

MCH 91-68-6-26

# CODESA

## Convention for a Democratic South Africa

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PO Box 307 ISANDO 1600 South Africa \*\* Telephone (011) 397-1198/99 Fax (011) 397-2211

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### PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

VENUE: WORLD TRADE CENTRE (see attached map).

#### REGISTRATION:

Registration will take place in the foyer at the main entrance of the Centre from 08h00 on Friday 20 December 1991.

**Delegates and Advisors:** Proceed to the tables marked 'Delegates and Advisors', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

**Support Staff:** Proceed to the tables marked 'Support Staff', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

#### INFORMATION:

On arrival delegates and advisors will be given a briefcase containing: an information sheet (similar to this one); a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a registration form for you to fill in so you may be sent follow-up information and documentation; a claim form for approved expenses; an agenda; pen and paper.

#### NAMETAGS/ACCESS:

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc. - wears their name tag at all times on both Friday and Saturday. *No person will be allowed into the conference venue without the nametag they receive at registration.*

Nametags will be printed in different colours: one colour for delegates, another colour for support staff, etc. Your colour will determine where you may have access to within the conference venue. (The press, for example, will not be allowed onto the meeting floor; their colour cards will indicate to the security staff which areas they are allowed into.)



Support staff may communicate with delegates and advisers when the conference is in session *only* by means of runners who will convey messages between party offices and the meeting floor.

#### **CONFERENCE OPENING:**

Participants are requested to be seated by 09h30. The proceedings will begin at 09h30 with a photographic session of delegates and advisers seated in the hall. Persons who are late will not be allowed into the meeting until after the opening prayers.

We anticipate that traffic around the conference venue will be congested, so please leave for the conference in good time.

#### **ASSISTANCE:**

An information office in the foyer will be staffed throughout the conference. ALL queries regarding venues, facilities, meals, first-aid, travel, etc. will be given attention in this office.

#### **TELEPHONES:**

Several call boxes/pay-phones are available around the conference centre. Direct lines are available in Party offices.

#### **MEDIA:**

The media liaison office is your contact with the press who will primarily be stationed between the press gallery and press room on the upper level. The media liaison office can be used as a contact point for political parties/delegates with the press and vice versa, where appropriate. Otherwise direct contact cannot be made between the party delegates and the press. An interview room will be available for interviews with the electronic media on request through the media liaison office. Press conferences will be held in the press room as required on request to the media liaison office.

#### **EXPENSES:**

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Ms Elize Strumpfer on 011 397 2189.

*Claims* for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the necessary receipts, etc. at the information office. Queries regarding claims can should also be directed to Information Office staff.

**PARKING:**

Marshalls will direct you on arrival to the relevant section of the parking lot.

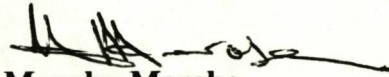
**SPECIAL REQUIREMENTS:**

Any person requiring particular food types such as Halaal, Kosher, Vegetarian, etc. must notify the Codesa Administration Office in writing (by fax.) immediately in order to give catering staff an opportunity to meet their needs.

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We trust that these arrangements will be convenient for you. Please contact Yvonne Nkosi or Cindy Cupido at the Administration Office at the conference venue if you have any queries by telephone on 011 397 1198 or by fax. on 011 397 2211.

We look forward to meeting you.



