

CODESA II : 15/16 MAY 1992

LOGISTICAL REPORT

14 MAY 1992

REVISED DAILY

INDEX

1.	Task Sheet 1 :	INVITATIONS
2.	Task Sheet 2 :	PROTOCOL
3.	Task Sheet 3 :	DRAFTING
4.	Task Sheet 4 :	DOCUMENTATION
5.	Task Sheet 5 :	PLENARY PLANNING
6.	Task Sheet 6 :	PHYSICAL PLANNING
7.	Task Sheet 7 :	RECEPTION
8.	Task Sheet 8 :	CATERING
9.	Task Sheet 9 :	TRANSPORT AND TRAVEL
10.	Task Sheet 10 :	ACCOMMODATION
11.	Task Sheet 11 :	FINANCE AND LOGISTICAL SUPPORT
12.	Task Sheet 12 :	MEDIA
13.	Task Sheet 13 :	SECURITY
14.	Task Sheet 14 :	CLEARING UP
15.	Task Sheet 15 :	FOLLOW UP

CHECK COLUMN CODES :

*	=	ONGOING
Y	=	YES
N	=	NO

TASK SHEET 1 : INVITATIONS - JOHANN VAN DEN BERGH

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
1.1 Drawing up invitation list and numbers of delegates/observers. * Delegates * Int Organisations * Functionaries and religious leaders * Heads of Missions	Y Y Y Y	Johann van den Bergh	Secretariat/ Ashley Symes		Complete Complete 14/05 <i>complete</i> 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		<i>complete</i>
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 : Additional information to all involved	Y	Johann van den Bergh	Ashley Symes		<i>complete</i> 14/05
1.4.4 Follow up telephone calls asking to respond	Y	Johann van den Bergh	Ashley Symes		Complete

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

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
1.7 Answers received - other participants		Johann van den Bergh	Ashley Symes		
1.7.1 Functionaries		Johann van den Bergh	Ashley Symes		
* Chairpersons	Y	Johann van den Bergh	Ashley Symes		Complete
Justice P Schabort	Y				Complete
Justice I Mohammed	*Y	Johann van den Bergh	Ashley Symes		14/05 <i>Comp</i>
* Religious Leaders					
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	*Y				Complete
* Ambassadors/Heads of Missions		Johann van den Bergh	Ashley Symes		12/05
Argentina	Y				Complete
Australia	Y				Complete
Austria	Y				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
Guatemala	N				

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

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
Red Cross UN High Comm for Refugees 7 Apostolic Delegation (Vatican)	Y Y Y	Johann van den Bergh	Ashley Symes		Complete Complete Complete
1.8 Update on delegate responses	*	Johann van den Bergh	Ashley Symes		Daily
1.9 Update on observer responses	*	Johann van den Bergh	Ashley Symes		Daily
1.10 Fact sheet to all delegates in which the following arrangements are outlined : Check information -	Y	Johann van den Bergh	Ashley Symes/ Secretariat		Complete
* Conference Centre	Y				Complete
* Subsistence and transport	Y				Complete
* Names of support staff	Y				Complete
* Parking and traffic arrangements	Y				Complete
* Agenda and procedures during convention	Y				Complete
* Claims procedure	Y				Complete
1.11 Distribute updated acceptance lists to all at every meeting	*	Johann van den Bergh	Ashley Symes		Daily

