

ETS-JAPAN

COVINGTON & BURLING  
1201 PENNSYLVANIA AVENUE, N.W.  
P O. BOX 7568  
WASHINGTON, D.C. 20044  
12021 662-6000

*Copy B. Pages*

JOHN P. RUFF  
DIRECT DIAL NUMBER  
202: 662-6050

TELEFAX 12021 662-6001  
TELEX: 82-693 (COVING WSH)  
CABLE COVING

OCT 30 1993

R. A. PAGES

AGNES HOUSE  
48 WENTFORD STREET  
LONDON W1T 7TE (ENGLAND)  
TELEPHONE 44-71-498-9008  
TELEFAX 44-71-498-3101  
BRUSSELS CORRESPONDENT OFFICE  
64 AVENUE DES ARTS  
BRUSSELS 1040 BELGIUM  
TELEPHONE 32-2-621-0000  
TELEFAX 32-2-603-8868

October 20, 1992

Professor Jun Kagawa  
Department of Hygiene and Public Health  
Tokyo Women's Medical College  
Tokyo, Japan

Assistant Professor Eiji Yano  
Department of Public Health  
Teikyo University  
Tokyo, Japan

Gentlemen:

I have now made my way back to Washington, none the worse for the wear. You were both very gracious to me while I was in Japan. I particularly enjoyed the tour of Jun's laboratory facilities, which are impressive by any measure.

Since returning, I have attempted to capture in a proposed agenda the substance of our discussions in Tokyo. The result of my efforts is attached. In some respects, the attached agenda represents a "wish list" -- an indication of what seems to make the most sense from a subject matter perspective, assuming that we will have sufficient budgetary authority to hold the symposium over 1-1/2 days, and who the ideal presenters would be. In fact, we are reasonably optimistic of being able to come fairly close to the ideal on both counts.

Most of the scientists we have listed as possible presenters and panelists will be known to you both since they already have made major contributions to the debate on ETS. We are attempting to pull together now résumés for each of the candidate participants as well as notebooks containing their most important writings on ETS. We will forward those materials to you as soon as they are available.

If we are to make the April 2 and 3 target dates, as we believe we can, we need to begin contacting the candidate presenters and panelists by November 15 or so. In some cases,

2028454549

COVINGTON & BURLING

October 20, 1992  
Page 2

we can make the initial contact without difficulty. In other cases, of course, the initial contact should be made by one of you or another member of the technical committee. We met last week with Roger Perry of Imperial College. Roger is prepared to contact most of the European candidates. But the final decision on initial contacts can wait, I would think, until the first week of November.

There also is attached a set of recommendations for the technical committee. As you will see, those we foresee serving on the technical committee from Japan have been working with us in a consulting capacity. The same is true of the members we have proposed from outside of Japan. We need to begin rather promptly pulling together the technical committee. Chris will call each of you within the next few days to obtain your thoughts concerning the composition and functions of the technical committee.

Like Chris, I was very impressed by the facilities at the Tokyo Women's Medical College. We would encourage you to go ahead, Jun, to reserve the smaller conference room at the college that you showed to us. If a deposit of some sort is required to hold that room, please let either Chris or me know.

At our request, Roger Perry has initiated discussions with Springer-Verlag concerning publication of the symposium monograph. We have told Roger that our plan is to obtain drafts of the "keynote" presentations several weeks before the symposium so that, as the symposium opens, the only uncompleted portions of the monograph text would be the panel discussions and the summary observations. As you will see from the timeline that is attached, our goal is to have the symposium monograph in hand, and ready to be circulated, by the week of May 17. While that obviously is a rather ambitious schedule, we believe that the schedule can be met.

Jun, we would appreciate your providing to us by Monday of next week a cost estimate for the hotel that we discussed. The estimate should have, I would think, three components -- a negotiated sleeping room rate, assuming our use of up to 35 individual sleeping rooms for symposium participants; an estimate for the Friday evening buffet dinner; and the cost of a meeting room of moderate size (perhaps 30 feet by 30 feet) that we could use during the symposium for secretarial and other support functions. I would think that we would need the meeting room from March 31 through April 1.

2028454550

COVINGTON & BURLING

October 20, 1992  
Page 3

In addition, we would like to have by Monday of next week, if at all possible, a list of any costs we are likely to incur at Tokyo Women's Medical College. My recollection is that the college can provide coffee service during the symposium. If there is any charge for the use of the audio/visual facilities that we would need, that either should be included in the conference room estimate or listed separately.

Chris and I currently are attempting to put together a proposed budget for the symposium. The cost estimates that I have requested will be heeded, of course, for budgeting purposes. For the Japanese "keynote" presenters, we would like to limit honorarium payments to U.S. \$5,000. For panelists, the honorarium we have in mind is U.S. \$1,000. We would appreciate your letting us know on Monday whether you think the honorarium levels we are proposing are reasonable.

We recognize, of course, how much work is required to bring off a first-class symposium of the type we have discussed. Chris and I could not be more delighted at the prospect of working on this important project with the two of you.

Best wishes.

Sincerely,

John P. Rupp

2028454551