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The use of minutes instead of summary records

Report by Inspector Lucio Garcia del Solar
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Report
on
the Use of Minutes instead of Summary Records

I. BACKGROUND INFORMATION

1. At its twenty-second session, the General Assembly approved the following recommendation of the Secretary-General, appearing in the annex to resolution 2292 (XXII) :

"Any organ establishing an ad hoc committee or other subsidiary body should be invited to consider whether the nature and objectives of the proceedings of that body might not allow that summary records for its meetings be dispensed with, relying on an adequate reflection of views expressed and decisions reached in its final report, or that minutes only be provided. Established bodies receiving summary records (or their parent bodies) should be invited to re-examine their need for summary records in this light."

This recommendation was reaffirmed by resolution 2478 (XXIII).

2. In its report on United Nations Documentation (A/7576), the Joint Inspection Unit suggested limiting the use of verbatim or summary records to a specific number of bodies; as pointed out in that document (para 127), if recommendations 16-18 were put into practice, the capacity of the United Nations Language services would be increased to such an extent as to yield an indirect saving of the order of half a million dollars per year.

3. In response to such recommendations, eighteen bodies have, according to the information submitted by the Committee on Conferences in paras. 12 and 13 of its report (A/7626) to the General Assembly at its twenty-fourth session, already taken decisions dispensing with summary records with a reservation by some that they may revert to summary records for particular discussions as and when needed.

4. But the following sixteen bodies, after considering the request, have concluded that they will continue to require summary records of their meetings :

- the Economic and Technical Sub-Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the limits of National Jurisdiction

- the legal Sub-Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the limits of National Jurisdiction
- the scientific and Technical Sub-Committee of the Committee on the Peaceful Uses of Outer Space
- the legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space
- the Commission on Human Rights
- the Sub-Commission on Prevention of Discrimination and the Protection of Minorities
- the Committee for Programme and Coordination
- the Economic Commission for Africa
- the Economic Commission for Asia and the Far East (plenary)
- the Economic Committee of the Council
- the Social Committee of the Council
- the Coordination Committee of the Council
- the UNITAR Board of Trustees
- the Preparatory Committee for the second United Nations Development Decade
- the Meeting of State Parties to the International Convention on the Elimination of all Forms of Racial Discrimination
- the Committee of Experts established by the Security Council at its 1506th meeting.

5. Four bodies have decided to adopt the alternative procedure that was suggested in resolution 2292 and 2478 of the General Assembly : the replacement of summary records by minutes. They are the Commission on the Status of Women, the Committee on Programme and Coordination, the Commission on Narcotic Drugs and the Commission on Population. In actual practice, only the two latter commissions have already tried out the system. The Commission on the Status of Women proposes to do so at its next session and the Committee on Programme and Coordination has shifted its position back and forth.

6. The Economic and Social Council, in its resolution 1379 (XLV), welcomed the decision of the Commission on Narcotic Drugs to use minutes and in operative paragraph 2 of that resolution called to the attention of its subsidiary organs the decision taken by that Commission "to replace summary records by shorter minutes, while reserving the right to ask for summary records in respect of any discussion which required exceptional treatment".

7. In so doing, the Council virtually invited its subsidiary organs to follow the example of the Commission on Narcotic Drugs. The United Nations General Assembly, in its resolution 2478 (XXIII), endorsed this move by the Council.

8. Nevertheless two bodies have decided to employ different methods which have not been recommended by any resolution of the United Nations nor proposed by any central point of the Organization dealing with policy on documentation : the UNCTAD Board has decided on an experimental basis, that summary records will be kept for plenary meetings of the main committees but distributed only in final form; the Executive Committee of the Programme of the High Commissioner for Refugees decided that summary records should be maintained but that they should be drafted in a more succinct manner.

9. In response to the appeal made by the General Assembly at its XXIVth Session requesting "organs, bodies and committees to consider ways of reducing documentation, and in particular the possibility of adopting a form of records less voluminous and less costly than that currently being used" (op. para. 1, General Assembly resolution 2538(XXIV)) we shall analyse the results of the use of minutes instead of summary records by the Commission on Narcotic Drugs, the first organ to try this method out in practice.

