

ITEM 5

[B7f18]



How much cost
Ralph Mayman,
Law to protect Aids Health
- Aids test not to be
done for employment
or insurance

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

CODESA MEDIA COMMITTEE

Co-ordinated by Colin Coleman

1. **Media Centre:**

Caroline Knott - DP
Val Sutton - Government
Strachan - SACP
Neil Hooper - Bop

2. **Accreditation:**

Richard Mudge - Government
Musi Mbulelo - SACP
A Viljoen - Bop

Plus an additional 6 personnel

3. **Press Room:**

Jackson Mthembu - ANC
Coetzee Bester - Government

4. **Interview Room:**

Ciskei Government

CODESA MEDIA COMMITTEE

Co-ordinated by Colin Coleman

Venue Group:

- Jackson Mtembu Co-ord (Anc)
- Cecily Kruger (Govt)
- Frith Harris (Bop)

Press Kit Group:

- Coetzee Bester Co-ord (NP)
- Neil Hooper (Bop)

Accreditation Group:

- Richard Mudge Co-ord (Govt)
- Garth Strachan (SACP)
- A Viljoen (Bop)

Press Liason Group:

- Caroline Knott Co-ord (DP)
- Jerry Majatladi (SACP)
- Val Sutton (Govt)
- Don Ntentseni (ANC)

CODESA

Convention for a Democratic South Africa

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

PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

VENUE: WORLD TRADE CENTRE (see attached map).

REGISTRATION:

Registration will take place in the foyer at the main entrance of the Centre from 08h00 on Friday 22 December 1991.

Delegates and Advisors: Proceed to the tables marked 'Delegates and Advisors', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

Support Staff: Proceed to the tables marked 'Support Staff', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

INFORMATION:

On arrival delegates and advisers will be given a briefcase containing: an information sheet (similar to this one); a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a registration form for you to fill in so you may be sent follow-up information and documentation; a claim form for approved expenses; an agenda; an evacuation plan; pen and paper.

NAMETAGS/ACCESS:

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc. - wears their name tag at all times on both Friday and Saturday. *No person will be allowed into the conference venue without the nametag they receive at registration.*

Nametags 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 to within the conference venue. (The press, for example, will not be allowed onto the meeting floor; their colour cards will indicate to the security staff which areas they are allowed into.)

Support staff may communicate with delegates and advisers when the conference is in session *only* by means of runners who will convey messages between party offices and the meeting floor.

CONFERENCE OPENING:

The meeting will begin at 09h45 with a photographic session of delegates and advisers seated in the hall. Participants are requested to be seated by 09h30. 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 office in the foyer 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 upper level. The media liaison office can be used as a contact point for political party/delegates with the press and vice versa, where appropriate. Otherwise direct contact can be made between the party delegates and the press. An interview room will be available for press interviews on request through the media liaison office. Press conferences will be held in the press room as required.

EXPENSES:

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Ms Elize Strumpfer on 011 397 2189.

Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the

necessary receipts, etc. at the information office. Queries regarding claims can should also be directed to Information Office staff.

PARKING:

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

SPECIAL REQUIREMENTS:

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

We trust that these arrangements will be convenient for you. Please contact Yvonne Nkosi or Cindy Cupido 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

CODESA

Convention for a Democratic South Africa

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

MESSAGE

To:

From:

Date: _____ Time _____

Urgent: Yes

No

5.45 .

Colin - As you
requested, my draft
of press info. sheet.

Uain.

PRESS

PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

VENUE: WORLD TRADE CENTRE (see attached map).

REGISTRATION:

Registration for Press will take place in a specifically designated room on the north side of the World Trade Centre at 08h00 on Friday 20 December 1991.

Registration of Delegates and other Invitees will take place in the foyer of the Centre; access by the Press **will not be permitted**, however, you are encouraged to take photographs etc outside the building as people arrive.

INFORMATION:

On arrival you will be given a briefcase containing: an information sheet (similar to this one); a map of the conference venue indicating facilities, party offices, and areas of restricted access; ^{an} indication of emergency exits; a registration form for you to fill in so you may be sent follow-up information and documentation; pen and paper.

NAMETAGS/ACCESS:

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - press, delegates, staff, observers, caterers, etc. - wears their name tag at all times on both Friday and Saturday. *No person will be allowed into the conference venue without the nametag they receive at registration.*

Nametags 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 to within the conference venue. (You will not be allowed onto the meeting floor; your colour cards will indicate to the security staff which areas you are allowed into.)

