

CODESA II : 15/16 MAY 1992
LOGISTICAL REPORT

14 MAY 1992

REVISED DAILY

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CHECK COLUMN CODES :
ONGOING

Task Sheet 1:
Task Sheet 2:
Task Sheet 3:
Task Sheet 4:
Task Sheet 5:
Task Sheet 6:
Task Sheet 7:
Task Sheet 8:
Task Sheet 9:
Task Sheet 10:
Task Sheet 11 :
Task Sheet 12:
Task Sheet 13 :
Task Sheet 14:
Task Sheet 15 :

YES
NO

INVITATIONS

PROTOCOL

DRAFTING
DOCUMENTATION
PLENARY PLANNING
PHYSICAL PLANNING
RECEPTION

CATERING

TRANSPORT AND TRAVEL
ACCOMMODATION
FINANCE AND LOGISTICAL SUPPORT
MEDIA

SECURITY

CLEARING UP

FOLLOW UP

TASK SHEET 1 : INVITATIONS - JOHANN VAN DEN BERGH

Updated 13 May 1992 at 16h30

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

1.1 Drawing up invitation list and numbers Johann van den Bergh Secretariat/
of delegates/observers. Ashley Symes

* Delegates Y Complete

* Int Organisations Y Complete

* Functionaries and religious leaders SON AIS Corwkole |

* Heads of Missions Y Complete

1.2 Correct title/initials/address Y Johann van den Bergh Ashley Symes Complete

1.3 Drawing up invitations Y Johann van den Bergh Ashley Symes Complete

1.3.1 Letter Y Johann van den Bergh Ashley Symes Complete

1.3.2 Information +y Johann van den Bergh Ashley Symes Comp be

1.4 Sending of invitations/letters Y Johann van den Bergh Ashley Symes Complete

1.4.1 Fax Y Johann van den Bergh Ashley Symes Complete

1.4.2 Post/delivery Y Johann van den Bergh Ashley Symes Complete

1.4.3. Fax and courier : Y C compas te

Additional information to all involved 4 Johann van den Bergh Ashley Symes 14/05

1.4.4 Follow up telephone calls asking

to respond Y Johann van den Bergh - Ashley Symes Complete

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

1.5 Answers received - delegates Johann van den Bergh Ashley Symes

1.5.1 List of delegate confirmations : Johann van den Bergh Ashley Symes

- * ANC Y Complete
- * Bophuthatswana Gvt Y Complete
- * Ciskei Gvt Y Complete
- * Democratic Party Y Complete
- * Dikwankwetla Party Y Complete
- * Inkatha Freedom Party Y Complete
- * Intando Yesizwe Pty Y Complete
- * Inyandza Nat Movement Y Complete
- * Labour Party Y Complete
- * NIC/TIC Y Complete
- * National Party Y Complete
- * National Peoples Party Y Complete
- * Solidarity Party Y Complete
- * SA Communist Party Y Complete
- * SA Government Y Complete
- * Transkei Gvt Y Complete
- * United People's Front Y Complete
- * Venda Government Y. Complete
- * Ximoko Prog Party Y Complete
- * Conservative Pty *
- * PAC N
- * Azapo N
- * HNP N
- * AWB N

1.6 Delegates list Johann van den Bergh Ashley Symes

1.6.1 Alphabetical * Johann van den Bergh Ashley Symes 14/05

1.6.2 Groupings * Johann van den Bergh Ashley Symes 14/05

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

1.7 Answers received - other participants Johann van den Bergh Ashley Symes

1.7.1. Functionaries Johann van den Bergh Ashley Symes

* Chairpersons Johann van den Bergh Ashley Symes

Justice P Schabot Y Complete

Justice I Mohammed Y Complete

* Religious Leaders wy Johann van den Bergh Ashley Symes tHHesCor~p>

x 6 (3 Friday; 3 Saturday)

1.7.2 Observers Johann van den Bergh Ashley Symes Complete

* International Organisations Johann van den Bergh Ashley Symes

United Nations Y Complete

OAU Y Complete

Commonwealth Y Complete

European Community Y Complete

Non Aligned Movement aâ\200\235 Y. C.