TASK SHEET 2 : PROTOCOL - JOHANN VAN DEN BERGH

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
2.1 International organisations and Heads of Mission	*	Johann van den Bergh			14/05
2.2 Follow up non-responders	Y	Johann van den Bergh			Complete
2.3 Compile list of who is arriving and when	N	Johann van den Bergh	Janet Love/ Pravin Gordhan/Murphy		14/05
2.4 Compile letters to be faxed to :	Y	Johann van den Bergh	Morobe		Complete
2.4.1 International Organisations					
* OAU	Y				Complete
* Non Aligned Movement	Y				Complete
* United Nations	Y				Complete
* European Community	Y				Complete
* Commonwealth	Y				Complete
2.4.2 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					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
2.4.3 Functionaries * Arrival time (staggered) * Parking and traffic arrangements * Facilities available at convention centre	*	Johann van den Bergh	Nick Pretorius		14/05
2.5 Liaise with Transport/Security for all arrivees to be met (either by Protocol Officers or local dignitaries - depending on status of arrivee)	*	Johann van den Bergh	Elise Strumfer/ Nick Pretorius		14/05
2.6 Liaise with Transport/Security re transport between hotel and convention centre	*	Johann van den Bergh	Elise Strumfer/ Nick Pretorius		14/05
2.7 Liaise with Physical Planning re VIP Room at Convention Centre	*	Johann van den Bergh	Glenda Cohen/ Deon du Plooy		14/05
2.8 Recommended Protocol Officers	*	Johann van den Bergh			14/05
2.9 Organise briefing session with all Protocol Officers/Security/Physical Planning	*	Johann van den Bergh	Nick Pretorius/ Glenda Cohen		14/05
2.10 Organise activity for entertainment for international organisations - 16th	*	Johann van den Bergh	Glenda Cohen/ Deon du Plooy		14/05
2.11 Liaise with Physical Planning re seating arrangements	*	Johann van den Bergh	Glenda Cohen		14/05
2.12 Submit names, arrival times etc to Media Committee	Y	Johann van den Bergh	Media Committee		Complete

TASK SHEET 3 : DRAFTING - JANET LOVE

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
3.1 Agenda * 15 May - Reception/Cocktails	*	Janet Love	DMC		13/05
3.2 Programme	Y	Janet Love	DMC		Complete
3.3 Addendum to Declaration of Intent * Type up new version * Reproduce old version clearly	Y Y	Janet Love	DMC Ashley Symes Deon du Plooy		Complete Complete
3.4 Reports from Working Groups	*	Janet Love	Working Groups		14/05
3.4.1 Agreements reached by Working Groups	*	Janet Love	Working Groups		14/05
3.4.2 Outstanding matters	*	Janet Love	DMC/MC		14/05
3.5 Standing Rules	*				14/05
3.6 For inclusion in pack : * Compilation of all fact sheets for Codesa II * Claim forms	* *		Ashley Symes Deon du Plooy		14/05 14/05

TASK SHEET 4 : DOCUMENTATION - ASHLEY SYMES

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
4.1 Administration of : * Tape Recordings * Video Recordings * Transcription Services	N	Ashley Symes	Glenda Cohen/ Marietjie du Plessis/ Deon du Plooy		Post Codesa II
4.2 Printing 4.2.1 Copies of convention documentation 4.2.2 Printing of press kits, delegate pack working group documentation	N	Ashley Symes	Marietjie du Plessis/ Deon du Plooy/ Gerda Lombard		14/05 14/05/
4.3 Compilation 4.3.1 Compilation of delegate packs * Agenda <i>Sec</i> * List of delegates/advisers/support staff/ <i>Actu</i> international guests * Plan of seating arrangements <i>Deon</i> * Fact sheet ✓ * Plan of venue <i>Deon</i> * List of telephone numbers * Pen ✓ * Paper ✓ * Emergency plan ✓ * Other documentation <i>Sec</i> * Claim form <i>Deon</i>	N * * * * * * * * * *	Ashley Symes	Roshnee Vitee/ Admin Assistants		14/05 12h00

TASK SHEET 5 : PLENARY PLANNING - JANET LOVE

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET 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		Janet Love			
5.3 Synchronisation with SABC	*	Janet Love	Media Committee		Ongoing
5.4 Synchronisation with Media Committee	*	Janet Love	Media Committee		Ongoing

