

1)

Office changes just set in to Dean by 8:00 on Wednesday

- Curtains
- Telephones ??
- ~~coffee~~ ^{large} table in T's office + ~~bench~~ ^{8 seats}
- Plants
- 2x PC's (ordered)
- Typists chairs x 4
- Cupboards / shelving / sunset.
- partition off Dean + us repaired + door in.
- Keys.

2) next Mar Com meeting Mon 10 Feb.

- DMCOM meets on Mon²⁰ before working groups at 8:00 and then again at 3:00.
- DMC to meet twice a month
- 5 members of DMC to act as convenors for the 5 working

- Zuma - 1
- Zach/Titus - 2
- Roeff, Gordon, H. ³
- Mda Rose - 4
- Ripunga - 5.

Misc
Conventions
Mng

- Minute takers + committee clerks for 5 working groups.
- Recording done ~~for~~ ^{to be purchased by Dean.} benefit of minute takers - ~~ordered~~ on small machines. Chairmen must sum up.
- Comm ~~clerk~~ ^{secretary} is senior assisting Chairmen with someone to take minutes. Must be

Seating

- Minute takers meeting on Friday morning
- 40 seated in centre.
- 40 on outside.
- + place for DMC

2x tables ^{+ chairs} ~~with~~ ^{articles} ~~for~~ ^{for} ~~rock~~ ^{Registrar}

- Party offices - provided ASAP. Ready by ~~DMC~~ ^{G.P.S. Monday} - Directed by MAC + Dean.
- No assistance to Rese parties to be ordered

by Admin office.

- No meals will be supplied for these people, but they must be catered for.

- Until further notice all notifications to be sent ~~to~~ ^{sent} via Man Com reps not to ind. 400 delegates.

- Extra papers applications referred to DMC
: Bus groups can make representation to working groups

: PSI paper - bid applications considered + need more information about Rev support base - 'given support'

: observers will not be allowed

Fanie + Mac to write to all.

- 2nd sub comm to look at Traditional leaders applications. May need secretarial support

- Rajbansi - Colin / Morris re tapes for every delegates. * Each policy party entitled to one complimentary copy + Codersa entitled to one. Contact person is Vicus ~~not~~ ^{responsible} 714-4893.

Asklay

- Copy of standing Rules x 400
- Specific terms of reference x 80.
- Guidelines for DMC Working G - } only possible after DMC meeting on Mon
- Draft agenda for each WG

- Registration for each WGroup. Must only be 4 people ~~per~~ ^{secretary} ~~organisations~~.

- Com. ~~Committee~~ to be responsible for collecting all tags back.

Clerk + Minute takers to do registration outside each venue for the WGroups.

- Tags to be colour coded?

- WTC contract till end June

- USA form

- List from Seemac of final ads that transcripts were sent to.

(3.)

- Those writing transcription must give name + address. R350 excluding PLAT. R300 for ~~at~~ 3 or more copies. ^{we} Write to Seemas to supply
- ~~Full~~ Delegate list by party for every meeting x 2.

General Queses Plans.

1) Dates of all task group meetings Plans

- Mon 20 Jan

- Thurs 6 Feb

-

-

~~2)~~

2) Check catering figures with Dean.

3) Check with Lucia - menus for Monday

- 2 separate venues for eating

- confirm nos. with Lucia

- menus for waiting staff on daily basis.

- tea coffee station

4) Go through Job description with Plans:
Cindy Kim + Taret

8 Busses - agreed.

1 Driver full time.

Transport
+ Accom

- Security to assist?

at 2nd full time driver.

- If Dries there fulltime ^{car} car is available

Transport requests to come via Elize to Dries - to control all travel. Log Book.

- Booking firms to go into delegate packs -

- No bookings to be accepted by phone.

- Chairman to allow time at end of meeting to fill buses.

- Block book Hotel Accom.

= charging of flight times + accom bookings all cost money.

397-2452

Schedule of meetings.

- 1) Who completed form.
- What decisions
- Date.
- What meetings agreed to
- Date
- Venue.
- Times.
- meals.
- Who + name is attending.

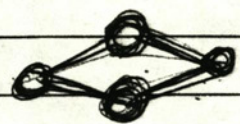
update after Tues.
Fax on wed.
Man Con
WGS
Steering Comm.