* Ambassadors/Heads of Missions Johann van den Bergh Ashley Symes 12/05

Argentina Y. Complete

Australia Y Complete

Austria b Complete

Belgium Y Complete

Brazil Y Complete

Canada Y Complete

Chile Y Complete

China (Republic of) Y Complete

Czech and Slovak Federal Republic *

Denmark Y Complete

N

Guatemala

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Finland Y Johann van den Bergh Ashley Symes Complete
France Y Complete
Germany Y Complete
Great Britain Y Complete
Greece Y Complete
Hungary Y Complete
Iceland *
Ireland *
Israel Y Complete
Italy Y Complete
Japan Y Complete

- Lesotho Y Complete
Luxembourg N
Malawi *
Morocco Y Complete
Mozambique Y Complete
Namibia Y Complete
Netherlands Y Complete
Norway Y Complete
Paraguay Y Complete
Poland Y Complete
Portugal Y. Complete
Romania Y Complete
Russia Y Complete
Rwanda Y Complete
Spain Y Complete
Swaziland Y Complete
Sweden Y Complete
Switzerland Y Complete
Turkey Y Complete
United States of America Y Complete
Uruguay Y Complete
Zimbabwe Y Complete

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ACTION POINT PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Red Cross Johann van den Bergh Ashley Symes Complete
UN High Comm for Refugees 7 Complete
Apostolic Delegation (Vatican) = Complete

Update on delegate responses Johann van den Bergh Daily
Update on observer responses Johann van den Bergh Daily

Fact sheet to all delegates in which the Johann van den Bergh . Complete
following arrangements are outlined :

Check information -

- * Conference Centre Complete
- * Subsistence and transport Complete
- * Names of support staff Complete
- * Parking and traffic arrangements Complete
- * Agenda and procedures during Complete .
convention
- * Claims procedure Complete

Distribute updated acceptance lists . Johann van den Bergh Daily
to all at every meeting

Updated 13 May 1992 at 16h30

TASK SHEET 2 : PROTOCOL - JOHANN VAN DEN BERGH

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

International organisations and Johann van den Bergh 14/05
Heads of Mission

Follow up non-responders Johann van den Bergh Complete

Compile list of who is arriving and when Johann van den Bergh Janet Love/ Pravin 14/05
Gordhan/Murphy

Compile letters to be faxed to : Johann van den Bergh Morobe Complete

International Organisations

- * OAU Complete
- * Non Aligned Movement Complete
- * United Nations Complete
- * European Community Complete
- * Commonwealth Complete

Mission Heads : Johann van den Bergh 13/05

- * Where and when they will be met Elise Strumfer
- * Parking and traffic arrangements Nick Pretorius
(liaise with Security)
- * Transfer and accommodation Elise Strumfer
arrangements .
- * Suggested (staggered arrival times
for dignataries)
- * Notice to all foreign observers that Johann van Bergh
Protocol will facilitate the set up of
bilateral meetings if required

Updated 13 May 1992 at 16h30

ACTION POINT PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Functionaries Johann van den Bergh 14/05

- * Arrival time (staggered)
- * Parking and traffic arrangements Nick Pretorius
- * Facilities available at convention centre

Liaise with Transport/Security for all Johann van den Bergh Elise Strumfer/
arrivees to be met (either by Protocol à\200\230 Nick Pretorius
Officers or local dignitaries - depending
on status of arrivee)

Liaise with Transport/Security re Johann van den Bergh Elise Strumfer/
transport between hotel and convention Nick Pretorius
centre ;

Liaise with Physical Planning re VIP Johann van den Bergh Glenda Cohen/
Room at Convention Centre Deon du Plooy

Recommended Protocol Officers Johann van den Bergh
Organise briefing session with all Johann van den Bergh Nick Pretorius/
Protocol Officers/Security/Physical Glenda Cohen

Planning

Organise activity for entertainment Johann van den Bergh Glenda Cohen/ 14/05
for international organisations - 16th Deon du Plooy

Liaise with Physical Planning re Johann van den Bergh Glenda Cohen 14/05
seating arrangements

Submit names, arrival times etc to Johann van den Bergh Media Committee Complete
Media Committee

TASK SHEET 3 : DRAFTING - JANET LOVE

Updated 13 May 1992 at 16h30

ACTION POINT

CHK

PERSON
RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

Agenda

* 15 May - Reception/Cocktails

Programme
Addendum to Declaration of Intent

* Type up new version
* Reproduce old version clearly

Reports from Working Groups

Agreements reached by Working
Groups

Outstanding matters
Standing Rules
For inclusion in pack :

* Compilation of all fact sheets for
Codesa II

* Claim forms

Janet Love

Janet Love

Janet Love

DMC

DMC
DMC

Ashley Symes
Deon du Plooy

Working Groups

Working Groups

DMC/MC

Ashley Symes

Deon du Plooy

Complete

Complete

Complete

14/05

14/05

14/05

14/05

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TASK SHEET 4 : DOCUMENTATION - ASHLEY SYMES

