

**TO ALL PARTICIPANT ORGANISATIONS IN CODESA 2  
PRACTICAL ARRANGEMENTS FOR THE MEETING OF CODESA ON FRIDAY 15  
MAY AND SATURDAY 16 MAY 1992**

As a follow-up to the invitation sent to you earlier, we wish to supply the following important information for your urgent attention:

1. The names, titles, fax and telephone numbers of all twelve (12) delegates and five (5) advisers should reach us by fax no later than Friday 8 May 1992, at 13h00. A fax form is attached for your convenience. At the same time, we need to receive the names of your support staff (maximum 9). Please note, your complement of support staff should include:
  - + 1 appointed protocol liaison officer (name to be indicated on attached form)
  - + 1 appointed runner for communicating with your delegation during the plenary session (name to be indicated on attached form)

**NB:**

  - (i) Drivers and bodyguards will be accommodated during the plenary session in a building adjacent to the Convention Centre. These persons may not accompany their principals beyond the reception area of the World Trade Centre.
  - (ii) If delegates wish their PAs/PSs to be available in their party offices, they must be included in the support staff complement of 9 members. Unfortunately, no other PAs/PSs will be permitted beyond the reception area of the World Trade Centre.
  
2. Five travel agencies have been appointed to make travel and accommodation arrangements for participants to CODESA and you are free to make use of any one of them to assist you and/or your delegation (a request form which could be used to facilitate your arrangements with the relevant agency is attached). They are as follows:

**CODESA TRAVEL:** Contact Elise Strumpfer  
 Tel: 011-397-2452  
 Fax: 011-397-2844

**CLUB TRAVEL:** Contact Lynn  
 Tel: 021-439-9062  
 Fax: 021-439-0704

**FLYWELL TRAVEL:** Contact Mr Bobat  
 Tel: 031-305-5263  
 Fax: 031-304-4112

**NEDTRAVEL:** Contact Jennifer  
 Tel: 012-323-3506  
 Fax: 012-323-1353

**ORIOLE TRAVEL:** Contact Fancinette Zeederburg  
 Tel: 011-838-6541/5  
 Fax: 011-838-7906



3. CODESA only refunds airfares in the Economy Class. Bookings made through one of our accredited agencies may also only be made in the Economy Class.
4. Should you experience any difficulty, please phone or fax Elise Strumpfer who coordinates travel and accommodation arrangements at CODESA Travel (contact numbers as given above). Please note that these numbers only apply to travel and accommodation arrangements.
5. In accordance with a decision by the Management Committee, CODESA accepts responsibility for the travel and accommodation expenses in respect of the 12 delegates and 5 advisers of each delegation only. Delegations accept responsibility for the travel and accommodation expenses of their support staff (maximum 9). Arrangements for the payment of these expenses must be made with the respective agencies.
6. Accommodation for delegates and their advisers only includes dinner, bed and breakfast for 14/15 May (should that be required); bed and breakfast for 15/16 May; and bed and breakfast for 16/17 May (should that be required). All meals on 15 and 16 May are supplied at the World Trade Centre, also in respect of support staff (maximum 9).
7. Please note that telephone calls, valet services, bar charges, cigarettes, room service or any meals taken at hotels instead of those provided at the World Trade Centre on 15 and 16 May are for the account of delegates and advisers. Should delegates and advisers avail themselves of these services, the cost thereof must be settled with the hotel on departure. This also includes costs in respect of any private meetings organised at any of the hotels.
8. Delegates and advisers not availing themselves of the accommodation secured by CODESA will have to settle their own accounts and may only claim an amount of R180 for bed and breakfast per night. Hotel accommodation booked through CODESA must please be booked at least 48 hours prior to the day of arrival. Should delegates or advisers not take up the accommodation booked for them, they will be held personally responsible for the "no-show" fee charged to CODESA. This also applies in respect of accommodation not utilised for the full period booked.
9. Provision has been made for a baggage room at the World Trade Centre for those delegates and advisers who wish to book out of hotels on the morning of 16 May and leave immediately after the close of proceedings of CODESA 2.
10. Please note that CODESA only accepts responsibility for transport arrangements made between hotels, airports and the World Trade Centre for the plenary session of CODESA on 15 and 16 May, as well as on arrival and departure of delegates and advisers. CODESA will not accept claims for private transport, car hire or taxis between the airports and hotels, or the hotels and the World Trade Centre. Transport arrangements are made through our CODESA Travel office at the World Trade Centre. Should delegates and advisers experience difficulty in locating CODESA transport upon their arrival at airports, they can approach any one of the car rental agencies who will assist them in locating the driver/s and the transport.



# 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.





## **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, Advisers and Support Staff:** Proceed to the tables marked by name of your party/organisation/administration.

### **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 Saturday. 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.

When the conference is in session, delegates and advisers may communicate with their support staff by means of their appointed runners. The runners will be seated behind their delegations in the centre well and will convey messages between the meeting floor and their offices at the World Trade Centre.

**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.**

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

PO Box 507, Isando, 1600, South Africa.  
Telephone (011) 597-1198/99. Fax (011) 597-2211



## **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 briefcase.

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.

## **SECURITY**

Delegates, advisers and support staff may speak to the media in their party offices. However, media access to the party offices is restricted. Thus, members of the media must be escorted at all times by a delegate, adviser or member of support staff.

## **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.

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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