

**CODESA 1
Media Committee, 3
Minutes and Agenda**

1. **Codesa Media and Communications Sub-Committee Agenda dated Tuesday 17 December 1991 at 07h30 -10h00.**

CODESA

Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-2181/82 Fax (011) 397-2193

*** MEDIA * MEDIA * MEDIA * MEDIA ***

CODESA MEDIA AND COMMUNICATIONS SUBCOMMITTEE AGENDA TO BE HELD TUESDAY 17/12. 7H30 - 10H00

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1. Ratification of Previous Meeting Minutes
 2. Report from Meeting of the Secretariat
 - 2.1 Speeches to be released by parties themselves
 - 2.2 No to press conference spokespersons but yes to press releases
 - 2.3 Approved press release for Friday 13/12
 - 2.4 Release agenda on Wednesday 18/12 if Steering Committee agree
 3. Matters Arising from Previous Minutes
 - 3.1 Communication with and participation of political parties
 - 3.2 Layout, venues and parking
 - 3.3 Status of subcommittee personnel
 - 3.4 Media briefing and spokespersons - none required
 - 3.5 Climate creation
 - 3.6 Registration of media - venue/timing/signage
 - 3.7 Accreditation update and proposals
 - 3.8 Facilities (phones, faxes, tables, notice board, etc.)
 - 3.9 Meeting with SABC
 - 3.10 Speaking procedure and media friendly environment
 - 3.11 Lighting
 - 3.12 "Prettying" of venues
 - 3.13 Press kit
 4. Policy issued for decision
 - 4.1 SABC Radio and TV coverage
 - 4.2 Registration point
 - 4.3 Photographer's pool and official photograph
 - 4.4 Backgrounder
 - 4.5 Media releases (Tues - Thurs)
 - 4.6 Personnel Proposal
 - 4.7 Deadline for accreditation 11am 20/12
 - 4.8 Screening off press room
 - 4.9 Other
 5. Next Meeting

DRAFT

RECOMMENDATIONS EMERGING FROM THE MEETING OF THE MEDIA & COMMUNICATION SUB-COMMITTEE HELD AT 09H00 ON THURSDAY 12 DECEMBER 1991 AT THE WORLD TRADE CENTRE

PRESENT:

Saki Macozoma - ANC (Joint Convenor)
Piet Coetzer - National Party (Joint Convenor)
Colin Coleman - Codesa Management
Garry Dixon - Bophuthatswana Government
Peter Soal - Democratic Party
November Mbonani - Intando Yesizwe Party
Isak Kruger - Labour Party
Jackson Mthembu - ANC
William (Billy) Cobbett - Codesa Staff (Site Manager)
Marius Kleynhans - RSA Government
Sheila Camerer - National Party
Michael Mtuli - Transkei Government
Glenda Cohen - Codesa Management
Ashley Symes - Codesa Admin Staff

MEETING WAS OPENED BY THE JOINT CONVENORS AT 09H00:
RECOMMENDATIONS EMERGING FROM THE MEETING WERE AS FOLLOWS:

1. It was acknowledged that there is a tension between **management** and **policy** issues, in so far as the activities of the Media & Communication Sub-Committee are concerned. The Sub-Committee focused attention on practicalities in this meeting and took a decision that policy (interalia, image and process) matters be referred to the Secretariat via the convenors and Colin Coleman, and to the Steering Committee wherever necessary. The Sub-Committee should nevertheless act as an advisory group to the Secretariat / Steering Committee in all matters touching upon Media.
2. Saki Macozoma read to the Sub-Committee a letter from a professional communications services company, offering media management assistance to Codesa. The possibility of employing such a company and this application in particular were noted. However, once personnel requirements were clarified this matter would be revisited. The committees preference was not to employ outside agencies.
3. The Sub-Committee gave its attention to the Task Checklist. Recommendations on specific points were as follows:
 - 3.1 The Sub-Committee is to remain flexible on the matter of invited parties who did not attend the media meeting of 12 December, as parties were given short notice to attend. Recommendations emerging from meetings are to be sent to all invited parties and all invited parties are welcome to make suggestions regarding policy matters. All parties

should be invited to send representatives to the next meeting if they are not already represented.