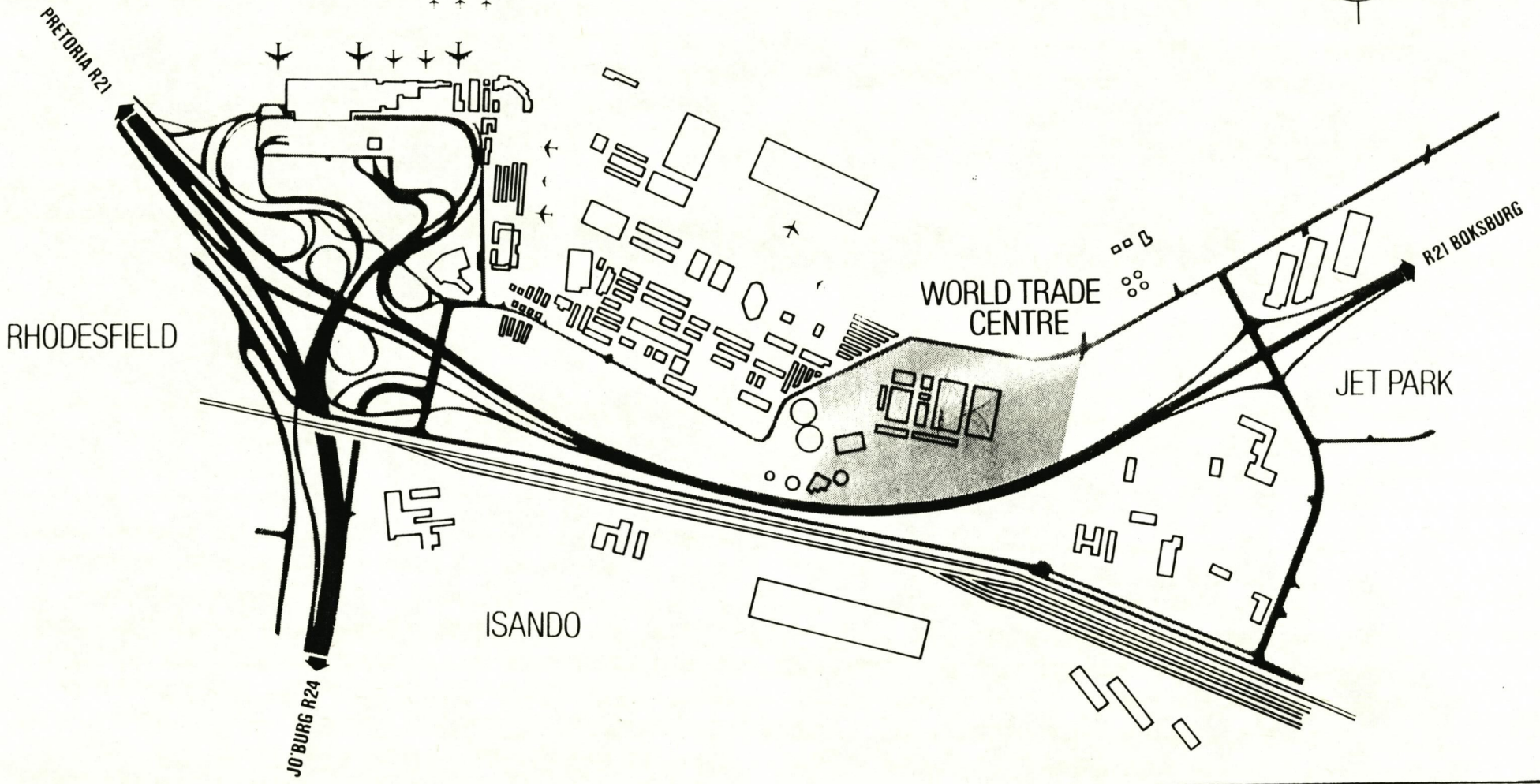
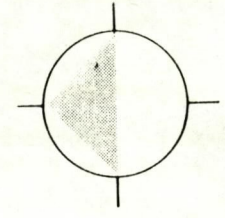
**Murphy Morobe**  
Office Manager



JAN SMUTS  
INTERNATIONAL  
AIRPORT



SITE LOCATION MAP



RHODESFIELD

WORLD TRADE  
CENTRE

ISANDO

JET PARK

JO'BURG R24

R21 BOKSBURG



# C\*O\*D\*E\*S\*A

## Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa \*\* Telephone (011) 397-1198/99 Fax (011) 397-2211

### CLAIM FOR TRANSPORT AND SUBSISTENCE

Name of Claimant .....

Address .....

.....

..... Postal Code .....

Telephone number ..... Fax number .....

|   |
|---|
| <b>MEETING OF WORKING GROUPS: 6 FEBRUARY 1992</b> |
| <b>PARTY*/ORGANISATION*/ADMINISTRATION*</b> ..... |
| <small>*Delete where not applicable</small>       |

| <i>DEPARTURE FROM RESIDENCE</i> |      | <i>ARRIVAL AT RESIDENCE</i> |      |
|---------------------------------|------|-----------------------------|------|
| DATE                            | TIME | DATE                        | TIME |
|                                 |      |                             |      |

### EXPENSES

|   |                       |
|---|-----------------------|
| <b>ACCOMMODATION</b> Nature of expenses <i>(Slips must be attached)</i> | <b>AMOUNT CLAIMED</b> |
| <i>(Telephone and bar charges excluded)</i>                             |                       |

|  |            |
|--|------------|
| <b>COST OF AIR TRAVEL</b> <i>(Please attach flight ticket)</i> |            |
| Journey from   | Journey to |
|  |            |

| <b>COST OF TRAVELLING BY CAR</b> REGISTRATION NO..... |            |                      |                            |                            |        |
|---|------------|----------------------|----------------------------|----------------------------|--------|
| <small>(Details of Journey)</small>                   |            |                      |                            |                            |        |
| Journey From  | Journey To | Kilometers travelled | Engine capacity of vehicle | <b>FOR OFFICE USE ONLY</b> |        |
|   |            |                      |                            | Tariff                     | Amount |
|   |            |                      |                            |                            |        |

