

C13

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.

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