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# **CODESA**

## **Convention for a Democratic South Africa**

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*PO Box 307 ISANDO 1600 South Africa \*\* Telephone (011) 397-1198/99 Fax (011) 397-2211*

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Facsimile transmission: from Codesa to the undermentioned parties, movements and organisations:

Date: 11.12.91

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Problems with transmission: Phone 011 397-1198

Solidarity

INM

NPP

Ciskei Government

Bophuthatswana

UPF

Venda

Dikwankwetla

Labour Party

Democratic Party

IFP

NIC/TIC

ANC

UPF

Transkei Government

Ximoko Progressive Party

Intando Yesizwe

South African Government

National Party

Azapo

AWB

HNP

PAC

SACP

CP

Inyandza National Movement

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### **TO ALL PARTICIPANTS**

#### **PRACTICAL ARRANGEMENTS FOR THE MEETING OF CODESA ON FRIDAY, 20 DECEMBER, AND SATURDAY, 21 DECEMBER 1991.**

As a follow-up to the invitation sent to you earlier today, we wish to supply the following important information for your urgent attention:

1. The names, titles, fax and telephone numbers for all (12) twelve delegates and (5) five advisers should reach us by fax not later than Friday, 13 December 1991, at 17:00. A fax form is attached for your convenience. At the same time we need to receive the names of your support staff (maximum 9).
2. As decided by the Steering Committee, one furnished office will be available as from Monday, 16 December, for all participating organisations/parties/governments. Desks, chairs and two telephone lines will be provided, but delegations will have to provide their own word processors or typewriters, fax machines and stationary.
3. Four travel agencies have been appointed to make travel and accommodation arrangements for participants to *CODESA* and you are free to make use of any one of them to assist you and/or your delegation (a request form which could be used to facilitate your arrangements with the relevant agency is attached). They are as follows:

CLUB TRAVEL: Contact Lynn  
Telephone (021) 439-9062  
Fax (021) 439-0704

FLYWELL TRAVEL: Contact Mr Bobat  
Telephone (031) 305-5263  
Fax (031) 304-4112

NED TRAVEL: Contact Angie van Schoor  
Telephone (012) 323-3506  
Fax (012) 323-1353

ORIOLE TRAVEL: Contact Fancinette Zeederberg  
Telephone (011) 838-6541/5  
Fax (011) 838-7906

4. Should you experience any difficulty, please phone or fax Elize who co-ordinates travel and accommodation arrangements in *CODESA's* offices. Telephone (011) 397-2189; Fax (011) 397 2190. Please note that these numbers only apply to travel and accommodation arrangements.
5. In accordance with a decision by the Steering Committee, *CODESA* accepts responsibility for the accommodation and travel expenses in respect of the 12 delegates and 5 advisers of each delegation only. Delegations accept responsibility for the travel and accommodation expenses of their support staff

(maximum 9). Arrangements for the payment of these expenses must be made with the respective agencies.

6. Accommodation for delegates and their advisers only includes dinner, bed and breakfast for 19/20 December (should that be required); bed and breakfast for 20/21 December; and bed and breakfast for 21/22 December (should that be required). Telephone, room and valet service, drinks and other expenditure are for the account of delegates and advisers. All meals on 20 and 21 December are supplied at the World Trade Centre also in respect of support staff (maximum 9).
7. Delegates and advisers not availing themselves of the accommodation secured by *CODESA* will have to settle their own accounts and may only claim an amount of R180 for bed and breakfast per night.

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To: All Parties, Organisations and Movements

Kindly complete the attached form and return it to the Codesa offices as a matter of urgency, to fax no. 011 397-2211 by no later than 17h00 on Friday 13 December 1991.

Name of Organisation: \_\_\_\_\_

Address: (Postal) \_\_\_\_\_

Address: (Physical) \_\_\_\_\_

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Names of Delegates (in full and including titles):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Full Names of Advisers (including titles) (Maximum 5)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Full Names of Support Staff (Maximum 9)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

These names are urgently required for the purposes of travel and accommodation requirements, registration, catering and security arrangements.

**Note:** If it is necessary for any of these names to be changed please notify the Codesa office at the above fax number by no later than Tuesday 17 December at 17h00.