.....  
SIGNATURE OF CLAIMANT

.....  
DATE

### FOR OFFICE USE ONLY

Certified correct

Date

Approved

Date





## ANNEXURE TO STANDING RULES

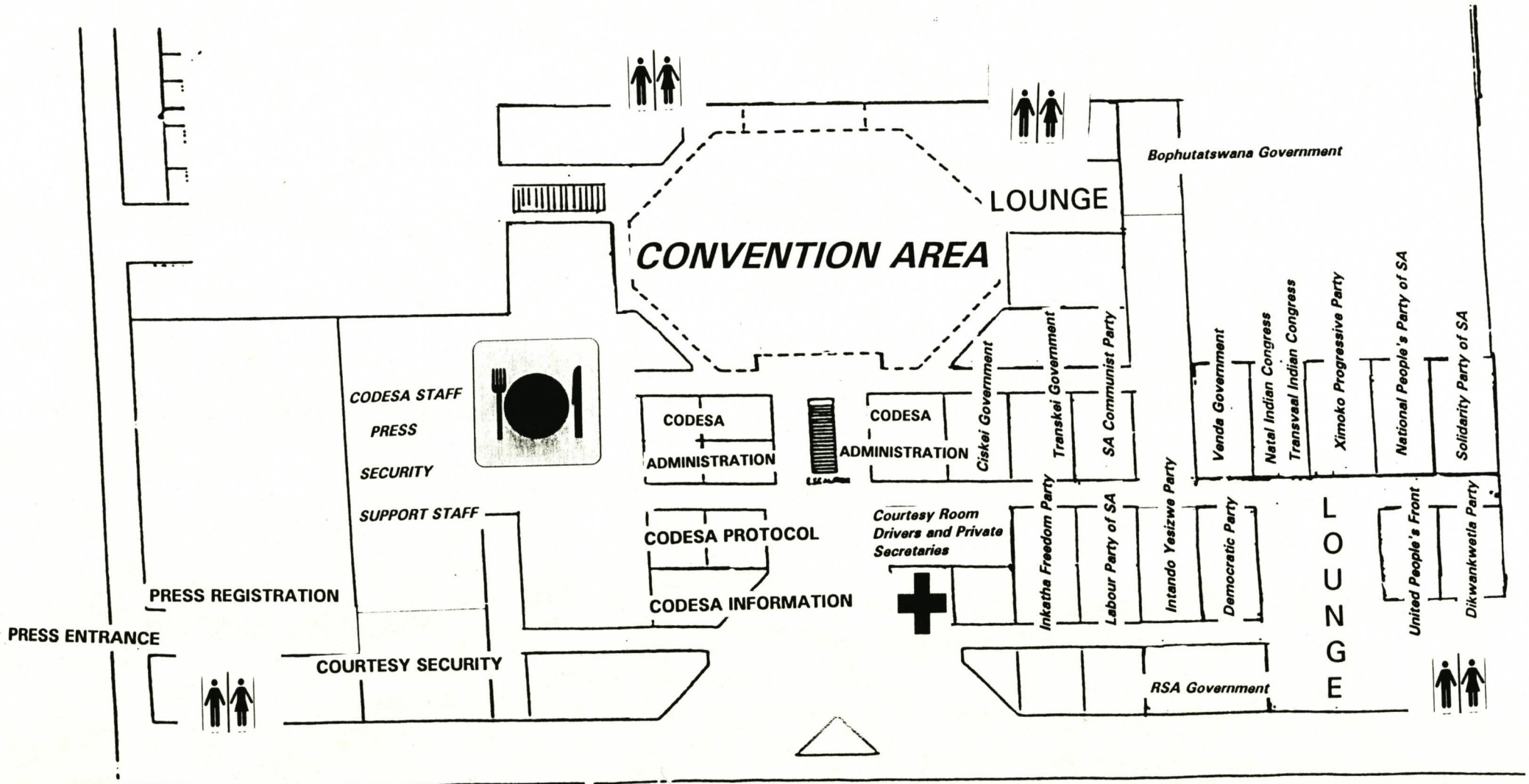
African National Congress  
Afrikaner Weerstandsbeweging  
Azanian People's Organisation  
Bophuthatswana Government  
Ciskei Government  
Conservative Party  
Democratic Party  
Dikwankwetla Party  
Herstigte Nasionale Party  
Inkatha Freedom Party  
Inyandza National Movement  
Intando Yesizwe Party  
Labour Party  
Natal/Tvl Indian Congresses  
National Party  
National People's Party  
Pan Africanist Congress  
Solidarity Party  
South African Communist Party  
South African Government  
Transkei Government  
United People's Front  
Venda Government  
Ximoko Progressive Party

CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

PO Box 307, Isando, 1600, South Africa.  
Telephone (011) 397-1198/99. Fax (011) 397-2211



