

CODESA

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Convention for a Democratic South Africa

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

FACSIMILE COVER SHEET

TO: THE EDITORS: SUNDAY TIMES
SUNDAY STAR ✓
RAPPORT ✓
CITY PRESS
SUNDAY TRIBUNE ✓
and SABC ✓ SAPA ✓

Media Statement: CODESA I

From: Office for Media Liason

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Preparations for first meeting of CODESA I going full steam ahead.

For further inquiries:

Saki Mocozoma: (011) 290151
Piet Coetzer: (021) 5916811

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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
- * 45 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.

Regular media releases to report on the run up to CODESA I will start on Tuesday at 16:00 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.

C O D E S A

PREPARATORY COMMITTEE

STEERING COMMITTEE

SECRETARIAT

MANAGEMENT

TASK GROUP 1

TASK GROUP 2

TASK GROUP 3

ADMINISTRATIVE
OFFICE

SECRETARIAL
SERVICES TO
ALL MEETINGS

TRAVEL AND
ACCOMMODATION
ARRANGEMENTS

CONVENTION
MANAGEMENT

MEDIA
MANAGEMENT

PROTOCOL
MANAGEMENT

SECURITY
MANAGEMENT