



1st Regional Conference

15 - 18 October 2003,

Johannesburg

GENERAL INFORMATION ON THE CONFERENCE

AND OTHER MEETINGS

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1st UNI-Africa Regional Conference

15-18 October 2003, Johannesburg

THEME: "Jobs, Justice & Equality in Africa: UNI-Africa is Organising"

DRAFT AGENDA

1. Opening
2. Approval of the Regional Conference Agenda and Standing Orders
3. Elections of the Credentials and Resolutions Committees
4. Report on Activities
5. Financial Reports
6. Auditors' Reports
7. "Jobs, Justice & Equality in Africa: UNI-Africa is Organising"
8. Digital Divide: Building Digital Bridges for Trade Unions in UNI-Africa
9. Impact of AIDS in Africa: What Needs to be Done
10. From Adjustment to Poverty Reduction: Is this the Answer to Africa's Debt Crisis?
11. Adoptions of Resolutions, Motions & Amendments
12. Election of the Regional Executive Committee
13. Elections:
 - (a) Regional President
 - (b) Three Vice-Presidents
 - (c) Regional Secretary
 - (d) Auditors
 - (e) World Executive Board Members
 - (f) World Executive Board Vice-President from the region
14. Any Other Business
15. Closing



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15 - 18 October 2003, Johannesburg

DRAFT PROGRAMME

REGISTRATION (Room – Strelitzia)

- Tuesday, 14 October 2003** - All members of the Executive Committee to register at the Conference registration desk at the hotel
- Wednesday, 15 October 2003** - All delegates to register at the Conference registration desk at the hotel

OFFICIAL OPENING:

Wednesday, 15 October 2003 **16:00 – 18:00 hours**

1. Entertainment
2. Welcome Address by the Master of Ceremonies
(A representative of UNI affiliates in South Africa)
3. Address by UNI President **Ms Maj-Len Remahl**
4. Address by ICFTU-Afro Regional Secretary **Mr Andrew Kailembo**
5. Address by a COSATU Representative **Mr Bheki Ntshalintshali**
6. Official Opening by the Minister of Finance **Mr Trevor Manuel**
7. Vote of thanks by UNI-Africa President **Mr Shangwa Chifamba**
8. Entertainment
9. Cocktail Function & Reception for Guests & Delegates
10. Buffet Dinner at 20:00 Hours

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DAY ONE:

Thursday, 16 October 2003

- | | |
|---------------------|---|
| 09:00 – 12:30 hours | <ol style="list-style-type: none">1. Opening Session by UNI-Africa President Shangwa Chifamba2. Approval of Agenda and Standing Orders3. Elections of Credentials and Resolutions Committees4. Report on Activities5. Financial and Auditors' Reports |
| 12:30 – 14:00 hours | Lunch |
| 14:00 – 17:30 hours | <ol style="list-style-type: none">6. Introduction of the Theme: "Jobs, Justice & Equality in Africa: UNI-Africa is Organising"<ol style="list-style-type: none">a) Introduction by UNI General Secretary, Philip Jenningsb) Debate on the Theme |
| 17.30 hours | End of the Day's Sessions |

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DAY TWO

Friday, 17 October 2003

09:00 – 12:00 hours

1. Presentations on HIV/AIDS

- a) Keynote Speaker
- b) Presentation of the Background Report
- c) Debate

12:00 – 13:00 hours

2. Presentation of the Women's Conference Report

13:00 – 14:30 hours

Lunch

14:30 – 18:00 hours

3. Presentations on the Digital Divide

- a) Keynote Speaker
- b) Presentation of the Background Report
- c) Debate

4. Presentations on HIPC and PRSPs

- a) Keynote Speaker
- b) Presentation of the Background Report
- c) Debate

18.00 hours

End of the Day's Sessions

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DAY THREE

Saturday, 18 October 2003

- | | |
|---------------------|--|
| 09:00 – 12:00 hours | <ol style="list-style-type: none">1. Presentation of the Youth Conference Report2. Adoption of Resolutions, Motions & Amendments3. Elections |
| 12:15 – 13:00 hours | <ol style="list-style-type: none">4. Official Closing of the Conference |
| 13:00 – 14:00 hours | Lunch |
| 14:30 | Excursion |

