

Glenda

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CODESA: 20/21 DECEMBER 1991
LOGISTICAL REPORT

REVISED DAILY

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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	Follow-up facts	12-12-1991 Elaine Cosser.	18-12-1991.	
Delegates (up to 12 delegates)	Sheet sent out			
* Bophuthatswana Government	(No change)			
* 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				
	<i>Quoting decisions on</i> <i>le</i>			

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.1.2 Functionaries	Responses are being listed and Protocol Committee advised (See list)	Janet Love.	18-12-1991.	
<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>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p>	Mac Mahraj/Fanie van der Merwe		
1.1.3 Observors				
1.1.3.1 International Organisations (up to 5 official representatives) <ul style="list-style-type: none"> - United Nations Organisation 5 + 3 = 8 - Organisation for African Unity 5 + 1 = 6 - The Commonwealth 6 - The European Community - The Non-Aligned Movement 	<p>Follow up the confirmations</p> <p>6 Delegates/18 support staff</p>	Andrew Feinstein	18-12-1991.	

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.1.3.2 Ambassadors/Heads of Missions <i>Invites going to - Namibia - Botswana missions</i>	List of confirmations: Canadian Embassy: - H E Mr Christopher Westdal - Mr Bryan Burton Embassy of France: - H E Mrs Joelle M-P Bourgois Consular and Trade Office of Romania: - Mr Dumitru Ciubotariu Embassy of Austria Denmark: - H E Mr Peter Bruckner Embassy of the Argentine Republic: - Mr Ernesto Pfirter Republic of Ciskei: - H E Mr K E Moshoeshe Turkish Consulate General: - Mr Sami C Onaran Consulat General of the Republic of Rwanda: - Mr Francois Bararwerékana	<i>Andreas Feinstein.</i>	<i>18-12-1991</i>	

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>Republic of Venda: - H E Mr L M Tshivhase</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>			<p><i>Seat</i></p> <p><i>9:45</i></p> <p><i>at 10:00</i></p> <p><i>pub session</i></p> <p><i>Re opening</i></p>

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.2 Other participants	Embassy of Paraguay: - H E Mr Raul dos Santos		As 18-12-1991. received	
1.2.1 Secretariat	Embassy of Malawi: - H E Mr N T Mizere			
1.2.2 Support personnel	Office of Interest of the Republic of Poland: - Mr Stanislaw Cieniuch			
1.3 Compiling of Official Name Lists (Alphabetical/Groupings)	Embassy of Italy: - H E Dr Mario Piersigilli	Elaine Cosser		
1.3.1 List of delegates	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). Steering Committee requested to note CONTRALESA's demand	Elaine Cosser	19-12-1991	
1.3.2 List of observers	Drawn up by Elaine as answers are received	Elaine Cosser	to received	
1.3.3 List of functionaries	Passed on to Secretariat			
1.3.4 List of support staff				
1.3.5 List of apologies				
1.4 Letter to all delegates in which the following arrangements are outlined:	Letters send out	Colleen Taylor	Compile letters: 17-12-1991 sent 17-12-1991	



POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p>Check information:</p> <ul style="list-style-type: none"> - Convention centre (made public) - Subsistence and transport (draft letter) - Admission ticket - Names of support staff - Parking and traffic arrangements 		<p><i>W. A. Jensen</i> <i>W. A. Jensen</i></p>	<p>Send as answers are received</p>	
<p>1.5 Enquiries: Availability of information on delegates and participants</p>	<p>Decision: Secretariat ^{to be} not released until Friday.</p>	<p><i>Elaine Cossed</i></p>	<p><i>20-12-1991</i></p>	
<p>PROTOCOL 1.6 Co-operate with G Cohen on seating arrangements for foreign dignitaries and high functionaries for Convention, meals and Banquet.</p>	<p><i>Depending on number of parties attending - foreign dignitaries will be on raised platforms at the at the back of the Hall.</i></p>	<p>Glenda Cohen/ Andrew Feinstein</p>	<p><i>19-12-1991</i></p>	
<p>1.7 Identify local dignitaries in co-operation with Managing Secretariat.</p>	<p><i>The leader of each delegation.</i></p>	<p>Andrew Feinstein</p>	<p><i>Complete</i></p>	
<p>1.8 International Organisations:</p>		<p>Andrew Feinstein</p>	<p>12:00 17-12-1991 17:00 17-12-1991</p>	
<p>1.8.1 Follow-up non-responders</p>				
<p>1.8.2 Compile list of who is arriving when</p>				



POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
1.8.3 Organise for all arrivees to be met (either by protocol-officers or local dignitaries - depending on the status of arrivee) - Facilities available at Convention Centre	<i>Ambassador to be met by Mr Host + Hostess from VIP Room, and directed to New country Room.</i>	Glenda Cohen Andrew Feinstein	19-12-1991	
1.8.4 Arrange transport to hotel and from hotel to Convention.	Transport schedule (17-12-1991)	Elise Strümpfer/ Andrew Feinstein	17 18 -12-1991	
1.8.5 Request Steering Committee to appoint 2 protocol officers to each of the 5 international organisations. These protocol officers will: - meet the observers at the airport - take them to the hotel - ensure all transportation arrangements are fulfilled - deal with any other issues.	Recommendation: Task Group 1 (Tuesday, 17-12-1991) <i>Approved.</i> Liaise with Elise Strümpfer	Andrew Feinstein	17-12-1991	
1.9 Correspond with foreign dignitaries in co-operation with Colleen Taylor on: - Where they will be met, and when - Convention in English (with no translation) - Catering requirements (in co-operation with Sylvia Briggs) - Parking and traffic arrangements (in co-operation with security) - Transport and accommodation arrangements (in co-operation with Elise Strümpfer) - Suggested (staggered) arrival times	Documentation faxed 16-12-1991 Drinks and snacks will be served in VIP Rooms <i>Registration - foreign dignitaries not to register themselves. E.P. officers do it.</i>	Andrew Feinstein/ Colleen Taylor Andrew Feinstein/ Sylvia Briggs Billy Cobbett/ Murphy Hovde. Andrew Feinstein/ Elise Strümpfer Andrew F.	18-12-1991	

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POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p>for dignitaries</p> <ul style="list-style-type: none"> - Information re Banquet (in co-operation - Notice to all foreign observers that protocol will facilitate the setting up of bilateral meetings if required. <p>1.10 Communicate with high profile functionaries in co-operation with Colleen Taylor on:</p> <ul style="list-style-type: none"> - arrival time - parking and traffic arrangements - facilities available at Convention Centre - Catering requirements 		<p>Andrew Feinstein/ Sylvia Bnggs. Andrew Feinstein</p> <p>Andrew Feinstein/ Colleen Taylor</p>	<p>18-12-1991</p>	
<p><i>A time</i></p> <p>1.11 Organise briefing session with all protocol officers</p>	<p>?</p>	<p>Andrew Feinstein</p>	<p>19-12-1991</p>	
<p>1.12 Organise activity for international organisations for Saturday 21-12-1991 pm</p>		<p>Andrew Feinstein</p>	<p>19-12-1991</p>	
<p>1.13 Check whether South African countries who have not been invited, have any type of Mission in SA; if they do, they must be invited.</p>	<p><i>Namibia/Botswana have been invited.</i></p>	<p>Andrew Feinstein</p>	<p>17-12-1991</p>	
<p>1.14 Seating Arrangements</p>	<p>Horseshoe: Proposal no 2 Pending final decisions: 3 members of each delegation to have a front row seat, and the remainder of the delegation behind them. Foreign dignitaries and ambassadors to be placed on the sides at the back. Possibility that the foreign delegations will be on mixed plattforms</p>		<p>19-12-1991</p>	



