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**ADMINISTRATIVE AND TECHNICAL COORDINATION PROCEDURES:**  
**APEX Secretary Plans:**

**MINUTES AND RECORD OF MEETINGS:**

- Minutes will be written and shortly distributed after each meetings. Minutes will include

- Brief summary of each presentation
- Action items and home-work assignments
- deadlines

Minutes will be distributed by e-mail

- We need an updated list of e-mail addresses, telephone and fax numbers, etc.

PLEASE LOOK OVER THE PARTICIPATION LIST.  
COMPLETE AND/OR REVISE INFORMATION.

- Compilation of all presentations given in each meeting. One master record will be kept at UCLA and distributed to individuals if requested.

PLEASE MAKE SURE TO GIVE SECRETARY A COPY OF  
YOUR PRESENTATION FOR EACH MEETING

GET COPIES OF OTHER INDIVIDUALS' PRESENTATIONS  
AND MAKE YOUR OWN COMPILATION. ASK  
SECRETARY IF YOU DON'T HAVE A COPY OF A  
PARTICULAR PRESENTATION

**COMMUNICATIONS:**

- Individuals are encouraged to communicate by e-mail (or other means) after each meeting. PLEASE MAKE SURE TO INCLUDE SECRETARY ON THE CC LIST TO KEEP RECORD OF EACH COMMUNICATION.
- Secretary will follow up on each action item from each meeting and observe deadlines. Will facilitate interactions between individuals/organizations if needed.

**REPORTS AND PUBLICATIONS**

- Progress reports/Final report will be prepared and delivered on time. PLEASE BE PREPARED TO CONTRIBUTE TO THESE REPORTS WHEN ASKED.
- EACH PUBLISHED WORK GENERATED FROM APEX ACTIVITIES SHOULD BE CLEARED FIRST. A COPY SHOULD BE LEFT WITH SECRETARY FOR RECORD PURPOSES.

APEX Secretary  
M. Youssef October 15, 1997