

**Notes on Secretariat Services**

**for the**

**"Open Skies" Conference**

**OTTAWA**

**February 12th - 28th, 1990**

**1) LOCATION:**

Secretariat services are available in Room 161 on the First floor of the Government Conference Centre next to the Main Plenary Room. Please note that all Secretariat services are provided on a first-come, first-served basis.

**2) HOURS OF OPERATION:**

The Secretariat hours of operation are as follows:

February 12th - 14th	08:00 hours to 19:00 hours
February 15th - 16th	08:30 hours to 18:00 hours
February 19th - 23th	08:30 hours to 18:00 hours
February 26th - 28th	08:30 hours to 18:00 hours

**3) DAILY AGENDA:**

The Secretariat shall produce a Daily Agenda to include time, location, Chairman, agenda, submissions, proposals, amendments, etc., of meetings of Plenary and Sub-Plenary groups as the Chairman directs.

**4) DAILY JOURNAL:**

The Secretariat shall produce a Daily Journal for Plenary meetings. The Journal shall include time, location, Chairman, agenda, decisions, amendments, reservations, proposals, etc., as the Chairman directs. Journals may similarly be produced for meetings of the Sub-Plenary groups if required by their Chairmen.

**5) TRANSLATION:**

Documents to be tabled and included in the official Daily Journal shall be translated by the Secretariat into all six conference languages. In order to lend greater speed to the production of the Journal and to ensure greater accuracy of the translations, the Secretariat would urge delegates submitting