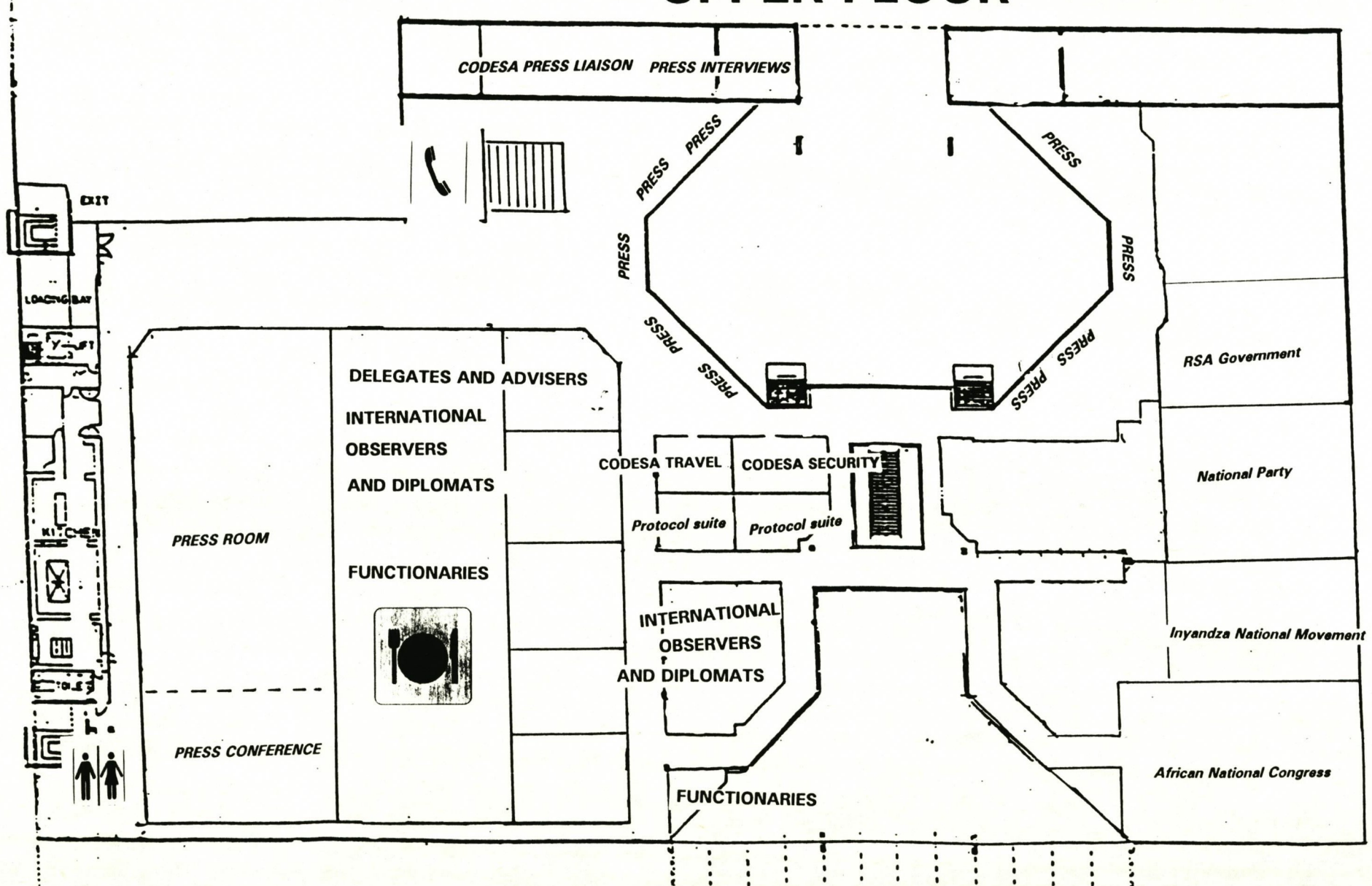
# C \* O \* D \* E \* S \* A





# C \* O \* D \* E \* S \* A

## UPPER FLOOR



# African National Congress

51 Plein Street  
Johannesburg 2001  
P O Box 61884  
Marshalltown 2107



Tel: (011) 330-7000  
Fax: (011) 330-9090  
Telex: 421252

## MEMO

TO: DELEGATES

FROM: ANC ADMINISTRATION AT CODESA

DATE: 20-12-91

RE: ACCOMMODATION

IN THE EVENT THE DEBATE GOES WELL INTO THE NIGHT WE HAVE MADE CONTINGENCY ARRANGEMENTS FOR DELEGATES WHO HAVE NOT AS YET CHECKED INTO THE HOTEL. WE HAVE MADE THE NECESSARY ARRANGEMENTS WITH THE HOTEL. DELEGATES CAN COLLECT THEIR KEYS AT THE ANC OFFICE.

