

26 September 1996

Madeleine

Notes on Informing Participants of the Next Meeting of the Plenary Committee

1. Phone all participants¹ and tell them that:
 - a. The next meeting of the Plenary Committee will take place on Tuesday 01 October at 11:00 a.m.;
 - b. The Chairman proposes that the subjects to be discussed will include:
 - (1) Approval of the Records of the Previous Plenary Committee Meetings;
 - (2) Review of the Revised Paper on Confidentiality; and
 - (3) Agenda for the Remainder of the Opening Plenary Committee Session;
 - c. Copies of the Records of previous meetings of the Plenary Committee that have not yet been circulated, will be placed in participants' boxes for pick-up by them on Friday; and
 - d. Copies of the Revised Paper on Confidentiality will be circulated to the participants on Monday 30 September.
2. Regarding calling the participants: Martha was to have called the PUP and UDP to let them know the Plenary will be held on Tuesday and that the Agenda for the Remainder of the Opening Plenary will be discussed then. We should confirm they have been informed of that; and we should also let them know the remainder of the details listed above.
3. Subsequently we should have the Records of the previous Plenary Committee Meetings placed in the participants boxes on Friday. These include Records of the Meetings of:
 - a. 16 September;
 - b. 18 September;
 - c. 23 September; and
 - d. 24 September.

¹ It might be advisable to note the name of the participants' representative who receives the call, in the event some participants subsequently claim they were not informed.