

# CODESA

## Convention for a Democratic South Africa

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

**\* MEDIA \* MEDIA \* MEDIA \* MEDIA \***

TO : ALL MEDIA

FROM : CODESA (MEDIA COMMITTEE)

### CODESA II

#### CODESA MEDIA BRIEFING : 11 MAY 1992

The first daily media briefing will be held on Monday 11 May 1992 at 16:00 in the CODESA Press Conference venue, World Trade Centre. Various matters relating to CODESA II will be discussed including logistical arrangements as far as the media are concerned.

Registration for these daily briefings will take place at the main entrance to the World Trade Centre. THIS REGISTRATION SHOULD NOT BE CONFUSED WITH ACCREDITATION FOR CODESA II.

#### ACCREDITATION FOR CODESA II

Members of the media are reminded that they must reapply for accreditation for CODESA II - accreditation issued during CODESA I is no longer valid.

Applications for accreditation should be faxed to (011) 397 2060 and include the following information:

Surname, first name, media organization, telephone number, fax number and pager number.

Accreditation cards for CODESA II will be issued to the media on Friday 15 May 1992 as from 08:00.

#### SABC FACILITIES DURING CODESA II

The SABC will provide satellite, feed and editing facilities for use by the foreign media for which you will be charged by the SABC. Enquiries in this regard can be directed to Wikus van Rensburg, tel 011 - 714 4893.

Standard audio jacks for audio feed from the convention will be

available for use by radio and television crews.

Further information will be made available in due course.

8 May 1992

TO : ALL MEDIA

FROM : CODESA (MEDIA COMMITTEE)

CODESA II

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Further information will be made available in due course.

8 May 1992

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TO : ALL MEDIA

FROM : CODESA (MEDIA COMMITTEE)

CODESA II : MEDIA BRIEFING : 12 MAY 1992

The daily CODESA II briefing will take place at 15:00, this afternoon at the World Trade Centre.

The reports of some of the working groups will be released during the briefing. The Chairman of the Daily Management Committee will be present to answer any enquiries.

Enquiries : tel 011-397 2058/9

12 May 1992

# **CODESA**

## **Convention for a Democratic South Africa**

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

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13 MAY 1992

### NOTICE TO ALL PARTIES

#### MEDIA AREAS

The following areas have been set aside for use by the media:

- i. Media working area - on the ground floor to the left of the main entrance with separate access.
- ii. Media gallery - on the first floor overlooking the convention floor (left side only).
- iii. Media lounge - first floor.
- iv. Media conference room - first floor, behind the media lounge
- v. Electronic media interview room - first floor, next to the media liaison office

#### PARTY ACCESS TO MEDIA AREAS

Party representatives will have access to the media working area, the media gallery and media lounge but are requested not to use the media's facilities, i.e working surfaces, phones and faxes, in these areas.

#### MEDIA ACCESS TO PARTY AREAS

- i. Members of the media are not permitted onto the Convention floor or into the delegates' dining area.
- ii. Only members of the media who have special lobby accreditation will be allowed into the area immediately in front of the Convention floor.
- iii. Members of the media will only be permitted into party offices to conduct interviews if they are accompanied by a representative of the party concerned.

#### REQUESTS BY MEDIA REPRESENTATIVES FOR INTERVIEWS WITH PARTY REPRESENTATIVES

During CODESA II, members of the media will be requested to contact parties direct with requests for interviews with party representatives. It would therefore be appreciated if you could ensure that the your party telephone numbers, as indicated on the

attached list, are correct and inform the media liaison office whether you wish to make all of these numbers available to the media. The media liaison office will supply each party with a list of the media telephone numbers at CODESA as well a individual media pager numbers, where available, on Thursday, 14 May 1992.

#### MEDIA CONFERENCE ROOM

A media conference room for use by CODESA and all participating parties has been set up on the first floor of the World Trade Centre.

To ensure its orderly use the following procedures have been established.