TASK SHEET 2
SECURITY

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
2.1 Securing venue	<i>Suggested from 17-12-1991</i> <i>24 hrs prior to event - full security</i> <i>sweep. This will continue</i> Technical committee drafted security plan for a presentation to political committee.	<i>Glenda Cohen</i> <i>Murphy Monobe.</i>	<i>18-12-1991</i>	
2.2 Liaison with security staff of parties concerned				
<i>2.3</i> Delegates list and VIP list to Security for their security arrangements	Listing and name tagging of WTC staff will be undertaken. A policy decision by Security Committee is required as to when these can be issued	Elaine Cosser	19-12-1991	
<i>WTC</i> { 2.4 Emergency plan - evacuation	To be <i>indicated on venue plan</i> <i>for inclusion in delegate + media packages.</i>	<i>Elaine Cosser</i> <i>Murphy Monobe</i>	<i>18-12-1991</i>	
2.5 Metal detectors				
{ 2.6 Final arrangements for media		<i>Colin Stenon</i>	<i>18-12-1991.</i>	
2.7 Security in parking area	<i>Designated areas to be secured by personnel</i> <i>Evening of 17-12-1991.</i>	<i>Murphy Monobe</i>	<i>19-12-1991</i>	
2.8 Venue secure from when?				
2.9 Determine equipment for security				

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 and 2 x doctors (experienced) <i>at airport.</i> - Ambulance <i>in covered parking area.</i> 	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		Elize Sturper.	18-12-1991	
2.14 Public address system	<i>PA systems being installed, with alarm + voice connections. Central control to be in Security the operation Room.</i>	Glenda Ester.	18-12-1991.	

**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)	19-12-1991	
3.1.1 Obtaining and putting up posters, banners, stickers		u	19-12-1991	
3.1.2 Ensuring press room and interview room are kitted out		u	19-12-1991	
3.1.3 Ensure all signage is done and areas demarcated roped off		u	19-12-1991	
3.1.4 Ensure area for register provided with tables/chairs, etc		u	19-12-1991	
3.1.5 Provide notice boards in all venues including the registration area		u	19-12-1991	
3.1.6 Ensuring gallery is properly laid out/equipped		u	18-12-1991	
3.1.7 Check all fax/tel lines provided		u	19-12-1991	
3.1.8 Prettying up of venues		u	17-12-1991	
3.1.9 Placing of banners		u	21-12-1991	
3.1.10 Clearing up to be co-ordinated on 21-12-1991		u		

*Large media area for photo's
- for entrance - separate entrance
- photo session - 9:45 - 9:55
a part*

Proposals needed - Please liaise with Murphy, Mabe + Gleda Cohen.

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.1.11 Determine open/reserved space in gallery and no's	Ready by Thursday 12:00	Elaine Cossel Coetsee Bester Co-ord (NP) Neils Hooper (Bop) Solidarity(?)	18-12-1991	
3.2 PRESS KIT			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 Cossel		
3.2.3 Arrange printing and compilation of Press Kit.		Elaine Cossel		
3.2.3.1. Compilation of Press Kit.		Coetsee Bester Neils Hooper		
3.2.4 To be included in Press Kit: - 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; - Emergency Plan; - Speaking Order on 1st day; - Media Committee List	Media Release on Friday today		All of these ready by 19-12-1991 12:00	
3.2.5 Collect Folders		Bester / Hooper		

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.3 ACCREDITATION		Richard Mudge Co-ord (Govt)	19-12-1991	
3.3.1 Liaise with press for accreditation		Garth Strachan (SACP)		
3.3.2 Supply daily updated list for ratification and logistics purposes		A Viljoen (Bop)		
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		^		
3.3.7 Noon 20-12-1991 del list available		Elaine Cosser.		
3.3.8 Compile name tags (and have system to provide on the day - colour coding with security)		Elaine Cosser.	19-12-1991.	
3.3.9 Accreditation of SABC		Mudge/strachan/viljoen		?
3.3.10 List of media support staff to be given to security and name tags arranged and accommodation/transport/food		Mudge/strachan/ viljoen/ Elaine Cosser/ elise stumpel.	19-12-1991	
3.3.11 Final draft accreditation list to be ready for approval		Mudge/strachan/ viljoen!	19-12-1991 16:00	

Dates ?