TASK SHEET 6 : PHYSICAL PLANNING - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
6.1 Allocation of Facilities		Glenda Cohen	Deon du Plooy		
<u>Registration :</u>			Nick Pretorius		Complete
* Delegates, support staff, Tech Staff (all except media & WTC Staff	Y				Complete
* Media and WTC staff	Y		Media Committee		
<u>Convention :</u>					
* Delegates	Y		Johann van den Bergh		Complete
* Media	Y		Media Committee		Complete
* Int Orgs & M/Heads	Y				Complete
<u>Party Offices :</u>					Complete
* NP Offices, ANC	Y				Complete
* All others	Y				
<u>Tea/Coffee :</u>			Johann van den Bergh		Complete
* Delegates	Y		Media Committee		Complete
* Media	Y				Complete
* Admin Staff	Y		Nick Pretorius		Complete
* Security	Y		Nick Pretorius		Complete
* B/Guards/Drivers	Y				
<u>Lunch :</u>					
* Delegates	Y		Johann van den Bergh		Complete
* All others	Y				Complete
* B/Guards/ Drivers	Y		Nick Pretorius		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<u>Media :</u> * Work Room Ground floor, press entrance * Conference Room Rooms 8 * Liaison Room Glass Room * Interview Room Section of Glass Room * Press Offices As at present * Media Lounge Room 7	Y Y Y Y Y Y	Glenda Cohen	Media Committee		Complete Complete Complete Complete Complete Complete
<u>Other Rooms :</u> * Delegate Courtesy As at present * Protocol Offices Glassrooms 2 & 3 4/5 * Admin & Secretariat As at present ¹⁺ * Breakaway/Convention Rooms 1 & 2 Suite 9 * Security Ops Sect of old B/G Room * Luggage Sect of new Sec Ops * First Aid Old Sec Ops Room * Codesa Travel As at present * Chairmen Behind stage near mens toilet * B/G's and Drivers Jurgens offices * VIP Room Glass Room 1	Y Y Y Y Y Y Y Y Y Y Y		Johann van den Bergh Johann van den Bergh Nick Pretorius Nick Pretorius Nick Pretorius Johann van den Bergh		Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
<u>Furniture :</u> * VIP Room Cas lounge, bar, coffee * Protocol Officers Tables, casual lounge * Breakway/Conv As at present * Media Lounge Cas lounge, TV monitor	Y Y Y Y		Johann van den Bergh Johann van den Bergh Media Committee		Complete Complete Complete Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
* B/G's and Drivers	Y				Complete
Casual Lounge, TV screen, video, coffee station, ashtrays, stand for cigs and sweets					
6.2 Convention Seating Plan		Glenda Cohen	Johann van den Bergh		
* No of delegates?	* ✓				14/05
* No to receive front row seat?	* ✓				14/05 (cont)
* Status of organisations/protocol?	* ✓				14/05
6.2.1 Facilities available					
* Stage/podium - erected by Wed, 13 May	*		Media Committee		13/05
* Backdrop - erected by Thurs, 14 May	*		Media Committee		14/05
* Cameras - platforms erected by Wed, 13 May	*		Media Committee		14/05
* Lighting - erected by Wed, 13 May	*		Media Committee		13/05
* Sound speakers, transcription services all complete by Thurs, 14 May	*		Media Committee		14/05
* Delegates tables - positioned by Wed, 13 May	*				13/05
clothed by Thurs evening, 14 May	* ✓	Deon			14/05
* Emergency PA system	* ✓	Deon	Johann van den Bergh		14/05
* Table microphones	*	media comm			14/05
* Newspaper stands	*				
6.3 Venues available from - Wed, 13 May 1992	Y	Glenda Cohen	Deon du Plooy		Complete
* When last WG meetings end					
6.4 Decorations and Flowers		Glenda Cohen	Deon du Plooy		
* Tenders requested	Y				Complete
* Pot plants against windows	Y				) Complete
* Flowers against partitions	Y				) by 14/05