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Administration of : Ashley Symes Glenda Cohen/ Post
Marietjie du Plessis/ Codesa II

- * Tape Recordings Deon du Plooy
- * Video Recordings

- * Transcription Services

Printing Marietjie du Plessis/
; Deon du Plooy/
Copies of convention documentation Gerda Lombard

Printing of press kits, delegate pack 14/05/
working group documentation

Compilation Ashley Symes Roshnee Vitee/ 14/05
Admin Assistants 12h00
Compilation of delegate packs

t

- * Agenda au

- * List of delegates/advisers/support staff/ f)o
international guests

- * Plan of seating arrangements OÂ¢â\200\235~

- * Fact sheet

- * Plan of venue {2Â°

- * List of telephone numbers

- *Pen Vv

- * Paper

- * Emergency plan vo

- * Other documentation 9Â¢~

- * Claim form Qeo -

- * & eee EEE

TASK SHEET 5 : PLENARY PLANNING - JANET LOVE

Updated 13 May 1992 at 16h30

ACTION POINT	CHK	PERSON	LIAISE WITH PEOPLE/HRS	TARGET
RESPONSIBLE	(PERSON/COMM)	REQUIRED	DATE	
5.1	Procedure	Janet Love	DMC 14/05	
5.1.1	Briefing of chairperson(s)			
5.2	General	* Janet Love	DMC 14/05	
5.2.1	Contents of briefcases for delegates and advisors			
5.2.2	Runners drawn from Support Staff	Y Janet Love	DMC Complete	
	* Brief on 14 May at 15h30	sag Lave		
5.3	Synchronisation with SABC	* Janet Love	Media Committee Ongoing	
5.4	Synchronisation with Media Committee	* Janet Love	Media Committee Ongoing	

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TASK SHEET 6 : PHYSICAL PLANNING - GLENDA COHEN

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE

(PERSON/COMM)

REQUIRED

DATE

Allocation of Facilities

Registration :

- * Delegates, support staff,

Tech Staff (all except
media & WTC Staff

- * Media and WTC staff

Convention :

- * Delegates

- * Media

- * Int Orgs & M/Heads

Party Offices :

- * NP Offices, ANC

- * All others

Tea/Coffee :

- * Delegates

- * Media

- * Admin Staff .

- * Security

- * B/Guards/Drivers

Lunch :

- * Delegates

- * All others

- * B/Guards/ Drivers

Front Entrance

Side Entrance

Centre Well

Press Gallery (1st floor)

Gallery - 1st floor

Reception Area

Canteen

Canteen

Canteen
Jurgens Offices

Rooms, 3, 4, 5 & 6
Canteen
Jurgens Offices

Glenda Cohen

Deon du Plooy

Nick Pretorius

Media Committee

Johann van den Bergh
Media Committee

Johann van den Bergh
Media Committee

Nick Pretorius
Nick Pretorius

Johann van den Bergh

Nick Pretorius

Complete
Complete
Complete
Complete
Complete

Complete
Complete
Complete

12

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Media : Glenda Cohen Media Committee

* Work Room Ground floor, press Y Complete
entrance

- * Conference Room Rooms 8 Y Complete
- * Liaison Room Glass Room Å¥ Complete
- * Interview Room Section of Glass Room Y Complete
- * Press Offices As at present Y Complete
- * Media Lounge Room 7 Y Complete

Other Rooms :

- * Delegate Courtesy As at present Y Johann van den Bergh Complete
- * Protocol Offices Glassrooms 2 & 3 #46 Y Johann van den Bergh Complete
- * Admin & Secretariat As at present | T } Y Complete
- * Breakaway/Convention Rooms 1â\202~2 Suita A Y Complete
- * Security Ops Sect of old B/G Room Y Nick Pretorius Complete
- * Luggage Sect of new Sec Ops Y

Nick Pretorius Complete

- * First Aid Old Sec Ops Room Y Nick Pretorius Complete
- * Codesa Travel As at present Y Complete
- * Chairmen Behind stage near Y Complete

mens toilet

- * B/Gâ\200\231s and Drivers Jurgens offices Y Complete
- * VIP Room Glass Room 1 Y Johann van den Bergh Complete

Furniture :

- * VIP Room Cas lounge, bar, coffee Å¥ Johann van den Bergh Complete
- * Protocol Officers Tables, casual lounge Y Johann van den Bergh Complete
- * Breakway/Conv As at present Y Complete
- * Media Lounge Cas lounge, TV monitor Y Media Committee Complete

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ACTION POINT

PERSON
RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

TARGET
DATE

* B/Gâ\200\231s and Drivers Casual Lounge, TV
screen, video, coffee
station, ashtrays,

stand for cigs and sweets
Convention Seating Plan

- * No of delegates?
- * No to receive front row seat?
- * Status of organisations/protocol?