- i. A roster for the use of the media conference room will be kept just outside the media liaison office. Parties wishing to book this facility should complete the application forms (an example of which is attached) and submit them to the booking clerk stationed outside the media liaison office.
- ii. Parties will be allowed to book 30 minute sessions from 09:00 to 20:00 every day. Bookings will only open at 08:00 on the same day.
- iii. Only one booking at a time and only one session every two hours will be allowed.
- iv. CODESA bookings will have preference over all other bookings
- v. Parties may negotiate among themselves about swapping sessions but have to inform the booking clerk jointly when they come to an agreement.

#### MEDIA INTERVIEW ROOM

A special media interview room where the media (particularly the radio and television) can interview parties in relative peace and quiet has been set up next to the media liaison office. Bookings for this venue, which can be made either by the party or media representative, should be made on the prescribed form (an example of which is attached) and handed to the booking clerk. The same procedures as set out above i.r.o the media conference room apply to the media interview room. Bookings for the interview room will open on Friday, 15 May 1992 at 08:00.

#### PHOTO POINT AND PHOTO OPPORTUNITIES

An area in front of the main entrance to the World Trade Centre will be roped off for still photographers and camera crew to enable the media the photograph the delegates arriving at the convention.

In addition, between 08:45 and 09:15 on Friday 15 May, after the

delegates have been seated, and again on Saturday 16 May, there will be a photo-opportunity for the media on the convention floor. Only still photographers and camera crews will be allowed onto the convention floor for the photo-opportunity.

#### PARTY DOCUMENTATION

Speeches by party representatives and party documentation issued during CODESA II must be copied and delivered to the media liaison room. Liaison staff will only assist in the distribution of the documentation to the media.

#### TRANSCRIPTION AND TRANSLATION SERVICES

Parties must provide their own transcription and translation facilities as they will not be provided by the Media Committee.

#### PRE-PLenary BRIEFING

There will be a briefing for all party media liaison persons by the media liaison coordinator on 14 May 1992 at 17:00 in the media conference room.

#### MEDIA LIAISON OFFICE PHONE NUMBERS

397 2058/9  
fax 397 2060

CODESA II

TELEPHONE LIST

PARTY	TEL. NO
ANC	397-2103
ANC	397-2104
ANC	397-2102
Bophuthatswana	397-1084
Bophuthatswana	397-1085
Bophuthatswana	397-1087
Bophuthatswana	397-1086
Ciskei	397-2518
Ciskei	397-2517
Democratic Party	397-2199
Democratic Party	397-2198
Dikwankwetla	397-2107
Dikwankwetla	397-2108
Inkatha	397-1478
Inkatha	397-1477
Inkatha	397-1476
Inkatha	397-1475
Intando	397-2515
Intando	397-2516
Inyandza	397-1082
Inyandza	397-1083
Labour Party	397-2842
Labour Party	397-2843
Labour Party	397-2841
National	397-2385
National People's Party	397-1835
National	397-2072
National	397-2384
National	397-2214
National	397-2071
National	397-2073
National People's Party	397-1836
National	397-2384
NIC/TIC	397-2109
SACP	397-1194
SACP	397-1195
SA Government	397-2383
SA Government	397-1587
SA Government	397-2382
SA Government	397-2380
Solidarity	397-1088
Solidarity	397-1089
Transkei	397-2840
Travel Data	397-6301
Travel Data	397-0483
United People's Front	397-2101
United People's Front	397-2100
Venda	397-1834
Venda	397-1833
Ximoko	397-1080
Ximoko	397-1081

To : All Media

From : CODESA (Media Committee)

MEDIA ARRANGEMENTS : CODESA II ; 15 - 16 MAY 1992

ACCREDITATION PROCEDURES:

In order to facilitate accreditation procedures, members of the media who will be attending CODESA II are urgently requested to fax the following information to fax number 011 - 397 2060 as soon as possible:

Surname, First name, media organization, telephone number, fax number, pager number.

Please note that members of the media who are not accredited with the NPU, government or any political party participating in CODESA II should also fax a letter from their editor confirming their status as a member of the media.

Further information with regard to the date and venue at which accreditation will take place will be made available in due course.

TELEPHONE AND FAX FACILITIES

The following facilities have been arranged for the exclusive use of the media, from Thursday, 14 May 12:00 until two hours after the conclusion of the convention.

