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Record Item Title

Next Meeting of the Summit Management Committee. Memo from Tom Herwig. Attached are action points from the last meeting of the Summit Management Committee which includes Protocol and Conference Services. (World Summit for Children)

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Primary Contact **James Grant (Former Executive Director)**
Owner Location **World Summit for Children, UNICEF NY- = 3085**
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Notes
World Summit for Children

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

JOHN MANFREDI

John Manfredi

2




29-30 September 1990
United Nations • New York

World Summit for Children • Sommet Mondial pour les Enfants • Cumbre Mundial en favor de la Infancia

مؤتمر القمة العالمي من أجل الطفل • Всемирная встреча на высшем уровне в интересах детей • 世界儿童问题首脑会议

INTEROFFICE MEMORANDUM

25 June 1990

TO: Summit Management Committee
FROM: Tom Herwig 
RE: Next Meeting

The next meeting of the Summit Management Committee will be on Thursday, 28 June in the Pate Conference Room and will begin at 4:00 PM rather than 3:00 PM due to a meeting with Fleischman-Hillard scheduled for 2:00 - 4:00 that same day. (If for some reason the Planning Committee continues into Thursday afternoon, the Summit Management Committee meeting will be rescheduled.)

Attached are action points from the last meeting of the Summit Management Committee (Thursday, 21 June).

M. Shower would ask all members of the Committee to be prepared to update the Committee on developments in their area of responsibility since the last meeting. The meeting agenda will include an update of the 3rd meeting of the Planning Committee.

Please contact me if you have items for the agenda.

Thank you.

World Summit for Children

Notes from the 21 June Meeting of the Summit Management Committee.

ACTION

Protocol

- A directory of principle Secretariat staff should be added to the Aide Memoir.
- A list of potential liaison officers should be drafted and given to K. Lokhaug for review.
- Identify and consider in the Aide Memoir the standard UN procedures for Medical and Security services.
- Responsibilities for arrangements section of the Aide Memoir should reflect language used in the Statement of Agreement and in UNICEF Ex. Board resolutions.

Conf. Services

- A lounge should be identified where media "set-ups" can be placed for interviews.
- Chemical Bank should be contacted to provide money exchange services during the Summit.
- UN Postal Service should be contacted to ask about providing postal service during the Summit.