* Secs must submit to me at end of each meeting of Goygs. ○

- 2) Produce access - catering
- * Registration - Date security -
- Venue
- 5 people to Brief.
- Brief all at one time
- Indicate to Sec each time how many needed
- Give info to - security. ^{Ready to pick up + return.} 4 + 1 copies.
- Dean's office.
- Elize.

Security ♦ Accom.

- ~~Dean~~ - Costs of laundry
- Lunch
- Breakfast - toast / rolls / Fruit / yogurt / Juice



media - schedule of meetings.

Security + Secur. - take out of schedule.

Fax to

- Man. Com

- WG steering comm

- secretaries

Fm Okay

~~Transport~~

- no drivers from security.

- Baking fm into delegate packs.

Photographs

- Cost of Maguire

- Reproducer costs.

Numbered.

- Fm + post Box (lockable).

- no money - NO PICS - money with adler.

* = Monday

copying Sign for photocopier. about payment.

- Photo takers - need more

- Secretaries meeting at 2:00pm Friday

Secretaries lunch every wed in separate room.

12:30 - 2:00

DML meetings always on Mon

- 1) Mini Recorders & Mon?
- 2) Laptops?

Recorders		Laptops	
WG 1	✓	✓	
2	✓	✓	?
3	✓	✓	Laptop.
4	✓		Laptop.
5	✓	✓	
WG 4 Sub 1	WG.		x
2	spare WG ①		x
3	② *		✓
4	③ *		x
WG 1 Sub 1	WG	✓	✓
2	④ *		x
3	⑤ *		x
DMC		✓	
Man Com Subs		✓	

④

④-5

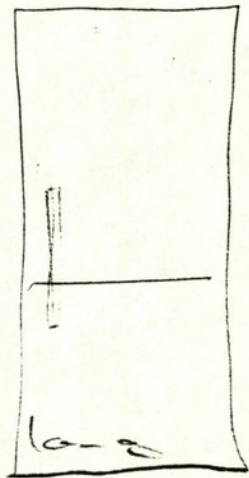
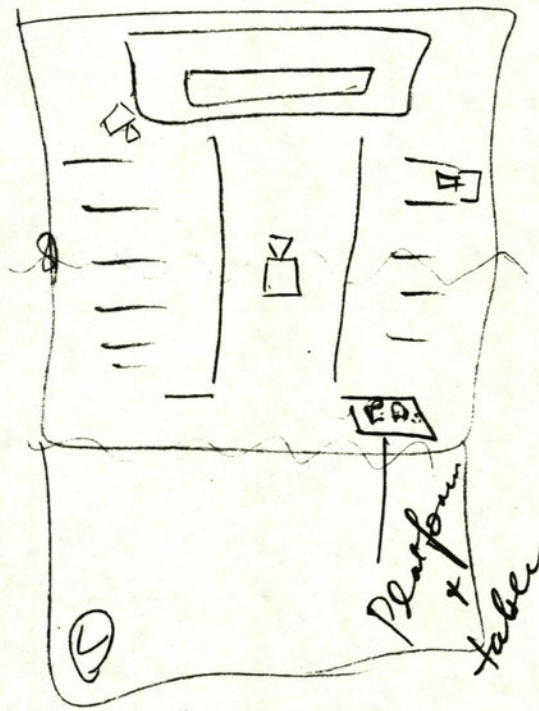
R 350.00 / month.
 Kim.

DATA Associates

Conference Room

18" Staging as before (2 tables)
6 chairs. no podium.

Central area open 6-7m wide
50 chairs each side



Tleuns,

1) Press Arrangements?

- Access ✓ Not in hg rooms.
- ~~At~~ meals ✓ Day
- tagging (names). Take photos +

2) How many parties have applied for party offices? All parties have been allocated

Are the rooms ^{Yes} allocated? If so

can we have a plan? Don...

What equipment are they bringing in +

Don't know what time re. will any more in on Sunday.

↓ Possibly ~~Kevin~~ - Not on Sunday.

pc's
Photography
Axes

✓ Yes ✓ Yes
2/2/81

Glenda

4:00pm