

CODESA: 20/21 DECEMBER 1991

LOGISTICAL REPORT

REVISED DAILY

*Ambassadors - Mr. Runners
etc.*

INDEX

SECRETARIAT

1. Task sheet 1: INVITATIONS/PROTOCOL
2. Task sheet 2: SECURITY
3. Task sheet 3: COMMUNICATION/MEDIA

TASK GROUP 1: ORGANISATION AND PLANNING

4. Task sheet 4: VENUE
5. Task sheet 5: FINANCE
6. Task sheet 6: SECRETARIAT (ADMIN)
7. Task sheet 7: SUPPLIES
8. Task sheet 8: PRINTING AND COMPILATION OF DOCUMENTATION
9. Task sheet 9: RECEPTION
10. Task sheet 10: CATERING
11. Task sheet 11: TRANSPORT + ACCOMODATION
12. Task sheet 12: CLEARING UP

TASK GROUP 2: DRAFTING

13. Task sheet 13:*
- DECLARATION OF INTENT
 - PURPOSE/GOALS
 - BROAD PRINCIPLES
 - * COMMITMENT OF PARTIES/GOVERNMENT
 - * STANDING RULES
 - * DECISION MAKING

TASK GROUP 3: PROCESS

14. Task sheet 14:*
- AGENDA OF CODESA
 - * WORKING GROUPS OF CODESA
 - IDENTIFYING OF WORKING GROUPS
 - ASSIGNMENT FOR WORKING GROUPS
 - FUNCTIONING OF WORKING GROUPS
 - * ADDITIONAL ITEMS TO BE HANDLED BY STEERING COMMITTEE
 - * MEDIATION AND FACILITATION
 - * CHAIRMEN
 - PANEL
 - FUNCTIONING
 - KEEPING JUDGES INFORMED
 - * WAY FORWARD

SECRETARIAT

- * Dr Zach de Beer
- * Dr P M H Maduna
- * Mr N J Mahlangu
- * Mr R P Meyer
- * Mr C Ramaphosa

