

NJG/JAC/29153

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CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
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**Instructions for Opening Statements at the 54<sup>th</sup> Annual Meeting, Shimonoseki, Japan, May 2002**

I would like to remind you of the arrangements for the submission of Opening Statements for the forthcoming Annual Meeting. As last year, the Secretariat will set a firm deadline for all Opening Statements. **This will be 17.00 on the first day of the meeting, i.e. Monday 20 May.** The 'statements' will be collated and copied together, rather than copying and distributing them individually. If Opening Statements are not with the Secretariat by this time, then the Secretariat will not copy and distribute them as formal meeting documents.

Please submit Opening Statements as an electronic or good top paper copy. Electronic submissions on diskette, CD or by email is the preferred option.

The arrangements described above do not, of course, preclude Commissioners from having statements addressing particular issues distributed as meeting documents.

Dr. Nicky Grandy  
Secretary to the Commission

c.c. Non-member Government Observers (for information)