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❖ PRE AND POST CONFERENCE MEETINGS

To enable as many delegates as possible to attend the Conference the following meetings have been organised in conjunction with the Regional Conference:

- **1st Regional Youth Conference:** 9 - 15 October, The Mercure Inn, Randburg
- **1st Regional Women's Conference:** 12 - 15 October, Randburg Towers Hotel
- **International Labour Standards workshop:** 12 -15 October, Randburg Towers Hotel
- **Information Technology (IT) workshop:** 9 - 15 October, Belgium Campus, Pretoria
- **Graphical Sector Meeting:** 12 - 13 October, Parktonian Hotel, Johannesburg
- **4th Executive Committee Meeting:** 15 October, Randburg Towers Hotel
- **1st Regional Conference:** 15 - 18 October, Randburg Towers Hotel
- **5th Executive Committee Meeting:** 18 October, Randburg Towers Hotel
- **Postal Sector Meeting:** 19 October, Randburg Towers Hotel
- **Finance Sector Meeting:** 19 October, Randburg Towers Hotel

❖ MEETING ROOMS

There will be signage (direction arrows) around the Randburg Towers Hotel indicating the meeting rooms where the various meetings will be taking place as follows:

| Meeting Rooms | Types of Meetings | | | |
|---------------------|---------------------------|--------------------------------------|--|--|
| | Condor | 1 st Women's Conference | 4 th & 5 th Executive Committee Meetings | 1 st Regional Conference & Official Opening |
| Penguin | Labour Standards Workshop | Credentials & Resolutions Committees | Postal Committee | |
| Tower | Press, Media | | | |
| Jasmine | Documents, printing | | | |
| Strelitzia | Secretariat | And Conference Registration Desk | | |
| Common area / foyer | Tea breaks | And Exhibitions if any | | |

❖ CONFERENCE SECRETARIAT

The Conference Secretariat is situated in Strelitzia Room. Delegates who may have queries or require assistance should contact the Conference Secretariat.

❖ CONFERENCE REGISTRATION (Strelitzia Room)

Tuesday, 14 October 2003: All members of the Executive Committee should register at the Conference Registration desk at the hotel

Wednesday, 15 October 2003 All delegates, observers and guests should register at the Conference Registration Desk at the hotel

❖ CONFERENCE DOCUMENTATION

Each delegate or observer will receive a conference bag with the following contents:

- **General Information on the Conference**
 - Conference Agenda
 - Conference Programme
- **UNI-Africa Statutes and Conference Standing Orders**
- **Report on Activities**
- **Financial & Auditors' Reports**
- **Background Reports**
 - Digital Divide: Building Digital Bridges for Trade Unions in UNI-Africa
 - Impact of AIDS in Africa: What Needs to be done?
 - HIV Policies SASBO, South Africa and NAPSA, Zambia
 - From Adjustment to Poverty Reduction: Is this the Answer to Africa's Debt Crisis?
- **Draft Resolutions, Motions and Statements**
- **List of Delegates, Observers & Guests**
- **A t-shirt, a cap and name tag**
- **Country Cards:** Please note that these will be placed on tables in the Conference room as the seating arrangement will be by country.
- **Request to Speak Cards:** These will be placed in the conference bags, on tables and may be obtained from the conference secretariat should need be. All those intending to ask questions or make contributions during the Conference will have to fill in these cards and forward them to the Chairman of the Conference in advance.
- **Voting Cards:** Red voting cards will be issued to delegates only (who have the right to vote). Where voting by secret ballot will be required, separate voting cards will also be distributed to delegates only. An observer may only vote on behalf of a delegate who happens to be absent during a voting session.