TASK SHEET 7 : RECEPTION - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.1 Registration (except media)		Glenda Cohen	Gerda Lombard		
* Delegates	*				
* 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					
<u>Chairs -</u>		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					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
<u>Partitions</u> -		Glenda Cohen	Nick Pretorius		14/05
* Solid partition between registration area and conference hall (in front of escalators) 3 entrances	*				
* Partitioning between reception area and party offices	*				14/05
* Roping off of front entrance for press	*	Glenda Cohen	Media Comm/Sec		14/05
* Side well near car park	*	Glenda Cohen	Security		14/05
<u>Shelving</u> -	Y	Glenda Cohen			14/05
* Baggage Room					
<u>Coat Rails</u> -	Y	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 - (Functionaries	Y		Johann van den Bergh		Complete
* 3 - Directional	Y				Complete
* 20 - Media	Y		Media Committee		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, 15 May 1992	*	Glenda Cohen	Gerda Lombard		14/05

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.1.2.3 Media accreditation to begin on Thursday, 14 May 1992.	*	Media Committee	Ashley Symes		14/05
7.1.3 Computer backing	Ny	Ashley Symes			14/05 comp
* To be handled by Admin in Admin offices					
7.1.4 Briefcases/Folders		Dries Bekker	Media Committee		
* Delegates briefcases - arriving when?	Y	Dries Bekker	Ashley Symes		Complete
* Media folders - arriving when?	Y	Dries Bekker	Media Committee		Complete
* Stickers - arriving when?	Y	Dries Bekker	Ashley Symes		Complete
Contents - Delegates		Ashley Symes/ Janet Love	Janet Love		14/05
* 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		Media Committee	DMC/ Ashley Symes?		14/05 13/05
* Agenda	*				
* List of delegates	*				
* Plan of seating arrangements	*				
* Logistical report (including meals, cash bar etc)	*				
* Plan of venue	*				

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
* List of telephone numbers * Pen * Paper * Emergency Plan * Media representation list * Sticker * Media Committee List * Reports from Working Groups	* * * * * * * *				
Delegate briefcases - packed when?	N	Ashley Symes	Secretariat		14/05
Media folders - packed when?	N	Media Committee	Ashley Symes?		14/05
7.1.5 <u>Name Tags</u>		Gerda Lombard	Ashley Symes		
* Delegates printed and stuffed by 14 May ✓	N Y				14/05
* Media - printed and stuffed by 13 May ✓	N				14/05
* Delegates - alphabetical and per organisation ✓	N				
* Media - alphabetical ✓	N		Media Committee		
* Spare blank cards ✓	N		Dries Bekker		
* Spare plastic holders ✓	N		Dries Bekker		
* <u>Colour coding</u> -		Gerda Lombard	Ashley Symes		Complete
Delegates - yellow	Y		Johann van den Bergh		Complete
Support staff - pink	Y		Johann van den Bergh		Complete
Protocol - pink with pink ribbon	Y		Johann van den Bergh		Complete
Runners - pink with yellow ribbon	Y		Johann van den Bergh		Complete
Media - blue	Y		Media Committee		Complete
Media Comm - blue with black stripe	Y		Media Cimmittee		Complete
Security - photo tag	Y		Nick Pretorius		Complete
Technical/staff - orange	Y				Complete
* <u>Dots</u> -					
Thurs, 14 May - blue	Y				Complete
Fri, 15 May - yellow	Y				Complete
Sat, 16 May - red	Y				Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.1.6 Sundries					
* Duplicate delegate lists	N	Gerda Lombard	Ashley Symes		
* Table number stands x 40	*	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	N	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	Y	Dries Bekker	Deon du Plooy		
* 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 - Information	* Y		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	*		Johann van den Bergh		
* International organisations	*		Johann van den Bergh		
* Functionaries	*		Johann van den Bergh		
* Technicians/waiters	*				
* Luggage room	*		Nick Pretorius		
* Enquiries	*		Ashley Symes?		