II. MINUTES AS COMPARED TO SUMMARY-RECORDS

10. The difference between summary records and minutes is clearly explained in the circular sent out by the Office of Conference Services to the heads of all Departments and Offices of the United Nations, pursuant to General Assembly resolution 2478 (XXIII), in February 1969.

11. The circular gave the following instructions on the preparation of minutes for internal use:

"Whereas summary records provide a speech-by-speech summary of the important parts of the proceedings of a meeting, minutes consist of very brief notes of discussions and decisions. A summary record will show not only the conclusions reached at a meeting, but the steps by which those conclusions were reached, and it will state which speakers expressed what views. Minutes should not do this, or only in the

briefest possible manner... In preparing minutes, the major points of discussion should be represented logically rather than chronologically. Views should be attributed to those holding them only where there are unresolved differences of opinion or where a particular point of view may be important for later reference.

12. It should be made clear therefore, that minutes should in no sense be regarded as abbreviated summary records in which the statements by representatives are merely set down more briefly; their preparation, as can be seen, is based on different principles, many of which are not appropriate for the recording of some types of procedures including :

- a) deliberations in major bodies such as the Committees of the General Assembly;
- b) major statements of general policy at the opening stage of plenary meetings;
- c) discussions on the drafting of major legal instruments.

13. In all other cases where summary records are still not eliminated, utilisation of minutes could be an appropriate and economical device to give tenor of debates and an excellent guide to help the rapporteur to draft reports in which an account of the deliberations is officially recorded.

14. The above-mentioned circular of the Office of Conference services makes an extremely important additional point which has not been sufficiently stressed when inviting deliberative bodies to dispense with summary records altogether or to replace them by minutes : namely that sound recordings are made of the meetings of all United Nations bodies in accordance with the arrangements outlined in document A/C.5/1187 and approved by the Fifth Committee of the General Assembly at its 1271st meeting, held on 2 December 1968. In theory, therefore, any delegate who wishes to do so can go through any statement word by word : in actual practice, however, because of the lack of adequate facilities, this is still a cumbersome and time-consuming process.

15. In this connection it might be pointed out that, when the General Conference of UNESCO decided at its fifteenth session to dispense with summary records for all commissions and committees, it specified that the Secretariat would make the sound recordings of the proceedings available to the representatives of Member States when required; technical arrangements are presently being envisaged to this effect^{1/}.

16. Thus, any decision taken in the United Nations involving either the elimination of summary records or their replacement by minutes, should be tied in with effective arrangements that would enable delegates to have prompt and easy access to the sound recordings of meetings either to listen to them or for their purchase. This, together with the report, ought to constitute adequate sources for those delegates who wish to refer to the details of past proceedings.

III. USE OF MINUTES BY THE COMMISSION ON NARCOTIC DRUGS : COMPARATIVE DATA FOR THE TWENTY-SECOND AND TWENTY-THIRD SESSIONS

17. In order to assess the results of the experiment begun by the Commission on Narcotic Drugs it is useful to compare the figures for the last two sessions, bearing in mind that minutes first came into official use at the twenty-third session.

^{1/} A room will be installed in UNESCO in 1970 where sound recordings will be adequately stored, with booths where those who wish to consult them can readily listen to the band and make notes. To avoid risks of accidental erasure, tapes will be handled by a technician. Delegations or others requesting copies would be charged a rate of \$ 5 per half-hour of recording, which covers both the cost of the tape and the time of the technician. The initial cost for the operation was \$ 23.700, including purchase of new machinery - and then \$ 13.035 for the 1969-70 biennium; hereafter costs will be minimal. The operation appears to be highly economical, since the elimination of summary records brings a saving of \$ 70.000 per session of the General Conference (UNESCO, Internal memo CFS/68/305).

18. The experiment will be analysed from the following points of view :

- a) Production and use of minutes;
- b) Precise writing, revision, translation and typing;
- c) Reproduction and distribution.

a) Production and use of Minutes

19. Since the Commission reserved and exercised the right to ask for a summary record of any discussion which required exceptional treatment, some meetings were covered exclusively by minutes, others by summary records and a few partly by minutes and partly by summary records.

20. Comparative figures

	<u>Twenty-second session</u>	<u>Twenty-third session</u>
Meetings	26	31
Summary records produced	26	15
Minutes produced	-	13
Mixed records (both summary records and minutes)	-	3
Total number of pages produced (summary records plus minutes)	338	300
Average length per meeting (pages)	13	9.3

21. On comparing the average number of pages produced per meeting at the twenty-second session, at which minutes were not used, and at the twenty-third session, at which minutes were used for part of the time, we find a reduction of 28.5 per cent at the latter session.