7 pay phones  
5 pay fax machines

Members of the media who wish to hire their own dedicated phone for the duration of CODESA II should kindly contact Dries Bekker at telephone number 011 397 1199 before 12 May at 12:00 as arrangements must be made with TELCOM. Please note : You will be responsible for controlling the use of such dedicated phones and will be billed by Telcom for the hire of the phone and all calls made.

CONVENTION PROGRAMME AND AGENDA

The Convention programme and agenda will only be made available to the media next week.

LIAISON OFFICE

A liaison office has been set up to handle enquiries from the media. The office can be contacted daily between 08:00 and 16:00 at telephone number 011 -397 2059.

# CODESA

## Convention for a Democratic South Africa

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To : All Media

From : CODESA (Media Committee)

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6 MAY 1992

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TO : ALL MEDIA

FROM : CODESA (MEDIA COMMITTEE)

MEDIA ARRANGEMENTS : CODESA II : 15 - 16 MAY 1992

### ACCREDITATION / REGISTRATION

You are again reminded that all media representatives must apply for accreditation for CODESA II (Accreditation cards issued during CODESA I are no longer valid). Applications for accreditation should be faxed to 011 397 2060, and include your name, media organization, telephone and fax number and electronic pager number (where available)

Accreditation cards will be issued to the media as from Thursday, 14 May, 13:00 at the accreditation venue - next to the media work room. On Friday and Saturday accreditation will open at 07:00.

Kindly note that you must keep the card issued to you for the duration of CODESA II as you will be required to produce it each day in order to gain admittance

### PHOTO POINTS AND OPPORTUNITIES

An area in front of the main entrance to the World Trade Centre will be roped off for still photographers and television camera crew to film the delegates arriving at the convention.

Between 08:45 and 09:15 on Friday and Saturday after the delegates have been seated there will be a photo-opportunity for the media on the convention floor. Only still photographers and camera crews will be allowed onto the convention floor for the photo-opportunity.

### MEDIA BRIEFING

The daily Codesa briefing will take place at 16:00 today in the

media conference room, first floor, World Trade Centre

Enquiries : 011 397 2058/9

13 MAY 1992

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### PARTY FACT SHEET : MEDIA ARRANGEMENTS

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representatives with their Codesa telephone numbers and electronic pager numbers is attached.

#### MEDIA CONFERENCE ROOM

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fax 397 2060

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### NOTICE TO ALL PARTIES

Attached for your information are copies of the media releases issued by the Media Committee on 6 and 8 May respectively.

### MEDIA BRIEFINGS

As indicated in the release dated 8 May, there will be daily briefings for the media during the run-up to Codesa II, with the first briefing taking place on Monday, 11 May at 16:00 in the media conference room. Parties are kindly requested, as far as possible, not to schedule their own media conferences at the same time as Codesa briefings i.e at 16:00 each day.

### MEDIA CONFERENCE ROOM

A media conference room for use by CODESA and all participating parties has been set up on the first floor of the World Trade Centre.

To ensure its orderly use the following procedures have been established.

- i. A roster for the use of the media conference room will be kept by the media liaison staff. Parties wishing to make a booking should complete the form available at the Media Liaison Office.
- ii. The roster for the conference facility will come into operation on 12 May 1992.
- iii. Parties will be allowed to book 30 minute sessions from 09:00 to 20:00 every day. Bookings for the day will only open at 08:00 on the same day.
- iv. Only one booking at a time and only one session every two hours will be allowed.
- v. Codesa bookings will have preference over all other bookings.
- vi. Parties may negotiate among themselves about swapping sessions but have to inform the liaison office jointly when they come to an agreement.

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A special media interview room where the media (particularly radio and television) can interview parties in relative peace and quiet will be set up next to the media liaison office. Bookings for this venue, which can be made either by the party or media representative, must be made in exactly the same way as bookings for the media conference centre and the same procedures will apply. Bookings for the interview room will open on Friday, 15 May 1992 at 08:00.

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### NB PRE-PLENARY BRIEFING

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