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
3.4 PRESS LIAISON		Caroline Knott Co-ord (DP)		
3.4.1 Photog pool and official photo?	<i>We allowed from 9:45 - 9:55 for photographic session. Final decision to be taken.</i>	Jerry Majtladi (SACP)	18-12-1991/	
3.4.2 Meet press to release logo on Tuesday 17-12-1991		Val Sutton (Govt)		
3.4.3 Arrange release to go with it and release immediately		Don Ntentseni (ANC)		
3.4.4 Determine possible items for release Tues/Wed/Thurs		u	17-12-1991/	
- Agenda (Wed)		m	17-12-1991/	
- Press Kit (Thurs)		^		
3.4.5 Deal with/refer requests from media		^	18-12-1991/	
3.4.6 Systems for press conference during CODESA.		^	18-12-1991/	
3.4.7 Booking system for interview room and requests for interviews		u	18-12-1991/	
3.4.8 Inform press of needing to fill out applic requesting lines (10 only available)				
3.4.9 Placement of SABC TV/Radio cameras/facilities	<i>Please liaise with Gleda Cohen.</i>		18-12-1991/	
7 0 - When do SABC move in to lay out facilities - Monitoring SABC needs and progress				

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
<p>- Use of SABC facilities by other agencies</p> <p>- Collect master video recording from SABC for safe keeping</p> <p>3.5 ISSUES TO BE DEALT WITH BY COMMITTEES/MANAGER/SECRETARIAT</p> <p>3.5.1 Policy: - SABC Radio and TV coverage.</p> <p>- Acces by media committee freely throughout and phot pool</p> <p>3.5.2 Proposal for Staffing on 21/21-12-1991</p> <p>* Media Centre: Caroline Knott (DP) Val Sutton (Govt) Strachan (SACP) Neils Hooper (Bop)</p> <p>* Accreditation: Richard Mudge (Govt) Jerry Majatladi (SACP) A Viljoen (Bop)</p> <p>* Press Room: Jackson Mthembu (ANC) Coetzee Bester (Govt)</p> <p>* Interview Room: Solidarity(?)</p> <p>Note 1: The following three individuals have been requested to assist with protocol:</p> <p>- Frith Harris (Bop) - Cecily Kruger (Govt) - Don Ntenti (ANC)</p> <p>Note 2: 10 SABC staff will be working on 20/21</p>	<p>An additional 6 personnel will be provided from amongst the parties by CODESA management</p>	<p>H</p> <p>A</p>	<p>21.12.1991 ✓</p> <p>18-12-1991.</p>	

3.5.3. briefing of staff / Press conf!

**TASK SHEET 4
VENUE AND FACILITIES**

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.1 Booking of World Trade Centre. Payment of presentation of account	Final arrangements, and finalisation of quotations	Déon du Plooy		
4.2 Allocation of facilities		Billy Cobbett	13-12-1991	
4.2.1 Registration/Information	Information Centre allocated: Ground floor lobby. Registration work in progress	Billy Cobbett	13-12-1991	
4.2.2 Convention	Centre "well"/layouts being finalised		13-12-1991	
4.2.3 Committee/Break-away rooms	4 rooms; upper level (Phone lines ordered)	Billy Cobbett	18-12-1991	
4.2.4 Press conference	Large area in press room; small interview room being finalised (next to media liaison centre)	Billy Cobbett	✓	
- Press Registrar 4.2.5 Coffee/Tea: delegates	Ground floor side entrance Ground floor - Entrance/Lounge next to	Billy Cobbett " <u>Conference Hall</u>	✓	
4.2.6 Lunch: delegates	Upper level, middle room	Billy Cobbett	✓	
4.2.7 Cocktail: Delegates	Upper level, middle room	Billy Cobbett (subject to finalisation)	✓	