- 3.2 A briefing for all Sub-Committee functionaries and associated personnel was scheduled for 18h00 on Thursday 19 December 1991.
- 3.3 Regarding Sub-Committee functionaries, the Sub-Committee needs to know if its staff are included in the official delegation or if it may nominate additional people. Will functionaries be entitled to hotel accommodation, etc? Colin Coleman to refer to Secretariat.
- 3.4 Regarding Sub-Committee spokespersons and Masters of Ceremonies at news conferences, the recommendation was that the Joint Convenors should assume the responsibilities of Master of Ceremonies. Colin Coleman to refer to Secretariat and consult on who spokesperson should be.
- 3.5 Regarding Climate Creation for Codesa: it was decided that this is a very necessary element of the convention and that the Sub-Committee should be responsible. To this end, a **Climate Creation Sub-Committee** was formed, to give attention to such matters as slogans, statements, briefings, notices etc. Members of the sub-committee are: Marius Kleyhans, Sheila Camerer, Garry Dixon and Jackson Mthembu.
- 3.51 On the matter of media briefings, it was decided that daily media briefings will be implemented from Tuesday 17 December, scheduled for 16h00 on 17, 18 & 19 December. (Please see 3.131). It was also decided to make the convention agenda available to the media by prior notice once the Secretariat agrees.
- 3.6 Regarding Seating and Working Space for the Media inside the Convention: it was decided that members of the media should be seated above the floor in the gallery. Media members will register at a separate entrance, and be allocated to a separate dining-room from the delegation. They will be provided with a room to serve as a media centre and with a studio/interview room, but the media conference area will probably be an open area proximate to the media gallery. Delegates will not be allowed access to the media centre, although Sub-Committee and liaison staff will be allowed into the centre in order to convey information on behalf of their own political parties or on behalf of parties who do not have a Sub-Committee representative.
- 3.61 Final arrangements regarding seating and working space to be proposed by Billy Cobbett (Site Manager).
- 3.7 It was decided that Colin Coleman should send a notice to media via SAPA, Alpha Page, Foreign Correspondents Association, etc, asking those media representatives who wish to attend the convention to notify Codesa by fax by 09h00 Tuesday 17 December 1991. The purpose of this being

to establish a better idea of the numbers of media attending (working estimate = 200 media representatives).

- 3.8 Telkom must be informed before Tuesday 17 December of telephone and fax line requirements.
- 3.9 At least two media noticeboards must be supplied: one at point of accreditation and one at the media centre.
- 3.10*Regarding SABC involvement in the convention (video monitors, sound system, etc) it was decided to schedule a meeting for the afternoon of 12 December 1991 between Codesa and the SABC. Attendees to be: Piet Coetzer, Marius Kleynhans, Colin Coleman and Carl Niehaus.
- 3.11 Regarding "media friendly proceedings", it was decided that in matter of media relations, all members of the Sub-Committee should be on call. In addition it was suggested that delegates are requested to speak from the podium to facilitate media coverage. Colin Coleman to forward proposal to Secretariat.
- 3.12*Attention was also called to the matters of sufficient lighting on the floor to facilitate television coverage of the event, facilities for the elevation of cameras etc.
- 3.13 Regarding accreditation: it was proposed that a broader definition of media be allowed, in order to include political analysts, political party journalists (eg, Die Patriot) etc - numbers permitting. To address these and other issues it was decided to form an **Accreditation & Media Registration Sub-Committee**, whose members shall be Peter Soal, November Mbonani and Sheila Camerer.
- 3.131 With regard to media registration, Piet Coetzer proposed that members of the media be permitted to register for the convention following the media briefing of 19 December (please see 3.51), in the interests of saving time on the first day of the convention. The suggestion was noted, but no decision taken. Another suggestion was that press cards could be prepared ahead of time, using fax notifications (please see 3.7).
- 3.14 Regarding Logo, Banners, Posters, Backdrop, etc, Marius Kleynhans showed members of the Sub-Committee artwork and logos approved by the Management Committee. The Sub-Committee was asked to give thought to whether backdrops and banners would be needed for the media conference area and for the interview room/studio.
- 3.15*No final decisions were taken regarding photo sessions. Proposals will be put forward by Peter Soal and Colin Coleman at the next meeting. It is unlikely that a pool of photographers will be established, and an allocated time for photograph-taking is the preferred option.