**TASK SHEET I
INVITATIONS/PROTOCOL**

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
INVITATIONS 1.1 Invitation list	Sent by Janet Love	Elaine Cosser	17-12-1991	
1.1.1 List of delegate confirmations Delegates (up to 12 delegates) * Bophuthatswana Government * Ximoko Progressive Party * Transkeian Government * The National Party * Venda Government * Solidarity Party of SA * Natal Indian Congress/ Transvaal Indian Congress * Labour Party of SA * Intando Yesizwe Party * Ciskeian Government * United People's Front * Inyandza National Movement * Democratic Party * South African Government * National People's Party	Follow-up facts	Elaine Cosser	18-12-1991	
	Sheet sent out			
	(No change)			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p>1.1.2 Functionaries</p> <ul style="list-style-type: none"> * Chief Justice * Religious leaders <ul style="list-style-type: none"> - Rev S Mogoba - Rev J A Heyns - Chief Rabbi Harris - Bishop Napier - Sheik Mohamed - Pundit Verdlanker * Justice Schabort * Justice Mahommed 	<p>Responses are being listed and Protocol Committee advised (See list)</p> <p>Confirmed Confirmed Confirmed Confirmed Confirmed</p>	<p>Janet Love</p> <p>Janet Love</p> <p>Mac Mahraj/Fanie van der Merwe</p>	<p>18-12-1991</p>	
<p>1.1.3 Observors</p> <p>1.1.3.1 International Organisations (up to 5 official representatives)</p> <ul style="list-style-type: none"> - United Nations Organisation - Organisation for African Unity - The Commonwealth - The European Community - The Non-Aligned Movement 	<p>Follow up the confirmations</p> <p>5 Delegates/3 support staff</p> <p>5 Delegates/1 support staff</p> <p>6 Delegates/9 support staff</p>	<p>Andrew Feinstein</p>	<p>18-12-1991</p>	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.1.3.2 Ambassadors/Heads of Missions	<p>List of confirmations: Canadian Embassy: - H E Mr Christopher Westdal - Mr Bryan Burton</p> <p>Embassy of France: - H E Mrs Joelle M-P Bourgois</p> <p>Consular and Trade Office of Romania: - Mr Dumitru Ciubotariu</p> <p>Embassy of Denmark: - H E Mr Peter Bruckner</p> <p>Embassy of the Argentine Republic: - Mr Ernesto Pfirter</p> <p>Turkish Consulate General: - Mr Sami C Onaran</p> <p>Consulat General of the Republic of Rwanda: - Mr Francois Bararwerekana</p>	Andrew Feinstein	18-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
	<p>Royal Netherlands Embassy: - H E Mr P A van Buuren</p> <p>Legation of Sweden: - H E Mr Ingemar Stjernberg</p> <p>Embassy of Israel: - H E Mr Zvi Gov-ARi</p> <p>Embassy of the Federal Republic of Germany: - H E Dr Immo Stabreit</p> <p>Embassy of the United States of America: - H E Mr William Lacy Swing</p> <p>Royal Norwegian Consulate General: - Mr Rolf Berg</p> <p>Embassy of the Republic of Hungary: - Mr Laszlo Mohai</p> <p>Embassy of Finland: - H E Mr Bjorn Ekblom</p> <p>Embassy of Switzerland: - H E Mr Blaise Schenk</p> <p>Embassy of Portugal: - H E Mr Jorge ritto</p>			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.2 Other participants	Embassy of Paraguay: - H E Mr Raul dos Santos Embassy of Malawi: - H E Mr N T Mizere Office of Interest of the Republic of Poland: - Mr Stanislaw Cieniuch Embassy of Italy: - H E Dr Mario Piersigilli	Elaine Cosser	18-12-1991	
1.2.1 Secretariat 1.2.2 Support personnel	Steering Committee to decide on participants not invited, but that want to attend. (Task Group 3: Under the way forward - to look at this matter).	Elaine Cosser	19-12-1991	
1.3 Compiling of Official Name Lists (Alphabetical/Groupings)	Drawn up by Elaine as answers are received Passed on to Secretariat	Elaine Cosser		
1.3.1 List of delegates 1.3.2 List of observers 1.3.3 List of functionaries 1.3.4 List of support staff 1.3.5 List of apologies	Letters sent out	Colleen Taylor	Compile letters: 17-12-1991 Sent 17-12-91	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
Check information: - Convention centre (made public) - Subsistence and transport (draft letter) - Admission ticket - Names of support staff - Parking and traffic arrangements	Decision: Secretariat - not to be released until Friday	Elaine Cosser	20-12-1991	
PROTOCOL 1.6 Co-operate with G Cohen on seating arrangements for foreign dignitaries and high functionaries for Convention, meals and Banquet.	Depending on number of parties attending - foreign dignitaries will be on raised platforms at the back of the hall	Glenda Cohen/ Andrew Feinstein	19-12-1991	
1.7 International Organisations:		Andrew Feinstein		
1.7.1 Follow-up non-responders	N A M	Andrew Feinstein	12:00 18-12-1991	
1.7.2 Compile list of who is arriving when		Andrew Feinstein	17:00 18-12-1991	
1.7.2.1 Compile letter	To be placed in Hotels to inform delegates/ participants about arrangements	Andrew Feinstein/ Déon du Plooy		

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p>1.7.3 Organise for all arrivees to be met (either by protocol-officers or local dignitaries - depending on the status of arrivee)</p>	<p>Protocol group must select 2 people from each political party to meet arrivees, from within protocol group. Ambassadors to be met by host and hostess from VIP room and directed to the courtesy room</p>		19-12-1991	
<p>- Facilities available at Convention Centre</p>				
<p>1.7.4 Arrange transport to hotel and from hotel to Convention.</p>	<p>Transport schedule (18-12-1991) in co-operation with transport and security. Discussions in progress</p>	<p>Elise Strümpfer/ Andrew Feinstein</p>	17-12-1991	
<p>1.7.5 Recommended protocol officers:</p>	<p>Commonwealth - L Landers (LP) - A Mncwango (IFP) UNO - Thabo Kwinana (DP) - Chief Z S Mtirara (Transkei) EEC - Sunny Sing (NIC) - Frith Harris (Bop) NAM - Mthetho Taba (Ciskei) - K Govender (NPP) OAU - T Mudav (Venda) - Ngwenya (INM) UNHCR - Setati (UPF) VIP hosts - Elmarie Becker (SA Govt) - Mthuthuzeli Mphele (ANC) 2 Runners - Functionaries - Lungile Matshake (Transkei) - Chairmen - Paul Mashatile (SACP) Airport - Nomsa Mtshweni (IYP)</p>	<p>Andrew Feinstein</p>	17-12-1991	
<p>1.7.6 Arrangements for meeting of Commonwealth delegation 18-12-1991</p>	<p>- Murphy Morobe, Musa Myeni, Jabu Mahlangu to be at airport with protocol staff</p>		18-12-1991	

