

CODESA II : 15/16 MAY 1992

LOGISTICAL REPORT

14 MAY 1992

REVISED DAILY

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CHECK COLUMN CODES :

- | | | |
|----------|----------|----------------|
| * | = | ONGOING |
| Y | = | YES |
| N | = | NO |

TASK SHEET 1 : INVITATIONS - JOHANN VAN DEN BERGH

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
1.1 Drawing up invitation list and numbers of delegates/observers. * Delegates * Int Organisations * Functionaries and religious leaders * Heads of Missions	Y Y Y Y	Johann van den Bergh	Secretariat/ Ashley Symes		Complete Complete 14/05 <i>complete</i> Complete
1.2 Correct title/initials/address	Y	Johann van den Bergh	Ashley Symes		Complete
1.3 Drawing up invitations	Y	Johann van den Bergh	Ashley Symes		Complete
1.3.1 Letter	Y	Johann van den Bergh	Ashley Symes		Complete
1.3.2 Information	Y	Johann van den Bergh	Ashley Symes		<i>complete</i>
1.4 Sending of invitations/letters	Y	Johann van den Bergh	Ashley Symes		Complete
1.4.1 Fax	Y	Johann van den Bergh	Ashley Symes		Complete
1.4.2 Post/delivery	Y	Johann van den Bergh	Ashley Symes		Complete
1.4.3 Fax and courier : Additional information to all involved	Y	Johann van den Bergh	Ashley Symes		<i>complete</i> 14/05
1.4.4 Follow up telephone calls asking to respond	Y	Johann van den Bergh	Ashley Symes		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
1.5 Answers received - delegates		Johann van den Bergh	Ashley Symes		
1.5.1 List of delegate confirmations :		Johann van den Bergh	Ashley Symes		
* ANC	Y				Complete
* Bophuthatswana Gvt	Y				Complete
* Ciskei Gvt	Y				Complete
* Democratic Party	Y				Complete
* Dikwankwetla Party	Y				Complete
* Inkatha Freedom Party	Y				Complete
* Intando Yesizwe Pty	Y				Complete
* Inyandza Nat Movement	Y				Complete
* Labour Party	Y				Complete
* NIC/TIC	Y				Complete
* National Party	Y				Complete
* National Peoples Party	Y				Complete
* Solidarity Party	Y				Complete
* SA Communist Party	Y				Complete
* SA Government	Y				Complete
* Transkei Gvt	Y				Complete
* United People's Front	Y				Complete
* Venda Government	Y				Complete
* Ximoko Prog Party	Y				Complete
* Conservative Pty	*				
* PAC	N				
* Azapo	N				
* HNP	N				
* AWB	N				
1.6 Delegates list		Johann van den Bergh	Ashley Symes		
1.6.1 Alphabetical	*	Johann van den Bergh	Ashley Symes		14/05
1.6.2 Groupings	*	Johann van den Bergh	Ashley Symes		14/05

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
1.7 Answers received - other participants		Johann van den Bergh	Ashley Symes		
1.7.1 Functionaries		Johann van den Bergh	Ashley Symes		
* Chairpersons Justice P Schabort Justice I Mohammed	Y Y	Johann van den Bergh	Ashley Symes		Complete Complete
* Religious Leaders x 6 (3 Friday; 3 Saturday)	*Y	Johann van den Bergh	Ashley Symes		14/05 (Comp)
1.7.2 Observers		Johann van den Bergh	Ashley Symes		Complete
* International Organisations		Johann van den Bergh	Ashley Symes		
United Nations OAU Commonwealth European Community Non Aligned Movement	Y Y Y Y *Y				Complete Complete Complete Complete Complete
* Ambassadors/Heads of Missions		Johann van den Bergh	Ashley Symes		12/05
Argentina	Y				Complete
Australia	Y				Complete
Austria	Y				Complete
Belgium	Y				Complete
Brazil	Y				Complete
Canada	Y				Complete
Chile	Y				Complete
China (Republic of)	Y				Complete
Czech and Slovak Federal Republic	*				
Denmark	Y				Complete
Guatemala	N				

