

REPORT: GLENDA COHEN : CODESA 1. [1]
CONFERENCE MANAGEMENT

THE REPORT WILL COVER DIFFICULTIES ENCOUNTERED IN ALL ASPECTS RELATING TO THE OVERALL CONFERENCE MANAGEMENT:

1. INVITATIONS.

- 1.1. NEED TO GO OUT MORE TIMELY TO ALLOW MORE TIME FOR DELEGATIONS TO RESPOND. ADMINISTRATION BECOMES PROBLEMATICAL WHEN NAMES OF DELEGATIONS ONLY ARRIVE A SHORT TIME BEFORE CONFERENCE DATE. TECHNICAL DETAILS SUCH AS ~~NEED FOR~~ TRAVEL + TRANSPORT ARRANGEMENTS, ORGANISATION OF NAME TAGS AND DELEGATE LIST ETC. CANNOT BE ACCOMPLISHED TIMELY, AND CREATE A BACKLOG OF ADMIN IMMEDIATELY PRIOR TO THE CONFERENCE, WHEN OTHER ADMIN IS AT A MAXIMUM IN ANY EVENT.
- 1.2. INVITATIONS SHOULD PREFERABLY GO OUT WITH ~~A~~ RESPONSE FORM ATTACHED - WITH PLACE TO FILL OUT DELEGATE NAMES. THIS WOULD PREVENT FAXING THE INVITATIONS + THEN ON RESPONSE HAVING TO FAX THE FIRMS OR PHONE TO REQUEST THE RELEVANT INFORMATION.
- 1.3. THE PRACTICAL ARRANGEMENTS REGARDING THE CONFERENCE I.E. THE REGISTRATION DETAILS, TRANSPORT ETC SHOULD BE CONFIRMED TIMELY TO ALLOW THE DETAILS TO BE SUBMITTED TO DELEGATES AT LEAST 4 DAYS PRIOR TO THE CONVENTION.
- 1.4. THE START OF PLANNING FOR THE CONFERENCE NEEDS TO OCCUR TIMELY I.E. ALLOW AT LEAST 5-6 WEEKS BEFORE THE EVENT TO BEGIN ARRANGEMENTS.

Meeting

1. Security.

1. Political ~~strategic~~ difficulties need to be sorted out prior to attempting to discuss + finalize technical issues. A great deal of time was wasted trying to ^{resolve} ~~establish~~ the political sensitivities, leaving very little time for practical arrangements.
2. As a result, details such as positioning + briefing of security personnel ~~was~~ ~~it~~ was not adequately dealt with. Security was of ~~off~~ concern + since it is ~~the~~ a vital aspect of ~~all~~ ~~arrangements~~, ~~should have been dealt with~~ Codesa, needed more attention.
3. GU Personnel were not in position long enough prior to the event to ensure security for the building prior to the event. On the day personnel were not in position ~~long enough~~ when they needed to be, and were not adequately briefed.
4. Own security equipment ^{was} preferable as reliance on SAP and other forces for the equipment is problematic.

Venue + facilities

1. The UTC is a ~~good~~ good venue for the purposes of CODESA, ~~as~~ the venue is large enough + flexible enough to handle the conferences, the office space and the office space for the parties. It has the advantage of ~~excellent~~ ^{very good} catering facilities, ample parking, being close to the airport, close enough to Jhb and has ~~the~~ ^{several} hotels conveniently close.

Its major asset is its flexibility and that it can virtually be reconstructed at any time to suit the needs of the operation.

Its major drawback is the owner who from a manager's point of view was wonderfully obliging ^{only} to a point. Delays in ~~finalizing~~ concluding lay-outs + final arrangements immediately prior to the conference

were caused by obstructions + objections based on parts of aesthetics and the like. Such a situation should not occur as the requirements of the monument should be met without opposition.

2. Allocation of venue + rooms etc, conducted by Billy Cobbett was handled extremely efficiently

Reception

The systems worked efficiently, except that

Overall conference management.

1. The structures of authority need to be clearly established before a flow can be established.
2. ~~1.1~~ The conference management should be able to make decisions relating to the

	Section	Colour	dot	Access
1.	WTC Admin	Blue	-	full.
2.	WTC Catering	Blue	Red	eating areas only.
3.	LTC cleaning	Blue	Black	can't go into party offices
4.	WTC Technical	Blue	-	full.
5.	Codesa Admin. (Invites)	Orange	Black	full not party offices
6.	Codesa Codesa Technical	Orange	Green	Restaurant, office, leg, Sec etc
7.	Delegates	Pink	-	full.
8.	Advisors	Pink	-	full.
9.	Delegates support staff	Pink	Red	offices only. + rest.
10.	Delegate drivers / PAs. <small>body guards</small>	Pink	Red	office + rest.
11.	Security committee	yellow	-	full.
12.	Security personnel	yellow	Green	Dedicated areas
13.	SABC, post, light technicians	white	Red	only areas des.
14.	Media Press	White	Red	only areas des.
15.	Medical	Orange	-	full.
16.	Media committee	White	-	full.
17.	PR/BCO?			
18.	Security political committee	Yellow	Red	dedicated areas

no dot = full access
 Black dot = min restriction
 Red dot = max restriction - Room + Restaurant.
 Green dot = intermediate restriction

1) Media Committ revised ASAP.

2) No of delegates + observers

Heads of Missions = 45.

Int agencies : ?? (plan for)

(current) Delegates + Ad = $19 \times 17 = 323$
ZKTC $12 \times 11 = 132$ } 455

(decisions not before April 27)

~~etc~~

= 500 total

± 70 int

3) Support staff ??

4) update task sheet

* 5) Identify areas that DMC should address as urgency

6) starting + closing time.

7) functions etc ??

8) Report backs from groups. - when will it be received
(Printers on standby.)

9) security - Access control.

10) Protocol Committ. - composition + functioning.

11) Administration - no of staff - deployment of duties etc.

12) flowers etc.

(13) Check availability of revenue here during week.

(14) Prosound.

~~Murphy~~ Murphy,

~~EMAP~~

2 other practical matters I need considered. Perhaps you could raise them.

- 1) Cost security arranging the medical (doctors/paramedics) and the equipment ie beds etc?
Garapartment
- 2) Is security at hotels being attended to?
attended to:

Sound security demands.

5 people on the day, 3 Sat.

5 Wed + Thurs.

Technical (with JARR?)

over

- 1) Andre Koster. } Wed, Thurs
- 2) James Coetsee } Fri + Sat.
- 3) Thuy Coetsee
- 4) Mar Sarel Jacobs Wed, Thurs
- 5) Marcus Jordaan

Media
visor

(012) 736-5920

(012) 911 0244 (M) Sound
System.

Seating plan for a week - speaking?
 - advisor? speaking? 1st 4 hours
 tables set and ready. - only with Mike