*Dein*

**The People Shall Govern!**



## EMERGENCY EVACUATION PLAN

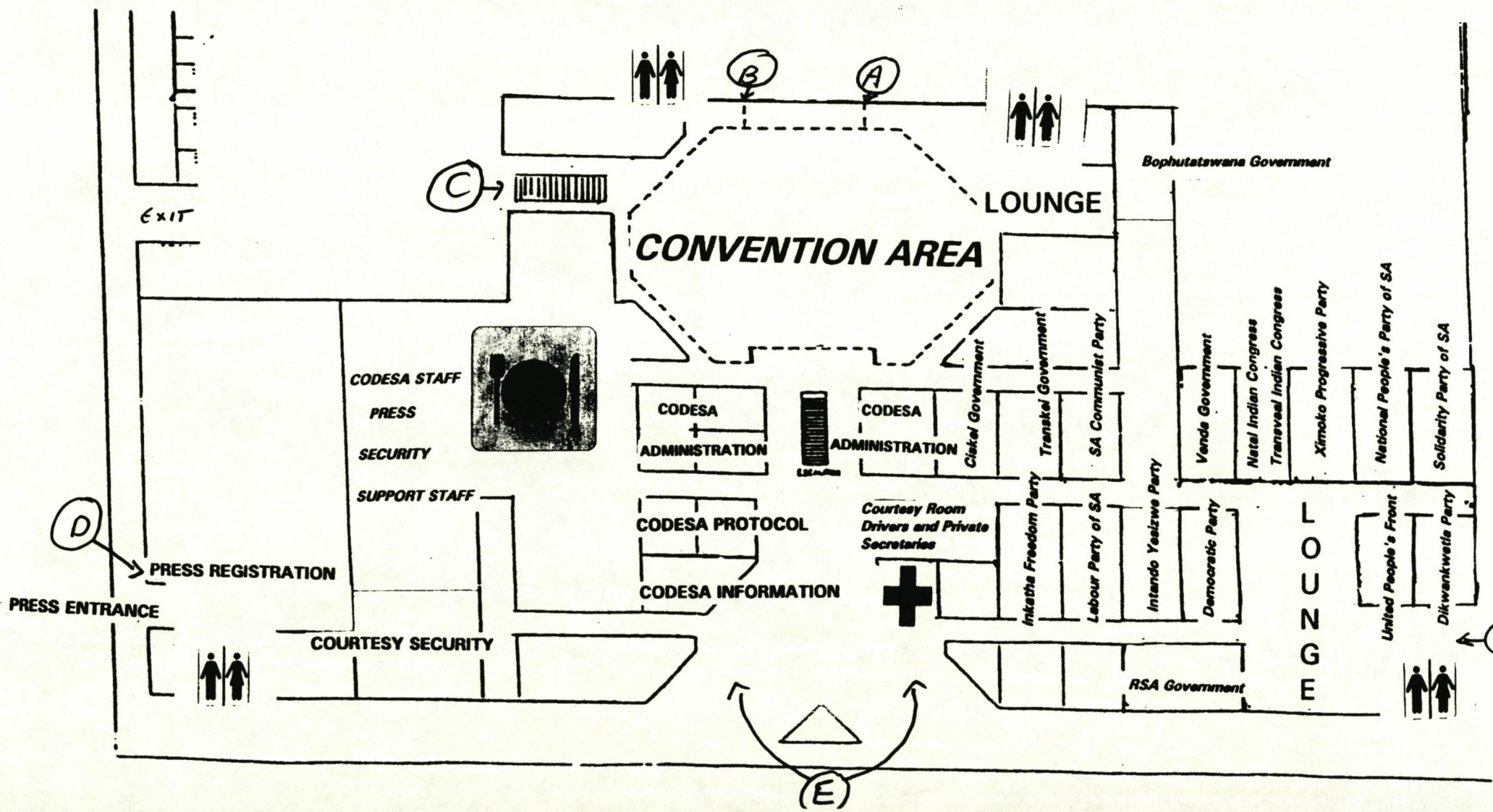
IN THE EVENT OF AN EMERGENCY AND WE ALL HAVE TO LEAVE THE CONFERENCE CENTRE .....

- 1 Don't panic. Try to be calm. We have planned for such an eventuality.
- 2 Wait for instructions from security personnel and the health team. Follow instructions strictly.
- 3 If not injured, or slightly injured but able to walk, leave the conference centre via all exits EXCEPT EXIT C. (See annexure A)
- 4 Those on Upper Floor make use of exits 1 - 8. (See annexure B)
- 5 Those on Lower Floor make use of exits A, B, D, E and F.
- 6 Please do so in an orderly fashion.
- 7 Then make your way to the helicopter pad, adjacent to the main parking area. Ensure one way flow of traffic only.
- 8 If you are injured, try to remain calm. Trained staff will attend to you immediately.
- 9 Obey instructions from security personnel and the health team implicitly. They are working in your interests.
- 10 No vehicles may be moved except those instructed to do so by security personnel. This is necessary in order not to disrupt evacuation procedures.