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
7.2 Enquiries * To remain in present Codesa Admin reception area (manned by Lovedalia and Lorraine) * Copies of contents of all briefcases (except documentation)	Y N	Ashley Symes Ashley Symes			Complete
7.3 Claims * To remain in present claims office	Y	Sakkie v/d Merwe	Deon du Plooy		Complete

TASK SHEET 8 : CATERING - GLENDA COHEN

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
8.1 Make provision for types of menus * Halaal * Kosher * Ordinary * Diabetics * Vegetarians	Y	Glenda Cohen	Deon du Plooy		Complete
8.2 Liaise with Finance re approval of catering expenses	Y	Glenda Cohen	Deon du Plooy		Complete
8.3 Tea/Coffee * Delegates * Observers/functionaries * Support staff * Media * Codesa Admin staff * Security * Bodyguards and Drivers	Y	Glenda Cohen	Deon du Plooy		Complete
8.4 Drinks with Meals * Delegates * Observers/functionaries * Support staff * Media * Codesa admin staff * Security * Bodyguards and Drivers	Y	Glenda Cohen	Deon du Plooy		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
8.5 Cocktail Party - Friday, 15 May * Participants - WTC * Support staff - WTC * Observers - WTC	* Y 	Glenda Cohen	Deon du Plooy		14/05
8.6 Lunch * Delegates * Observers/Functionaries * Support Staff * Media * Codesa admin staff * Security	Y	Glenda Cohen	Deon du Plooy		Complete
8.7 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	*	Glenda Cohen	Ashley Symes <i>Deon</i>		14/05
8.8 WTC to make tea/coffee available 24 hours	Y	Glenda Cohen	Deon du Plooy		Complete
8.9 Evening meals for staff available - 11 May	Y	Glenda Cohen	Deon du Plooy		Complete

TASK SHEET 9 : TRAVEL AND TRANSPORT- ELISE STRUMFER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
9.1 Travel 9.1.1 Booking of flights for : * Delegates * Observers/Functionaries	* *	Elise Strumfer	Johann van den Bergh/ Ashley Symes/ Nick Pretorius		14/05
9.2 Transport 9.2.1 Transport from airport to hotel Liaise with Security * Delegates * Observers/Functionaries * Support Staff	* * *	Elise Strumfer	Nick Pretorius		14/05
9.2.2 Transport of guests between hotel and convention centre. Liaise with Security. * Delegates * Observers/Functionaries * Support staff * Codesa - Admin staff * Security * Media/Protocol officers * Technical staff	* * * * * * *	Elise Strumfer	Nick Pretorius Johann van den Bergh Johann van den Bergh Johann van den Bergh Ashley Symes Nick Pretorius Media/Protocol Comm Glenda Cohen		14/05
9.3 Set up Courtesy Desk at Airport for arrivees at Jan Smuts, Grand Central and Lanseria * Require staff	Y	Elise Strumfer	Mrs Venter		Complete

TASK SHEET 10 : ACCOMMODATION - ELISE STRUMFER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
10.1 Accommodation		Elise Strumfer	Ashley Symes		14/05
10.1.1 Booking of hotel rooms for : * Delegates * Observers/Functionaries * Admin staff * Media/Protocol Committee Members * Technical staff * Security	* Y * Y Y * Y * Y Y		Johann van den Bergh Johann van den Bergh Ashley Symes Media Protocol Comm Glenda Cohen 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 accommodation	Y	Ashley Symes	Elise Strumfer		Complete

