

MEMORANDUM on the FUNCTIONS
of COMMITTEES for the CANFF
CONFERENCE.

(1) PROGRAMME. (Chairman - Mr. Burchell)

- (i) To present to the preparatory committees for the Conference the Canadian point of view on the programme.
- (ii) To be responsible, in conjunction with the Research Committee, for the preparation of papers and material for the information of the Canadian delegation and for the Conference itself.
- (iii) The Chairman to sit as a member of the Programme Committee at the Conference for the day-to-day preparation of the agenda.

(2) RESEARCH (Chairman - Mr. MacKenzie).

- (i) To be responsible, in conjunction with the Programme Committee, for the preparation of papers and material for the information of the Canadian delegation and for the Conference itself.
- (ii) To carry on with those general research projects of the Institute which might be useful for the Conference.
- (iii) The Chairman to sit as a member of the Research Committee of the Institute of Pacific Relations at the Conference.

(3) RECEPTION AT PORTS OF ENTRY. (Chairman - Mr. Nelson). XX

- (i) To see that delegates are met at the ports of entry, and where necessary to reserve hotel accommodation for them at those ports.
- (ii) To draw up the itineraries of the delegates before the conference and where possible provide private hospitality for them en route.
- (iii) To consult with the Committee on the Routing of Delegates and the Secretary, so that where desirable and possible such itineraries may enable the delegates while en route to the Conference to meet branches of the Canadian Institute and to make other speaking engagements.