Facilities available

- * Stage/podium - erected by Wed, 13 May
- * Backdrop - erected by Thurs, 14 May
- * Cameras - platforms erected by Wed, 13 May
- * Lighting - erected by Wed, 13 May
- * Sound speakers, transcription
services all complete by Thurs, 14 May
- * Delegates tables - positioned by Wed, 13 May
clothed by Thurs evening, 14 May
- * Emergency PA system
- * Table microphones
- * Newspaper stands

Venues available from - Wed, 13 May 1992

- * When last WG meetings end

Decorations and Flowers

- * Tenders requested
- * Pot plants against windows
- * Flowers against partitions

Glenda Cohen

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Glenda Cohen

Glenda Cohen

Johann van den Bergh

Media Committee
Media Committee
Media Committee
Media Committee
Media Committee

Johann van den Bergh

Deon du Plooy

Deon du Plooy

Complete Â°

Complete
) Complete
) by 14/05

Updated 13 May 1992 at 16h30

ACTION POINT

CHK

PERSON
RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

TARGET
DATE

6.5

6.6

6.7

6.8

Centre Well -

- * Potplants at base of platform
- * Potplants at base of front row of tables
- * Posies for each table in delegates dining room
- * Posy for media interview room
- * Posy for VIP room

Water Carafes and Mints

- * Placed on Friday, 15 May
- Smoking Facilities

* Outside wall of convention centre

Signs/Indicator Boards

- * Names of each political party for tables
- * Names of each mission
- * Names of international organisations
- * Names of functionaries
- * Media signs
- * Delegate restaurant sign
- * No smoking signs
- * Security signs
- * Protocol signs

Tape Recording, Video, Transcription

Services .

* Tenders requested

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Glenda Cohen

Glenda Cohen

Glenda Cohen

Glenda Cohen

Deon du Plooy

14

)
Wohann van den Bergh/

)Ashley Symes
)
Media Committee

Deon du Plooy

Glenda Cohen

)
) Complete

) by 14/05
)
)

15/05

Complete

Complete

14/05

TASK SHEET 7 : RECEPTION - GLENDA COHEN

Updated 13 May 1992 at 16h30

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

7.1 Registration (except media) Glenda Cohen Gerda Lombard

- * Delegates * r
- * Support staff -

7.1.1. Furniture - Tables Glenda Cohen Dries Bekker

- *19- Delegates (one per party - app 459) Y Johann van den Bergh Complete
- * 2- Heads of Missions (app 60) Y Johann van den Bergh Complete
- * (International delegates (app 25) Y Johann van den Bergh Complete
- * 1-(Functionaries (app 10) Y Johann van den Bergh Complete
- * 3- Security Y Nick Pretorius Complete
- * 8- Tea Stations Y Complete
- *14- Media Y Media Committee Complete

62- Total

Chairs - Glenda Cohen Dries Bekker

- *19- Delegates Y Johann van den Bergh Complete
- * 2- Heads of Missions Y Johann van den Bergh Complete
- * (International Delegates Y Johann van den Bergh Complete
- * 1-(Functionaries Y Johann van den Bergh Complete
- * 3- Security Y Nick Pretorius Complete
- *14- Media Y Media Committee Complete
- 66- Total

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Partitions - Glenda Cohen Nick Pretorius 14/05

* Solid partition between registration *

area and conference hall (in front

of escalators) 3 entances

* Partitioning between reception area and > 14/05

party offices

* Roping off of front entrance for press * Glenda Cohen Media Comm/Sec 14/05

* Side well near car park * Glenda Cohen Security 14/05

Shelving - Y Glenda Cohen 14/05

* Baggage Room

Coat Rails - iy Glenda Cohen 14/05

* Baggage Room

7.1.2 Personnel Glenda Cohen

*19- Delegates Y Johann van den Bergh Complete

* 4- Heads of Missions Y Johann van den Bergh Complete

* (_ International Delegates Y Johann van den Bergh Complete

* 2 -(Functionariesâ\200\231 Y Johann van den Bergh Complete

* 3- Directional Y. Complete

*20- Media Y Media Committee Â° Complete

65- Total

7.1.2.1 Training - Thursday, 14 May 1992 at 15h30 * Glenda Cohen 14/05

7.1.2.2 Registration to begin at 07h00 on Friday, * Glenda Cohen Gerda Lombard 14/05

15 May 1992

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

7.1.2.3 Media accreditation to begin on Thursday, = Media Committee Ashley Symes 14/05
14 May 1992.

7.1.3 Computer backing ny Ashley Symes JAH / one |

* To be handled by Admin in Admin offices

7.1.4 Briefcases/Folders Dries Bekker Media Committee
Dries Bekker Ashley Symes Complete

Dries Bekker Media Committee Complete
Dries Bekker Ashley Symes Complete

* Delegates briefcases - arriving when?
* Media folders - arriving when?
* Stickers - arriving when?