- 3.16 A **Press Kit Sub-Committee** was formed to co-ordinate preparation of press kits, collection of delegate list for media on day of convention, printing of press kit folders, stickers, etc. This sub-committee is to be headed by Garry Dixon and Isak Kruger, who will establish personnel needs, etc.
- 3.161 Media information for day of convention is to be put together. Details to be provided at next meeting of the Sub-Committee.
- 3.17*Regarding media signage: Colin Coleman to discuss requirements with Billy Cobbett.
- 3.18 Emergency plan details to be advised by the Security Sub-Committee and to form part of the press kit. Also to form part of the press kit are details concerning food, coffee/tea, cash bar, first aid etc for media representatives.
- 3.19*Parking for media representatives to be arranged by Elize Strumpfer via Colin Coleman.
- 3.20 Details regarding opening of proceedings, photo-ops, accreditation etc, to be given to media at briefings and in pre-convention media notices.
- 3.21*Regarding clearing-up operations, convention management to take decisions on time limit for de-rigging, etc.
- 4.* Regarding personnel needs, it was decided that Colin Coleman will prepare a list of reasonable requirements. Political parties will be requested to supply assistance where possible. Accommodation will be provided for these personnel. Personnel to be co-ordinated by Colin Coleman.
5. Meetings of all sub-committees formed at this meeting were scheduled to take place later in the day of 12 December.

THE NEXT MEETING OF THE MEDIA & COMMUNICATION SUB-COMMITTEE IS SCHEDULED TO TAKE PLACE ON TUESDAY 17 DECEMBER 1991 AT 07H30.

DRAFT

MEDIA COMMITTEE

MINUTES OF SUB-COMMITTEE ON ACCREDITATION,
MEDIA REGISTRATION AND SECURITY
HELD AT WORLD TRADE CENTRE ON
THURSDAY 12 DECEMBER 1991

PRESENT: Peter Soal - Democratic Party
November Mbonani - Intando Yesizwe
Sheila Camerer - National Party

TERMS OF REFERENCE:

Accreditation:

Any journalist who has accreditation to Government or a Political Party participating in CODESA, will be accredited to CODESA. If he or she does not have such accreditation, a letter from the Editor of the particular newspaper/journal appointing the journalist to attend CODESA, must be produced on registration.

Personnel:

Each party present on 12 December at the Media Committee meeting (list attached) to be asked to nominate one individual to assist in manning the Media Registration desk (8 personnel).

Tables: Tables to be provided by CODESA Management (4 tables, 8 chairs).

Pens: 20 pens to be provided by CODESA Management.

10 Lists of those journalists who have registered by the time CODESA 1 commences, must be available at the Media Registration Desk.

ELAWE → 300 Further registration forms should be available at the desk for those who arrive during CODESA 1.

Computer Lists of accredited Media: to be up-dated during the Convention, and as complete a computer list as possible to be available by noon on 20 December.

Special pool registrations: No decision has yet been taken as whether to have a pool.

Containers to hold name tags (alphabetically): to be provided by CODESA Management.

Security Equipment and Dogs: It is recommended that these should not be in evidence at the Media Registration desk.

