Political journalists: Lester Venter
Hani Tsotsetsi

Discussion leaders: Freek Robinson
Pekwane Mashilwane

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Colin Coleman - Codesa Media Manager
I J Kruger - Labour Party
Sheila Camerer - National Party
Peter Soal - Democratic Party
Marius Kleyhans - RSA Government
Rev. Cyril Pillay - Solidarity Party
A L Singh - NPP
M H Matjokana - Ximoko Progressive Party
V P Makwarela - Venda Government
Y Abba Omar - TIC/NIC
M Matshoba - SACP
Carl Niehaus - ANC
Denise Bjorkman - Ciskei Government
G J Dixon - Bophuthatswana Government

MEETING WAS OPENED BY THE JOINT CONVENORS AT 15H00 - RECOMMENDATIONS EMERGING FROM THE MEETING WERE AS FOLLOWS:

1. Principle of briefings has been agreed to. Press room is all set up. Press briefing, today at 15h30 - the logo and the background to the logo is to be released, all the technical matters concerning the press and the registration procedure. The sub-committee co-convenors would act as spokespersons but make it clear to the press that they are not acting on behalf of their parties but on behalf of CODESA.
2. SABC has agreed to continuous cover on TV 1 on Friday 20/12. On Saturday 21/12 the SABC are going to try for maximum cover. A decision on this cannot be reached until they have the programme for Saturday - they do not want dead time.
3. Steering Committee has approved the appointment of an official photographer. The photographer will photograph delegates while sitting, when opening speeches are being made, etc. He will have an open time on the floor. Mr Soal has been given the mandate to find the photographer and to make arrangements subject to confirmation with Management and the Secretariat. The photographer must be properly briefed.
4. On 20/12, the delegates are all to be seated by 09h30. The press will then be given an open photo opportunity from 09h40 to 09h50.

5. A programme of the convention has not been finalised as the list of speeches has not been decided on.
6. At the SABC meeting, tonight at 18h00, it will be proposed that 2 large screens are set up on either side of the podium on the convention floor. Further issues to be raised in the meeting are placement of cameras, co-ordination of cables and staff details. It will be proposed that the cameras are set up on the gallery but this will be the decision of the SABC as the best possible pictures are required.
7. Press Kit : Due to policy and security problems, the press kit might become a pure logistical fact sheet. All information given out before the release of the "press kit" will be included.
8. There is a provisional press briefing, tomorrow, Thursday 19/12 at 16h00.

THE MEETING WAS ADJOURNED AT 15H30 AND THE MEDIA SUPPORT STAFF AND PEOPLE WORKING ON MEDIA WILL BE MEETING AT 18H00 ON THURSDAY 19/12 - ANY URGENT POINTS TO BE DEALT WITH THEN

When arranging submissions from, Municipalities, Local Authorities, Greater metropolitan Substructures, City Councils etc. it must be arranged under Local Authorities and then alphabetically.

Duplicates must be removed.

If an organisation have both a English and African name the English name will be used for sorting purposes.

~~Gerrit~~

~~Leate~~

~~Phil~~

~~Patria~~

~~Lebo~~

~~Lukas~~

~~Simon~~

~~Simon~~ -

~~Hivien~~ -

Maurislee -