# C \* O \* D \* E \* S \* A

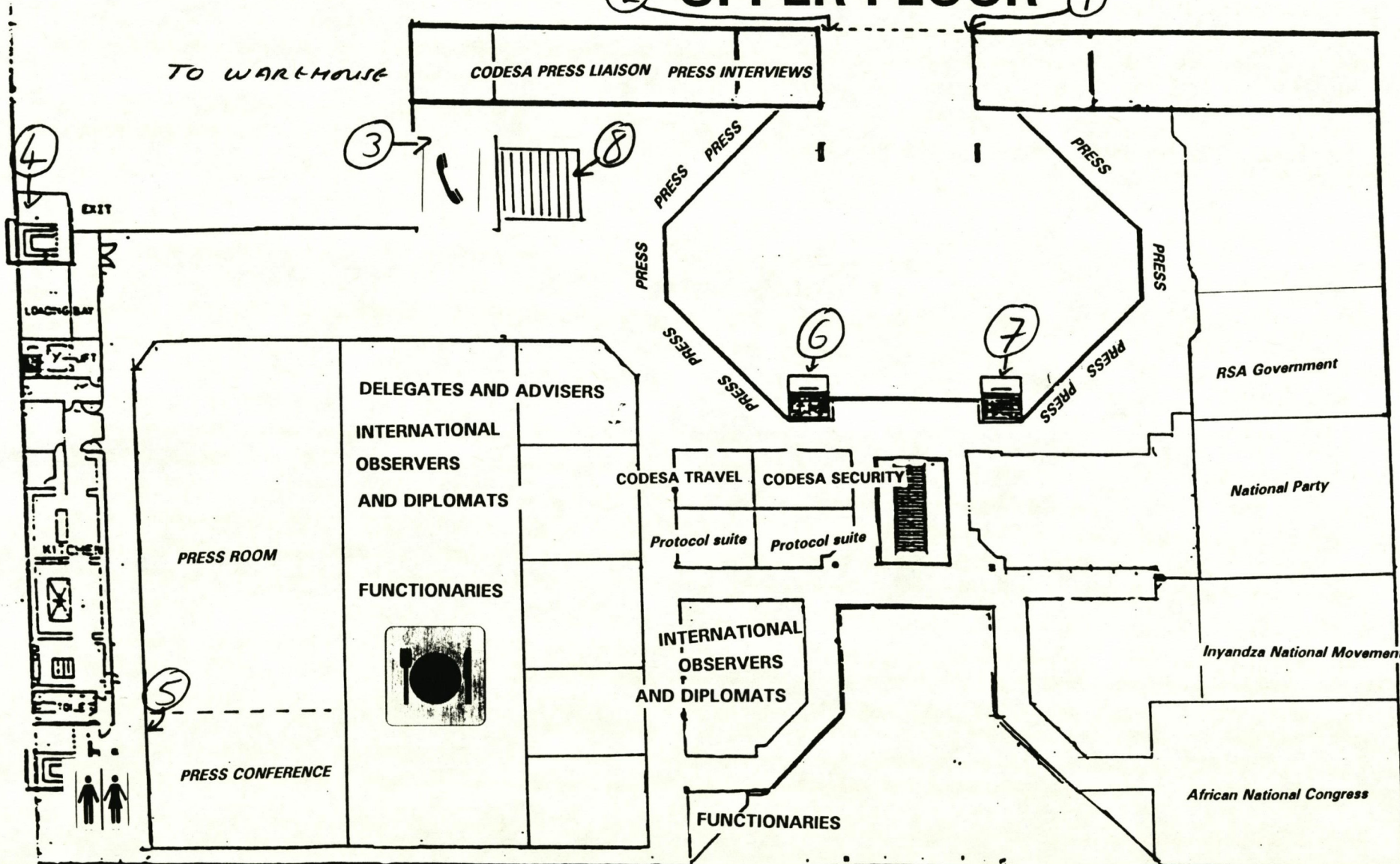
GROUND FLOOR





# C \* O \* D \* E \* S \* A

## ② UPPER FLOOR ①







13 April, 1992

Mr. A. Sachs  
102 Brabant  
Kloof Street  
Cape Town  
8000

Dear Mr/Mrs/Miss A. Sachs

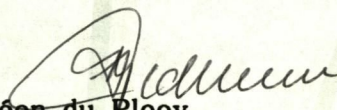
**ACCOMMODATION: MEETINGS OF CODESA**

In pursuance of decisions by the Management Committee of **CODESA**, it is brought to your attention that **CODESA** does not refund or accept responsibility for telephone calls, valet services, bar charges, cigarettes or any claims for meals taken at hotels in stead of those offered at the *World Trade Centre* on the days of meetings of **CODESA**. All these extras are for the account of delegates making use of the accommodation booked by us and must be settled with the hotel before your departure.

I wish to refer to your stay at Holiday Inn during meetings of Codesa held on 10-11 February.

In view of the fact that you did not settle your account for the latter, I hereby enclose a statement indicating these expenses and will be grateful if we could receive your payment for the amount of R 2-90. If your payment does not reach us within fourteen days, I will have no alternative but to report the matter to the Secretariat.

Your sincerely

  
Déon du Plooy  
FINANCIAL MANAGER: CODESA  
pp.

hotel.