Name tags and cutting of tag cards: to be arranged by CODESA Management. A printing and cutting service should be available at the Media Registration desk. Possible this could be provided by Constitutional Development Services. Colour coding to be decided by Security.

Press Kits: to be available from the 19 December at Media Registration desk. This is being arranged by another sub-committee of the Media Committee.

✓ List of Media names for Security: There should be a prepared computer list of those who have already registered at the start of CODESA 1, plus up-dating during the Convention.

Access to computers for this purpose must be available throughout CODESA 1 to up-date Media lists for Security.

Additional item: signage - permanent signage is required at the Media Registration desk together with a notice board to be provided by CODESA Management.

FOR ATTENTION: COLIN COLEMAN

REPORT FROM "CLIMATE-CREATION" SUB-COMMITTEE

No longer
briefings, only
releases X

1. Steering Committee, Secretariat and Management should be made aware of regular media briefings and announcements should be geared to fit into briefing programme.

2. Committee should consider appointing an official photographer for supplying negatives to printed media in run-up to Convention.

3. Sub-committee supports proposal that regular news briefings are to be held from Tuesday, 17 December. *(overruled by Secretariat)*

not applicable

Sub-committee proposes that all pre-Convention briefings take place in Convention's "media room".

Platform, tables and chairs (for chairpersons and guests) and chairs for media (100) are to be set up.

Media should supply own lighting and audio equipment.

not needed.

Sub-committee proposes that a banner with the wording, "COUNTDOWN TO CODESA", in black and white should be used in briefings with a CODESA-banner.

to be cancelled
→

Banner, costing ± R400, has been ordered for this purpose.

Committee personnel should receive media at entrance of the World Trade Centre and at "media room" before briefings.

4. Sub-committee proposes that all Codesa's statements, notices as well as the agenda for the first and second day should be supplied to the media at the briefing.

not applicable

5. Sub-committee proposes that the chairpersons of the Committee should be supported at briefings by a representative of Management. The Committee should consider inviting, among others, the management team, chairman of the Steering committee, convenors of the task groups and foreign observers to briefing sessions.

6. *being done* The Sub-committee proposes that the Convention's media information package be supplied to all media representatives attending the briefing on Thursday, 19 December.
7. The possibility of advertising the first session of Codesa on TV, radio and in news papers were discussed. Advertising would have to be done through advertising firm. Enquiries proved this proposal not practical because of time constraints.
8. *done* The chairpersons of the Committee would be asked to supply Sunday newspapers with news item on Codesa.
9. *fine* The Sub-committee discussed a national poster campaign before the Convention. Printing and distribution problems made the chairpersons of the Committee decide that 5 000 posters would initially be printed only for distribution to delegates and to be put up in and around the Convention centre.

MARIUS KLEYNHANS

Evmk2

CODESA

Convention for a Democratic South Africa

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

FAX TO: ALL MEMBERS OF THE STEERING COMMITTEE
FROM: COLIN COLEMAN - CODESA
DATE: 13 December 1991
RE: CODESA MEDIA & COMMUNICATION SUB-COMMITTEE

The Media and Communications Committee had its first meeting attended by a spread of eight Political Parties. It has identified press accreditation, climate creating, media venues, press kits and other logistics and liaison functions as the areas requiring focus. On the recommendation of the Managing Secretariat, Colin Coleman has been appointed Manager of this Committee working in liaison with its convenors, Saki Macazuma and Piet Coetzer. A team of five core staff is assisting him in implementation of decisions and in liaison with members of the Committee who have volunteered to oversee specific focus areas.

The Committee had some discussion on the scope of its work and decided that in the course of performing its tasks should any policy decisions be required these would be referred to the appropriate bodies by the convenors assisted by the manager.

Effort is being made to broaden the involvement by political parties in performing the tasks of this Committee both in the lead-up to and including CODESA 1 itself.

For this reason Political Parties who were not present at the first meeting (see list of Media Committee attached) are urged to nominate representatives to attend the second meeting of the Media Committee to be held Tuesday 17 December, 07h30 - 10h00 at the World Trade Centre.

