

MEMORANDUM

TO: ALL MEMBERS OF WORKING GROUPS
FOR SPECIAL ATTENTION: ALL EXISTING CHAIRPERSONS AND WGSCs

FROM: CODESA SECRETARIAT

RE: TIMEOUS RATIFICATION OF MINUTES

DATE: 23 MARCH 1992

As you are aware, CODESA has set a Wednesday 12h00 deadline for receipt of Working Group minutes by the Administration, in order that said minutes may be timeously faxed to Working Group and other CODESA delegates.

We believe there has been an improvement in the timeous distribution of minutes. However, there are still some documents coming in up to a day after the deadline.

The main cause of delays seems to be delayed communication between Working Group secretaries/minute takers and their Chairpersons, who ratify the minutes before they are distributed.

We would like to suggest that immediately after any meeting/s to be minuted, Chairpersons make a point of discussing contact details with the relevant secretary/minute-taker, so that they may be contacted without any problems during Tuesday or on Wednesday morning. In this way, it should be possible to have all minutes ratified by the Chairperson in time for the deadline.