

#### C2.18 CONFERENCE FACILITIES (Cont'd)

- b. The large conference room (500 sq.ft.) should be located near the minister's suite and be equipped for the simultaneous translation of two languages.

#### C2.19 AUDITORIUM

The auditorium and the main conference areas should be located on the ground floor where they are most accessible by members of the press and delegates to various meetings. The auditorium will be used for film recordings and radio transmissions. All large press conferences will also be held in this area and provisions will have to be made for radio and TV interviews. Details of these special areas in the way of equipment will be provided when preliminary sketches have been prepared. Translation booths for five languages should also be provided.

#### C2.20 OPERATIONS ROOM

A special room with equipment and arrangements necessary for the formulation and direction of overseas operations located near the Minister's and Under Secretary's suite will be required.

#### C2.21 DATA CENTRE

A data processing room is to be provided to house equipment connected to a central system available to all government departments. Located in any part of the building.

#### C2.22 CAFETERIA AND KITCHEN

A cafeteria for the staff, together with a kitchen unit will provide meal services to those members of the staff wishing to avail themselves of such services. The location of the cafeteria unit will depend upon the number of floors in the building.

#### C2.23 LAVATORY AND CLOAKROOMS

Good toilet accommodation and cloakroom facilities should be provided adjacent to the auditorium areas and the reception areas allocated to the special dining rooms. These can possibly be combined with the general toilet accommodation for that floor.

#### C2.24 TRANSLATIONS

Translation equipment and translation booths will have to be provided for the two conference rooms. In the main conference room facilities must be provided for the simultaneous translation of three languages while in the smaller conference room the translation of two languages must be provided.

#### C2.25 STENO SERVICES

Although these services are generally provided in the form of a pool, the DCO located next to the head of the division will normally be in charge of the distribution of work in the pool. The pool area should therefore be fairly close to the DCO so that she can maintain contact and authority.