POINT	REMARKS	RESPONSIBLE	COMPLE- PERSON	CHECK TION
DATE				
4.2.8 Courtesy room	For international delegates: Upper level	Billy Cobbett	2	
4.2.9 Press	Upper level, end room	Billy Cobbett	x	
4.2.10 Coffe/Tea: Media	Restaurant extensions confirmed	Billy Cobbett		
4.2.11 Lunch: Media	Restaurant extensions confirmed	Billy Cobbett	4	
4.2.12 Cash bar: Media	Press room	Billy Cobbett	1	
4.2.13 Pay faxes: Media	Restaurant	Billy Cobbett	✓	
4.2.14 Secretariat	Ground floor/Adjacent to admin/site management	Billy Cobbett		
4.2.15 Coffee/Tea: Secretariat	Restaurant	Billy Cobbett	1	
4.2.16 Lunch: Secretariat	Restaurant	Billy Cobbett	1	
4.2.17 Support staff of dele- gates	Restaurant	Billy Cobbett	✓	
4.2.18 Coffee/Tea: Support staff	Restaurant	Billy Cobbett	✓	
4.2.19 Lunch: Support staff	Restaurant	Billy Cobbett	✓	
4.2.20 Drivers and Bodyguards	" " Ground floor lobby	" " Billy Cobbett	1	
4.2.21 Coffee/Tea: Drivers and Bodyguards	Restaurant	Billy Cobbett	2	

→ *Cocktails: Support staff*

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
4.2.22 Lunch: Drivers and Bodyguards	Restaurant	Billy Cobbett	5	
4.2.23 First aid	Ground floor: situation to be finalised	Billy Cobbett	1	
4.2.24 Photo-copiers	2 x heavy duty: ground floor	Billy Cobbett	1	
4.2.25 Parking	First draft in progress (In consultation with Traffic Department)	Billy Cobbett	5	
4.2.26 Helipad	In consultation with security	Billy Cobbett/Security	3	
4.3 Venues available from when?	Ground floor offices from 16-12-1991. Priority currently for CODESA-staff/Committees	Billy Cobbett		
4.4 Venues secure from when?	Security: Sweep - 24 hours and 2 hours before start of Convention. Full access control.	Billy Cobbett/Security Committee		
4.5 Facilities available - Audio-visual - Stage/Podium - Podium lights - 3ABC - Seating plan - Loudspeaker system (podium and main table) - Delegates tables	All under control Urgent liaise with protocol Already contracted - being fitted 18-12-1991. Speakers for delegate tables	Glenda Cohen	18-12-1991	

Handwritten notes:
 - ~~Audio-visual~~
 - ~~Stage/Podium~~
 - ~~Podium lights~~
 - ~~Seating plan~~
 - ~~Loudspeaker system~~
 - ~~Delegates tables~~

✓

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

**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)	Déon du Plooy	18-12-1991	
5.2 Authorisation by Treasury		Déon du Plooy	~	
5.3 Handling of accounts		Déon du Plooy	~	
5.4 Voting of funds		Déon du Plooy	~	
5.5 Claims * Accommodation * Transport		Déon du Plooy	~	

TASK SHEET 6
SECRETARIAT (ADMIN)

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
6.1 Tape recording	<i>Tenders received - decision to be made</i>	Theuns Eloff/Déon du Plooy	18-12-1991	✓
6.2 Transcription services	<i>Decision on whom the transcript of proceedings will be available to, to be made</i>	Theuns Eloff/Déon du Plooy	"	
6.3 Video recording	<i>Request for copies of all proceedings to be available in late with SABC.</i>	Theuns Eloff/Déon du Plooy / Colin Gordon	"	
6.4 Minutes	Copies of Convention documentation. Only available to people that officially attended the Convention. All papers submitted to chairs must be included in Convention documentation	Theuns Eloff/Déon du Plooy <i>registered delegates + observers</i>	"	

**TASK SHEET 7
SUPPLIES**

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
7.1 Purchase of name tags: (Lapel)		Déon du Plooy Elaine Cosser	Complete 18/12/1991	
7.2 Seating cards for organisations		Elaine Cosser	19/12/1991	
7.3 Briefcase		Déon du plooy.	17-12-1991	
7.4 Printing of stickers for briefcases		" " "	13-12-1991	
7.5 Stationery - Pens - Writing pad	CODESA purchases	" " "	13-12-1991	
7.6 Equipment for the Convention - 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		"	18-12-1991	
7.8 Equipment for the Media/ Communication	See task sheet 3 for detail	"	17-12-1991 17	✓

