

**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
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)
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
6. General:
 - Administration after CODESA 1.

7. Next meeting (if necessary)

ADDENDA:

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