TPT

CM

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.8 Correspond with foreign dignitaries in co-operation with Colleen Taylor on:	<ul style="list-style-type: none"> - 4 vehicles arranged - security for journey and hotel organised - have had successful meeting and orientation with advance team. 	Andrew Feinstein/ Colleen Taylor	18-12-1991	
<ul style="list-style-type: none"> - Where they will be met, and when - Parking and traffic arrangements (in co-operation with security) - Transport and accommodation arrangements (in co-operation with Elise Strümpfer) - Suggested (staggered) arrival times for dignitaries - Notice to all foreign observers that protocol will facilitate the setting up of bilateral meetings if required. 	Refer 11.1.2	Billy Cobbett/ Murphy Morobe Andrew Feinstein/ Elise Strümpfer	18-12-1991	
1.9 Communicate with high profile functionaries in co-operation with Colleen Taylor on:	In protocol office	Andrew Feinstein/ Colleen Taylor	18-12-1991	
1.10 Organise briefing session with all protocol officers	In protocol office	Andrew Feinstein	18-12-1991 17:00	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.11 Organise activity for international organisations for Saturday 21-12-1991 pm	In discussions with Market Theatre	Andrew Feinstein	19-12-1991	
1.12 Check whether South African countries who have not been invited, have any type of Mission in SA; if they do, they must be invited.	Namibia and Botswana have been invited	Andrew Feinstein	17-12-1991	
1.13 Seating Arrangements	<p>Horseshoe: Proposal no 2 Pending final decision: 3 members of each delegation to have a front row seat, and the remainder of the delegation behind them. Foreign dignataries, ambassadors to be placed on the sides at the back. Possibility that the foreign delegations will be on raised platforms.</p>		19-12-1991	



TASK SHEET 2
SECURITY

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
2.1 Securing venue	Suggested from 17-12-1991/24 hours prior to event full security sweep. This will continue on a daily basis Technical committee drafted security plan for a presentation to political committee.	Murphy Morobe	19-12-1991	
2.2 Liaison with security staff of parties concerned				
2.3 Delegates list and VIP list to Security for their security arrangements	Listing and name tagging of WTC staff will be undertaken.	Elaine Cosser	19-12-1991	
2.4 Emergency plan - evacuation	To be indicated on venue plan for inclusion in delegate and media packages	Elaine Cosser	18-12-1991	
2.5 Metal detectors				
2.6 Final arrangements for media		Colin Coleman	18-12-1991	
2.7 Security in parking area	Designated areas to be secured by personnel	Murphy Morobe	19-12-1991	
2.8 Venue secure from when?	Refer 4.4 (Evening of 17-12-1991)			
2.9 Determine equipment for security				

Security Tagging - midday

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
2.10 Arrange for medical doctor and para-medics	<ul style="list-style-type: none"> - Sick bay - equipment - Helicopter on standby at airport and 2 x doctors (experienced) - Ambulance in covered parking area 	Murphy Morobe	19-12-1991	
2.11 Security at hotels				
2.12 Possible demonstrations (declaration by AZAPO)	Security must be made aware of possibility/ action plan must be drawn up	Murphy Morobe	19-12-1991	
2.13 Accommodation for Security staff - Codesa responsible in terms of decisions by Security Sub-committee		Elise Strümpfer	18-12-1991	
2.14 Public address system	To be discussed	Déon/Glenda		

**TASK SHEET 3
MEDIA COMMITTEE**

Tasks: 15-12-1991 - 21-12-1991

Co-ordinated by Colin Coleman.

