

NJG/JAC/29220

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CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
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**Verbatim Recording of the 53<sup>rd</sup> Annual Meeting on CD now available**

Last year, the Commission agreed that rather than preparing a written Verbatim Record, it should be made available to those who want it on an indexed CD.

Although it has taken longer than I had hoped, the CD audio recording of the 53<sup>rd</sup> Annual Meeting in London is now available. A copy is being sent to each Commissioner this year. Further copies can be provided on request.

The recordings follow the order of the agenda, and where discussions on a particular item were carried over, to for example, another day, they have been grouped together in an attempt to make the recording more user-friendly. Although I am fairly confident that we have managed to pull together all the various pieces of each agenda item, it may not be quite perfect. However, I felt that it was important to get the CD out now so that governments would have at least some, albeit limited, opportunity to try it out before the meeting in Shimonoseki.

Instructions on how to use the recording should appear on your VDU screen once the CD is loaded. The audio files are in MP3 format and an MP player software is required (e.g. Windows Media Player).

I hope you find the CD straightforward to use, but all feedback - good and bad - will be welcomed. Views on the CD will be sought during agenda item 3.1.1 of the Finance and Administration Committee meeting.

Dr. Nicky Grandy  
Secretary to the Commission

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