GUEST ACCOUNT/GAS REKENING

**Holiday Inn**

JAN SMUTS

P O BOX 388  
KEMPTON PARK  
1620

TEL: 7 49534  
TEL: 011 975 1121  
FAX: 011 975 5846

XXXXYYYY

HOLIDAY INN HOTEL CORP. VAT# 4040113005  
TAX INVOICE/NO. 26155 DATE 11/02/92

|           |                              |                               |                   |          |       |
|-----------|------------------------------|-------------------------------|-------------------|----------|-------|
| Rm./Knr.  | Name/Naam                    | Rate/Tarief                   | Departure/Vertrek | Time/Tyd | ACCT# |
| 267       | SACHS MR A                   | 231,00                        | 11/02/92          | 20:50    | 3279  |
| Type/Type | Company/Firma                | Plan/Plan                     | Arrival/Aankoms   | Time/Tyd | GROUP |
| NSKL      | NEDTRAVEL TFC <CODES         | 4, A                          | 10/02/92          | 0:00     | 1939  |
| Box/Kl    | Address/Adres                | PAYMENT                       |                   |          |       |
| 27        | BOX 3989<br>PRETORIA<br>0001 | BETALING DB FAP ONLY <MAP PCK |                   |          |       |

| Date<br>Datum | Reference<br>Verwysing | Debits<br>Debite | Credits<br>Krediete | Balance<br>Saldo |
|---------------|------------------------|------------------|---------------------|------------------|
| 1 10/02       | RESTAURA 840           | 33,90 ✓          |                     |                  |
| 1 10/02       | ROOM 267, 1            | 231,00           |                     |                  |
| 1 10/02       | GR LEVY 267, 1         | ,32              |                     |                  |
| 11/02         | TRANSFER CL 200        |                  | 265,22              | 265,22           |
| TO: CODESA    |                        |                  |                     |                  |
| CODE          | VAT%                   | NETT             | VAT                 | TOTAL            |
| 1             | 10.0000                | 241,11           | 24,11               | 265,22           |
| 2             | EXEMPT                 | ,00              |                     | ,00              |
|               | TOTAL                  | 241,11           | 24,11               | 265,22           |

Bar R2-90

**Holiday Inn**  
BERNOULLI'S  
RESTAURANT

TABLE 1#  
S/BAR = 2.90 3  
DINNER = 31.00 3  
TOTAL 33.90  
10FEB'92 # 1 007252 CHARGE 33.90  
21:25

Rm. 267  
A. Sachs  
CODESA - ANC

|                                      |          |
|--------------------------------------|----------|
| NAME - NAAM                          | ROOM NO. |
| 3581843                              |          |
| A. Sachs<br>SIGNATURE - HANDTEKENING |          |

tel: 011 444-5520 - HIC

|                           |                  |
|---------------------------|------------------|
| Signature<br>Handtekening | Company<br>Firma |
| A. Sachs                  |                  |
| Address<br>Adres          |                  |

This document is the responsibility of the guest and should be returned to the hotel immediately after the stay. The hotel is not responsible for the loss of this document. The hotel is not responsible for the loss of this document. The hotel is not responsible for the loss of this document.

PLEASE LEAVE YOUR ROOM KEY/LAAT ASSEBLIEF U KAMERSLEUTEL





13 April, 1992

Mr A. Sachs  
102 Brabant  
Kloof Street  
Cape Town  
8000

Dear Mr/Mrs/Miss *Sachs*

**ACCOMMODATION: MEETINGS OF CODESA**

In pursuance of decisions by the Management Committee of **CODESA**, it is brought to your attention that **CODESA** does not refund or accept responsibility for telephone calls, valet services, bar charges, cigarettes or any claims for meals taken at hotels in stead of those offered at the *World Trade Centre* on the days of meetings of **CODESA**. All these extras are for the account of delegates making use of the accommodation booked by us and must be settled with the hotel before your departure.

I wish to refer to your stay at *Holiday Inn* during meetings of Codesa held on *08/03/1992*.

In view of the fact that you did not settle your account for the latter, I hereby enclose a statement indicating these expenses and will be grateful if we could receive your payment for the amount of R *23,98*. If your payment does not reach us within fourteen days, I will have no alternative but to report the matter to the Secretariat.

Your sincerely

*Déon du Plooy*  
Déon du Plooy  
FINANCIAL MANAGER: CODESA  
*PP*

hotel.



GUEST ACCOUNT/GAS REKENING



JAN SMUIS

P O BOX 388  
 KEMPTON PARK  
 1620  
 TLX: 7 49534  
 TEL: 011 975 1121  
 FAX: 011 975 5845

XXXXYYYY

HOLIDAY INN HOTEL CORP. VA7# 4040113003  
 TAX INVOICE NO. 33421 DATE 09/03/92

|           |                                   |                      |                   |          |                |
|-----------|-----------------------------------|----------------------|-------------------|----------|----------------|
| Rm./Kr.   | Name/Naam                         | Rate/Tarief          | Departure/Vertrek | Time/Tyd |                |
| 360       | SACHS MR A                        | 231,00               | 09/03/92          | 17:29    | ACCT#<br>12469 |
| Type/Type | Company/Firma                     | Plan/Plan            | Arrival/Aankoms   | Time/Tyd |                |
| KL        | NEDTRAVEL TFC (CODES              | 4, A                 | 08/03/92          | 0:00     |                |
| CI./KI.   | Address/Adres                     | PAYMENT<br>BETALING  |                   | GROUP    |                |
| 10        | P.O. BOX 3989<br>PRETORIA<br>0001 | DE FAX ONLY (MAP POK |                   | 3041     |                |