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.1 VENUE:		Jackson Mtembu Co-ord (ANC) Cecily Kruger (Govt) Frith Harris (Bop)		
3.1.1 Obtaining and putting up posters, banners, stickers		"	19-12-1991	
3.1.2 Ensuring press room and interview room are kitted out		"	19-12-1991	
3.1.3 Ensure all signage is done and areas demarcated roped off		"	19-12-1991	
3.1.4 Ensure area for register provided with tables/chairs, etc		"		
3.1.5 Provide notice boards in all venues including the registration area		"	19-12-1991	
3.1.6 Ensuring gallery is properly laid out/ equipped		"	19-12-1991	
3.1.7 Check all fax/tel lines provided		"	18-12-1991	
3.1.8 Prettying up of venues		"	19-12-1991	
3.1.9 Placing of banners	Proposals needed Liaise with Murphy Morobe and Glenda Cohen	"	17-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.1.10 Clearing up to be co-ordinated on 21-12-1991		"	21-12-1991	
3.1.11 Determine open/reserved space in gallery and no's			18-12-1991	
3.2 PRESS KIT	Ready by Thursday 12:00	Elaine Cosser	19-12-1991	
3.2.1 Collect updated delegates list/comm on CODESA day 1 for media				
3.2.2 Compile press kit master for clearance		Elaine Cosser		
3.2.3 Arrange printing of Press Kit		Elaine Cosser		
3.2.3.1 Compilation of Press Kit		Coetzee Bester/ Neils Hooper		
3.2.4 To be included in Press Kit:	<ul style="list-style-type: none"> - Maps - venue, parking, seating, with parties; - Delegation List; - Media List; - Functionary List; - Sticker; - Backgrounder?; - Logistics Sheet and Procedures and Contact No's; - Details of access/meals/cash bar, first aid/etc; - Agenda; 	Elaine Cosser (media committee)	All of these ready by 19-12-1991 12:00	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK		
3.2.5 Collect Folders	<ul style="list-style-type: none"> - Emergency Plan; - Speaking Order on 1st day; - Media Committee List 	Bester/Hooper	19-12-1991			
3.3 ACCREDITATION		Richard Mudge Co-ord (Govt) Garth Strachan (SACP) A Viljoen (Bop)				
3.3.1 Liaise with press for accreditation		"				
3.3.2 Supply daily updated list for ratification and logistics purposes		"				
3.3.3 Work out system of registration		"				
3.3.4 Liaise with security		"				
3.3.5 Determine equipment needed and obtain		"				
3.3.6 Registration forms make up and keep, register and file		Elaine Cosser				
3.3.7 Noon 20-12-1991 del list available		Liaise with Elaine		Elaine Cosser	19-12-1991	
3.3.8 Compile name tags and have system to provide on the day - colour coding with security				Mudge/Strachan/ Viljoen(?)		
3.3.9 Accreditation of SABC	Liaise with Elaine	Mudge/Strachan/ Viljoen/Elaine Cosser/ Elise Strümpfer	19-12-1991			
3.3.10 List of media support staff to be given to security and name tags arranged and accommodation/transport/food T/A ⊗						