22. A comparison of the summary records and minutes produced at the twenty-third session alone gives the following result :

	<u>Summary records</u>	<u>Minutes</u>
Average length per meeting (pages)	13.3	5.5
<u>The average reduction achieved by using minutes is 58.7 per cent per meeting.</u>		

23. Did the minutes conform technically to the pattern described in the Office of Conference Service circular mentioned in paragraph 11 ? Only partly, as will be seen below. The lay-out of the cover-page was simpler than in summary records, and instead of naming all the officers of the Commission, bore the name of the Chairman only. Moreover the account of the proceedings began on the cover-page itself. Furthermore, in order to discourage lengthy changes in the form of additions, the usual foot-note concerning the right to submit corrections was so drafted that only factual corrections were invited. The system worked satisfactorily, and in general, only changes in names or figures were requested.

24. However, one major difference between the minutes we are considering and the pattern described by the Office of Conference Services was that, contrary to what is said in the circular, these minutes were revised, translated into two additional languages, reproduced in two stages, distributed to participants in the meeting and outside the meeting, and were open for correction.

25. The difference is due to the fact that the instructions of the Office of Conference Services applied only to minutes intended for the exclusive use of internal organs of the Secretariat or an aid to rapporteurs in drafting their reports. Once minutes are adopted to replace summary records, it stands to reason that, unlike internal minutes, they should be subject to revision, translation and distribution. As regards corrections, however, we feel they should not be encouraged, since minutes do not for the most part identify the speakers.

26. But there was a more questionable difference between the minutes we are considering and some of the instructions given in the circular, particularly those relating to the principles that should govern the drafting of minutes. Generally speaking, instead of representing - as they should - a highly compressed summary, bringing out the major points of discussion and summarising individual statements only where there were unresolved differences of opinion or where a particular point of view

might be important for later reference, the minutes of the twenty-third session amounted to a veritable "mini-summary record" in that, on many pages, they gave a chronological record of the statements made. Furthermore, some statements were clearly given unduly full treatment, covering in certain cases, more than one page.

27. Be this as it may, the experiment as carried out at the twenty-third session can be considered successful. No complaints were made either by representatives or by the Division of Narcotic Drugs to the effect that the minutes failed to constitute an adequate record of the proceedings.

28. It should be noted, however, that the Division of Narcotic Drugs requested that the draft minutes be submitted to the Secretary of the Commission for approval -- a procedure not usually followed with summary records and which frequently delayed the issuance of the provisional version. Perhaps this was due to the fact that the experiment was a novel one. The precaution does not, however, seem to warrant perpetuation, considering that only three corrections were submitted throughout the session.

b) Precis-writing, revision, translation and typing

29. It is at this stage of the production cycle that greater savings in expensive manpower are achieved in replacing summary records by minutes^{1/}.

30. A meeting of normal duration, i.e. two and a half hours, using three working languages and covered by a summary record would normally require, on an average, 3 precis-writer/days, 4 translator/days, $1\frac{1}{2}$ reviser/days and 9 typist/days. A meeting covered by minutes, on the other hand would normally require 2 precis-writer/days, 2 translator/days, $\frac{3}{4}$ reviser/days and 3 typist/days.

^{1/} The term "savings" does not, of course, necessarily mean direct economy of manpower. It means that persons released can be utilised in other related activities, and helps to reduce the backlog in the language services, which at times is considerable.

31. At the twenty-third session at which only 15 of the 31 meetings were covered by minutes, 70 precis-writer/days were used as compared to 91 that would have been required if normal summary records had been provided throughout the session : this meant a clear saving of something like 23% in man/hours for precis writing.

32. At the twenty-third session 300 pages were drafted, translated, etc., as compared with 422 pages which would have been produced if summary records had been used throughout the session. This meant that there was a saving of almost 30 per cent in man-hours for translation, revision and typing.

33. The total cost of the manpower employed on the tasks described above for the 31 meetings of the twenty-third session - where minutes were used in only 13 meetings - was 14.39 per cent lower than the total cost for the 26 meetings of the twenty-second session. It is thus clear that these savings in manpower would have been considerably greater if all 31 meetings had been covered by minutes.