PRESS KIT

CODESA welcomes the media representatives to the Convention for a Democratic South Africa, being held at the World Trade Centre on December 20 and 21.

SPECIAL PRESS ENTRANCE.

As shown in the attached layouts of the approaches to and the premises of the World Trade Centre, special parking and entrance facilities have been set aside for the media for easy access to the convention.

ACCREDITATION AND REGISTRATION

The entrance foyer set aside for the media will also be used for the accreditation and registration of all members of the media.

The procedure for media accreditation and registration will be as follows;

Accreditation:

Accreditation will start at the World Trade Centre, adjacent to Jan Smuts Airport, prior to the convention, while registration will start at 08h00 on the opening day, Friday, December 20.

The cut-off point for accreditations will be at 11h00 on Friday, December 20, 1991. To expedite the accreditation/registration process, the media is asked to furnish CODESA with the names of all journalists and photographers as well as the agency/journal/newspaper/organisation they represent before Thursday, December 19.

For admission to the media entrance of the World Trade Centre on December 20, members of the media will require identifying credentials such as a passport or press card, and an official letter from the journalist's editor.

Registration;

Members of the media will be registered individually from 08h00 on December 20, and the media will only be allowed access to specifically designated areas of the Conference Centre, as indicated on the attached floor layouts. Admission to these areas will be strictly controlled and access will be granted only to those members of the media wearing official name tags.

It is clear from the above therefore that those members of the media who obtain accreditation in advance of the opening of the convention will speed up the process of registration on the opening day.

CONFERENCE OPENING

The convention will begin at 09h30 with a photographic session of delegates and advisors seated in the hall, when - on this occasion only - members of the media will be admitted to this restricted area on the convention centre.

FACILITIES

The CODESA Media Committee will man a media liaison office on the upper floor of the convention centre from where all official CODESA statements and notices will be issued.

CODESA media staff will also man the Press Centre and Conference Room. The Press Centre has pay telephones and a limited number of private telephone lines which may be hired in advance of the convention.

Working stations have also been provided, as well as an audio link-up terminals to the SABC television coverage of the convention. A limited number of fax machines will also be available at the media centre.

CODESA staff will also operate a number of interview rooms where applications can be made to interview specific attendees of the convention. Specific interview times will then be arranged should the requested interview be granted.

Notice boards will be placed strategically in the convention centre to keep members of the media informed of coming events, such as special press conferences or briefings, while such information will also be transmitted to the media through news organisations such as SAPA and the Foreign Correspondents' Association.

A restaurant with a liquor licence is open to members of the media on the ground level on the convention centre, where hot meals will also be available at reasonable prices

The press kit also contains relevant information of the contact names, telephone and fax numbers of all the organisations operating offices in the World Trade Centre during the convention.

Also included in this press kit are the names of the functionaries and observers invited to the convention. The media will later be supplied with a comprehensive list of the delegates attending the convention and the organisations they represent.

Additional newsworthy documentary information will be made available to the media on an ongoing basis from a location still to be designated.

EMERGENCIES

Included in this press kit is a copy of CODESA's specially prepared plan to cope with any emergencies. Members of the media are requested to pay special attention to this.

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CONFERENCE OPENING:

The meeting will begin at 09h45 with an official photographic session (by approved photographers) of delegates and advisers seated in the hall.

ASSISTANCE:

An information office on the upper level 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. .

MEDIA/DELEGATIONS CONTACT:

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

We trust that these arrangements will be convenient for you. Please contact Gillian Hutchings at the Media Office at the conference venue if you have any queries by telephone on 011 397 2181/2 or by fax on 011 397 2193.

