



TO: ALL WORKING GROUP SECRETARIES, MINUTE TAKERS AND ASSISTANTS

FROM: ASHLEY

DATE: 11 FEBRUARY 1992

Please note:

At the briefing meeting of 31 January, it was requested by Secretarial Services and agreed by everyone present that:

EVERY DOCUMENT CREATED FOR A WORKING GROUP WOULD BE GIVEN IN 8 COPIES TO ASHLEY FOR DISTRIBUTION AND FILING

This instruction is being ignored in most cases.

Secretarial Services cannot be held accountable for not having on file a document which has never been given to the department. SS is continually asked for copies of documents, by the Secretariat and others, and these documents must be ready to hand.

These documents should be given to Ashley as a matter of course, and not only after she has asked for them over and over again.

Will all Secretaries kindly ensure that their support staff understand all of the above and carry out the correct procedures.

Thanks.