

## DELEGATE FACT SHEET - NO 1

**MONDAY 17 FEBRUARY**  
**REVISED: 24 FEBRUARY**

Codesa Administration would like to draw your attention to the following matters:

### **Administrative Offices**

1. CODESA Administration has provided each organisation with furnished offices, which we hope you find satisfactory.

We would, however, like to remind you that these facilities were provided in order to relieve the burden of secretarial services from our administration offices.

Our administration offices are strictly for the use of CODESA staff who are not in a position to render services for any participant organisation. It is the responsibility of all organisations to equip and to staff their offices to cope with their secretarial needs.

2. One photocopier has been made available for the service of the party offices. It is controlled by Aaron Tshehla, and is situated underneath the escalator. At present, requests for copying should be given to him in writing (forms obtainable at the machine). These will be attended to on a first-come, first-serve basis. PLEASE NOTE THAT ALL COPIES MADE ON THIS MACHINE WILL BE CHARGED TO THE ORGANISATION.

A new photocopying machine will be available soon, which will enable parties to purchase access cards, each card allowing a certain number of copies to be made. We hope this will make the copying process more convenient.

3. Please be reminded that the CODESA Administration is not in a position to copy and distribute written submissions made by organisations. All submissions should be typed and reproduced before Working Group meetings, by the organisations themselves. (Please refer to the "Guidelines for Chairpersons of Working Groups", adopted at the Management Committee meeting of 13 January 1992, item 3.4.) This has also been reiterated and endorsed at a meeting between the Secretariat and two members of each of the Working Group Steering Committees held on Monday 17 February.
4. Any documentation required by the Working Groups which needs typing or copying, must be authorised by the Chairperson of the Working Group. Authorisation should be written on the document itself and be accompanied by the full name of the Chairperson and the name of the group.

**Travel and Accommodation**

1. We would like to encourage delegates to take time during the course of the Working Group meeting days to complete the attached Travel and Accommodation Booking Form, and to submit it to CODESA Travel on the same day.

A great deal of confusion is created by telephonic bookings. The most efficient method of booking is via the correct form. Extra forms are available at the CODESA Travel office.

2. With regard to bookings, we would urge all delegates to consider very carefully their flight and accommodation needs, before making bookings. A great deal of expense and administration is created by alterations to booking details.

**Photographs**

1. Photographs of CODESA 1 are on display on the windows of the CODESA Administration offices. Order forms are available for delegates to order reprints.

Kindly complete your form and place it in the envelope provided, along with the correct payment for your reprints. Place the envelope in the post box provided, and your prints will be available within 2 weeks of ordering.

**WE REMIND ALL PARTIES THAT SHOULD YOU EXPERIENCE ANY PROBLEMS, PLEASE CONSULT CODESA ADMINISTRATION, AND WE WILL GLADLY ASSIST YOU.**