CODESA ADMIN OFFICE

Management Committee of Secretariat - 397-2183

Mac Maharaj

Fanie v.d. Merwe

Admin Management - 397-2184

Murphy Morobe

Janet Love

Finance - 397-2212

Deon du Plooy

Codesa Admin Office - 397-2186

Theuns Eloff - Conference Manager

Managing - 397-1198/9

Glenda Cohen - 397-2186

Elaine Cosser - 3972185

Colleen Taylor

Enquiries - 397-1198/9

Cindy Cupido

Yvone Nkosi

Fax - 397-2211

Typing - 397-1198/9

Gladys Hulme

Documentation and Typing - 397-1198/9

Robin Taylor

Ashley Symes

Photocopying and Faxing - 397-1198/9

Sandra Hutchings

Travel and Accommodation - 397-2189

Elize Strumpfer

Typist on upper level - 397-2187

Tamara Cooke

Site Manager - 397-2184

Billy Cobbett

Media Manager - 397-2181

Colin Coleman

Gillian - 397-2182

Fax: - 397-2193

Protocol Manager - 397-2281

Andrew Feinstein

Security Manager - 397-2303

Maurice Spaarwater

Security Office - 397-2312 / 397-2194/5/6

Computer Support - 397-397-2212

Willem Pelser

CDS - 397-2303

Fax: 397-2213

First Aid Office - 397-1314

Dr Vijay Ramlakan

S. Shaik

Catering Manager - 397-1000

Mrs Swart

Maintenance Room - 397-1000

Mr Fouche

Queries

Murphy Morobe

Theuns Eloff

World Trade Centre Telephones - 975-8011 / 397-1000

Hotels

Jan Smuts Holiday Inn - 975-2181

Fax - 975-5846

Airport Sun - 974-6911

Johannesburg Sun - 29-7011

Carleton - 331-8911

CODESA

Convention for a Democratic South Africa^{ED011/GH}

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-2181/82 Fax (011) 397-2193

*** MEDIA * MEDIA * MEDIA * MEDIA ***

Provisional Media List Accredited for CODESA 1 20/21 December
excluding those from the SABC (separate list available on
request)

ABC:

- Tunor Barker
- Philip Davies
- Susan Hack
- Don Kladstuup
- Tim Manning
- James Mitchell
- Steve Schnee
- Graham Walsh

AFP:

- Marius Bosch
- Christian Chaise
- Erwan Tourand
- Trevor Samson
- Michael Sanders
- Walter Nladhla

Africa News:

- Dandy Rametsi

AGE (Australian):

- Ross Dunn

Algemeen Ned. Pers Bureau:

- Pat Sidley

The Associated Press:

- Barry Renfrew (Correspondent)
- Tom Cohen (Correspondent)
- Tina Susman (Correspondent)
- John Parkin (Photographer)
- Denis Farrell (Photographer)
- Adil Bradlow (Photographer)

ARD German Television:

- Andreas Cichowicz (Correspondent)
- Gigi Maartens (Producer)
- Nico Woehrmann (Camera Person)
- Anton Swart (Sound Technician)

Baltimore Sun:

- Jerelyn Eddings

BBC Radio News:

- Fergal Keane
- Tom Carver
- Milton Nkosi
- Anli Serfontein
- Tony Wende
- Anli Serfontein

BBC TV News:

- John Harrison
- Glenda Spiro
- Richard Atkinson
- Mike Purdy
- Andrew Thomson
- Tim Facey

Beeld:

- Tim Du Plessis
- Ferdi Greyling
- Anne Rossouw
- David Roux
- Robbie Schneider
- Gallie Van Rensburg

Belgium R & TV:

- Bruno Huygebaert

Bop TV:

- Fred Mogamisi
- T Modise
- W Mphahlele
- A Monaisa

Borson/Info/TV 2:

- Paul Nousted

Business Day:

- Robert Botha
- Tim Cohen
- Billy Paddock

Canadian Broadcasting Corporation:

- Martin Seemungal (Correspondent/Cameraman)
- Tony Weaver (Cameraman/Producer)
- Dave Spiro (Cameraman)
- Milton Nkosi (Soundman)

Cape Times:

- Anthony Johnson

Capital Radio:

- Golden Neswiswi
- David Moloto
- Ephraim Phalatse

CBG News:

- Jo Shallis
- Ralo Sipihwe
- Meshack Mokoena
- Wellington Mkhupukeli
- Mike Sullivan

Chicago Tribune:

Howard Witt (Africa Correspondent)

Ciskei Radio:

- Vatiswa Ntshanga

City Press:

Fanie Jayson
Tlali Khuele
Themba Khumalo
Evans Mboneni
Z Molefe
Sekola Sello

"C, LEE":

- Joe Lucci
- Fazli Davids
- Fred Bridgeland

Cosatu News:

- Moeletsi Mbeki

Daily News Bulletin:

- Roger Ballard-Tremeer
- Lynette Carstens
- Patrick Evans
- Michael Farr
- Stefan Van Heerden

Dallas Morning News:

- Barbara Whitaker

Daily News:

- Martin Chancellor

Daily Telegraph:

- Chris Munnion

Der Spiegel:

- T J Lemon

Detroit Free Press:

- Remer Tyson

DPA:

