

CODESA II : 15 AND 16 MAY 1992 FACT SHEET TO ALL PARTICIPANT ORGANISATIONS

This is a follow-up to the practical arrangements sent to you earlier and requires your urgent attention.

In pursuance of a decision by the Management Committee on 7 May 1992, we wish to advise you as follows:

1. SUPPORT STAFF

It is again confirmed that participating organisations are responsible for the travel and accommodation expenses of their support staff (maximum 9). **CODESA** is, however, prepared to pay for the travel and accommodation expenses of those **THREE** members of the support staff of participating organisations who have been designated as runners (2) and protocol liaison officer (1) as of the evening of 14 May 1992. Accommodation expenses only include dinner, bed and breakfast for 14/15 May (should that be required); bed and breakfast for 15/16 May (should that be required) and bed and breakfast for 16/17 May (should that be required). All meals for all support staff are supplied by **CODESA** at the *World Trade Centre* on 15 and 16 May. The three members of your support staff (mentioned above) will, however, not qualify for *per diem* allowances.

The **TWO** (2) runners will act as liaison between **CODESA** ADMINISTRATION and participant organisations, as well as between delegates in the Convention Hall and their respective offices in the *World Trade Centre*. The other 7 members of your support staff will, unfortunately, not be allowed on the Convention floor.

The **ONE** (1) protocol liaison officer will act as a liaison between his/her respective delegation and foreign dignitaries.

2. DELEGATES AND ADVISERS

It is restated that **CODESA** only accepts responsibility for the travel and accommodation expenses of your **TWELVE** (12) delegates and the **FIVE** (5) advisers. They will all qualify for *per diem* allowances on 15 and 16 May 1992.

It has now also been agreed that a **maximum number of FIVE** (5) of your delegates and or advisers should make themselves available in your offices at the *World Trade Centre* as from **WEDNESDAY, 13 MAY 1992**, to facilitate the preparation for **CODESA 2** and the co-ordination between your organisation and the Management Committee, the Secretariat and the Administration in the run-up to **CODESA 2**.

CODESA will accept responsibility for their travel and accommodation (dinner, bed and breakfast on 12/13 May). They will also qualify for *per diem* allowances and meals if they are present in your offices in the *World Trade Centre* on 13 and 14 May.

Should you have any enquiries, please do not hesitate to call Mr Murphy Morobe.