



THESE ARE DRAFT MINUTES. THEY ARE CONFIDENTIAL AND RESTRICTED TO MEMBERS OF THE MEDIA SUB-COMMITTEE, THE DAILY MANAGEMENT COMMITTEE AND THE MANAGEMENT COMMITTEE. THEY ARE STILL SUBJECT TO RATIFICATION BY THE MEDIA SUB-COMMITTEE AT ITS NEXT MEETING.

**DRAFT MINUTES OF THE MEETING OF THE MEDIA SUB-COMMITTEE HELD AT THE WORLD TRADE CENTRE ON MONDAY 4 MAY 1992 AT 09h30**

- PRESENT:
- S Macozoma (ANC - Joint Convenor)
  - P Coetzer (National Party - Joint Convenor)
  - J Mthemba (ANC)
  - C Knott - Democratic Party
  - MS Setai (Dikwankwetla)
  - MD Masango (IYP)
  - A M Phiri (Inyandza National Party)
  - J Maree (National Party)
  - J Bachu (NPP)
  - K Reddy (Solidarity)
  - M Kleynhans (RSA Government)
  - M Kakakana (Transkei Government)
  - VP Makwarela (Venda)
  
  - SM Nxadana (Secretary)

- APOLOGIES:
- Ciskei
  - Bophuthatswana Government
  - IFP
  - SACP
  - Ximoko Progressive Party

**1. Welcome**

- 1.1 The newcomers were introduced and welcomed.
- 1.2 It was noted that three parties - the IFP, the SACP and Ximoko had not yet nominated representatives to the committee.
- 1.3 The secretary was mandated to remind the parties.

**2. Apologies**

The apologies were noted.



**3. Ratification of Minutes**

- 3.1 The spelling of "Mxadana was corrected.
- 3.2 Minutes for the meeting held on 28 April 1992 were ratified.

**4. Ratification of Agenda**

An additional point under general was accepted and agenda adopted.

**5. Sub-Group Reports.**

**5.1 Sub-Group 1 : Venues**

- 5.1.1 Report presented by J Bachu.
- 5.1.2 Codesa I publicity materials, banners, poster, stickers and backdrops would be used for Codesa II.
- 5.1.3 The sub-group to ensure availability and location of all needed rooms and spaces.
- 5.1.4 The sub-group to take up the discussion with management with regard to communications with Telkom.

**5.2 Sub-Group 2 : Press Kit**

- 5.2.1 Recommended that press kit material be available and compiled by 14 May 1992.
- 5.2.2 Recommended that Codesa I press kit folders be used for Codesa II.
- 5.2.3 Recommended that Codesa II draft historical background and process be circulated to all members of the committee, particularly the press liaison sub-group.

**5.3 Sub-Group 3 : Accreditation**

- 5.3.1 Recommended that the accreditation list be available for approval by management on 13 May 1992.
- 5.3.2 Recommended that Codesa I register disk be retrieved to help expedite accreditation.
- 5.3.3 SABC special accreditation be compiled in consultation with the press liaison sub-group.
- 5.3.4 Recommend that notice to media be sent out at the latest by Tuesday, 5 May 1992. Press liaison sub-group to assist.
- 5.3.5 Organisational and party magazines be accredited the same as the press.
- 5.3.6 Recommend computer at the entrance to enable late and emergency accreditation on both Codesa II days.



#### 5.4 Sub-Group 4 : Press Liaison

A twenty (20) point report with action and references was presented. The action plan outlined included :

5.4.1 Daily news releases from 11 May 1992 to the 14 May 1992; media briefings daily at a fixed time in the Conference Room.

Note : Conference Room to be ready and equipped by 11 May 1992.

5.4.2 First media notice to be sent out through SAPA PR or Codesa SA Communication Service at the latest by 5 May 1992.

5.4.3 Photo opportunities allowed for maximum of ten minutes after the delegates are seated on 15 and 16 May 1992.

5.4.4 Media committee agreed not to have an official media photographer.

5.4.5 The sub-group recommends immediate establishment of a media liaison office with all the necessary equipment at the latest by Wednesday, 6 May 1992.

5.4.6 The Media Room must be ready for use from 15 May 1992 at midday.

5.4.7 The Media Conference Room must be ready and equipped from 11 May 1992, noting that the news briefing for media is recommended to start on 11 May 1992 at 16h00 daily.

5.4.8 Media Interview Room to be available from midday on 14 May 1992.

5.4.9 Media Gallery to be ready by 14 May 1992. Venue sub-group to note and act upon the five rooms needed above.

5.4.10 Codesa II documents and reports to be made available to the press liaison staff a day before presentation in order to facilitate copying and timeous distribution to the press.

5.4.11 Party speeches and documentation must be copied by the individual parties and delivered to the Media Room for distribution.

5.4.12 A briefing session for the media committee and support staff on media liaison procedure is recommended for the 14 May 1992.

5.4.13 Accurate Codesa II telephone numbers for parties, SABC etc must be provided for distribution to the press. Press kit sub-group to note and implement this recommendation.

5.4.14 Speakers to always use the podium with microphones and lighting. Special attention must be made to accurately identify the speakers.

5.4.15 Recommend to individual parties to facilitate party's speech translation for effective media coverage.

5.4.16 The press liaison and accreditation to meet with Security to discuss.



**6. General**

- 6.1 A list of traditional delegation to Codesa II to be requested from management as a matter of urgency.
- 6.2 Media liaison persons to the traditional delegations to be established and made available to the press.
- 6.3 Party representative or delegation interview appointments to be arranged between individual press and the party concerned. Party media liaison staff to use the Codesa I interview booking system.

**7. Future Meetings**

- 7.1 The sub-groups would be available on a daily basis from 11 May 1992.
- 7.2 Sub-groups 1 and 2 to meet immediately.
- 7.3 Convenors of sub-groups to meet over lunch on 5 May 1992.
- 7.4 The next meeting of the Media Committee will take place on 5 May 1992 at 16h00.

**8. Closure**

The meeting closed at 12h15.