<<<

Contents - Delegates Ashley Symes/ Janet Love 14/05

Janet Love

* Agenda =

* List of delegates/advisers/support staff/
international guests

* Plan of seating arrangements

* Fact sheet

* Plan of venue

* List of telephone numbers

* Pen/paper

* Emergency plan

* Other documentation

* Claim Form

*

* * & & & &

Contents - Media 14/05

Media Committee DMC/ 13/05

* Agenda Ashley Symes?

* List of delegates

* Plan of seating arrangements

* Logisitical report (including meals, cash bar etc)

* Plan of venue

* * & FF

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ACTION POINT

PERSON
RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

* List of telephone numbers

* Pen

* Paper

* Emergency Plan

* Media representation list

* Sticker

* Media Committee List

* Reports from Working Groups

Delegate briefcases - packed when?

Media folders - packed when?

Name Tags

* Delegates {printed and stuffed by 14 May v

* Media - printed and stuffed by 13 May

* Delegates - alphabetical and per organisation,â\200\235

* Media - alphabetical ,/

* Spare blank cards ./

* Spare plastic holders

* Colour coding -

Delegates - yellow

Support staff - pink

Protocol - pink with pink ribbon

Runners - pink with yellow ribbon

Media - blue

Media Comm - blue with black stripe

Security - photo tag

Technical/staff - orange

* Dots -

Thurs, 14 May - blue

Fri, 15 May - yellow

Sat, 16 May - red

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Ashley Symes
Media Committee

Gerda Lombard

Gerda Lombard

Secretariat
Ashley Symes?

Ashley Symes

Media Committee
Dries Bekker
Dries Bekker

Ashley Symes

Johann van den Bergh
Johann van den Bergh
Johann van den Bergh

Media Committee
Media Cimmittee
Nick Pretorius

Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete

Complete
Complete
Complete

ACTION POINT

CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

7.1.6 Sundries

- * Duplicate delegate lists N Gerda Lombard Ashley Symes
- * Table number stands x 40 y WTC Deon du Plooy
- * Paper Dries Bekker Deon du Plooy
- * Felt Pens x 50 Dries Bekker Deon du Plooy
- * Pens x 150 * Dries Bekker Deon du Plooy
- * Registration forms Gerda Lombard Ashley Symes
- * Boxes to collect registration forms Dries Bekker Deon du Plooy
- * Boxes to hold briefcases Dries Bekker Deon du Plooy
- * Large notice board Dries Bekker Deon du Plooy Complete
- * Tickets to luggage room * Elise Strumpher Glenda Cohen
- * Elastic bands x 1000 - Dries Bekker Deon du Plooy
- * Ribbons - runners and protocol officers * Dries Bekker Deon du plooy

7.1.7 Signage

- * To go on notice board - Â«
- Information * Ashley Symes
- Map of venue * Nick Pretorius
- Seating plan - Johann van den Bergh
- Agenda + Secretariat
- Logistical report - Ashley Symes?
- Emergency plan * Nick Pretorius
- * 1 sign for each organisation * Johann van den Bergh
- * Heads of Missions r E Johann van den Bergh
- * International organisations * Johann van den Bergh
- * Functionaries - Johann van den Bergh
- * Technicians/waiters *
- * Luggage room * Nick Pretorius
- * Enquiries my / Ashley Symes?

