

DOCUMENTS NEEDED AT RECEPTION

The following is a list of documents currently available for ready distribution or faxing:

1. Terms of Reference of all Working Groups
2. Standing Rules of CODESA
3. Declaration of Intent

I will also make available copies of:

1. List of Party and Organisation Contacts for CODESA

Please let me know if there are other documents needed, bearing in mind that lists of names and minutes are confidential and that it is best in these cases that we do not leave the documents accessible to the public.

I would however suggest that Lovedalia and Lorraine photocopy every minutes fax they send, so that the document is available for refaxing if someone calls to report an unclear transmission. (Keep the copies in a file, out of reach.) On a Tuesday, when we start faxing the new week's minutes, you can then shred the copies of the minutes from the week before.