

RELEASED FRIDAY, EMBARGED UNTIL SAT NIGHT.

Preparations for the first meeting of the Convention for a Democratic South Africa (CODESA) on 20 and 21 December 1991 are going full steam ahead.

A mammoth task is being performed behind the scene by an army of personnel, drawn from political parties and organizations involve (many as volunteers), the private sector and civil service.

This task is performed under the direction of a Steering Committee formed by the Preparatory meeting for CODESA and a special Secretariat appointed by them.

A temporary staff numbering in the order of 60 people (excluding the staff of the World Trade Centre, where the Convention will take place) are making arrangements to provide for approximately:

- \* 240 Official delegates
- \* 100 Advisers to delegates
- \* 200 Support staff for delegations
- \* 30 International observers with staff
- \* 45 Heads of foreign missions
- \* 160 CODESA staff
- \* At least 200 media representatives.

Arrangements include travel, accommodation, security, protocol, transport, catering and office space.

Staff are working around the clock to prepare the World Trade Centre for the extensive needs of CODESA.

This includes the construction of a press gallery above the convention hall, installing a sound system and lighting suited for TV and seating facilities for delegates, their advisors and guests.

Dining rooms, restaurants, closed circuit TV, media interview rooms, a media centre with media conference facility and offices for delegations and their staff are amongst the facilities being put into place.

A special CODESA logo and a podium backdrop were designed and will be released to the media on Tuesday 17 December.

*There will be*  
A Regular media releases to report on the run up to CODESA ~~with~~  
~~at 12:00 at the Convention~~

The three task groups set up by the Steering Committee to facilitate arrangements will meet on Tuesday to get report backs from technical management committees. The Steering Committee meets on Wednesday to finalise arrangements and deal with possible outstanding matters.

Attached is an organogramme of the management structure for CODESA I.