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
Finland	Y	Johann van den Bergh	Ashley Symes		Complete
France	Y				Complete
Germany	Y				Complete
Great Britain	Y				Complete
Greece	Y				Complete
Hungary	Y				Complete
Iceland	*				
Ireland	*				
Israel	Y				Complete
Italy	Y				Complete
Japan	Y				Complete
Lesotho	Y				Complete
Luxembourg	N				
Malawi	*				
Morocco	Y				Complete
Mozambique	Y				Complete
Namibia	Y				Complete
Netherlands	Y				Complete
Norway	Y				Complete
Paraguay	Y				Complete
Poland	Y				Complete
Portugal	Y				Complete
Romania	Y				Complete
Russia	Y				Complete
Rwanda	Y				Complete
Spain	Y				Complete
Swaziland	Y				Complete
Sweden	Y				Complete
Switzerland	Y				Complete
Turkey	Y				Complete
United States of America	Y				Complete
Uruguay	Y				Complete
Zimbabwe	Y				Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
Red Cross UN High Comm for Refugees 7 Apostolic Delegation (Vatican)	Y Y Y	Johann van den Bergh	Ashley Symes		Complete Complete Complete
1.8 Update on delegate responses	*	Johann van den Bergh	Ashley Symes		Daily
1.9 Update on observer responses	*	Johann van den Bergh	Ashley Symes		Daily
1.10 Fact sheet to all delegates in which the following arrangements are outlined :	Y	Johann van den Bergh	Ashley Symes/ Secretariat		Complete
Check information -					
* Conference Centre	Y				Complete
* Subsistence and transport	Y				Complete
* Names of support staff	Y				Complete
* Parking and traffic arrangements	Y				Complete
* Agenda and procedures during convention	Y				Complete
* Claims procedure	Y				Complete
1.11 Distribute updated acceptance lists to all at every meeting	*	Johann van den Bergh	Ashley Symes		Daily

TASK SHEET 2 : PROTOCOL - JOHANN VAN DEN BERGH

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
2.1 International organisations and Heads of Mission	*	Johann van den Bergh			14/05
2.2 Follow up non-responders	Y	Johann van den Bergh			Complete
2.3 Compile list of who is arriving and when	N	Johann van den Bergh	Janet Love/ Pravin Gordhan/Murphy		14/05
2.4 Compile letters to be faxed to :	Y	Johann van den Bergh	Morobe		Complete
2.4.1 International Organisations * OAU * Non Aligned Movement * United Nations * European Community * Commonwealth	Y Y Y Y Y				Complete Complete Complete Complete Complete
2.4.2 Mission Heads * Where and when they will be met * Parking and traffic arrangements (liaise with Security) * Transfer and accommodation arrangements * Suggested (staggered arrival times for dignataries) * Notice to all foreign observers that Protocol will facilitate the set up of bilateral meetings if required	*	Johann van den Bergh	Elise Strumfer Nick Pretorius Elise Strumfer Johann van Bergh		13/05

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
2.4.3 Functionaries * Arrival time (staggered) * Parking and traffic arrangements * Facilities available at convention centre	*	Johann van den Bergh	Nick Pretorius		14/05
2.5 Liaise with Transport/Security for all arrivees to be met (either by Protocol Officers or local dignitaries - depending on status of arrivee)	*	Johann van den Bergh	Elise Strumfer/ Nick Pretorius		14/05
2.6 Liaise with Transport/Security re transport between hotel and convention centre	*	Johann van den Bergh	Elise Strumfer/ Nick Pretorius		14/05
2.7 Liaise with Physical Planning re VIP Room at Convention Centre	*	Johann van den Bergh	Glenda Cohen/ Deon du Plooy		14/05
2.8 Recommended Protocol Officers	*	Johann van den Bergh			14/05
2.9 Organise briefing session with all Protocol Officers/Security/Physical Planning	*	Johann van den Bergh	Nick Pretorius/ Glenda Cohen		14/05
2.10 Organise activity for entertainment for international organisations - 16th	*	Johann van den Bergh	Glenda Cohen/ Deon du Plooy		14/05
2.11 Liaise with Physical Planning re seating arrangements	*	Johann van den Bergh	Glenda Cohen		14/05
2.12 Submit names, arrival times etc to Media Committee	Y	Johann van den Bergh	Media Committee		Complete

TASK SHEET 3 : DRAFTING - JANET LOVE

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
3.1 Agenda * 15 May - Reception/Cocktails	*	Janet Love	DMC		13/05
3.2 Programme	Y	Janet Love	DMC		Complete
3.3 Addendum to Declaration of Intent * Type up new version * Reproduce old version clearly	Y Y	Janet Love	DMC Ashley Symes Deon du Plooy		Complete Complete
3.4 Reports from Working Groups	*	Janet Love	Working Groups		14/05
3.4.1 Agreements reached by Working Groups	*	Janet Love	Working Groups		14/05
3.4.2 Outstanding matters	*	Janet Love	DMC/MC		14/05
3.5 Standing Rules	*				14/05
3.6 For inclusion in pack : * Compilation of all fact sheets for Codesa II	*		Ashley Symes		14/05
* Claim forms	*		Deon du Plooy		14/05