In addition parties are urged to nominate individuals to assist with the implementation of logistical arrangements for the Media Sub-Committee, both in the run-up to and including CODESA. A briefing for all CODESA Media personnel to assist on the 20/21 will be held Thursday 19/12 at 18h00 at the World Trade Centre.

Please inform Gillian Hutchins, secretary to the Media Office of any responses to the above. Should there be any further information required, I can be contacted on 011 397 2193 (fax) or 011 397 2181/2 (tel).

Yours sincerely

CODESA
MEDIA
COLIN COLEMAN
MANAGER

RELEASED FRIDAY, EMBARRASSED 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
- * 15 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 18:00 at the Convention Centre.~~

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.

CODESA

Convention for a Democratic South Africa

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

ISSUED FRIDAY PM

Mr John Battersby
Chairman
Foreign Correspondents Association

Dear Sir

REGARDING ACCREDITATION OF JOURNALISTS FOR CODESA: 20 AND 21 DECEMBER 1991

You are hereby requested to inform your members to submit the names of journalists they want accredited for attendance at Codesa (20/21 December 1991) at the World Trade Centre. A letter from editors stating the names of the journalist(s) and the newspaper/journal/organisation they represent, may be faxed to (011) 397-2193 or presented on registration at the Convention. Name tags will be made available on each day of the Convention. Enquiries on accreditation may be directed to Richard Mudge, telephone (011) 397-2181/2.

Yours sincerely



COLIN COLEMAN
MEDIA MANAGER: CODESA

Applications for Accreditation

<u>Journalist</u>	<u>Organisation</u>	<u>No. Applied for by Organisation</u>
Atkinson, Richard	BBC TV	1/6
Battersby, John	Foreign Correspondents Ass	1/1
Bradlow, Adil	Associated Press (AP)	1/6
Burt, Sue	NBC News	1/4
Carver, Tom	BBC Radio	1/5
Cichowicz, Andreas	ARD German TV	1/4
Cohen, Tom	AP	2/6
Facey, Tim	BBC TV	2/6
Farrell, Denis	AP	3/6
Francis, Vincent	Worldwide TV (WTN)	1/6
Guidozzi, Carlo	WTN	2/6
Harrison, John	BBC TV	3/6
Keane, Fergal	BBC Radio	2/5
Lyman, Rick	Philadelphia Inquirer	1/1
Maartens, Gigi	ARD German TV	2/4
McLean, Charles	NBC News	2/4
Moeti, Thabo	WTN	3/6
Msibi, Samuel	WTN	4/6
Nkosi, Milton	BBC Radio Canadian BC	3/5 1/4
Odello, Maurizio	NBC News	3/4
Parkin, John	AP	4/6
Purdy, Mike	BBC TV	4/6

Renfrew, Barry	AP	5/6
Schimmeck, Tom	Profil (mag) - Austria	1/1
Seemungal, Martin	Canadian BC	2/4
Serfontein, Anli	BBC TV	4/5
Shange, Nkosnathi	WTN	5/6
Slaney, Chris	WTN	6/6
Spiro, Dave	Canadian BC	3/4
Spiro, Glenda	BBC TV	5/6
Susman, Tina	AP	6/6
Swart, Anton	ARD German TV	3/4
Thomson, Andrew	BBC TV	6/6
Wasserman, Tony	NBC News	4/4
Weaver, Tony	Canadian BC	4/4
Wende, Tony	BBC Radio	5/5
Witt, Howard	Chicago Tribune	1/1
Woehrmann, Nico	ARD	4/4

Applications from Organisations for Accreditation

AGE (Australian):

- Ross Dunne

The Associated Press:

- Barry Renfrew (Correspondent)
- Tom Cohen (Correspondent)
- Tina Susman (Correspondent)
- John Parkin (Photographer)
- Denis Farrell (Photographer)
- Adil Bradlow (Photographer)

