

# CODESA

## Convention for a Democratic South Africa

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

### 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.

### MEDIA INTERVIEW ROOM

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.

### 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 party telephone numbers, which the media liaison office will make available to the media, are correct. The media liaison office will supply each party with a list of media telephone numbers at CODESA as well as individual media pager numbers where available.

### 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.

### TRANSCRIPTION AND TRANSLATION FACILITIES

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

### NB PRE-PLenary BRIEFING

There will be a briefing for all party media liaison persons by the media liaison coordinator on 14 May 1992