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.3.11 Final draft accreditation list to be ready for approval		Mudge/Strachan/ Viljoen	19-12-1991 16:00	
3.4 PRESS LIAISON		Caroline Knott Co-ord (DP)		
3.4.1 Photog pool and official photo ^{grapher} ✓	Are allowed from 09:45 till 09:55 for photographic session. Final decision to be taken	Jerry Majtladi (SACP) Val Sutton (Govt) Don Ntteni (ANC)	18-12-1991	
3.4.2 Meet press to release logo on Tuesday 17-12-1991				
3.4.3 Arrange release to go with it and release immediately	* Arrange pre-planary press briefings	"	17-12-1991	
3.4.4 Determine possible items for release Tues/Wed/Thurs		"	17-12-1991	
- Agenda (Wed) ✓ Draft delegate list				
- Press Kit (Thurs)				
3.4.5 Deal with/refer requests from media ✓ <i>Procedur media briefings</i>		"		
3.4.6 Systems for press conference during CODESA. <i>planning</i>		"	18-12-1991	
3.4.7 Booking system for interview room and requests for interviews ✓		"	18-12-1991	
3.4.8 Inform press of needing to fill out applic requesting lines (10 only available)		"	18-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.4.9 Placement of SABC TV/Radio cameras/facilities <i>in close liaison with Co. 10 Man.</i>	Liaise with Glenda		18-12-1991	
<ul style="list-style-type: none"> - When do SABC move in to lay out facilities - Monitoring SABC needs and progress - Use of SABC facilities by other agencies - Collect master video recording from SABC for safe keeping 	<i>lighting, cameras, sound</i>		21-12-1991	
3.5 ISSUES TO BE DEALT WITH BY COMMITTEES/MANAGER/SECRETARIAT				
3.5.1 Policy: - SABC Radio and TV coverage. - Acces by media committee freely throughout and phot pool		"	18-12-1991	
3.5.2 Proposal for Staffing on 21/21-12-1991		"		
<ul style="list-style-type: none"> - Media Centre - Accreditation - Press Room - Press Comb Room - Interview Room 	<ul style="list-style-type: none"> * <i>Media Centre:</i> Caroline Knott (DP) Val Sutton (Govt) Strachan (SACP) Neils Hooper (Bop) * <i>Accreditation:</i> Richard Mudge (Govt) Jerry Majatladi (SACP) A Viljoen (Bop) * <i>Press Room:</i> Jackson Mthembu (ANC) Coetzee Bester (Govt) * <i>Interview Room:</i> Solidarity(?) 			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p><u>Note 1:</u> The following three individuals have been requested to assist with protocol:</p>	<p>* An additional 6 personnel will be provided from amongst the parties by CODESA management</p> <ul style="list-style-type: none"> - Frith Harris (Bop) - Cecily Kruger (Govt) - Don Ntentseni (ANC) 			
<p><u>Note 2:</u> 10 SABC staff will be working on 20/21</p>	<p>Thursday evening(?)</p>			
<p>3.5.3 Briefing of staff ✓</p>				

**TASK SHEET 4
VENUE AND FACILITIES**

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.1 Booking of World Trade Centre. ^{Fin.} Payment of presentation of account ✓	Final arrangements, and finalisation of quotations. Refer 5.1	Déon du Plooy		
4.2 Allocation of facilities / Phy+Plan		Billy Cobbett	13-12-1991	
4.2.1 Registration/Information / Recap	Information Centre allocated: Ground floor lobby. Registration work in progress	Billy Cobbett	13-12-1991	
4.2.2 Convention ✓ P/Plan - Seating Plan	Centre "well"/layouts being finalised		13-12-1991	
4.2.3 Committee/Break-away ✓ P/Plan rooms	4 rooms; upper level (Phone lines ordered)	Billy Cobbett	18-12-1991	
4.2.4 Press conference P/Plan ✓	Large area in press room; small interview room being finalised (next to media liaison centre) Ground floor side entrance	Billy Cobbett Billy Cobbett	18-12-1991 18-12-1991	
4.2.4.1 Press registration Recap ✓				
4.2.5 Coffee/Tea: delegates cater ✓	Ground floor - Entrance/	Billy Cobbett	18-12-1991	
4.2.6 Lunch: delegates cater ✓	Upper level, middle room (6)	Billy Cobbett	18-12-1991	
4.2.7 Cocktail: Delegates cater ✓	Upper level, middle room (6)	Billy Cobbett		
4.2.8 ^{vip} Courtesy room PIP ✓	For international delegates: Upper level	Billy Cobbett	18-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.2.9 Press Rooms. PIP. ✓	Upper level, end room (room 8)	Billy Cobbett	18-12-1991	
4.2.10 Coffe/Tea: Media Cater. ✓	Restaurant extensions confirmed	Billy Cobbett	18-12-1991	
4.2.11 Lunch: Media Cater. ✓	Restaurant extensions confirmed	Billy Cobbett	18-12-1991	
4.2.12 Cash bar: Media Cater. ✓	Restaurant	Billy Cobbett	18-12-1991	
4.2.13 Pay faxes: Media Supp. ✓	Press room	Billy Cobbett	18-12-1991	
4.2.14 Secretariat	Ground floor/Adjacent to admin/site management	Billy Cobbett	18-12-1991	
4.2.15 Coffee/Tea: Secretariat Admin ✓	Restaurant	Billy Cobbett	18-12-1991	
4.2.16 Lunch: Secretariat Admin ✓	Restaurant	Billy Cobbett	18-12-1991	
4.2.17 Support staff of delegates	Restaurant	Billy Cobbett	18-12-1991	
4.2.18 Coffee/Tea: Support staff	Restaurant	Billy Cobbett	18-12-1991	
4.2.19 Lunch: Support staff	Restaurant	Billy Cobbett	18-12-1991	
4.2.19.1 Cocktails Support staff	Restaurant	Billy Cobbett	18-12-1991	
4.2.20 Drivers and Bodyguards	Ground floor lobby	Billy Cobbett	18-12-1991	
4.2.21 Coffee/Tea: Drivers and Bodyguards	Restaurant	Billy Cobbett	18-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.2.22 Lunch: Drivers and Bodyguards	Restaurant	Billy Cobbett	18-12-1991	
4.2.23 First aid Centre PIP ✓	Ground floor: Finalised	Billy Cobbett	18-12-1991	
4.2.24 Photo-copiers supp.	2 x heavy duty: ground floor	Billy Cobbett	18-12-1991	
4.2.25 Parking - sec.	First draft in progress (In consultation with Traffic Department)	Billy Cobbett/ Security	18-12-1991	
4.2.26 Helipad Sec ✓	In consultation with security	Billy Cobbett/Security	18-12-1991	
4.3 Venues available from when? PIP ✓	Ground floor offices from 16-12-1991.	Billy Cobbett	17-12-1991	
4.4 Venues secure from when? ✓ Sec.	Security: Sweep - 24 hours and 2 hours before start of Convention. Full access control. Refer 2.8	Billy Cobbett/ Security Committee	18-12-1991	
4.5 Facilities available	All under control	Glenda Cohen	18-12-1991	
- Audio-visual				
- Stage/Podium				
- Podium lights ✓ PIP - undersoating plan.				
- Seating plan				
- Loudspeaker system (podium and main table)	Urgent liaise with protocol Already contracted - being fitted 18-12-91			
- Delegates tables	Speakers for delegate tables			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.6 Decoration and flowers: PIP ✓	Table clothes = cream and white with pink overlays. Flowers ordered for registration entrance, chairpersons table, front of tables, lunch tables Backdrop in production. Other posters to be hung in co-ordination with Media Committee	Glenda Cohen	18-12-1991	
4.7 Water carafes and pepper-mints PIP ✓				
4.8 Smoking facilities outside centre PIP ✓	Dustbins and ashtrays to be placed at strategic points	Glenda Cohen		
4.9 Signs/Indicator boards PIP ✓	Requests to Billy Cobbett: 13-12-1991	Billy Cobbett/ Elaine Cosser	18-12-1991	
4.10 Cleaning of men/ladies rooms	To be handled by WTC staff	Billy Cobbett	18-12-1991	
4.11 Outside facilities	Cleaning of terrain	Billy Cobbett/WTC		