TASK SHEET 4 : DOCUMENTATION - ASHLEY SYMES

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
4.1 Administration of : * Tape Recordings * Video Recordings * Transcription Services	N	Ashley Symes	Glenda Cohen/ Marietjie du Plessis/ Deon du Plooy		Post Codesa II
4.2 Printing 4.2.1 Copies of convention documentation 4.2.2 Printing of press kits, delegate pack working group documentation	N	Ashley Symes	Marietjie du Plessis/ Deon du Plooy/ Gerda Lombard		14/05 14/05/
4.3 Compilation 4.3.1 Compilation of delegate packs * Agenda <i>Sec</i> * List of delegates/advisers/support staff/ international guests <i>Ash</i> * Plan of seating arrangements <i>Deon</i> * Fact sheet ✓ * Plan of venue <i>Deon</i> * List of telephone numbers * Pen ✓ * Paper ✓ * Emergency plan ✓ * Other documentation <i>Sec</i> * Claim form <i>Deon</i>	N * * * * * * * * * * *	Ashley Symes	Roshnee Vitee/ Admin Assistants		14/05 12h00

TASK SHEET 5 : PLENARY PLANNING - JANET LOVE

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
5.1 Procedure	*	Janet Love	DMC		14/05
5.1.1 Briefing of chairperson(s)					
5.2 General	*	Janet Love	DMC		14/05
5.2.1 Contents of briefcases for delegates and advisors					
5.2.2 Runners drawn from Support Staff * Brief on 14 May at 15h30	Y	Janet Love Janet Love	DMC		Complete
5.3 Synchronisation with SABC	*	Janet Love	Media Committee		Ongoing
5.4 Synchronisation with Media Committee	*	Janet Love	Media Committee		Ongoing

TASK SHEET 6 : PHYSICAL PLANNING - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<p>6.1 Allocation of Facilities</p> <p><u>Registration :</u></p> <p>* Delegates, support staff, Tech Staff (all except media & WTC Staff Front Entrance</p> <p>* Media and WTC staff Side Entrance</p> <p><u>Convention :</u></p> <p>* Delegates Centre Well</p> <p>* Media Press Gallery (1st floor)</p> <p>* Int Orgs & M/Heads Gallery - 1st floor</p> <p><u>Party Offices :</u></p> <p>* NP Offices, ANC 1st floor</p> <p>* All others Ground floor</p> <p><u>Tea/Coffee :</u></p> <p>* Delegates Reception Area</p> <p>* Media Canteen</p> <p>* Admin Staff Canteen</p> <p>* Security Canteen</p> <p>* B/Guards/Drivers Jurgens Offices</p> <p><u>Lunch :</u></p> <p>* Delegates Rooms, 3, 4, 5 & 6</p> <p>* All others Canteen</p> <p>* B/Guards/ Drivers Jurgens Offices</p>	<p></p> <p></p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Glenda Cohen</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>Deon du Plooy</p> <p></p> <p>Nick Pretorius</p> <p></p> <p>Media Committee</p> <p></p> <p></p> <p>Johann van den Bergh Media Committee</p> <p></p> <p></p> <p></p> <p>Johann van den Bergh Media Committee</p> <p></p> <p>Nick Pretorius Nick Pretorius</p> <p></p> <p></p> <p>Johann van den Bergh</p> <p></p> <p>Nick Pretorius</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p>Complete Complete</p> <p></p> <p>Complete Complete Complete</p> <p></p> <p>Complete Complete</p> <p></p> <p>Complete Complete Complete Complete</p> <p></p> <p></p> <p>Complete Complete Complete</p> <p></p> <p>Complete Complete Complete</p>

