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Ext Ref: Doc Series/Year/Number **SP/SSC/WSC**

Record Item Title

**Record of the Management Committee. 1. Documents for Special Session of the Executive Board; 2. Liaison Officers; 3. Checklist for Countdown, Pre-Summit, Summit, Post-Summit; 4. Heads and NGOs.(World Summit for Children)**

Date Created / on Correspondence  
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Primary Contact **James Grant (Former Executive Director)**  
Owner Location **World Summit for Children, UNICEF NY- = 3085**  
Home Location **UHB, Floor B2, Room B202, Aisle 01, Shelf B013, Level 02, Position**  
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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*

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# RECORD OF THE MANAGEMENT COMMITTEE

12 July 1990  
Maurice Pate Conference Room

## 1. Documents for Special Session of the Executive Board

Four documents are to be prepared for the Special Session of the Executive Board:

- a. Budget Report
- b. Progress Report on Preparations for the Summit Meeting and Summit Related Mobilization Activities.
- c. Draft Declaration of the World Summit for Children
- d. Draft Plan of Action of the World Summit for Children

H. Kittani reported that the documents will need to be prepared by 6 August 1990 to ensure enough time for translation, reproduction and distribution.

M. Shower and R. Y. Freiberg will identify the individual(s) responsible for producing the Progress Report on Preparations for the Summit Meeting and Related Mobilization Activities.

K. Gautam will co-ordinate preparations for the Draft Declaration and Plan of Action.

K. Lokhaug will co-ordinate preparations for the Budget Report.

## 2. Liaison Officers

J. Williams reported that a Working Group on Liaison will be formed. Members of the Group will be J. Williams, P. Altesman, D. Diallo, S. Woodhouse, G. Savard, M. Newman-Black (Secretary) and representatives of the Programme Funding Office, Programme Division and Information Resource Management Division.

Liaison Officers will begin to be operational in mid-August.

R. Y. Freiberg will identify individual(s) to liaise with Government Missions in the interim period.

## 3. Checklist for Countdown

The following reflects the changes to the documents titled "Activities" and "Sectors of Responsibilities" dated 12 July:

- "Sectors of Responsibilities" document to be amended as followed:

- Accommodations to be replaced by Accreditation
- Summit Secretariat to be replaced by Support Secretariat
- Scenarios to be replaced by Scenarios/Scripts
- "Reception" to be added
- "Guest List" to be added.

- "Activities" list to be amended as follows:

Pre-Summit

- Meeting of the Planning Committee plus Personal Representatives (27 September).
- Children's Outdoor Forum (28 September)
- Summit Forum (28 September)
- Arrivals at Airport

Summit

Saturday

- Arrivals at UN
- Informal Dinner
- Departures

Sunday

- Arrivals at UN
- Breakfast
- Opening Session
- Working Session
- Lunch
- (Working Session)
- Concluding Session
- (Family Photo)
- Concluding Reception
- Departures

Post-Summit

- GA Presentation
- Press Conference

Related Activities

- Spouses programme

Ancillary Events

- press briefings
- coffee breaks (with cookies)

**4. Heads and NGOs**

**Division of Public Information to produce guest list of partners, allies and children. The list should include - but not be restricted to - UN NGO groups, UNICEF NGO Committee, representatives from major NGO meetings such as Worlds Religions for the Worlds Children, Youth NGO Roundtable and also include UNICEF Goodwill Ambassadors and private, non-government donors.**