PIP: ✓

Arrange of Recording + Trans Services
Video Rec

TASK SHEET 5
FINANCE

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
5.1 Contract with World Trade Mart	Finalise with World Trade Mart (Deposit paid on 13-12-1991). Refer 4.1	Déon du Plooy	18-12-1991	
5.2 Authorisation by Treasury		Déon du Plooy	18-12-1991	
5.3 Handling of accounts		Déon du Plooy	18-12-1991	
5.4 Voting of funds		Déon du Plooy	18-12-1991	
5.5 Claims ✓ * Accommodation * Transport		Déon du Plooy	18-12-1991	
5.6 Liaison with Suppliers - Admin, Reception, Printing etc.				
5.7 App of + Plug Planning + contracted services				
<ul style="list-style-type: none"> - Lighting - Sound - Trans Services - Decorations 				
5.8 Approval of catering expenses.				

TASK SHEET 6
SECRETARIAT (ADMIN)

Documentation / non verbal proceedings

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
6.1 Tape recording <i>Admin of</i>	Tenders received - decision to be made	Theuns Eloff/Déon du Plooy	18-12-1991	
6.2 Transcription services ³	Availability (to everybody) of Transcript of Convention: Decision needed on availability of transcripts to others at cost.	Theuns Eloff/Déon du Plooy	18-12-1991	
6.3 Video recording ²	Refer 3.4.9 (point 4)	Theuns Eloff/Déon du Plooy/Colin Coleman	18-12-1991	
6.4 Copies of Convention documentation	Available to delegates, advisors observers including transcript to others with costs	Theuns Eloff/Déon du Plooy	18-12-1991	

*5:00 Signing ceremony - of Dec. of Intent.
Plac big desk + desks for 19 delegates in front centre.*

Printing of Press kits, delegate Packs, w/g. News, compilation of delegate packs.