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<u>Media :</u>		Glenda Cohen	Media Committee		Complete
<ul style="list-style-type: none"> * Work Room Ground floor, press entrance * Conference Room Rooms 8 * Liaison Room Glass Room * Interview Room Section of Glass Room * Press Offices As at present * Media Lounge Room 7 	<ul style="list-style-type: none"> Y Y Y Y Y Y 				<ul style="list-style-type: none"> Complete Complete Complete Complete Complete Complete
<u>Other Rooms :</u>					
<ul style="list-style-type: none"> * Delegate Courtesy As at present * Protocol Offices Glassrooms 2 & 3 <i>4/2/91</i> * Admin & Secretariat As at present <i>1+</i> * Breakaway/Convention Rooms 1 & 2 <i>Suite 9.</i> * Security Ops Sect of old B/G Room * Luggage Sect of new Sec Ops 	<ul style="list-style-type: none"> Y Y Y Y Y Y 		<ul style="list-style-type: none"> Johann van den Bergh Johann van den Bergh Nick Pretorius Nick Pretorius 		<ul style="list-style-type: none"> Complete Complete Complete Complete Complete Complete
<ul style="list-style-type: none"> * First Aid Old Sec Ops Room * Codesa Travel As at present * Chairmen Behind stage near mens toilet * B/G's and Drivers Jurgens offices * VIP Room Glass Room 1 	<ul style="list-style-type: none"> Y Y Y Y Y 		<ul style="list-style-type: none"> Nick Pretorius Johann van den Bergh 		<ul style="list-style-type: none"> Complete Complete Complete Complete Complete
<u>Furniture :</u>					
<ul style="list-style-type: none"> * VIP Room Cas lounge, bar, coffee * Protocol Officers Tables, casual lounge * Breakway/Conv As at present * Media Lounge Cas lounge, TV monitor 	<ul style="list-style-type: none"> Y Y Y Y 		<ul style="list-style-type: none"> Johann van den Bergh Johann van den Bergh Media Committee 		<ul style="list-style-type: none"> Complete Complete Complete Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
* B/G's and Drivers Casual Lounge, TV screen, video, coffee station, ashtrays, stand for cigs and sweets	Y				Complete
6.2 Convention Seating Plan * No of delegates? * No to receive front row seat? * Status of organisations/protocol?	* * *	Glenda Cohen	Johann van den Bergh		14/05 14/05 (cont) 14/05
6.2.1 Facilities available * Stage/podium - erected by Wed, 13 May * Backdrop - erected by Thurs, 14 May * Cameras - platforms erected by Wed, 13 May * Lighting - erected by Wed, 13 May * Sound speakers, transcription services all complete by Thurs, 14 May * Delegates tables - positioned by Wed, 13 May clothed by Thurs evening, 14 May * Emergency PA system * Table microphones * Newspaper stands	* * * * * * * * * * * * * *	Deon Deon media comm	Media Committee Media Committee Media Committee Media Committee Media Committee Johann van den Bergh		13/05 14/05 14/05 13/05 14/05 14/05 14/05 14/05 14/05 14/05
6.3 Venues available from - Wed, 13 May 1992 * When last WG meetings end	Y	Glenda Cohen	Deon du Plooy		Complete
6.4 Decorations and Flowers * Tenders requested * Pot plants against windows * Flowers against partitions	Y Y Y	Glenda Cohen	Deon du Plooy		Complete) Complete) by 14/05

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
Centre Well - * Potplants at base of platform * Potplants at base of front row of tables * Posies for each table in delegates dining room * Posy for media interview room * Posy for VIP room	Y Y Y Y Y)) Complete) by 14/05))
6.5 Water Carafes and Mints * Placed on Friday, 15 May	N	Glenda Cohen			15/05
6.6 Smoking Facilities * Outside well of convention centre	Y	Glenda Cohen			Complete
6.7 Signs/Indicator Boards * Names of each political party for tables * Names of each mission * Names of international organisations * Names of functionaries * Media signs * Delegate restaurant sign * No smoking signs * Security signs * Protocol signs	* * * * Y * * * * *	Glenda Cohen))Johann van den Bergh/)Ashley Symes) Media Committee		Complete 14/05
6.8 Tape Recording, Video, Transcription Services * Tenders requested	* <i>9am</i>	Glenda Cohen Deon du Plooy	Deon du Plooy Glenda Cohen		

TASK SHEET 7 : RECEPTION - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.1 Registration (except media)		Glenda Cohen	Gerda Lombard		
* Delegates	*				
* Support staff	*				
7.1.1 Furniture - Tables		Glenda Cohen	Dries Bekker		
* 19 - Delegates (one per party - app 459)	Y		Johann van den Bergh		Complete
* 2 - Heads of Missions (app 60)	Y		Johann van den Bergh		Complete
* (International delegates (app 25)	Y		Johann van den Bergh		Complete
* 1 - (Functionaries (app 10)	Y		Johann van den Bergh		Complete
* 3 - Security	Y		Nick Pretorius		Complete
* 8 - Tea Stations	Y				Complete
* 14 - Media	Y		Media Committee		Complete
62 - Total					
Chairs -		Glenda Cohen	Dries Bekker		
* 19 - Delegates	Y		Johann van den Bergh		Complete
* 2 - Heads of Missions	Y		Johann van den Bergh		Complete
* (International Delegates	Y		Johann van den Bergh		Complete
* 1 - (Functionaries	Y		Johann van den Bergh		Complete
* 3 - Security	Y		Nick Pretorius		Complete
* 14 - Media	Y		Media Committee		Complete
66 - Total					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<u>Partitions -</u>		Glenda Cohen	Nick Pretorius		14/05
* Solid partition between registration area and conference hall (in front of escalators) 3 entances	*				14/05
* Partitioning between reception area and party offices	*				14/05
* Roping off of front entrance for press	*	Glenda Cohen	Media Comm/Sec		14/05
* Side well near car park	*	Glenda Cohen	Security		14/05
<u>Shelving -</u>					14/05
* Baggage Room	Y	Glenda Cohen			14/05
<u>Coat Rails -</u>					14/05
* Baggage Room	Y	Glenda Cohen			14/05
7.1.2 Personnel		Glenda Cohen			
* 19 - Delegates	Y		Johann van den Bergh		Complete
* 4 - Heads of Missions	Y		Johann van den Bergh		Complete
* (International Delegates	Y		Johann van den Bergh		Complete
* 2 - (Functionaries	Y		Johann van den Bergh		Complete
* 3 - Directional	Y				Complete
* 20 - Media	Y		Media Committee		Complete
65 - Total					
7.1.2.1 Training - Thursday, 14 May 1992 at 15h30	*	Glenda Cohen			14/05
7.1.2.2 Registration to begin at 07h00 on Friday, 15 May 1992	*	Glenda Cohen	Gerda Lombard		14/05

