

AFRICAN NATIONAL CONGRESS  
DEPARTMENT OF INTERNATIONAL AFFAIRS

1. ALL REQUESTS FOR MEETINGS BETWEEN THE ANC AND FOREIGN VISITORS MUST BE IN WRITING.
2. ALL REQUESTS WILL BE MADE TO THE ADMIN. SECRETARY WHO WILL RECORD EACH REQUEST AS FOLLOWS:  
WHO IS REQUESTING THE MEETING. THE NATURE OR PURPOSE OF THE MEETING. SUGGESTED DATE AND TIME.
3. THE DIRECTORATE OF THE DIA WILL MEET EVERY MORNING AND / " DECIDE ON THE FOLLOWING: A  
IF IT IS NECESSARY TO HAVE SUCH A MEETING. THE AGENDA AND LENGTH OF THE MEETING. PROPOSE A DELEGATION FROM THE ANC.
4. THE DECISIONS OF THE DIRECTORATE WILL BE SUBMITTED TO THE CO-ORDINATOR OF THE PROTOCOL UNIT.
5. THE PROTOCOL UNIT COLLECTIVELY WILL CARRY OUT THE FOLLOWING:  
ARRANGE THE VENUE.  
INFORM/ADVISE EACH OF THE PROPOSED DELEGATE OF THE DATE, TIME, AGENDA, VENUE AND DETAILS OF THE MEETING.  
THIS WILL BE DONE ON A STANDARD FORM (COPY ATTACHED) WITH PROVISION FOR A REPLY INDICATING ACCEPTANCE OR UNAVAILABILITY.
6. PROTOCOL WILL ALSO DISPATCH CONFIRMATION OF THE MEETING TO THE VISITOR OR THEIR FACILITATORS CONFIRMING THE MEETING, THE DATE, TIME, AGENDA, VENUE AND THE NAMES OF OUR DELEGATION.
7. ADVANCE ARRANGEMENTS WILL BE MADE BY PROTOCOL FOR PARKING VISITOR'S PERMIT AND RECEPTION UPON ARRIVAL.
8. FOR IMPORTANT DIGNITARIES THE PROTOCOL UNIT WILL BE ACCOMPANIED BY AT LEAST ONE MEMBER OF THE DIA DIRECTORATE.
9. ANC DELEGATION SHALL BE IN THE MEETING ROOM PRIOR TO THE ARRIVAL OF THE VISITORS.
10. THE PROTOCOL UNIT WILL ARRANGE FOR REFRESHMENTS IN ADVANCE OF THE ARRIVAL OF THE VISITORS.
11. A MEMBER OF THE DELEGATION, OR THE DIA, OR RECORDING DEVICE, WILL RECORD THE MEETING. THERE WILL BE A POLITICAL AND LOGISTICAL REPORT FOR EACH MEETING. THESE REPOR'I'S' WILL BE USED TO COMPILE A COMPREHENSIVE MONTHLY REPORT.

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UNIVERSITY OF CAPE TOWN

Department of Public Law

Private Bag Rondebosch 7700 South Ahlca

telephone: \$6030?er

Fax: (C21) (:50-3770

FAX T0: (011) 330w7242

REBY,

RESEARCH DEPARTHERT,

AFRICAR NATIONAL CONGRESS,

51 PLEIN STREET

2091 JQHA\$8BSBBRG

FRDH:V CHRISTIRA HHRRAY

DATE: August 28, 1993

Re: HEBTING 0H SURBAY, 22 AUGUST 1993

I have not yet received any materials for this meeting. If I am to prepare some form of contribution, I do need to have a clear idea of what we are talking about. Are any materials available?

I received your fax with the travel details - many thanks.

CHRISTINA MURRAY

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