

African National Congress

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OFFICE OF THE SECRETARY GENERAL

13th May, 1992.

Cde. Albie Sachs

Dear Comrade,

Please be advised that the NWC has chosen you as part of the ANC team of advisors to CODESA.

Attached please find relevant documents for your information. You will be informed of further details.

Comradely yours,

A handwritten signature in black ink, appearing to read 'Annelise Andersen', is written over a horizontal line.

**Annelise Andersen
P.A. TO SECRETARY GENERAL**

encl.

PRACTICAL INFORMATION FOR CODESA 2 CONFERENCE:

VENUE: WORLD TRADE CENTRE

REGISTRATION

Registration will take place in the foyer at the main entrance of the World Trade Centre from 07h45 on Friday 15 May 1992.

Delegates and Advisers: Proceed to the tables marked "Delegates and Advisers", by name of party/organisation/administration.

Support Staff: Proceed to table of your party/organisation/administration, to the section marked "Support Staff".

INFORMATION

On arrival, delegates and advisers will be given a briefcase containing: working documents for CODESA 2; an agenda for the days' proceedings; a list of delegates; a pack of fact sheets containing practical information of relevance to participating organisations and delegates; a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a claim form for approved expenses; pen and paper.

NAME TAGS/ACCESS

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc - wear their name tag at all times on both Friday and Saturday. No person will be allowed into the conference venue without the name tag he or she has received at registration. Delegates who have registered on Friday must bring their registration card with them to the Centre on Friday. It will be marked by Security to indicate re-entry.

Name tags will be printed in different colours: one colour for delegates, another colour for support staff, etc. Your colour will determine where you may have access within the conference venue.

Support staff may communicate with delegates and advisers when the conference is in session by means of their appointed runners, based in their party office at the World Trade Centre, who will convey messages between party offices and the meeting floor.

Please note, runners will be briefed regarding their duties by the administration at a meeting at the World Trade Centre at 15h30 on Thursday 14 May. It is important that all runners be present at the briefing.

CONFERENCE OPENING

Participants should arrive for registration from 07h45 onwards and are requested to be seated by 08h45. The proceedings will begin with a photographic session of delegates and advisers seated in the hall. Persons who are late will not be allowed into the meeting until after the opening prayers.

We anticipate that traffic around the conference venue will be congested, so please leave for the conference in good time.

ASSISTANCE

An information centre in the CODESA Administration offices will be staffed throughout the conference. All queries regarding venues, facilities, meals, first-aid, travel, etc, will be given attention in this office.

TELEPHONES

Several call boxes/pay-phones are available around the conference centre. Direct lines are available in party offices.

MEDIA

The media liaison office is your contact with the press who will primarily be stationed between the press gallery and press room on the lower level. The media liaison office can be used as a contact point for political parties/delegates with the press and vice versa, where appropriate. A fact sheet regarding media liaison is included in the delegate briefcases.

An interview room will be available for interviews with the electronic media on request through the media liaison office. Press conferences will be held in the press room as required, on request to the media liaison office.

PROTOCOL

Each organisation has been requested to appoint a Protocol Liaison Officer from its complement of support staff in order to facilitate liaison between participating organisations and VIP guests.

Please note, protocol liaison officers will be briefed regarding their duties by the administration at a meeting at the World Trade Centre at 15h30 on Thursday 14 May. It is important that all protocol liaison officers be present at the briefing.

EXPENSES

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Elise Strumpfer on telephone 011-397-2452 or fax 011-397-2844.

Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) and can be returned with the necessary receipts, etc, at the information office. Queries regarding claims should also be directed to Finance/Claims Office staff.

PARKING

Marshalls will direct you on arrival to the relevant section of the parking area.

SPECIAL REQUIREMENTS

Any person requiring particular food types such as Halaal, Kosher, Vegetarian, etc, must notify the Codesa Administration Office in writing (by fax) as soon as possible in order to give catering staff an opportunity to meet their needs.

We trust that these arrangements will be convenient for you. Please contact Lorraine Magooa or Lovedalia Letsoalo at the Administration Office at the conference venue if you have any queries, by telephone on 011-397-1198 or by fax on 011-397-2211.

We look forward to meeting you.

Murphy Morobe
Office Manager



ADMINISTRATION/FACT SHEET 1/17 FEBRUARY

DELEGATE FACT SHEET - NO 1

MONDAY 17 FEBRUARY
REVISED: 24 FEBRUARY

Codesa Administration would like to draw your attention to the following matters:

Administrative Offices

1. CODESA Administration has provided each organisation with furnished offices, which we hope you find satisfactory.

We would, however, like to remind you that these facilities were provided in order to relieve the burden of secretarial services from our administration offices.

Our administration offices are strictly for the use of CODESA staff who are not in a position to render services for any participant organisation. It is the responsibility of all organisations to equip and to staff their offices to cope with their secretarial needs.

2. One photocopier has been made available for the service of the party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalator. At present, requests for copying should be given to him in writing (forms obtainable at the machine). These will be attended to on a first-come, first-serve basis. **PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION.**

A new photocopying machine will be available soon, which will enable parties to purchase access cards, each card allowing a certain number of copies to be made. We hope this will make the copying process more convenient.

3. Please be reminded that the CODESA Administration is not in a position to copy and distribute written submissions made by organisations. All submissions should be typed and reproduced before Working Group meetings, by the organisations themselves. (Please refer to the "Guidelines for Chairpersons of Working Groups", adopted at the Management Committee meeting of 13 January 1992, item 3.4.) This has also been reiterated and endorsed at a meeting between the Secretariat and two members of each of the Working Group Steering Committees held on Monday 17 February.
4. Any documentation required by the Working Groups which needs typing or copying, must be authorised by the Chairperson of the Working Group. Authorisation should be written on the document itself and be accompanied by the full name of the Chairperson and the name of the group.

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ADMINISTRATION/FACT SHEET 1/17 FEBRUARY

Travel and Accommodation

1. We would like to encourage delegates to take time during the course of the Working Group meeting days to complete the attached Travel and Accommodation Booking Form, and to submit it to CODESA Travel on the same day.

A great deal of confusion is created by telephonic bookings. The most efficient method of booking is via the correct form. Extra forms are available at the CODESA Travel office.

2. With regard to bookings, we would urge all delegates to consider very carefully their flight and accommodation needs, before making bookings. A great deal of expense and administration is created by alterations to booking details.

Photographs

1. Photographs of CODESA 1 are on display on the windows of the CODESA Administration offices. Order forms are available for delegates to order reprints.

Kindly complete your form and place it in the envelope provided, along with the correct payment for your reprints. Place the envelope in the post box provided, and your prints will be available within 2 weeks of ordering.

WE REMIND ALL PARTIES THAT SHOULD YOU EXPERIENCE ANY PROBLEMS, PLEASE CONSULT CODESA ADMINISTRATION, AND WE WILL GLADLY ASSIST YOU.