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.1.2.3 Media accreditation to begin on Thursday, 14 May 1992.	*	Media Committee	Ashley Symes		14/05
7.1.3 Computer backing * To be handled by Admin in Admin offices	NY	Ashley Symes			14/05 <i>comp</i>
7.1.4 Briefcases/Folders * Delegates briefcases - arriving when? * Media folders - arriving when? * Stickers - arriving when?	Y Y Y	Dries Bekker Dries Bekker Dries Bekker	Media Committee Ashley Symes Media Committee Ashley Symes		Complete Complete Complete
Contents - Delegates * Agenda * List of delegates/advisers/support staff/ international guests * Plan of seating arrangements * Fact sheet * Plan of venue * List of telephone numbers * Pen/paper * Emergency plan * Other documentation * Claim Form	* * * * * * * * * *	Ashley Symes/ Janet Love	Janet Love		14/05
Contents - Media * Agenda * List of delegates * Plan of seating arrangements * Logistical report (including meals, cash bar etc) * Plan of venue	* * * * *	Media Committee	DMC/ Ashley Symes?		14/05 13/05


ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<ul style="list-style-type: none"> * List of telephone numbers * Pen * Paper * Emergency Plan * Media representation list * Sticker * Media Committee List * Reports from Working Groups 	<ul style="list-style-type: none"> * * * * * * * * 				
Delegate briefcases - packed when?	N	Ashley Symes	Secretariat		14/05
Media folders - packed when?	N	Media Committee	Ashley Symes?		14/05
7.1.5 <u>Name Tags</u>		Gerda Lombard	Ashley Symes		
* Delegates printed and stuffed by 14 May ✓	N Y				14/05
* Media - printed and stuffed by 13 May ✓	N				14/05
* Delegates - alphabetical and per organisation ✓	N				
* Media - alphabetical ✓	N		Media Committee		
* Spare blank cards ✓	N		Dries Bekker		
* Spare plastic holders ✓	N		Dries Bekker		
* <u>Colour coding</u> -		Gerda Lombard	Ashley Symes		Complete
Delegates - yellow	Y		Johann van den Bergh		Complete
Support staff - pink	Y		Johann van den Bergh		Complete
Protocol - pink with pink ribbon	Y		Johann van den Bergh		Complete
Runners - pink with yellow ribbon	Y				Complete
Media - blue	Y		Media Committee		Complete
Media Comm - blue with black stripe	Y		Media Cimmittee		Complete
Security - photo tag	Y		Nick Pretorius		Complete
Technical/staff - orange	Y				Complete
* <u>Dots</u> -					Complete
Thurs, 14 May - blue	Y				Complete
Fri, 15 May - yellow	Y				Complete
Sat, 16 May - red	Y				Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<p>7.1.6 Sundries</p> <ul style="list-style-type: none"> * Duplicate delegate lists * Table number stands x 40 * Paper * Felt Pens x 50 * Pens x 150 * Registration forms * Boxes to collect registration forms * Boxes to hold briefcases * Large notice board * Tickets to luggage room * Elastic bands x 1000 * Ribbons - runners and protocol officers 	<p>N * Y * * * * * N * * * Y * * *</p>	<p>Gerda Lombard WTC Dries Bekker Dries Bekker Dries Bekker Gerda Lombard Dries Bekker Dries Bekker Dries Bekker Elise Strumpher Dries Bekker Dries Bekker</p>	<p>Ashley Symes Deon du Plooy Deon du Plooy Deon du Plooy Deon du Plooy Ashley Symes Deon du Plooy Deon du Plooy Deon du Plooy Glenda Cohen Deon du Plooy Deon du plooy</p>		<p>Complete</p>
<p>7.1.7 Signage</p> <ul style="list-style-type: none"> * To go on notice board - Information Map of venue Seating plan Agenda Logistical report Emergency plan * 1 sign for each organisation * Heads of Missions * International organisations * Functionaries * Technicians/waiters * Luggage room * Enquiries 	<p>* Y * * * * * * * * * * * * *</p>		<p>Ashley Symes Nick Pretorius Johann van den Bergh Secretariat Ashley Symes? Nick Pretorius</p> <p>Johann van den Bergh Johann van den Bergh Johann van den Bergh Johann van den Bergh</p> <p>Nick Pretorius Ashley Symes?</p>		

