

documents to provide as many languages as possible.

6) CLASSIFICATION OF DOCUMENTS:

The Secretariat shall have two types of classifications for documents:

i) "UNCLASSIFIED" - Means that the document is in the public domain and can be given to the media.

ii) "RESTRICTED/OPEN SKIES" or "RESTRICTED/OS" - Means that access to such documents shall only be available to official delegates of participating countries. These documents shall not be available to the media. They shall be safeguarded as sensitive material. All documents tabled with the Secretariat shall be labelled "RESTRICTED/OS", unless instructed otherwise by the delegation tabling the document. (Exception: Documents tabled during the open sessions (only) shall be labelled "UNCLASSIFIED", unless instructed otherwise by the delegation tabling the document.)

7) PRINTING:

The Secretariat has high speed printing facilities on Conference site for the benefit of delegates. The Secretariat shall be pleased to reproduce tabled documents, submissions, amendments, resolutions, etc. on a first-come, first-served basis.

8) RECORD OF THE PROCEEDINGS:

The Secretariat shall provide a "Record of the Proceedings" for the open Ministerial Sessions of the Conference. The Record shall be produced in Canada's two official languages - English and French. Delegations are requested to review each sessional text and to send any revisions to the Secretariat before 17:00 hours February 15th for inclusion into the final Record, which shall be distributed before the end of the Conference.

9) DOCUMENT DISTRIBUTION:

The Secretariat shall provide a document distribution service in the Main Plenary Room and in the Sub-Plenary Room (the Sussex Room). To avail of this service delegations are requested to table documents with the Document Control Officers in Room 161.

10) INTERPRETATION:

The Secretariat shall provide simultaneous interpretation services (into all six conference languages) in the Main Plenary Room and in the Sub-Plenary Room. Should delegates speak from speaking notes or texts it is imperative that the Secretariat receive a copy to give the interpreters even if the text is not to be distributed to the whole Conference. Experience has shown that people who speak from a prepared text usually go too fast for

