

CODESA

Convention for a Democratic South Africa

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

Andrew J. Feinstein
Manager, Protocol Sub-committee
CODESA

13 December 1991

To: Eddy Ngobeni [Ximoko Progressive Party]
Tom Setiloane [Bophuthatswana]
Kgobalale H Marim [Lebowa, UPF]
DT Mokoena [Dikwankwetla]
A Rajbansi [National Peoples Party]
Ahmed Arbee [Solidarity]
DS Mkhwanazi [INM Kangwane]
Maggie Govender [NIC, TIC]
D. Bjorkman [Ciskei Government]

Dear Sir/madam

Your organisation was invited to send a representative to serve on the CODESA Protocol Sub-committee. This committee has had a full meeting on 12 December 1991 and a working group meeting on 13 December 1991, without representatives of your organisation.

We invite you to send a representative to our next full sub-committee meeting which will take place on Tuesday the 17 December 1991 at 8h00 in the Protocol Office at the World Trade Centre near Jan Smuts Airport in Johannesburg.

If you would like your representative to be involved in the work of the Protocol Working Group on a daily basis they should, in addition, attend the next working group meeting which will take place on Monday the 16 December 1991 at the World Trade Centre.

Enclosed for the information of your representative are copies of the minutes from the two sub-committee meetings held thus far.

Queries can be directed to Andrew Feinstein at 011 - 3971198/9 (tel) or 011 - 3972211 (fax).

Yours sincerely

Andrew J. Feinstein
Andrew J. Feinstein
Protocol Manager

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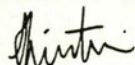
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Yours sincerely



Andrew J. Feinstein
Protocol Manager

MINUTES OF THE CODESA PROTOCOL WORKING GROUP MEETING ON FRIDAY
13 DECEMBER AT THE WORLD TRADE CENTRE, JOHANNESBURG

1: ATTENDANCE:

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

2: The following issues were clarified:

2.1: The Red Cross delegation is the International Committee of The Red Cross.

2.2: The UN High Commissioner for Refugees in South Africa has been invited seperately from the UNO delegation.

2.3: African countries who have any sort of Mission or office in SA will be invited even if they are not accredited in this country.

3: It was decided that the VIP room should be for all foreign observers and their staff. It has been finalised that protocol will be allocated 1 main VIP Room with 2 telephones, a fax and work and leisure furniture (drinks and snacks will be served); 1 room for high profile functionaries [Chief Justice, religious leaders] with a telephone and furniture; a room for the chairmen with a telephone and furniture; and a meetings room with furniture.

4: G. Cohen will be invited to our next working group meeting to discuss seating arrangements, registration and reception, and identifying material (tags, etc).

5: It was suggested that the 5 international observer delegates, the high profile functionaries, and the head of each participating delegation be met at the Convention Centre entrance by protocol officers. [It has since been suggested that the committee liaise with the protocol officers of each delegation to establish who should be met].

A list of who will meet whom, and when, will be compiled on Monday 16 December.

6: It was suggested that each international observer delegation be provided with 3 luxury cars, 1 minibus, and drivers. The committee will liaise with security on whether convoys will be organised from the airport.

A logistics list will be drawn up for airport to hotel, hotel to Convention Centre and hotel to airport travel.

Meetings will be convened between the transport secretariat, the security secretariat and the committee on these issues.

7: It was decided that there would be two protocol people assigned to each of the 5 international observer delegations. These officers will be accommodated in the same hotel as the observer delegations. [The Managing Secretariat has rejected this idea, suggesting rather that 1 protocol officer be accommodated at each of the four hotels being utilised.

An assessment will be made at Mondays meeting of exactly how many protocol officers are required.

[The Managing Secretariat has decided that all CODESA participants must be consulted on the appointment of these officers - we will be informed of the modus operandi on Monday].

8: It was decided to recommend that CODESA does not offer to pay the airfares and accommodation costs of Heads of Missions in SA who are based elsewhere than the PWV [This will be communicated to them by letter]. It was confirmed that CODESA would be paying for meals in hotels.

9: It was decided that we must establish, asap, the dates of arrival of all delegates and observers.

10: It was re-affirmed that a package consisting of a car sticker, registration form and name tag should be sent to all Mission Heads. This will be discussed with the Managing Secretariat, but might not be possible.

11: The issue of who will usher the SA delegations was raised. It has since been decided that each delegation will have their own protocol officer. The protocol reception officers will meet dignitaries from all delegations and hand them on to their own delegated protocol person.

12: The issue of what banners and flags will be flown was discussed. A decision will be taken by the Managing Secretariat.

13: It was recommended that a photograph be taken of the international observers. [According to the Managing Secretariat there will not be sufficient time for this].

14: It was decided that the next working group meeting will take place on Monday the 16 December at 3 pm. Representatives of the security, management and transport sub-committees will be invited to give input.

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 protocol 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.