

(then: Decode tapes!
Security meeting: notify other parties
Staff briefing

Requests: 1) Tel. no's of functionaries (2)
2) Floorplan
3) Briefcase → example.

TG1004.GLH.(4)

Accepted

DRAFT AGENDA FOR MEETING OF TASK GROUP ONE (ORGANISATION AND PLANNING) TO BE HELD AT 10H00 AT WORLD TRADE CENTRE

1. Welcome and listing of those present
2. Recommendations emerging from the previous meeting held on 9/12/91, read together with the minutes of the Steering Committee meeting held on 10 December.
3. Matters arising:
 - ✓3.1 Travel agencies and accommodation
 - ✓3.2 Sub-committees
 - ✓3.3 Religious representatives
 - ✓3.4 Offices for participating political groupings
 - ✓3.5 Numbers of delegates, advisers and support staff

Deon: clearance by each agency for each delegate?

Ⓣ Limit of units imposed by management
4. Secretariat decisions to note:
 - ✓4.1 Availability of minutes
 - ✓4.2 Semi-circular seating in the "Well"
 - ✓4.3 A report from this Task Group to Secretarial meeting (Wednesday 08h00) and Steering Committee meeting (Wednesday 09h00)

Offices, rather than fax

Ⓣ Confidentiality

1) Alpha
2) Its per Prep Comm. 2nd choice.
3) Drawing lots → Ⓣ first choice
5. Report back from convention management:
 - ✓5.1 Venue
 - ✓5.2 Finance
 - ✓5.3 Administration and secretarial services
 - ✓5.4 Supplies
 - ✓5.5 Documentation
 - ✓5.6 Reception and Convention proceedings
 - ✓5.7 Catering
 - ✓5.8 Transport and accommodation
 - ✓5.9 Cleaning up
 - ✓5.10 Media sub-committee
 - ✓5.11 Protocol sub-committee
 - 5.12 Security sub-committee

photo screen

Ⓣ Seated by 09h30 for 0945.

Free transcripts for delegates + advisers (XIT)

Ⓣ For sale ... anybody else

1) delegates + advisers (XIT)
2) Internat. agency
3) Heads of missions

2 runners! → Ⓣ Another name?

ready to

Ⓣ Each party over office, clear by Sunday night, subject to CODESA decisions in this regard.

Ⓣ Vehicles at airport.

Ⓣ Parking: At airport
6. General:

Administration after CODESA 1. Ⓣ Structure

Meal + refreshment tickets

Who should be faxed + who are here? in offices

7. Next meeting (if necessary)

ADDENDA:

1. Fact Sheet
2. Travel & Accommodation
3. Structure
4. Steering Committee minutes