

TO: Chairs and Co-Chairs of Working Groups
FROM: George Gerbner and Sheila Witherington

Thank you for agreeing to Chair or Co-Chair a Working Group. (If we have not heard from you, thank you for considering it; please let us know immediately if you cannot do it so we can search for another Chair.)

The Chair and Co-Chairs of each Working Group have the following tasks:

1. Using whatever resources, experience, and consultations they can draw upon, develop a draft of the action recommendations in the area of concern of the Working Group.
2. Circulate the draft to Conveners immediately, requesting an early reply with suggestions for changes, additions, etc. Follow up as necessary to make sure that each Convener is consulted.
3. Synthesize the results of these consultations into a single document, and send a copy to CEM at the address below.

When collected, the drafts will be compared for overlap, redundancy, and style, and returned to you with suggestions for revisions that might make the document containing all Working Group action lists reasonably coherent. A second round of consultations with Conveners will produce a final set of recommendations to be introduced into the Convention. That should be completed by the first week of January, 1996, so that it can be made available for circulation to Convention participants.

Please consult your Co-Chair or Chairs (if any) and divide the list of Conveners to be consulted. Some Conveners have not yet responded to the invitation. We hope that they are available for consultation about action recommendations even if they cannot attend the Convention. The list follows. We hope to receive your first draft action recommendations by December 15.

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