ARD German Television:

- Andreas Cichowicz (Correspondent)
- Gigi Maartens (Producer)
- Nico Woehrmann (Camera Person)
- Anton Swart (Sound Technician)

BBC Radio News:

- Fergal Keane
- Tom Carver
- Milton Nkosi
- Anli Serfontein
- Tony Wende

BBC TV News:

- John Harrison
- Glenda Spiro
- Richard Atkinson
- Mike Purdy
- Andrew Thomson
- Tim Facey

Canadian Broadcasting Corporation:

- Martin Seemungal (Correspondent/Cameraman)
- Tony Weaver (Cameraman/Producer)
- Dave Spiro (Cameraman)
- Milton Nkosi (Soundman)

Chicago Tribune:

- Howard Witt (Africa Correspondent)

NBC News:

- Charles McLean
- Sue Burt
- Tony Wasserman
- Maurizio Odello

Profil (magazine):

- Tom Schimmeck

The Philadelphia Inquirer:

- Ricky Lyman (Africa Bureau Chief)

WTN:

- Carlo Guidozi (Cameraman)
- Samuel Msibi (Cameraman)
- Nkosnathi Shange (Technician)
- Vincent Francis (Producer)
- Chris Slaney (Bureau Chief)
- Thabo Moeti (Production Assistant)

CODESA

Convention for a Democratic South Africa

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

16 December 1991

To : All media seeking accreditation to CODESA

From : Colin Coleman : Manager - CODESA Media & Communication
Sub Committee

Media Telephone and Fax Facilities

15 Pay telephone lines and 10 pay fax lines will be available in the press room for use by journalists accredited to CODESA on 20 and 21 December. The media will be required to pay for each phone call made or fax sent.

Should you wish to have a private telephone, fax, telex or computer line installed in the press room for your personal use on the above mentioned two days, you may apply for these through CODESA who will liaise with Telkom on your behalf. In such cases you will be responsible for the rental and installation costs of these lines.

Only 10 such private lines have been reserved for this purpose and any demand for lines in excess of 10 will depend on availability from Telkom. Therefore, should you wish to apply for a private line it is essential that you do so as soon as possible.

Enquiries regarding application forms should be directed to Caroline Knott at 397-2181 or 397-2182 and will be handled on a first come, first served basis.



Colin Coleman

CODESA

Convention for a Democratic South Africa

7/29.GLH(1)

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

**TO: THE CO-ORDINATOR
MEDIA COMMITTEE**

FROM: ADMIN OFFICE

DATE: 16/12/1991

ADDITIONAL NAMES FOR MEDIA COMMITTEE

SACP:

- Mthuthuzeli Matshoba
- Garth Strachan
- Vera
- Dipuo
- Jerry Majatladi
- Pule Buthelezi

TRANSKEI:

- Mr Mthuli

INKATHA FREEDOM PARTY:

- Dr D Bjorkman

500 Words on the History of CODESA

CODESA is now a fact: it exists. It may succeed or fail: but no history book of the future can ignore it.

Where should one start in telling the story?

I believe that people will date it from 2nd February 1990, the day of President de Klerk's astonishing speech at the opening of Parliament where he gave to the world the vision of a negotiated future based upon equal rights for all South Africans.

Of course, historians who write that CODESA was born that day will be over simplifying; but some over simplification is inseparable from the recording of human activity. Professor Willem de Klerk has written a book about his brother, in which he devotes a chapter to the various and quite different factors which brought F W de Klerk to say what he said on that February day. He records, for example, that the activities and arguments of a wide range of South African individuals and organisations over years played a part. He notes how it became clear that the South African economy would collapse under the blows which it was suffering as the result of apartheid. He shows how the growing isolation of the country in the world made it imperative to act. Professor de Klerk's book may have suffered somewhat from its hasty compilation, but I believe that more scholarly writers of the future will draw on it heavily.