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 - WTS staff - technical staff	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	CDS executing this	Elaine Cosser	17-12-1991	
8.3 Seating cards in Convention	<i>Delegations only including Chris 215</i> Refer to Extended Secretariat name of delegation. Observers by organisation & country	Elaine Cosser	19-12-1991	
8.4 Agenda	Refer 14.1	<i>Receiving: Elaine Cosser</i> <i>Presenting: Murphy 19-12-1991</i>	19-12-1991	
8.5 Convention documentation	This will include agenda, by-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	As for 8.6			
8.8 Telephone list	Codesa staff numbers available (including home numbers). A list of party offices numbers required	Elaine Cosser	10:00 17-12-1991	

Delegations lists to be packed out by delegate + 1st release

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		
9.2 Registration				
9.2.1 Registration personnel	Chiefly drawn from volunteers from parties; T Eloff to arrange training on 19-12-1991 am	Glenda Cohen/ T Eloff	10:00 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	"	20-12-1991	
9.2.5 Directing staff	Recommendations received from protocol committee; personnel to be drawn from volunteer pool	"	07:00 20-12-1991	
9.3 Enquiries	Volunteer staff trained by Theuns	Andrew Eloff	07:00 20-12-1991 19-12-1991 10:00	
9.4 Host and Hostess for VIPs 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	
9.6 Claims	Forms to be available at info office (consult Deon)	Glenda Cohen Deon DePlooy	17-12-1991	

9.7. Runners.

Go into briefcases.
- Requested from parties

Briefing 9:00 am
Thursday

TASK SHEET 10
CATERING

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
10.1 Appointment of caterer/ contract with caterer	<i>WTC catering used</i>	Sylvia Briggs	<i>Completed</i>	
10.2 Types of menus: - Halaal/Kosher/Ordinary/ Diabetics/Vegetarians	Provision being made - <i>Lists updated as delegates respond</i>	"	<i>18-12-1991.</i>	
10.3 Menus: 10.3.1 Lunch (participants)	Accepted Finalise numbers on 17/18-12-1991 <i>Menus finalised</i>	"	<i>17</i> 18 -12-1991,	
10.3.2 Cocktail (participants)	Cocktail at base <i>Menus finalised.</i>	"	<i>17</i> 18 -12-1991	
<i>Cocktail (support).</i> 10.3.3 Lunch (Secretariat and Support staff)	<i>Menus finalised.</i> Meals for security will be available over a 3 hr period to accommodate shifts	"	<i>17</i> 21/2-1991	
10.4 Drinks	- Open bar (Delegates)	"	<i>17</i> 21/2	
- Delegates	4 Fruit juice on tables (Cafeteria) 20/21-12-91	"	<i>17</i> 21/2	
- Secretariat	2 Cash bar available for media etc (Cafeteria)	"	<i>17</i> 21/2.	
- Support staff	Support staff will be available on a continuous basis for			
- Media	Support staff for security.			

Host + Hostesses?

POINT	REMARKS	RESPONSIBLE PERSON	COMPLETION DATE	CHECK
10.5 Tea/coffee - Delegates - Media - security	<ul style="list-style-type: none"> - Tea and coffee will be available throughout the day - Delegates: Entrance/Lounge next to Conference Hall <ul style="list-style-type: none"> - Secretariat/Support staff - Media, secretariat, etc: Cafeteria <p><i>- Permanent refreshment station will be available throughout the day</i></p>	<i>Sylvia Briggs</i>	<i>16-12-1991</i>	

**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	Transport arrangements to be explained in information sheet distributed as names are received See letter with travel- and accomodation arrangements			
11.1.2 Transport of guests	Only guests for whom hotel bookings and transport arrangements were made will be transported			
11.1.3 Traffic arrangements	Arrange with Security and Traffic Department			
11.1.4 Parking bay for the Ambulance				
11.2 Accomodation				
11.2.1 Booking of Hotel rooms for delegates				

**TASK SHEET 12
CLEARING UP**

POINT	REMARKS	RESPONSIBLE PERSON	COMPLE- TION DATE	CHECK
12.1 Clearing up of:		Colleen Taylor/ Billy Cobbett		

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	

TASK GROUP 3: PROCESS

Convenor: Mr M J Mahlangu

**TASK SHEET 14
PROCEDURE**

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)				