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.2 Enquiries * To remain in present Codesa Admin reception area (manned by Lovedalia and Lorraine) * Copies of contents of all briefcases (except documentation)	Y	Ashley Symes			Complete
7.3 Claims	N	Ashley Symes			
* To remain in present claims office	Y	Sakkie v/d Merwe	Deon du Plooy		Complete

TASK SHEET 8 : CATERING - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
8.1 Make provision for types of menus * Halaal * Kosher * Ordinary * Diabetics * Vegetarians	Y	Glenda Cohen	Deon du Plooy		Complete
8.2 Liaise with Finance re approval of catering expenses	Y	Glenda Cohen	Deon du Plooy		Complete
8.3 Tea/Coffee * Delegates * Observers/functionaries * Support staff * Media * Codesa Admin staff * Security * Bodyguards and Drivers	Y	Glenda Cohen	Deon du Plooy		Complete
8.4 Drinks with Meals * Delegates * Observers/functionaries * Support staff * Media * Codesa admin staff * Security * Bodyguards and Drivers	Y	Glenda Cohen	Deon du Plooy		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
8.5 Cocktail Party - Friday, 15 May * Participants - WTC * Support staff - WTC * Observers - WTC	Y 	Glenda Cohen	Deon du Plooy		14/05
8.6 Lunch * Delegates * Observers/Functionaries * Support Staff * Media * Codesa admin staff * Security	Y	Glenda Cohen	Deon du Plooy		Complete
8.7 Numbers * 459 - Delegates * 243 - Support Staff * 25 - International * 60 - Heads of Missions * 10 - Functionaries 797 - Total * 145 - Security, medical, fire * 50 - Administration * 30 - Runners * 40 - Technicians * 300 - Body Guards etc * 500 - Media 1065 - Total	*	Glenda Cohen	Ashley Symes <i>Deoni</i>		14/05
8.8 WTC to make tea/coffee available 24 hours	Y	Glenda Cohen	Deon du Plooy		Complete
8.9 Evening meals for staff available - 11 May	Y	Glenda Cohen	Deon du Plooy		Complete

TASK SHEET 9 : TRAVEL AND TRANSPORT- ELISE STRUMFER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
9.1 Travel 9.1.1 Booking of flights for : * Delegates * Observers/Functionaries	*	Elise Strumfer	Johann van den Bergh/ Ashley Symes/ Nick Pretorius		14/05
9.2 Transport 9.2.1 Transport from airport to hotel Liaise with Security * Delegates * Observers/Functionaries * Support Staff	*	Elise Strumfer	Nick Pretorius		14/05
9.2.2 Transport of guests between hotel and convention centre. Liaise with Security. * Delegates * Observers/Functionaries * Support staff * Codesa - Admin staff * Security * Media/Protocol officers * Technical staff	*	Elise Strumfer	Nick Pretorius Johann van den Bergh Johann van den Bergh Johann van den Bergh Ashley Symes Nick Pretorius Media/Protocol Comm Glenda Cohen		14/05
9.3 Set up Courtesy Desk at Airport for arrivees at Jan Smuts, Grand Central and Lanseria * Require staff	Y	Elise Strumfer	Mrs Venter		Complete

TASK SHEET 10 : ACCOMMODATION - ELISE STRUMFER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
10.1 Accommodation		Elise Strumfer	Ashley Symes		14/05
10.1.1 Booking of hotel rooms for : * Delegates * Observers/Functionaries * Admin staff * Media/Protocol Committee Members * Technical staff * Security	* Y * Y * Y * Y * Y	Elise Strumfer	Johann van den Bergh Johann van den Bergh Ashley Symes Media Protocol Comm Glenda Cohen Nick Pretorius		14/05
10.1.2 Provide a detailed list of who is staying where	N	Elise Strumfer	Ashley Symes		14/05
10.1.3 Draw up list of Codesa staff requiring accommodation	Y	Ashley Symes	Elise Strumfer		Complete