It is true to say that in circles more liberal than that of the National Party before De Klerk, the concept of a negotiated future had been around for years. Wherever one went, one heard the concept proposed and debated; but the question was always: "How do we get from here to there?" Once the President of South Africa had committed himself, there was more optimism, but there were still questions about the procedures to be followed.

At the beginning, a great deal depended upon the personal chemistry between President de Klerk and (then) Deputy President of the ANC, Nelson Mandela. Direct personal talks between the two men were soon followed by broader, but still balanced discussions between the two organisations. Obstacles to negotiation were identified - among them the need to free political prisoners and for exiles to return and, over a fairly long period eliminated. Bilateral talks involving all sorts of political parties and organisations took place.

It must be recorded that for many months, the occurrence of violent conflict presented a considerable stumbling block. In particular, for a time the ANC found it impossible to throw itself into the negotiating process.

During 1991, revelations were made about payments from government sources to the Inkatha organisation, to be used for political rallies which would be described as anti-ANC politics. This set of events changed the attitude of the ANC; they now said that

it was absolutely essential to get the negotiating process moving so that they and other political actors outside the National Party could be in a position to monitor and where necessary put a stop to this kind of activity. Whatever may have occurred behind the scenes, it was from this time on that the process gained momentum.

Talks between the ANC and the National Party clearly became quite intensive but other organisations were certainly not ignored. Through a process of bilateral conversations, ideas were tested and shaped and finally we came, on 29th and 30th November, to the astonishingly successful Preparatory Committee meeting.

The National Party and the ANC both deserve great credit. Apart from the two leaders, the name of Gerrit Viljoen, Roelf Meyer, Cyril Ramaphosa and Mahomed Valli Moosa, among others, will be honoured. Newer organisations also played their part. As this is written, CODESA is the hope for everybody's future.

CODESA MEDIA COMMITTEE

Tasks : 15/12 - 21/12

Co-ordinated by Colin Coleman.

 VENUE GROUP

- Jackson Mtembu
co-ord (ANC)
- Cecily Kruger
(govt)
- Frith Harris
(Bop)

PRESS KIT GROUP

- Coetzee Bester
co-ord (NP)
- Neils Hooper
(Bop)
- Solidarity ?

ACCREDITATION GROUP

- Richard Mudge
co-ord (govt)
- Garth Strachan
(SACP)
- A Viljoen
(Bop)

PRESS LIASON GROUP

- Caroline Knott
co-ord (DP)
 - Jerry Majatladi
(SACP)
 - Val Sutton
(govt)
 - Don Ntenti
(ANC)
-

Obtaining and
putting up posters,
banners, stickers
(Thursday 19/12)

Collect updated
delegates list/comm
on CODESA day 1 for
media

Liase with press for
accreditation

Photog pool &
official photo?

Ensuring press room
& interview room are
kitted out (Thursday
19/12)

Compile press kit
master for clearance

Supply daily updated
list for
ratification &
logistics purposes

Meet press to
release logo on
Tuesday

Ensure all signage
is done & areas
demarcated/roped off
(Thursday 19/12)

Work out system of
registration

Arrange release to
go with it & release
immediately

VENUE GROUP

PRESS KIT GROUP

ACCREDITATION GROUP

PRESS LIASON GROUP

Ensure area for register provided with tables/chairs

Arrange printing & compilation

Liaise with security

Determine possible items for release
Tues/Wed/Thurs -
Agenda (Wed); Press
Kits (Thurs)

Provide notice boards in all venues including the registration area (Thursday 19/12)

To be incl. in Press Kit:
Maps - venue, parking; Delegation List; Media List; Functionary List; Sticker;
Backgrounder ?;
Logistics Sheet & Procedures & Contact No.'s; Details of access/meals/cash bar, first aid/etc.; Agenda; Emergency Plan; Speaking Order on 1st day; Media Comm List

Determine equip. needed & obtain

Deal with/refer requests from media

Ensuring gallery is properly laidout/equipped (Thursday 19/12)