- George Spieker
- LLOYD Coutts

Dynamic Images:

- Elmond Jiyane
- Lincoln Kutoane
- Eddie Mbalo
- Cecil Sols

Finance Week:

- Tony Garland
- Allan Guenblo
- Jenny Gargill

Financial Times:

- Philip Cawith
- Patti Waldmeir

Foreign Corr:

- John Battersby

Frankfurtner Randshauw:

- Johannes Dieterich

Frankfurtner Zeitung:

- Robert Von Lucius

GTV:

- Smina Frense
- Joachim Giel
- Two-boy Nkosi
- Klaus Rommerskirchen

Guardian:

- David Beresford

Historian:

- At Van Wyk

Ikon Radio & TV:

- Elsabe Wessels

Ilanga:

- Bheki Mahlaba
- Xolani Nxumalo

Impact Visuals:

- Abdul Sharrif

Independent (London):

- Chris McGreal
- John Carlan

ITV:

- Judy Aslett
- Rolf Behrens
- Caroline Harris
- Ian Robie
- Jeremy Thompson

JB Pictures:

- Louise Gubb

Kyodo News:

- Nicky Nakgawathe
- Fumto Yanada

LA Times:

- Janine Roberts

Le Journal de L'Afrique:

- Anita Stadler

London Publications:

- Mervyn Rees

L Watan:

- Genevieve Fioani

Mayibue:

- Lynn Danzig
- Nigel Dennis
- Dennis Hlubi
- Brian Hoga
- Zeph Makgetle
- Karel Maseko
- Mandisa Mjo
- Selby Msimong
- Abba Yacob Omar
- Bruce Selebi

Natal Mercury:

- Chris Whitfield

Natal Witness:

- David Willers
- Wyndhan Hartley

Nat. Geographic:

- Z Monana
- James Nachtwey

NBC News:

- Charles McLean
- Sue Burt
- Tony Wasserman
- Maurizio Odello

New Nation:

- Enoch Sitole
- Lenbridge Mathabathe

Neue Burgher Zeitung:
- Anton Christer

Newsweek:
- Joseph Contreras
- Mark Peters

New York Times:
- Chris Wren

N.H.K.:
- Shin Nimura
- Merle Janitz

N.O.S.:
- Erik Van Ees

N.P.A.:
Pieter Van Nuijsenburg

NRC Handelsblad:
- Sylvia Moreche
- JP Ter Horst

Panorama:
- Gert Coetzee
- Claudia Kurscheid
- Robert Marneweck
- Guy Stubbs

People's Daily China:
- Wen Xian
- Shen Minghe

Pravda:
- Sergei Cpophnianski
- Alexandre Loukuanov

Press Trust of India:
- Marimuthu Subuawoney

Pretoria News:
- Alan Dunn
- Walter Pitso
- Esther Waugh

Profil (magazine):

- Tom Schimmeck

Radio Thohoyandu:

- Peter Muhadi
- Muhali Thivhulawi
- L Ramapunda

RAU:

- Susan Booyesen

RAI:

- Dr Paola Angelici
- Fabrizio Valdarchi
- Sabrina Aversa

Radio Freedom:

- Patrick Makhaya

Rapport:

- Jan Both
- Karin Buynand
- Eugene Labuschagne
- Annemarie Mischke
- Dries Van Heerden

Reuters:

- Patrick De Noirmont
- Anton Ferreira
- William MacLean
- Rick Mkhondo
- Andrew Steele
- Graeme Williams

RTL 4:

- Victoria Cullinan
- Peter van der Horst

SAPA:

- Adrienne Carlisle
- Pierre Claasen
- David Greybe
- Neil Lewis
- Sue Thomas
- Mark Van Der Velden

SIPA Press:
- Johan Kuus

Sky TV News:
- Sarha Howe
- Simon Stamford

Star:
- Peter Fabricius
- Karin Fletcher
- John Hogg
- Shaun Johnson
- Alf Kumalo
- Patrick Laurence

Sunday Star:
- David Breier

Sunday Times:
- Edith Balbring
- Ken Owen
- Brian Pottinger
- Mike Robertson
- David Sandison

Suid Afrikaan:
- Chris Louw

Sowetan:
- Ismail Lagardien

Soviet TV & R:
- Vadim Lobatchenko
- Anatoli Zoubov

Stutgarter Zeitung:
- Willi Germund

Sunday Times (UK):
- Richard Ellis

Sunday Tribune:
- John MacLennan

Swaziland Broadcasting & Information
- Ncamsile Matsebula

Swedish Business Week:
- Veckans Affare

Swedish TV:
- Monika Griehsel
- Eric Dalunde
- Rapits Montsho
- Ben Montsho
- Papi Mosholi