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

7.2 Enquiries

* To remain in present Codesa Admin reception Y Ashley Symes Complete
area (manned by Lovedalia and Lorraine) :

* Copies of contents of all briefcases N Ashley Symes
(except documentation)

7.3 Claims

* To remain in present claims office Y Deon du Plooy Complete

Sakkie v/d Merwe

TASK SHEET 8 : CATERING - GLENDA COHEN

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ACTION POINT

CHK

PERSON

LIAISE WITH

RESPONSIBLE (PERSON/COMM)

PEOPLE/HRS
REQUIRED

TARGET
DATE

8.1

8.2

8.3

8.4

Make provision for types of menus

- * Halaal

- * Kosher

- * Ordinary

- * Diabetics

- * Vegetarians

Liaise with Finance re approval of catering expenses

Tea/Coffee

- * Delegates

- * Observers/functionaries

- * Support staff

- * Media

- * Codesa Admin staff

- * Security ;

- * Bodyguards and Drivers

Drinks with Meals

- * Delegates

- * Observers/functionaries

- * Support staff
- * Media
- * Codesa admin staff
- * Security
- * Bodyguards and Drivers

Glenda Cohen

Glenda Cohen

Glenda Cohen

Glenda Cohen

Deon du Plooy

Deon du Plooy

Deon du Plooy

Deon du Plooy

21

Complete

Complete

Complete

Complete

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ACTION POINT

CHK

PERSON
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(PERSON/COMM)

PEOPLE/HRS
REQUIRED

TARGET
DATE

8.5

8.6

8.7

8.9

Cocktail Party - Friday, 15 May

* Participants - WTC

* Support staff - WTC

* Observers - WTC

Lunch

* Delegates

* Observers/Functionaries

* Support Staff

* Media

* Codesa admin staff

* Security

Numbers

* 459 - Delegates

* 243 - Support Staff

* 25 - International

* 60- Heads of Missions

* 10- Functionaries

797 - Total

* 145 - Security, medical, fire

* 50- Administration

* 30- Runners

* 40- Technicians

* 300 - Body Guards etc

* 500 - Media

1065 - Total

WTC to make tea/coffee available 24 hours

Evening meals for staff available - 11 May

Glenda Cohen

Glenda Cohen

Glenda Cohen

Glenda Cohen

Glenda Cohen

22

Deon du Plooy

Deon du Plooy

Ashley Symes

Weor 1

Deon du Plooy

Deon du Plooy

14/05

Complete

14/05

Complete

Complete

TASK SHEET 9 : TRAVEL AND TRANSPORT- ELISE STRUMFER

Updated 13 May 1992 at 16h30

ACTION POINT

CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) | REQUIRED DATE

9.1 Travel Elise Strumfer Johann van den Bergh/ 14/05

Ashley Symes/

9.1.1 Booking of flights for : Nick Pretorius

* Delegates *

* Observers/Functionaries s

9.2 Transport Elise Strumfer Nick Pretorius

9.2.1 Transport from airport to hotel 14/05

Liaise with Security

* Delegates *

* Observers/Functionaries ba

* Support Staff *

9.2.2 Transport of guests between hotel and Elise Strumfer Nick Pretorius 14/05
convention centre. Liaise with Security.

* Delegates * Johann van den Bergh

* Observers/Functionaries * Johann van den Bergh

* Support staff * Johann van den Bergh

* Codesa - Admin staff E Ashley Symes

* Security Nick Pretorius

* Media/Protocol officers * Media/Protocol Comm

* Technical staff = Glenda Cohen

9.3 Set up Courtesy Desk at Airport for Y Elise Strumfer Mrs Venter Complete

arrives at Jan Smuts, Grand Central and

Lanseria

* Require staff

TASK SHEET 10 : ACCOMMODATION - ELISE STRUMFER

Updated 13 May 1992 at 16h30Â°

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

10.1 Accommodation Elise Strumfer Ashley Symes 14/05

10.1.1 Booking of hotel rooms for :

* Delegates Y Johann van den Bergh

* Observers/Functionaries Johann van den Bergh

* Admin staff Ashley Symes

* Media/Protocol Committee Members Media Protocol Comm

* Technical staff - Glenda Cohen

* Security \V Nick Pretorius

10.1.2 Provide a detailed list of who is staying where N Elise Strumfer Ashley Symes 14/05

10.1.3 Draw up list of Codesa staff requiring Y Ashley Symes Elise Strumfer Complete accommodation .

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TASK SHEET 11 : FINANCE AND LOGISTICAL SUPPORT - DEON DU PLOOY

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

11.1. Contract with World Trade Centre * Deon du Plooy
and payment

11.2 Claims Sakkie v/d Merwe Deon du Plooy

* Accommodation *

* Transport *

11.3. Liaison with Supplies, Admin, Y Dries Bekker Ashley Symes/ Complete
Reception, Printing etc Glenda Cohen

11.4 Approval of Physical Planning and Deon du Plooy Glenda Cohen
contracted services

* Lighting *

* Sound *

* Transcription services *

* Decorations Y Complete

* Catering Y Complete .