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

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
11.1 Contract with World Trade Centre and payment	*	Deon du Plooy			
11.2 Claims * Accommodation * Transport	* *	Sakkie v/d Merwe	Deon du Plooy		
11.3 Liaison with Supplies, Admin, Reception, Printing etc	Y	Dries Bekker	Ashley Symes/ Glenda Cohen		Complete
11.4 Approval of Physical Planning and contracted services * Lighting * Sound * Transcription services * Decorations * Catering * SABC * Photographer	* * * Y Y * *	Deon du Plooy	Glenda Cohen Media Committee		Complete Complete
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	*		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 RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
11.5.5 Miscellaneous * Pens x 150 * Writing Pads x 500 * Photocopy paper * Toner (fax and photocopier) * Board markers * Prestic * Sticky tape * Cardboard * Rolls of plastic * Table number stands x 40 * Felt tip pens x 50 * Boxes to collect registration forms * Boxes to hold briefcases * Large notice board * Tickets to luggage room * Elastics x 1000 * Cover sheets * Codesa business cards	Y Y Y Y Y Y Y N Y * Y * Y Y * Y * Y Y * Y * Y * Y * ?	Dries Bekker	Ashley Symes/ Glenda Cohen		14/05 Complete Complete Complete Complete Complete Complete Complete 14/05 Complete Complete
11.5.6 Printing of : * stickers for briefcases * name tags * posters	* Y * * ↓	Dries Bekker	Ashley Symes/ Glenda Cohen		14/05
11.6 Equipment * Photocopiers * Word processors * Binding machine (contracted out) * Shredders	Y Y Y Y	Dries Bekker/ Sakkie v/d Merwe	Ashley Symes/ Glenda Cohen/		Complete Complete Complete Complete

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

TASK SHEET 12 : MEDIA - SAKI MACOZOMA AND PIET COETZER

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.1 Venue (in conjunction with Physical Planning)	Y	J Bachu	Glenda Cohen		Complete
12.1.1 Obtaining and putting up posters, banners and stickers, flags	*		Glenda Cohen		Ongoing
12.1.2 Ensure Press Room, Conference Room and Interview Room are equipped	Y		Glenda Cohen/ Deon du Plooy		Complete
12.1.3 Ensure all media signage is posted and media areas demarcated	*		Glenda Cohen		14/05
12.1.4 Liaise with Physical Planning re registration requirements	Y		Glenda Cohen/ Nick Pretorius		Complete
12.1.5 Liaise with Physical Planning and Supplies re requirements	Y		Glenda Cohen/ Dries Bekker		Complete
12.1.6 Erection of backdrop in conjunction with Physical Planning	*		Glenda Cohen/ Dries Bekker		14/05
12.1.7 Foreign guests in the gallery	*				14/05
12.2 Press Kit		Neil Hooper			
12.2.1 Collect updated delegates list	*		Ashley Symes		14/05
12.2.2 Compile press master kit for clearance	*		Secretariat		Ongoing
12.2.3 Liaise with Admin re printing of press kit	Y		Marietjie du Plessis/ Dries Bekker		Complete
12.2.4 Collect folders	Y		Dries Bekker		Complete
12.2.5 Compilation of press kit	N				Ongoing