❖ MEDICAL ASSISTANCE

A qualified paramedic will be on duty for the duration of the Conference. Should any delegate require *specialised* medical care, the closest medical centre is the Randburg Medicross.

❖ PHOTOGRAPHER

A professional photographer will be on duty during the Conference and delegates will be able to purchase photographs from him.

❖ MEALS

No meal allowances will be paid out for the duration of the Conference.

Breakfast will be served in the hotel restaurant from 06.30 hours till 09.00 hours

Lunch will be served in the hotel restaurant from 12.30 - 14.00 hours.

Dinners: All delegates are responsible for their own dinners except on the official opening day (15th October) when a reception and dinner will be hosted for all delegates, observers and guests.

❖ CHILD CARE

Should any of the delegates require childcare, please contact the Hotel Management for assistance.

❖ INTERNET ACCESS

An Internet café has been set up in the Conference Secretariat (Room – Strelitzia) for use by the delegates.

❖ FLIGHTS RECONFIRMATIONS & AIRPORT TRANSFERS

Delegates are requested to reconfirm their return flights and time for airport transfers with the Conference secretariat in advance, i.e., 72 hours prior to their departure.

❖ EXCURSION & SHOPPING – Saturday, 18 October at 14:30

There are two options for the excursion, i.e., a half-day tour through Johannesburg and SOWETO or a half-day tour through the Lion Park. See annexure. After the excursion, delegates, who wish to, will be dropped off at the Cresta Shopping Centre. Please indicate your excursion preference on the attached form and hand it to the Conference Secretariat.

❖ ADDRESSES OF UNI AFFILIATES IN SOUTH AFRICA

| Union | Address | Contact No. |
|--|--|--|
| Communication Workers' Union (CWU) | 1 st Floor, No. 29 Rissik Building Rissik Street PO Box 10248, 2000 Johannesburg | Tel: 011 838 81 88 Fax: 011 838 8727 E-mail: reception@cwu.org.za |
| Chemical, Energy, Paper, Printing, Wood & Allied Workers' Union (CEPPWAWU) | Head Office, 2 nd & 3 rd Floors McCarthy Centre building, 34 Eloff Street, PO Box 3219, Johannesburg 2001 | Tel: 011 331 3750 Fax: 011 331 6861 E-mail: secretariat@ceppwawu.org.za |
| South African Commercial, Catering & Allied Workers' Union (SACCAWU) | 11 Leyds street, SACCAWU House PO Box 10730 Braamfontein - Johannesburg | Tel: 011 404 8333 Fax: 011 403 1681 E-mail: pkunaka@saccawu.org.za |
| SASBO - The Finance Union (SASBO) | No. 1 Percy Street, SASBO House Fourways Shopping Centre Private Bag X84, 2021 Bryanston | Tel: 011 467 0192 Fax: 011 467 0188 E-mail: shauno@sasbo.org.za |
| Self-Employed Women's Union (SEWU) | PO Box 62745 4008 Bishopsgate – Durban | Tel: 031 304 6504 Fax: 031 304 6503 E-mail: sewu@sn.apc.org |
| South African Transport & Allied Workers' Union (SATAWU) | 215 Sanlam Centre, 6 th Floor Cnr Jeppe & Vonwielligh Street PO Box 9451 2000 Johannesburg | Tel: 011 333 6127 Fax: 011 333 8918 E-mail: Cecilia@satawu.org.za |
| Media Workers' Association of South Africa (MWASA) | North State Building 5 th Floor, Korner Market & Kruis 2000 Johannesburg | Tel: 011 337 7273 Fax: 011 337 1806 E-mail: gumanit@mweb.co.za |
| Performing Artists' Workers' Equity (PAWE) | ABC House, 7 Melle Street PO Box 30802 2017 Braamfontein | Tel: 011 403 6234-5 Fax: 011 403 1681 E-mail: pawe@worldonline.co.za |