* SABC = Media Committee

* Photographer -

11.5 Stationery Requirements Dries Bekker 14/05

11.5.1 Name tags and perforated labels (1000) = Gerda Lombard

11.5.2 Seating cards for organisations 4 Glenda Cohen

11.5.3 Delegates briefcases (500) Y Ashley Symes Complete

11.5.4 Press kit folders Y Media Committee Complete

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

11.5.5 Miscellaneous Dries Bekker Ashley Symes/ 14/05

Glenda Cohen

- * Pens x 150 Y Complete
- * Writing Pads x 500 Y Complete
- * Photocopy paper Y Complete
- * Toner (fax and photocopier) Y Complete
- * Board markers Y Complete
- * Prestic Y Complete
- * Sticky tape Y Complete
- * Cardboard ay
- * Rolls of plastic aâ\200\235 14/05
- * Table number stands x 40 Â«ay
- * Felt tip pens x 50 Y Complete
- * Boxes to collect registration forms #Y
- * Boxes to hold briefcases #Y
- * Large notice board Y Complete
- * Tickets to luggage room Â¥Y
- * Elastics x 1000 Â¥
- * Cover sheets - y
- * Codesa business cards Â«7

11.5.6 Printing of : Dries Bekker . Ashley Symes/ 14/05

Glenda Cohen

- * stickers for briefcases * 4
- * name tags . i
- * posters *

11.6 Equipment Dries Bekker/ Ashley Symes/

Sakkie v\d Merwe . Glenda Cohen/

- * Photocopiers Y Complete
- * Word processors Y Complete
- * Binding machine (contracted out) Y Complete
- * Shredders Y Complete

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE
11.7. Telephone/Fax Machines Dries Bekker/ Media Committee/
Sakkie v/d Merwe Johann van den Bergh/
* Press - pay phones Glenda Cohen/ Complete
* Press - pay faxes Y Deon du Plooy Complete
* VIP\200\231s - phones Y Complete
* VIP's - faxes Y Complete
* Media Committee - 4 phones Y Complete
* Media Committee - 1 fax Y Complete
* Security - 2 phones Y Complete
* Security - 1 fax Y Complete
Y

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TASK SHEET 12 : MEDIA - SAKI MACOZOMA AND PIET COETZER

ACTION POINT CHK PERSON

RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS TARGET
REQUIRED DATE

Venue (in conjunction with Physical Planning) J Bachu Glenda Cohen Complete Â°

Obtaining and putting up posters, banners
and stickers, flags

Ensure Press Room, Conference Room and
Interview Room are equipped

Ensure all media signage is posted and media
areas demarcated

Liaise with Physical Planning re registration
requirements

Liaise with Physical Planning and Supplies
re requirements

Erection of backdrop in conjunction with
Physical Planning

Foreign guests in the gallery

Press Kit

Collect updated delegates list

Compile press master kit for clearance
Liaise with Admin re printing of press kit
Collect folders

Compilation of press kit

Neil Hooper

Glenda Cohen
Glenda Cohen/
Deon du Plooy
Glenda Cohen
Glenda Cohen/
Nick Pretorius

Glenda Cohen/
Dries Bekker

Glenda Cohen/
Dries Bekker

Ashley Symes

Secretariat

Marietjie du Plessis/

Dries Bekker
Dries Bekker

Ongoing

Complete

14/05

Complete

Complete

14/05

14/05

14/05

Ongoing

Complete

Complete

Ongoing

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ACTION POINT PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

12.2.6 To be included in press kit : Neil Hooper 14/05

Glenda Cohen
Ashley Symes

* Maps - venue, parking, seating

* Delegation list

* Media list

* Functionary list

iC.

* Backgrounder?

* Logistics sheet, procedures and
contact numbers

* Details of access/meals/cash bar/
first aid etc

* Agenda

* Emergency

* Spfeaker order on Day |

* Media Committee List

=

Johann van den Bergh
_Dsies-Bekker

Ashley Symes
Glenda Cohen
DMC

Glenda Cohen
DMC

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Accreditation

Liaise with press for accreditation Complete

Liaise with Admin re media responses Ashley Symes Complete

Update list for ratification and Glenda Cohen/ 14/05

logistic purposes Nick Pretorius

. get?