Swiss Broadcasting Corporation:
- Helen Bamford
- Markus Haefliger

Sydney Morning Herald:
- Arlene Getz

Tagesspiegel:
- Ralf Will

Televisa:
- Janier Marsal
- Anne Marie Meijer

The Australian:
- Kathleen Bannes
- Jose Castro

The Leader:
- Monty Moodley

The Macneil/Lehrer Newshour:
- Cliff Bestall
- Jackie Farmer
- Chenlayne Hunter-Gault
- Mark Kaplan

The Observer:
- Alistair Sparks

The Philadelphia Inquirer:
- Ricky Lyman (Africa Bureau Chief)

The Times:

- Gavin Bello
- Scott Macleod
- Peter Margubane

Times Media:

- Mandla Tyala

Toronto Star:

- Bill Schiller
- Mary Kirley

Thohoyandou Radio:

- Peter Muhadi

Transkei Broadcasting Corporation:

- Z Kupe
- S Dumeko
- K Ngomi

Transvaler:

- Gerhard Burger

Tribute:

- Sophie Peneyer
- Nokwanda Sithole

TS Pictures:

- Louise Gubb

TSR:

Corinne Portier

Umsebenzi:

- Veera Heera
- M Matshaba
- Mandla Nkomfe
- Phumele Thombela

UPI:

- Neil Flemming

USIS:

- Kent Obee
- Barry Walkley

Video News:

- Laurence Dworken
- Justin Mthembu
- Michelle Wells
- Howard Minnie
- Makonenyana Molete

Visnews:

- Willie Quibeka
- Mark Chisholm
- Leon Malherbe
- Frank Kgolane
- Mike O'Driscoll
- Victor Antonie
- Milton Nkosi

Voice of America:

- Stephen Thompson
- Dalion Robertson

Vrye Weekblad:

- Hennie Serfontein

Wall Street Journal:

- Joe Davidson

Washington Post:

- David Ottoway

Weekly Mail:

- Phillip Van Niekerk

WTN:

- Carlo Guidozi (Cameraman)
- Samuel Msibi (Cameraman)
- Nkosnathi Shange (Technician)
- Vincent Francis (Producer)
- Chris Slaney (Bureau Chief)
- Thabo Moeti (Production Assistant)

Yomiuri Shimbuu:

- Masura Ozarwa

"702":

- Des Latham
- Brett Hilton-Barber
- Gordon Ferguson

RELEASED FRIDAY, EMBARGOED UNTIL SAT NIGHT.

Preparations for the first meeting of the Convention for a Democratic South Africa (CODESA) on 20 and 21 December 1991 are going full steam ahead.

A mammoth task is being performed behind the scene by an army of personnel, drawn from political parties and organizations involve (many as volunteers), the private sector and civil service.

This task is performed under the direction of a Steering Committee formed by the Preparatory meeting for CODESA and a special Secretariat appointed by them.

A temporary staff numbering in the order of 60 people (excluding the staff of the World Trade Centre, where the Convention will take place) are making arrangements to provide for approximately:

- * 240 Official delegates
- * 100 Advisers to delegates
- * 200 Support staff for delegations
- * 30 International observers with staff
- * 45 Heads of foreign missions
- * 160 CODESA staff
- * At least 200 media representatives.

Arrangements include travel, accommodation, security, protocol, transport, catering and office space.

Staff are working around the clock to prepare the World Trade Centre for the extensive needs of CODESA.

This includes the construction of a press gallery above the convention hall, installing a sound system and lighting suited for TV and seating facilities for delegates, their advisors and guests.

Dining rooms, restaurants, closed circuit TV, media interview rooms, a media centre with media conference facility and offices for delegations and their staff are amongst the facilities being put into place.

A special CODESA logo and a podium backdrop were designed and will be released to the media on Tuesday 17 December.

There will be
^

Regular media releases to report on the run up to CODESA ~~will start on Tuesday at 16:00 at the Convention centre.~~

The three task groups set up by the Steering Committee to facilitate arrangements will meet on Tuesday to get report backs from technical management committees. The Steering Committee meets on Wednesday to finalise arrangements and deal with possible outstanding matters.

Attached is an organogramme of the management structure for CODESA I.