34. A three week session (30 meetings) of a given body, meeting twice a day, with deliberations in three languages would show the following figures :

Provisional Version

<u>Summary Records</u> (15 pages per meeting)		<u>Minutes</u> (5 pages per meeting)	
210 translator/precis-writer days	= \$10,640	105 translator/precis-writer days	= \$ 5,345
45 reviser/days	= \$ 3,070	30 reviser/days	= \$ 2,030
270 typist/days	= \$ 4,770	90 typist/days	= \$ 1,590
Total		Total	
\$18,480		\$ 8,965	

Final Version

90 editor/days	= \$ 4,110	45 editor/days	= \$ 2,080
90 typist/days	= \$ 1,590	30 typist/days	= \$ 530
Total		Total	
\$ 8,700		\$ 2,610	

Totals provisional + final version = \$ 27,180 \$ 11,575

35. This could mean, should minutes be adopted for the whole session, an indirect saving of \$15,605, i.e. 57.4 per cent. But since we will recommend the suppression of the final version of minutes, the overall indirect saving in such a given session would amount to \$18,215, i.e. 67 per cent.

36. Turning back to the twenty-third session of the Commission on Narcotic Drugs, it was noticed that the sizeable saving in manpower described above was, however, affected by the fact that in some cases the Commission made use, at very short notice or no notice at all, of the right provided in General Assembly resolution 2478 (XXIII) to ask for a summary record of any discussion which requires exceptional treatment.

37. It is natural that bodies dealing with a difficult subject or the drafting of articles of a legal instrument should prefer that the relevant discussions be recorded in greater detail. The experience of the twenty-third session showed, however, that the use of this method gave rise to some difficulties, mainly because the language services did not always know in good time what the exact staff requirements were.

38. For instance, the Commission had decided before the twenty-third session that item 5 of its agenda, dealing with a draft protocol, was to be covered by summary records. The Director of Conference and General Services was informed in good time and the Languages Division made the necessary arrangements, inter alia to provide three precis-writers per meeting for the duration of the discussion on the item in question. However, at the 615th meeting, which was to have been covered by minutes and which was consequently attended by a single precis-writer, the Commission suddenly decided to take up a new item and to have it covered by summary records. The Languages Division had to send in two additional precis-writers immediately.

39. Transition without notice, or at very short notice, at one and the same meeting, from an item covered by minutes to one covered by summary records (as occurred for instance at the 637th meeting) and which results in mixed records, makes it necessary to keep extra staff standing by - a practice incompatible with a policy of economy which necessarily entails advance planning. The problems which such improvisation creates for the languages services should in future be taken into account, in order that the manpower saved may be employed elsewhere.

40. In the light of the experience gained at the twenty-third session - at which, on the one hand, the minutes did not fully conform to the pattern laid down by the Office of Conference Services but sometimes took the form of mini-summary records and, on the other, there was a degree of suddenness and some lack of system in reverting to summary records - the Languages Division, in a memorandum which was submitted to the Director of Conference and General Services, and which has been extremely useful to us, proposes that the use of two precis-writers should be made the rule, which would mean saving one per meeting.

41. Finally, it should be pointed out that drafting minutes is a delicate task requiring special skill; should many bodies decide to replace summary records by minutes, an effort will have to be made by the Secretariat in order to adapt the precis-writers to this kind of work.

c) Reproduction and distribution

42. Reproduction and distribution, for summary records and minutes alike, are carried out in two stages - one for each of two categories:

- (a) the provisional text, which should be given a restricted distribution "For participants only", and which begins circulating while the session is in progress;
- (b) the final text, which incorporates any necessary corrections; it is placed in "General" - i.e. a wider - distribution and is circulated some time after the end of the session.

The texts in both categories are reproduced by the "Roneo" mimeograph process, although the final versions are in some cases printed.

43. The twenty-second session included three closed meetings; since the records of these meetings were, of course, circulated in only restricted numbers, they will not be taken into account.

44. (a) Provisional text "For participants only"

	<u>Twenty-second session</u>	<u>Twenty-third session</u>
Public meetings	23	31
Total number of, copies reproduced and distributed in three languages for public meetings	(SR) 11,500	(SR + minutes) 17,360
Number of copies per public meeting	500	560

45. The number of copies reproduced and distributed per meeting increased by 12 per cent from the twenty-second to the twenty-third session.