| Date<br>Datum   | Reference<br>Verwysing | Debits<br>Debiets | Credits<br>Krediete        | Balance<br>Saldo |
|-----------------|------------------------|-------------------|----------------------------|------------------|
| 08/03           | RESTAURA 845           | 31,00             |                            |                  |
| 08/03           | ROOM 360, 1            | 231,00            |                            |                  |
| 08/03           | GR LEVY 360, 1         | ,32               |                            |                  |
| 09/03           | TRANSFER CL 12464      | 23,98             |                            |                  |
| FROM: GODDEN M  |                        |                   |                            |                  |
| 09/03           | TRANSFER CL 200        |                   | 286,30                     | 286,30           |
| TO: CODESA      |                        |                   |                            |                  |
|                 |                        |                   | Room 231,32                |                  |
|                 |                        |                   | Meals 31,00                |                  |
|                 |                        |                   | <del>Beverages 23,98</del> |                  |
| VAT%<br>10,0000 | NETT                   | 238,48            | VAT 23,84                  | TOTAL 262,32     |
| EXEMPT          | ,00                    |                   |                            | ,00              |
| TOTAL           | 238,48                 |                   | 23,84                      | 262,32           |



Signature  
Handtekening

Company  
Firma

Address  
Adres

This account remains the responsibility of the guest until payment in full is received, notwithstanding the fact that the guest may have incurred the charges on the account in the course and scope of his employment or service to any company, business or person and that such company, business or person is liable for the payment of the account. Hierdie rekening bly die verantwoordelikheid van die gas totdat betaling ontvang is, ten spyte van die feit dat die gas mistien skuld in verband met sy werk of diens vir enige maatskappy, besigheid of persoon aangegaan het en dat die maatskappy, besigheid of persoon verantwoordelik is vir die betaling van die rekening.

PLEASE LEAVE YOUR ROOM KEY/LAAT ASSEBLIEF U KAMERSLEUTEL





13 April, 1992

Mr A. Sachs  
102 Brabant  
Kloof Street  
Cape Town.  
8000

Dear Mr/Mrs/Miss A. Sachs

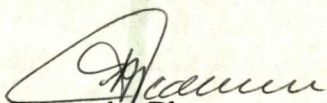
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I wish to refer to your stay at Holiday Inn during meetings of Codesa held on 2 March.

In view of the fact that you did not settle your account for the latter, I hereby enclose a statement indicating these expenses and will be grateful if we could receive your payment for the amount of R 8.30. If your payment does not reach us within fourteen days, I will have no alternative but to report the matter to the Secretariat.

Your sincerely

  
Deon du Plooy  
FINANCIAL MANAGER: CODESA  
pp

hotel.







NUMBER 1H  
 BERN = 8.30 A  
 BERNLS 8.30  
 -3MAR'92 H I 043266 17:24

**REKENING**

P.O. BOX 388  
 KEMPTON PARK  
 1620  
 TLX: 7 49534  
 TEL: 011 975 1121  
 FAX: 011 975 5846

|         |          |
|---------|----------|
| Vertrek | Time/Tyd |
| 03/92   | 18:46    |
| Aankoms | Time/Tyd |
| 03/92   | 0:00     |

ACT#  
9871

GROUP  
3078

ONLY (MAP FOR

TABLE 1H  
 S/BAR = 8.30  
 TOTAL 8.30  
 CHARGE 8.30  
 -2MAR'92 H II 002005 17:50

| Credits<br>Krediete | Balance<br>Saldo |
|---------------------|------------------|
| 7,50                |                  |
| 570,74              | 570,74           |

*Holiday Inn*

*Rm 335  
 U. Sachs*

NAME - NAAM ROOM NO.  
 SACHS  
 3616009  
 SIGNATURE - HANDEKENING  
 formatt 444 5520 / H104

|        |       |        |
|--------|-------|--------|
|        | VAT   | TOTAL  |
| 616,68 | 61,66 | 678,34 |
| 00     |       | 00     |
| 616,68 | 61,66 | 678,34 |

**RESERVE AHEAD / BESPEEK VOORUIT**

Signature Handtekening  
 Address Adres  
 Company Firma

This account remains the responsibility of the guest, until payment in full is received, notwithstanding the fact that the guest may have incurred the charges on the account in the course and scope of his employment or service, as the company's business or person and that such company business or person is liable for the payment of the account. Hierdie rekening bly die verantwoordelike, wat die gaste betaal betref, onverskied van die feit dat die gaste se maatskappij, besigheid of persoon aangewys het om die rekening van die rekening te betaal.

PLEASE LEAVE YOUR ROOM KEY / LAAT ASSEBLIEF U KAMERSLEUTEL