

CONSTITUTIONAL ASSEMBLY

INTERNAL MEMORANDUM

To: All HOD's

From: Lucille

Date: 15 June 1995

Re: Transport to Strategic Planning Workshop

We were unable to acquire a suitable venue at parliament for the workshop on the 20 June 1995. Hence, the workshop will be held at the Fernwood Parliamentary Club where our Xmas party was held.

Transport

A Kombi has been arranged for all those requiring transport. It will leave the basement at 08h10. Could all HOD's ascertain who from their delegations would require transport and communicate these names to Laetitia by **Monday 19 June** no later than 11h00.

Packages

Please do not forget to remind your staff members to bring along their workshop packages.

Thanking you.