

SKELETON FORM OF FINISHED  
REPORT.

Any report prepared by the members of the Conference would possibly take something after the following shape: -

1. A list of the members.
2. Their appreciation of help received and hospitality given.
3. A statement outlining the shape of their report and whether unanimous or not.

Then: -

- A. Agreement on Laboratory procedures to be adopted by the groups. To detail out where there is already unanimity and where one or more of the groups have to change and fall into line.
- B. The expansion programme suggested which can perhaps be fairly fully detailed out: -
  - a. New buildings required or expansions of existing buildings. Site - type - cost and time to construct.
  - b. New equipment needed - main details and costs.
  - c. New staff needed - types and qualifications sought. Time to recruit and salaries.
  - d. A no name geneological tree of the departments. Now and five years ahead.
  - e. Consideration of pilot plants and development centres.
  - f. An elaboration of undertaking "international" work. Through which channels to be arranged and how to be paid for such work, and facilities that will be available.
  - g. An examination of the monopoly and taxation aspects and legal opinions.
  - h. The use of the Secretary and suggested methods for distributing knowledge - reports - correspondence - libraries and filing.
  - I. Exchange visits and training visits for new personnel.
  - j. Period reports on work undertaken and results.

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