TASK SHEET 7
SUPPLIES

Finance -
~~Stationery~~
Equip
Telephones/fax

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
7.1 Purchase of name tags: ✓ (Lapel)		Déon du Plooy Elaine Cosser	18-12-1991	
7.2 Seating cards for organisations PIP + Admin		Elaine Cosser	19-12-1991	
7.3 Briefcase ✓		Déon du Plooy	17-12-1991	
7.4 Printing of stickers for briefcases + name tags & affixing of stickers		"	13-12-1991	
7.5 Stationery 7.6 Pens - Writing pad ✓ <i>Delegate stationery</i>	CODESA purchases	"	13-12-1991	
7.6 Equipment for the Convention		"	13-12-1991	
<ul style="list-style-type: none"> - Fax machines - Telephones - Photocopy machines - Word processors - Modem - Paper, toner, etc - Shredder 			13-12-1991 13-12-1991 13-12-1991 13-12-1991 13-12-1991 13-12-1991 13-12-1991	
7.7 Equipment for the Security	See Task Sheet 2 for detail	"	18-12-1991	
7.8 Equipment for the Media/Communication	See task sheet 3 for detail	"	17-12-1991	


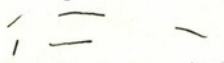
SEE T.S. (6)

TASK SHEET 8
PRINTING AND COMPILATION OF DOCUMENTATION

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
8.1 Translucent name tags Names printed on coloured paper: - delegates - CODESA staff - media - security - support staff - WTC staff - technical staff	<i>Receipts</i> <i>Supplies</i> To be decided and kept confidential as long as possible	Elaine Cosser	23:59 19-12-1991	
8.2 Stickers on briefcases and name tags	<i>Suppl.</i> CDS executing this	Elaine Cosser	17-12-1991	
8.3 Seating cards in Convention	Delegations to be identified by name of delegation. Observers by organisation/country.	Elaine Cosser	19-12-1991	
8.4 Agenda	Refer 14.1	Elaine Cosser/ Murphy Morobe	19-12-1991	
8.5 Convention documentation	This will include agenda, bi-level floor-plan, evacuation plan, seating plan, fact sheet, pen and other documentation (of Drafting Committee)	Colleen Taylor	19-12-1991	
8.6 Ad hoc printing	Runners in reserve if required.	Elaine Cosser	23:59 19-12-1991	
8.7 Packing of brief cases for delegates and advisors	<i>Advisors = (6)</i> <i>Plenary plans</i> As for 8.6			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
8.8 Telephone list	<i>Ami = 70</i>	Elaine Cosser/ Billy Cobbett	10:00 17-12-1991	

TASK SHEET 9
RECEPTION

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
9.1 Delegates list available	Being compiled; cut-off time for responses is 17:00 on 17-12-1991	Elaine Cosser	17:00 17-12-1991	
9.2 Registration				
9.2.1 Registration personnel 	Chiefly drawn from volunteers from parties; T Eloff to arrange training on 19-12-1991 am Support staff - registrate according to organisation	Glenda Cohen/ T Eloff	09:00 19-12-1991	
9.2.2 Computer backing 	Two computers available for general invitees. One available for press	Elaine Cosser	07:00 20-12-1991	
9.2.3 Briefcases	Handed out at registration	Glenda Cohen	20-12-1991	
9.2.4 Lapel cards	In alphabetical order	Glenda Cohen	20-12-1991	
9.2.5 Directing staff	Recommendations received from protocol committee; personnel to be drawn from volunteer pool	Glenda Cohen	07:00 20-12-1991	
9.3 Enquiries	Volunteer staff trained by Theuns	Theuns Eloff	10:00 19-12-1991	
9.4 Host and Hostess for VIPs <i>Protocol.</i> decides beforehand who will have to be met	Andrew Feinstein	19-12-1991	
9.5 PS's and other assistants to venues for day	All invitees to be reminded of personnel restrictions in letter addressed to delegation head	Elaine Cosser/ Andrew Feinstein	12:00 17-12-1991	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
9.6 Claims	Further claim forms to be available at info office	Déon du Plooy	17-12-1991	
9.7 Runners	Requested from parties			

