

Minutes of meeting : 11/12/91. at WTC.

Agenda:

- 1. Report back SC-meeting decisions. Dr Eloff reports:
  - \* Yulu king to secretariat (meeting on Friday)
  - \* Chart accepted
  - \* 3 Sub-committees accepted: *Co-convenors not yet reachable. Must*
    - ↳ Security meeting for Tuesday *too late*
    - ↳ Protocol: Thursday 2 o'clock
    - ↳ media: 9:00 Thursday
  - \* Murphy = office manager  
Deon
  - \* Travel agencies confirmed
  - \* Hindu religious leader has been nominated.
  - \* Agenda
  - \* Press conf to Media Com.
  - \* 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-com
  - \* Schedule of meetings - still to be drawn up.
  - \* Fax.
  - \* Next Wednesday next meeting

2. Overall coordination. (draft at back)

Sec. +  
→ Think carefully for a name for security who could take over from Glenda

Admin: Murphy Mordke

Finance: Sean du Plooy

Site: Billy Cobbett

Personnel: Peter Hendrickse - lower profile person to be nominated by P Hendrickse

CBM: TE / CC

Secr Serv: Elaine Cosser

Conv. management: Glenda Cohen

Catering: Sylvia Briggs

Travel & Acc: Elize Struempfer

Media: Colin Coleman

Security: Glenda Cohen (as observer)

Protocol: Andrew Feinstein

\* Above-mentioned people to meet for an hour or so per day - regular basis

\* Colin and Andrew have responsibility to make things going.

\* Times: 7:00 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 CODESE: Murphy Mordke  
will be finished tonight.

5. Political subcommittees.

all three will meet tomorrow

6. Schedule of meetings

7. Admin

7-1 Transport : ~~has~~ Meeting with protocol is necessary

7-2 9 support staff

↳ not in convention hall ?

close circuit TV for support staff ?

Decision: Not in hall - <sup>accommodated</sup> 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 Steer. Com. members.

7.3 Room allocation

7-4 <sup>16/12</sup> Monday / <sup>15/12</sup> Sunday : Not Sunday but Monday perhaps.

Coffee etc available for Saturday!

Use Monday for settling down. Normal work day.

7.5 Flowers + table cloths.

Glenda can make decision.

8. Invitation follow-ups

will fax & phone those who didn't react (yet!).  
Keep updated daily.

9. Invitations to other parties

File to Secr. meeting on Friday

10 Catering - needs a decision to be put on meeting table of Steer. Com.