

M E M O R A N D U M

21 April 1992

TO: ALL MINUTE TAKERS

FROM: CODESA ADMINISTRATION

RE: USE OF WTC-RECORDING EQUIPMENT

It has been decided by the DMC that the recording equipment of the World Trade Centre will be used in future to record all the Working Groups' proceedings. This will commence on Monday 28 April 1992. In the light of this decision, all minute takers should make sure that they know how this equipment in the boardrooms works.

In cases where WTC equipment is not available, the minute takers should use the small hand recorders, as was used in the past.

Thank you for your co-operation.