TASK SHEET 11 : FINANCE AND LOGISTICAL SUPPORT - DEON DU PLOOY

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
11.1 Contract with World Trade Centre and payment	*	Deon du Plooy			
11.2 Claims * Accommodation * Transport	* *	Sakkie v/d Merwe	Deon du Plooy		
11.3 Liaison with Supplies, Admin, Reception, Printing etc	Y	Dries Bekker	Ashley Symes/ Glenda Cohen		Complete
11.4 Approval of Physical Planning and contracted services * Lighting * Sound * Transcription services * Decorations * Catering * SABC * Photographer	* * * Y Y * *	Deon du Plooy	Glenda Cohen Media Committee		Complete Complete
11.5 Stationery Requirements		Dries Bekker			14/05
11.5.1 Name tags and perforated labels (1000)	*		Gerda Lombard		
11.5.2 Seating cards for organisations	*		Glenda Cohen		
11.5.3 Delegates briefcases (500)	Y		Ashley Symes		Complete
11.5.4 Press kit folders	Y		Media Committee		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
11.5.5 Miscellaneous * Pens x 150 * Writing Pads x 500 * Photocopy paper * Toner (fax and copier) * Board markers * Prestic * Sticky tape * Cardboard * Rolls of plastic * Table number stands x 40 * Felt tip pens x 50 * Boxes to collect registration forms * Boxes to hold briefcases * Large notice board * Tickets to luggage room * Elastics x 1000 * Cover sheets * Codesa business cards	Y Y Y Y Y Y Y * Y * Y Y * Y * Y Y * Y * Y * Y * Y * ?	Dries Bekker	Ashley Symes/ Glenda Cohen		14/05 Complete Complete Complete Complete Complete Complete 14/05 Complete Complete
11.5.6 Printing of : * stickers for briefcases * name tags * posters	* Y * *	Dries Bekker	Ashley Symes/ Glenda Cohen		14/05
11.6 Equipment * Photocopiers * Word processors * Binding machine (contracted out) * Shredders	Y Y Y Y	Dries Bekker/ Sakkie v/d Merwe	Ashley Symes/ Glenda Cohen/		Complete Complete Complete Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<p>11.7 Telephone/Fax Machines</p> <ul style="list-style-type: none"> * Press - pay phones * Press - pay faxes * VIP's - phones * VIP's - faxes * Media Committee - 4 phones * Media Committee - 1 fax * Security - 2 phones * Security - 1 fax 	<p>Y Y Y Y Y Y Y Y</p>	<p>Dries Bekker/ Sakkie v/d Merwe</p>	<p>Media Committee/ Johann van den Bergh/ Glenda Cohen/ Deon du Plooy</p>		<p>Complete Complete Complete Complete Complete Complete Complete Complete</p>

TASK SHEET 12 : MEDIA - SAKI MACOZOMA AND PIET COETZER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.1 Venue (in conjunction with Physical Planning)	Y	J Bachu	Glenda Cohen		Complete
12.1.1 Obtaining and putting up posters, banners and stickers, flags	*		Glenda Cohen		Ongoing
12.1.2 Ensure Press Room, Conference Room and Interview Room are equipped	Y		Glenda Cohen/ Deon du Plooy		Complete
12.1.3 Ensure all media signage is posted and media areas demarcated	*		Glenda Cohen		14/05
12.1.4 Liaise with Physical Planning re registration requirements	Y		Glenda Cohen/ Nick Pretorius		Complete
12.1.5 Liaise with Physical Planning and Supplies re requirements	Y		Glenda Cohen/ Dries Bekker		Complete
12.1.6 Erection of backdrop in conjunction with Physical Planning	*		Glenda Cohen/ Dries Bekker		14/05
12.1.7 Foreign guests in the gallery	*				14/05
12.2 Press Kit		Neil Hooper			
12.2.1 Collect updated delegates list	*		Ashley Symes		14/05
12.2.2 Compile press master kit for clearance	*		Secretariat		Ongoing
12.2.3 Liaise with Admin re printing of press kit	Y		Marietjie du Plessis/ Dries Bekker		Complete
12.2.4 Collect folders	Y		Dries Bekker		Complete
12.2.5 Compilation of press kit	N				Ongoing