46. (b) Final text for "General" distribution

	<u>Twenty-second session</u>	<u>Twenty-third session</u>
Public meetings	23	31
Total number of copies reproduced and distributed in three languages for public meetings	(SR) 32,430	(SR + minutes) 46,035)
Number of copies per public meeting	1,410	1,485

47. The number of copies reproduced and distributed per meeting likewise increased - by 5.32 per cent from the twenty-second to the twenty-third session.

48. Although the use of minutes yielded sizeable savings on precis-writing, translation and related activities, in this final stage of the production cycle an additional 60 copies of each provisional text and an additional 75 copies of each final text were distributed per meeting of the twenty-third session. This entailed some additional expenditure on paper (to cover an increase of some 30,000 page units) on shipping expenses and on manpower to reproduce and handle the documentation involved.

49. This increase was due, in part, to the fact that the number of recipients entitled to be furnished with provisional copies of summary records and minutes in the category "for participants only" continue to exceed by far what this concept suggests by definition. At the twenty-third session the participants were the 24 members of the Commission to which should be added 32 observing parties, although very few of the latter intervened in the debate. The distribution of 560 copies per meeting for these "participants only" seems much too liberal; it is obvious that the copies went far beyond the members and observers of the session. As far as the final version for general distribution is concerned the increase is due to the fact that the number of recipients in the distribution pattern of the Secretariat has augmented. One cannot therefore help wondering whether the Secretariat keeps a sufficiently close check on the distribution criteria with a view to rationalising not only the quotas attributed to the various recipients but the number of recipients themselves.

50. Another factor related to this last phase of the production cycle is the time-lag in the distribution of summary records and minutes. Thus during the twenty-third session, the provisional text of the summary records and minutes was distributed in the original language after an interval of four to five working days, and in translation after an interval of six to eight working days. Where non-working days intervened, the interval grew even longer. These intervals tend to increase somewhat when the session is over and the psychological pressure of the delegations' presence is removed.

51. As a result, those representatives who have to leave as soon as the session is over have no opportunity to consult, in translation, the summary records or minutes covering at least the last week of meetings, and the provisional text does not altogether fulfil its purpose. It would be useful to make an effort to reduce the above-mentioned time-lags.

52. The "General" distribution of the final text of the records of the twenty-second session began about two months after the end of the session. The records of the twenty-third session, for their part, took as much as four and a half months to appear; and the final text of the report was issued nearly four months after the closing of the session. Such delays call for serious reflexion.

IV CONCLUSIONS

53. The use of minutes at the twenty-third session of the Commission on Narcotic Drugs produced sizeable indirect savings in precis-writing manpower and even greater indirect savings in translation and related activities (see paragraphs 29 to 36); the system did not give rise to complaints and was considered acceptable by the members of the Commission; corrections were minimal and, as requested, factual. The experiment was a positive one and bearing in mind certain necessary exceptions and subject to rules based on our recommendations as listed below - if they are considered acceptable - the method could be adopted by as many organs as possible until such time as a decision is taken to eliminate summary records altogether. In the meantime minutes should be considered as working papers, readily distributed in a provisional form during the deliberations for the convenience of the delegates and participating observers; thus the only official record of the deliberations would be the reports, as recommended in resolution 2292 (XXII) of the General Assembly.

54. However, it is clear that even the use of minutes represents merely a transitional stage in the simplification of a system that has proved not only wasteful but out-moded. Indeed, the process of transcribing oral proceedings on paper and storing them in bulky volumes belongs to an antiquated technology that is being replaced everywhere by more modern methods and in the first place by sound recordings. Any drastic decision, therefore, to do away with written records altogether, and any intermediate decision to replace them by minutes, should be closely associated with arrangements - along the lines of those being introduced by UNESCO - to ensure that representatives have prompt and easy access to the recordings of any meeting - for listening purposes or for their purchase.

