

INTERIM REPORT REGARDING PREPARATIONS FOR CODESA 2

ACCEPTED BY THE DMC ON 4 MAY 1992

1. Invitations

Invitations have been sent to: 5 foreign delegations; 47 foreign missions based in South Africa; 19 existing participation organisations/parties/administrations; and 5 organisations/parties/administrations identified by the Preparatory Meeting who have not yet participated.

A list of the replies received to the above invitations is attached.

Awaiting decisions from management:

- a) regarding traditional leaders
- b) regarding PPF and NSP

2. Protocol

We suggest that any protocol assistance rendered to the foreign guests for CODESA 2, be carried out by persons drawn from the wider pool of volunteers put forward by all the participating parties/organisations/administrations (refer to item 4 which outlines the fax that is to be sent out to this effect).

As for a Protocol Reception Committee, we would like to suggest a committee consist of the Chairperson of the DMC/MC (and/or other available individuals from the DMC) and Mr Murphy Morobe (or another representative from the CODESA Administration).

To facilitate any protocol liaison between the VIPs and foreign guests and participant organisations, it is suggested that one of the nine Support Staff representative of each participant organisation be appointed as an "in-house" protocol officer (ie, present at the organisation's WTC offices on 15 and 16 May).

3. Submissions to CODESA 2

Management needs to make decisions on the documents requiring preparation prior to CODESA 2 in order that they may be inserted into Delegate Packs.

At present, Management has agreed to submit the Addendum to the Declaration of Intent to CODESA 2. We suggest that a page be attached to the Declaration of Intent entitled: "Addendum Clarifying the Interpretation of the Declaration of Intent". Further, we suggest that as a note beneath this title, the following be included: The following interpretation and clarification of the Declaration of Intent was agreed to by all participants at a meeting of the MC held on 30 March 1992 and is attached to the Declaration of Intent."

Other documents that could be considered are:

- a) Agenda
- b) Programme
- c) Report/s from Working Group including the Terms of Reference
- d) Standing Rules
- e) Declaration of Intent



4. Preparation for CODESA 2 documentation

Arrangements for audio and video recording and an official photographer are being made. Management need to decide on the interpretation of which languages into English. The problems are to identify which languages require interpretation. The problem of finding qualified personnel needs to be considered as there will be a need for at least 3 persons per language.

We suggest that a copy of the transcription of the proceedings of CODESA 2 to be sent to all delegates at CODESA 2.

Each participating organisation/party/administration is to be asked to submit the names and contact details of its members who would be willing to be on call as and when required to assist with the preparations for CODESA 2 from 8-16 May 1992.

5. Plenary planning

Each participating party/organisation/administration is to be asked to nominate two of its (maximum 9) Support Staff to act as Runners for the duration of CODESA 2.

6. Physical planning

The offices of existing participants are all allocated and established.

Special arrangements are being made in the adjacent building for drivers and bodyguards although a fax is being sent to participating parties/organisations/administrations asking for them to indicate the number and names of such personnel who will be accompanying them. This is to facilitate both security and catering arrangements.

Other offices (eg. media and first aid) and arrangements concerning the venue are well in hand.

7. Reception

Briefcases with documentation and information concerning the venue will be issued at the point of registration.

8. Catering arrangements

Participating parties/administrations/organisations are asked to indicate any special dietary requirements to facilitate arrangements. Separate catering facilities will be available to drivers and bodyguards.

Preparations of a cocktail-reception for delegates, advisers and observers to be hosted by the Chairpersons and the MC are proceeding for Friday 15th May in the evening.

9. Travel and transport

The CODESA travel office requires the names of those who will need travel to be arranged as soon as possible. In the case of Support Staff, although CODESA is not responsible for these costs, should organisations/administrations/ parties require assistance from the CODESA travel office they should indicate this in good time.



There will be a CODESA desk at Jan Smuts Airport to assist and provide information and at Rand and Central Airports to assist with travel. Travel to and from airports and hotels is arranged. A fax covering all the arrangements and facilities will be sent to participants.

10. Accommodation

Accommodation for delegates, advisors and observers from international organisations is available and will be paid by CODESA. However, the CODESA travel office requires the names of those who will need accommodation as soon as possible. CODESA is not responsible for the payment of accommodation for Support Staff; but the CODESA travel office can assist with these bookings.

11. Finance

A fact-sheet detailing CODESA financial responsibility and procedure for delegates is being drawn up.

12. Media

The Media Committee has met and will be meeting again today (4 May 1992). The Co-Convenors of the Committee will be working at the WTC until 16 May 1992.

13. Security

The arrangements by the Security Sub-Committee are proceeding along the lines accepted in the report of the Committee members to Management last week. It is hope that by today (4 May 1992) those outstanding matters which needed to be sorted out with the relevant authorities have been successfully attended to.

A fax will be sent to participating parties/organisations/administrations.