Liaise with Physical Planning and Glenda Cohen/ 14495, 4

Security re registration Nick Pretorius

Liaise with Finance re equipment and Dries Bekker/ Complete
stationery needed Deon du Plooy

Draw up registration form, keep register Complete
and files

ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

12.3.7 Accreditation of SABC technical staff Y Nick Pretorius/ Complete
Glenda Cohen

12.3.8 List of media support staff to be given Y Gerda Lombard Complete
to Admin and name tags arranged

12.3.9 Final draft accreditation list to be ready * Murphy Morobe 14/05
for approval

12.3.10 Final list of media to be given to Admin * Ashley Symes 14/05
for records

12.3.11 Accreditation of diplomats * Ashley Symes 14/05

12.4 Press Liaison Saki Macozoma/

Piet Coetzer

12.4.1 Photographic pool Y Janet Love Complete

12.4.2 Determine possible items for press release Y Janet Love Complete

12.4.3 Arrange pre-plenary press briefings Y Janet Love Complete

12.4.4 Deal with requests from media aY

12.4.5 Determine procedure for media briefings Y Janet Love Complete
during plenary

12.4.6 Determine booking system for Interview Y Complete

Room and requests for interviews

12.4.7 Fact sheet : Y Complete

* For participating organisations

* For media

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ACTION POINT

PERSON
RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

12.4.7 Placement of SABC TV/Radio cameras

in close liaison with Physical

Planning

- * When do SABC move in to lay out lighting/cameras
- * Monitoring SABC needs and progress
- * Use of SABC facilities by other agencies
- * Collect copy of video recording from SABC for safe keeping
- * Liaise with Media Comm re details

Media in the TBVC states

Issues to be dealt with by
Committees/Management/Secretariat

Policy re SABC radio and TV coverage
Proposal for staffing

- * Media Centre
- * Accreditation
- * Press Room
- * Press Conference Room
- * Interview Room

Briefing of staff

Glenda Cohen/
Deon du Plooy

Glenda Cohen

Glenda Cohen

Glenda Cohen
Press Liaison

Janet Love

Janet Love

Glenda Cohen

TASK SHEET 13 : SECURITY - NICK PRETORIUS

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET

RESPONSIBLE (PERSON/COMM) REQUIRED DATE

13.1 Provide lists to Security of the following : Glenda Cohen/ Complete
Ashley Symes

- * Security - photo permits - on 13/05 Y
- * Bodyguards - to remain in their area * 14/05
- * Support staff = 14/05
- * Delegates * 14/05
- * Advisers . 14/05
- * VIP's = 14/05
- * Functionaries . 14/05
- * World Trade Centre staff - 14/05
- * World Trade Centre tenants = 14/05
- * Codesa administration Â© 14/05
- * Technical staff - 14/05
- * Media * 14/05

13.2 Access Control Van Eck/Symonds

13.2.1 Gate 1 -

* Name lists of all delegates, advisers, Â» Ashley Symes/ 14/05
VIPSâ\200\231s and functionaries Johann van den Bergh

13.2.2 Gate 2 -

* This entrance to be used by emergency Y Complete
and delivery vehicles only

* Delivery vehicles and those with stickers

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ACTION POINT PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

13.2.3 Staff/Media Entrance -
All staff/media to enter through this entrance.

- * List of media
- * List of Codesa admin staff
- * List of WTC Staff and tenants
- * List of technical staff

Front entrance - 2 doors will be used for
entrance

- * 1 door used for VIP\200\231s
- * 2 doors for exit

External Mark Symonds/
Nick Pretorius
Parking - Mark Symonds

* Parking for media, WTC customers : on lawn
as per Sketch 1 at Point B

* Parking for delegates : as per Sketch 1 at
Point C

* Parking for Codesa staff and WTC staff and
tenants : As per Sketch 1 at Point D

Transport Mark Symonds Elise Strumfer Complete

*

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ACTION POINT PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

Accommodation N Pretorius Elise Strumfer Complete
Catering N Pretorius Glenda Cohen Complete
Additional arrangements with SAP Complete
Evacuation Plan Complete
Emergency Services Complete
Venues

* Ops Room

* Luggage Room

* First Aid Room

* Room for B/Gâ\200\231s and drivers

Faxes requesting additional Security Mark Symonds
Personnel

Primary equipment requirements N Pretorius

Security to draft memo to all parties
re use of the helipad

TASK SHEET 14 : CLEARING UP

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ACTION POINT

CHK

PERSON

RESPONSIBLE

LIAISE WITH
(PERSON/COMM)

PEOPLE/HRS
REQUIRED

TARGET
DATE

14.1

Each department to be responsible for
its own clearing up

TASK SHEET 15 : FOLLOW UP

Â»

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ACTION POINT CHK PERSON LIAISE WITH PEOPLE/HRS TARGET
RESPONSIBLE (PERSON/COMM) REQUIRED DATE

15.1 Courier transcripts to all Ashley Symes

15.2

parties

Party for Admin staff