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.2.6 To be included in press kit : * Maps - venue, parking, seating * Delegation list * Media list * Functionary list * Stickers * Backgrounder? * Logistics sheet, procedures and contact numbers * Details of access/meals/cash bar/ first aid etc * Agenda * Emergency * Speaker order on Day 1 * Media Committee List	* * * * * * * * * * * * * * * * *	Neil Hooper	Glenda Cohen Ashley Symes Johann van den Bergh Dries Bekker Ashley Symes Glenda Cohen DMC Glenda Cohen DMC		14/05
12.3 Accreditation 12.3.1 Liaise with press for accreditation 12.3.2 Liaise with Admin re media responses 12.3.3 Update list for ratification and logistic purposes 12.3.4 Liaise with Physical Planning and Security re registration 12.3.5 Liaise with Finance re equipment and stationery needed 12.3.6 Draw up registration form, keep register and files	Y Y * * Y Y	Rev K Reddy	Ashley Symes Glenda Cohen/ Nick Pretorius Glenda Cohen/ Nick Pretorius Dries Bekker/ Deon du Plooy		Complete Complete 14/05 14/05 Comp Complete Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.3.7 Accreditation of SABC technical staff	Y		Nick Pretorius/ Glenda Cohen		Complete
12.3.8 List of media support staff to be given to Admin and name tags arranged	Y		Gerda Lombard		Complete
12.3.9 Final draft accreditation list to be ready for approval	*		Murphy Morobe		14/05
12.3.10 Final list of media to be given to Admin for records	*		Ashley Symes		14/05
12.3.11 Accreditation of diplomats	*		Ashley Symes		14/05
12.4 Press Liaison		Saki Macozoma/ Piet Coetzer			
12.4.1 Photographic pool	Y		Janet Love		Complete
12.4.2 Determine possible items for press release	Y		Janet Love		Complete
12.4.3 Arrange pre-plenary press briefings	Y		Janet Love		Complete
12.4.4 Deal with requests from media	*Y				
12.4.5 Determine procedure for media briefings during plenary	Y		Janet Love		Complete
12.4.6 Determine booking system for Interview Room and requests for interviews	Y				Complete
12.4.7 Fact sheet :	Y				Complete
* For participating organisations * For media					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.4.7 Placement of SABC TV/Radio cameras in <u>close</u> liaison with Physical Planning * When do SABC move in to lay out lighting/cameras * Monitoring SABC needs and progress * Use of SABC facilities by other agencies * Collect copy of video recording from SABC for safe keeping * Liaise with Media Comm re details	Y Y Y Y Y		Glenda Cohen/ Deon du Plooy Glenda Cohen Glenda Cohen Glenda Cohen		Complete Complete Complete Complete
12.4.8 Media in the TBVC states	*		Press Liaison		14/05
12.5 Issues to be dealt with by Committees/Management/Secretariat	* 7		Janet Love		Complete
12.5.1 Policy re SABC radio and TV coverage	Y		Janet Love		Complete
12.5.2 Proposal for staffing * Media Centre * Accreditation * Press Room * Press Conference Room * Interview Room	Y		Glenda Cohen		Complete
12.5.3 Briefing of staff	N				14/05

TASK SHEET 13 : SECURITY - NICK PRETORIUS

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<p>13.1 Provide lists to Security of the following :</p> <ul style="list-style-type: none"> * Security - photo permits - on 13/05 * Bodyguards - to remain in their area * Support staff * Delegates * Advisers * VIP's * Functionaries * World Trade Centre staff * World Trade Centre tenants * Codesa administration * Technical staff * Media 	<p>Y * * * * * * * * * * *</p>		<p>Glenda Cohen/ Ashley Symes</p>		<p>Complete 14/05 14/05 14/05 14/05 14/05 14/05 14/05 14/05 14/05 14/05</p>
<p>13.2 Access Control</p>		<p>Van Eck/Symonds</p>			
<p>13.2.1 Gate 1 -</p> <ul style="list-style-type: none"> * Name lists of all delegates, advisers, VIPS's and functionaries 	<p>*</p>		<p>Ashley Symes/ Johann van den Bergh</p>		<p>14/05</p>
<p>13.2.2 Gate 2 -</p> <ul style="list-style-type: none"> * This entrance to be used by emergency and delivery vehicles only * Delivery vehicles and those with stickers 	<p>Y</p>				<p>Complete</p>

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<p>13.2.3 Staff/Media Entrance -</p> <p>All staff/media to enter through this entrance.</p> <ul style="list-style-type: none"> * List of media * List of Codesa admin staff * List of WTC Staff and tenants * List of technical staff 	*				
<p>13.2.4 Front entrance - 2 doors will be used for entrance</p> <ul style="list-style-type: none"> * 1 door used for VIP's * 2 doors for exit 	Y				Complete
<p>13.3 External</p>	Y	<p>Mark Symonds/ Nick Pretorius Mark Symonds</p>	WTC		Complete
<p>13.3.1 Parking -</p> <ul style="list-style-type: none"> * Parking for media, WTC customers : on lawn as per Sketch 1 at Point B * Parking for delegates : as per Sketch 1 at Point C * Parking for Codesa staff and WTC staff and tenants : As per Sketch 1 at Point D 					
<p>13.4 Transport</p>	Y	Mark Symonds	Elise Strumfer		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
13.5 Accommodation	Y	N Pretorius	Elise Strumfer		Complete
13.6 Catering	Y	N Pretorius	Glenda Cohen		Complete
13.7 Additional arrangements with SAP	Y				Complete
13.8 Evacuation Plan	Y				Complete
13.9 Emergency Services	Y				Complete
13.10 Venues * Ops Room * Luggage Room * First Aid Room * Room for B/G's and drivers	Y Y Y Y				Complete Complete Complete Complete
13.11 Faxes requesting additional Security Personnel	Y	Mark Symonds	Secretariat		Complete
13.12 Primary equipment requirements	Y	N Pretorius	D du Plooy		
13.13 Security to draft memo to all parties re use of the helipad	Y				Complete

TASK SHEET 14 : CLEARING UP

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
14.1 Each department to be responsible for its own clearing up					

TASK SHEET 15 : FOLLOW UP

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
15.1 Courier transcripts to all parties		Ashley Symes			
15.2 Party for Admin staff					