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.2.6 To be included in press kit :		Neil Hooper			14/05
* Maps - venue, parking, seating	*		Glenda Cohen		
* Delegation list	*		Ashley Symes		
* Media list	*				
* Functionary list	<i>W</i> <i>ACL</i>		Johann van den Bergh		
* Stickers	<i>W</i>		Dries Bekker		
* Backgrounder?	*				
* Logistics sheet, procedures and contact numbers	*		Ashley Symes		
* Details of access/meals/cash bar/ first aid etc	*		Glenda Cohen		
* Agenda	*		DMC		
* Emergency	*		Glenda Cohen		
* Sp/ea/ker order on Day 1	*		DMC		
* Media Committee List	*				
12.3 Accreditation		Rev K Reddy			
12.3.1 Liaise with press for accreditation	Y				Complete
12.3.2 Liaise with Admin re media responses	Y		Ashley Symes		Complete
12.3.3 Update list for ratification and logistic purposes	*		Glenda Cohen/ Nick Pretorius		14/05
12.3.4 Liaise with Physical Planning and Security re registration	<i>*Y</i>		Glenda Cohen/ Nick Pretorius		<i>14/05 Comp</i>
12.3.5 Liaise with Finance re equipment and stationery needed	Y		Dries Bekker/ Deon du Plooy		Complete
12.3.6 Draw up registration form, keep register and files	Y				Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.3.7 Accreditation of SABC technical staff	Y	Saki Macozoma/ Piet Coetzer	Nick Pretorius/ Glenda Cohen Gerda Lombard		Complete
12.3.8 List of media support staff to be given to Admin and name tags arranged	Y				Complete
12.3.9 Final draft accreditation list to be ready for approval	*		Murphy Morobe		14/05
12.3.10 Final list of media to be given to Admin for records	*		Ashley Symes		14/05
12.3.11 Accreditation of diplomats	*		Ashley Symes		14/05
12.4 Press Liaison					
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	*Y				
12.4.5 Determine procedure for media briefings during plenary	Y		Janet Love		Complete
12.4.6 Determine booking system for Interview Room and requests for interviews	Y				Complete
12.4.7 Fact sheet :	Y				Complete
* For participating organisations					
* For media					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
12.4.7 Placement of SABC TV/Radio cameras in close liaison with Physical Planning			Glenda Cohen/ Deon du Plooy		
* When do SABC move in to lay out lighting/cameras	Y		Glenda Cohen		Complete
* Monitoring SABC needs and progress	Y		Glenda Cohen		Complete
* Use of SABC facilities by other agencies	Y				Complete
* Collect copy of video recording from SABC for safe keeping	Y				Complete
* Liaise with Media Comm re details	Y		Glenda Cohen		Complete
12.4.8 Media in the TBVC states	*		Press Liaison		14/05
12.5 Issues to be dealt with by Committees/Management/Secretariat	<i>* 7</i>		Janet Love		<i>Comp</i>
12.5.1 Policy re SABC radio and TV coverage	Y		Janet Love		Complete
12.5.2 Proposal for staffing	Y		Glenda Cohen		Complete
* Media Centre					
* Accreditation					
* Press Room					
* Press Conference Room					
* Interview Room					
12.5.3 Briefing of staff	N				14/05

TASK SHEET 13 : SECURITY - NICK PRETORIUS

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
13.1 Provide lists to Security of the following :			Glenda Cohen/ Ashley Symes		Complete
* 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	*				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, VIPS's and functionaries	*		Ashley Symes/ Johann van den Bergh		14/05
13.2.2 Gate 2 -					
* This entrance to be used by emergency and delivery vehicles only	Y				Complete
* Delivery vehicles and those with stickers					

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET 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	*				
13.2.4 Front entrance - 2 doors will be used for entrance * 1 door used for VIP's * 2 doors for exit	Y				Complete
13.3 External	Y	Mark Symonds/ Nick Pretorius Mark Symonds	WTC		Complete
13.3.1 Parking - * 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					
13.4 Transport	Y	Mark Symonds	Elise Strumfer		Complete

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
13.5 Accommodation	Y	N Pretorius	Elise Strumfer		Complete
13.6 Catering	Y	N Pretorius	Glenda Cohen		Complete
13.7 Additional arrangements with SAP	Y				Complete
13.8 Evacuation Plan	Y				Complete
13.9 Emergency Services	Y				Complete
13.10 Venues					
* Ops Room	Y				Complete
* Luggage Room	Y				Complete
* First Aid Room	Y				Complete
* Room for B/G's and drivers	Y				Complete
13.11 Faxes requesting additional Security Personnel	Y	Mark Symonds	Secretariat		Complete
13.12 Primary equipment requirements	Y	N Pretorius	D du Plooy		
13.13 Security to draft memo to all parties re use of the helipad	Y				Complete

TASK SHEET 14 : CLEARING UP

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

ACTION POINT	CHK	PERSON RESPONSIBLE	LIAISE WITH (PERSON/COMM)	PEOPLE/HRS REQUIRED	TARGET DATE
15.1 Courier transcripts to all parties		Ashley Symes			
15.2 Party for Admin staff					