REPORT TO ADMINISTRATION ON FAXING

Secretarial Services is aware and concerned about the backlog of faxing to the Working Groups, and has, for this reason, requested two additional high-capacity fax machines.

To give some indication of why we are not coping with the present volume of faxing:

Working Group minutes/agendas are faxed to the following numbers of people:

WG1	80
WGSUB1	40
WGSUB2	40
WGSUB3	40
WGSC1	40
WG2	80
WGSC2	8
WG3	20
WGSC3	8
WG4	20
WGSUB1	20
WGSUB2	20
WGSUB3	20
WGSUB4	20
WGSC4	9
WG5	20
WGSC5	8

To send an average length (5 pages) set of minutes to WG1 or WG2 takes a full working day on one machine.

An average Wednesday/Thursday/Friday in Secretarial Services sees us having to send out two sets of WG minutes, plus two or three sets of WGSC minutes. In addition, other communications (agendas/submissions etc) also come in randomly, requiring to be sent out.

The situation is aggravated by (i) the fact that documents for the Working Groups have not, to date, been successfully co-ordinated. We receive minutes one day, an agenda the next morning and another document for the same group that afternoon; (ii) the fact that WG faxes are not the only faxes being sent out. We send out frequent communications to the DMC, MC, and to individuals; (iii) one of our machines is also acting as an incoming fax machine.

Our fax operator, Lovedalia, keeps both machines in use all day, without a break. She also programmes in groups of numbers, so that faxes may go overnight. Some faxes are programmed in by day, too; but it is more time-efficient to send large numbers of faxes manually, as the re-try facility on the machine is time-consuming. (We have already had the

technician alter specifications on both machines so that re-send intervals, etc, are timed to a minimum.)

We foresee that the situation should be more controllable once the following occurs:

1.   We have access to two more high-capacity machines

2.   All minutes are ready by lunchtime Wednesday, which then gives us two and a half days to send out all faxes in an orderly and controlled way

3.   Secretaries co-ordinate activities so that all documents needing to go out to a Working Group can be sent at one time