Collect Folders

Registration forms make up & keep, register & file

Systems for press conf during CODESA

VENUE GROUP	PRESS KIT GROUP	ACCREDITATION GROUP	PRESS LIASON GROUP
Check all fax/tel lines provided (Wednesday 18/12)	All of the above ready by Thursday 12am 19/12	Noon 20/12 Delegates list available	
Prettying up of venues (Thursday 19/12)		Compile name tags & have system to produce on the day - colour coding with security	Booking system for interview room & requests for interviews
Placing of banners - proposal needed (Tuesday 17/12)		Accreditation of SABC	Inform press of needing to fill out applic requesting lines (10 only available) - done
Clearing up to be co-ord on 21/12		List of media support staff to be give to sec. & name tags arr. & accom/transport/food	Placement of SABC TV/Radio cameras/facil
Determine open/reserved space in gallery & no.'s (Wednesday 18/12)		Final draft accreditation list to be ready for approval on Thursday 4pm 19/12	When do SABC move in to lay out facilities

VENUE GROUP	PRESS KIT GROUP	ACCREDITATION GROUP	PRESS LIASON GROUP
			Use of SABC facilities by other agencies
			Monitoring SABC needs & progress
			Collect master video recording from SABC for safe keeping

Issues to be dealt with by comm.(s)/manager/secreteriat

Policy : SABC Radio & TV coverage
: Acces by media comm freely throughout & phot. pool

PROPOSAL FOR STAFFING ON DECEMBER 20/21

1. Media Centre:
Caroline Knott - DP
Val Sutton - Government
Strachan - SACP
Neils Hooper - Bop

2. Accreditation:
Richard Mudge - Government
Jerry Majatladi - SACP
A Viljoen - Bop

An additional 6 personnel will be provided from amongst the parties by CODESA management.

3. Press Room:
Jackson Mthembu - ANC
Coetsee Bester - Government

4. Interview Room:
Solidarity ?

Note 1: The following three individuals have been requested to assist with protocol:

- Frith Harris (Bop)
- Cecily Kruger (Government)
- Don Ntenti (ANC)

Note 2: 10 SABC staff will be working on December 20/21.

CODESA

Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-2181/82 Fax (011) 397-2193

*** MEDIA * MEDIA * MEDIA * MEDIA ***

**CODESA MEDIA AND COMMUNICATIONS SUBCOMMITTEE AGENDA
TO BE HELD TUESDAY 17/12. 7H30 - 10H00**

-
1. Ratification of Previous Meeting Minutes
 2. Report from Meeting of the Secretariat
 - 2.1 Speeches to be released by parties themselves
 - 2.2 No to press conference spokespersons but yes to press releases
 - 2.3 Approved press release for Friday 13/12
 - 2.4 Release agenda on Wednesday 18/12 if Steering Committee agree
 3. Matters Arising from Previous Minutes
 - 3.1 Communication with and participation of political parties
 - 3.2 Layout, venues and parking
 - 3.3 Status of subcommittee personnel
 - 3.4 Media briefing and spokespersons - none required
 - 3.5 Climate creation
 - 3.6 Registration of media - venue/timing/signage
 - 3.7 Accreditation update and proposals
 - 3.8 Facilities (phones, faxes, tables, notice board, etc.)
 - 3.9 Meeting with SABC
 - 3.10 Speaking procedure and media friendly environment
 - 3.11 Lighting
 - 3.12 "Prettying" of venues
 - 3.13 Press kit
 4. Policy issued for decision
 - 4.1 SABC Radio and TV coverage
 - 4.2 Registration point
 - 4.3 Photographer's pool and official photograph
 - 4.4 Backgrounder
 - 4.5 Media releases (Tues - Thurs)
 - 4.6 Personnel Proposal
 - 4.7 Deadline for accreditation 11am 20/12
 - 4.8 Screening off press room
 - 4.9 Other
 5. Next Meeting