TASK SHEET 10
CATERING

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
10.1 Appointment of caterer/ contract with caterer <i>discuss with finance etc.</i>	WTC Catering used	Sylvia Briggs	Completed	
10.2 Types of menus: - Halaal/Kosher/Ordinary/ Diabetics/Vegetarians ✓	Provision being made - lists updated as delegates respond	Sylvia Briggs	18-12-1991	
10.3 Menus: 10.3.1 Lunch (participants) <i>Tea</i>	Accepted Finalise numbers Menus finalised	Sylvia Briggs	17-12-1991	
10.3.2 Cocktail (participants)	Host for Cocktail? Menus finalised	Sylvia Briggs	17-12-1991	
10.3.3 Lunch (Secretariat and Support staff)	Menus finalised Meals for security will be available on a three hour period to accommodate shifts	Sylvia Briggs		
<i>Evening functions.</i> 10.3.4 Cocktail (Support staff)		Sylvia Briggs	17-12-1991	
10.4 Drinks <i>with meals.</i>	- Open bar (Delegates)	Sylvia Briggs	16-12-1991	
- Delegates - Secretariat - Support staff - Media - Security	- Fruit juice on tables (Cafeteria) 20/21-12-91 - Cash bar available for media etc (Cafeteria) Permanent refreshment station will be available throughout the day	Sylvia Briggs		

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
10.5 Tea/coffee - Delegates - Media	- Tea and coffee will be available throughout the day - Delegates: Entrance/Lounge next to Conference Hall - Secretariat/Support staff - Media, secretariat, etc: Cafeteria			

TASK SHEET 11
TRANSPORT AND ACCOMODATION

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
11.1 Transport		Elise Strümpfer/ Johan Christensen		
11.1.1 Liaison with travel agencies	<p>⓪</p> <p>Transport arrangements to be explained in information sheet distributed as names are received See letter with travel- and accomodation arrangements</p>			
11.1.2 Transport of guests	<p>Only guests for whom hotel bookings and transport arrangements were made will be transported. Refer 1.7.4 & 1.8</p>			
11.1.3 Traffic arrangements ✓ Sec.	<p>Arrange with Security and Traffic Department</p>			
11.1.4 Parking bay for the Ambulance - Sec.	<p>Refer 2.10</p>			
11.2 Accomodation	<p>Travel:</p> <p>Categorias - Delegates: Observasi Func. Supp Staff.</p>	<p>Accom. Delegates. Ops/Func. Supp Staff. All Admin Staff. Code. Security-</p>		
11.2.1 Booking of Hotel rooms for delegates	<p>Transport - delegates: Supp Staff. Admin Staff Security Medical Protocol Officers Technical Staff</p>			

TASK SHEET 12
CLEARING UP

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
12.1 Clearing up of:	In discussion with WTC Management Already arranged with persons involved <i>Each dept responsible for clearing up after themselves.</i>	Colleen Taylor/ Billy Cobbett/ Déon du Plooy		

TASK GROUP 2: DRAFTING

Mr W Felgate

TASK SHEET 13
DRAFTING

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
13.1 Declaration of intent * Purpose/goals * Broad principles	Draft received (by fax): Ciskei/Venda/ Transkei/Ximoko	Elaine Cosser	12:00 19-12-1991	
13.2 Commitment of parties/ government				
13.3 Standing rules	✓			
13.4 Decision making		Murphy Morobe		

Plenary Planning -

- Drafting - Agenda + Programme
- Procedure -
- General -

TASK GROUP 3: PROCESS

Convenor: Mr M J Mahlangu

TASK SHEET 14
 PROCEDURE — *Plenary Planning*

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
14.1 Agenda of CODESA	Receiving: Elaine Cosser Presenting: Murphy Morobe	Murphy Morobe		
14.2 Working groups of CODESA * Identifying of working groups * Assignment for working groups * Functioning of working groups	Task group 3			
14.3 Additional items to be handled by steering committee	Task group 3			
14.4 Mediation and facilitation	Task group 3			
14.5 Chairmen * Panel * Functioning * Keeping judges informed	Liaison office between management and chairs			
14.6 Way forward	Proposal for further administration of Task group 3	Janet Love		
14.7 Programme (agenda and procedures) <i>Briefing of Chairpersons</i>				