55. The analysis of the experiment carried out at the twenty-third session of the Commission on Narcotic Drugs shows, on the other hand, that if sizeable indirect savings were achieved in the first phase of the cycle, the final phase, namely reproduction and distribution, did not yield any saving in manpower and materials. This was partly because certain distribution policies are far too generous - particularly allocations in the category "for participants only" - but largely because no steps were taken at any central planning point to rationalize this second, follow-up phase. From the financial point of view this may seem secondary since the biggest drain on the budget in the production of minutes occurs during the first phase. Nevertheless, the shortcomings in distribution that were noted warrant detailed examination, since they relate to the broader question of the whole planning of conference documentation. For this reason, in this report we have dealt with the distribution phase of the cycle in general terms only, reserving its more detailed examination for a subsequent report.

56. However we feel that whenever a decision is about to be taken in a body involving any kind of rationalization, it should be supported by a study submitted by a central planning point responsible for the policy of documentation in the United Nations; such study should include figures about possible savings and should recommend measures resulting in economies affecting all phases of the production cycle in question. Lack of integrated planning may produce contradictory results as we have noticed between the first phases of the operation "minutes" and the last one. Finally, the absence of a centralised policy may result in a certain anarchy of methods of rationalization as has been pointed out in paragraph 8.

V RECOMMENDATIONS

Recommendation 1:

- a) Any measure or series of measures designed to rationalize some aspect of documentation for conferences and meetings should be thoroughly planned at a central point at Headquarters.
- b) Such measures should be examined in all their aspects, so as to ensure that no phase of the production cycle is overlooked.
- c) Bodies should avoid trying out methods of rationalization of documentation which have not been recommended by resolutions of the General Assembly and the Economic and Social Council on the basis of specific studies carried out at a central planning point.

Recommendation 2:

- a) The General Assembly and the Economic and Social Council might consider inviting organs, bodies, ad hoc committees and working parties which have not yet seen fit to dispense with summary records, to consider replacing them by minutes.
- b) When this invitation is extended, the bodies concerned might have before them the favourable conclusions reached by the Joint Inspection Unit regarding the use of minutes.
- c) The Secretariat of the United Nations could incorporate in working rules such descriptions of minutes and recommendations made in this report as are considered practicable.

Recommendation 3:

Minutes should not represent abbreviated summary records. Instead of a speech-by-speech chronological summary of the proceedings they should take the form of brief notes on discussions and decisions. The subjects of discussion should be presented logically. Views should be attributed to those holding them only where the nature of the matter is so delicate as to justify it; or where there are unresolved differences of opinion; or where a particular point of view may be useful for later reference. They should not be subject to corrections, but unlike internal minutes, they should be revised, translated and distributed.

Recommendation 4:

- a) Minutes should only be issued in provisional form and be promptly distributed during the sessions concerned as restricted working documents in the category "for participants only."
- b) The concept "for participants only" should mean that copies would be distributed during the sessions and would be limited to member delegations of the given body and to those observers who intervened in the debate: a limited number of copies would be reserved for the Secretariat's essential needs.

Recommendation 5:

- a) When a body adopts a system of minutes, the report of the session should constitute its official record. The same criteria as laid down in recommendation 4 for the minutes should be applied to the provisional text of the report considered and approved during the proceedings.
- b) The final text of the report could be distributed to interested parties who were not entitled to receive the minutes.

Recommendation 6:

- a) All interested parties should have an additional possibility of consulting the proceedings through the sound recordings.
- b) The Secretariat should provide prompt and easily accessible facilities and equipment in New York and Geneva for interested parties to listen to the sound recordings of statements and to buy copies thereof if they wish.

Recommendation 7:

By way of exception, organs which adopt the minutes system might reserve the right to use summary records where:

- a) major statements of general policy in plenary meetings are delivered;

- b) the discussion of a particular agenda item involves drafting the articles of a set of international regulations or other international instruments; and
- c) the unusually delicate nature of some matters makes it essential to reflect the discussion in greater detail.

Recommendation 8:

- a) Organs should give adequate notice to the conference services of their decision to make such exceptions, at least at the time the provisional agenda is issued;
- b) A switch, on grounds of exceptional necessity, from standard minutes to detailed minutes or summary records at one and the same meeting should be avoided wherever possible.
- c) The provisional text of minutes should not be circulated in draft form but should be given the same treatment as summary records in this respect.

Recommendation 9:

- a) An effort should be made to reduce the time-lag in the distribution of minutes during the session.
 - b) The time-limit for the distribution of the final text of a report should not exceed six weeks after the closing date of the session of the body concerned.
-