

Overview and proposal for work on the Archives of the International Commission of Jurists (ICJ)

This note is the outcome of a needs assessment carried out over two days, 16 November and 4 December 2012. During these two days, I made an initial description of the contents of the archive and obtained an overview of the work done during the years 2002-2003 and its results. First discussions on the purpose and focus of the project were held with Wilder Tayler and Olivier van Bogaert.

The purposes of the needs assessment were:

- identify the scope of the collection – types of documents, estimate the size in cm or number of documents of each type, list of creators of the records (thematic units and sections of ICJ)
- make a description and a budget for the project
- draft an archives policy outlining the purpose of the archives; types of materials to be stored, scanned and catalogued; access to the archives



1. Description of physical contents of the archives

The ICJ archives are based in the cellar of 33-35 rue des Bains, in a room measuring in total about 12 m x 5 m. The first part of this room, measuring about 5 m x 5 m, is occupied by the stock of ICJ publications, office furniture and computer equipment.

In the Archives, there are 28 units with folders and piles of documents, each with four or exceptionally five shelves.

There are five closed cabinets plus four shelves with boxes containing material that has been classified during the years 2002-2003. These boxes are numbered 1 to 223, with numbers 89 and 220-222 missing – making a total of 219 boxes. The total length of the boxes is 28 metres.

The large majority of boxes are well filled.

There are four cupboards with each four shelves.

There are 62 boxes of varying size – 53 boxes are placed on the floor outside of the shelves, 9 boxes are placed on shelves. The boxes measure mostly 60 x 40 x 30 cm, while there are 3 larger boxes. Most of the boxes are well-filled. Assuming that each contains 60 cm of documents, the size of this part of the archive is about 37 metres.

A total of 95 shelves contain documents mainly in folders that are not placed in boxes. The total size of this part of the archive is about 80 metres. This includes some material that cannot be considered part of the ICJ Archive but has been stored there for some reason (Keesings Contemporary Archives, Encyclopaedia Britannica, other publications of the ICJ and other bodies).

The combined size of the part of the archive that has not been classified can thus be estimated at 117 metres.



The total size of the archives is 28 metres in archive boxes plus 117 metres in folders and boxes, being 145 metres.

A document printed on both sides contains in average 100 pages per cm. Calculating on this basis, the total number of pages in the ICJ Archive could be estimated to contain 1.450.000 pages.

The folders on the shelves mostly contain indications of:

- Country
- Year
- Project and-or activity (often)
- Plus a file number.

Examples:

9/6/2 – 1998 – “Attacks on Justice” – Middle East and North Africa – M-Z

Turkey – 9/2/138/6 – CIJL Mission to Turkey – November 1999 – preparatory work

4/12 – League of Arab States and Arab Charter on Human Rights

4/12/1 – Permanent Delegation Arab Labour Organisation¹



The boxes contain general labels, such as “Accounts 2007” or more detailed labels with the titles of the various folders that the box contains.

2. Contents of the Archives, by theme

Folders and documents on shelves – excluding the archive boxes

Contents	Size of material on shelves	Number of boxes	Size of material in boxes	Period (approximately)
Finances and staff	20 m	12	7.2 m	1998-2007
Fundraising	3 m	1	.6 m	1979-1995
Governance: Executive Committee	5 m			1957-2004
Participation in meetings of UN and other IGOs	17 m	7	4.2 m	1997-2004
ICJ meetings and Conferences	5.5 m			1994-2004
Keesings Contemporary Archives	3 m			1952-1993
Encyclopaedia Britannica	2 m			1961
Attacks on Justice	11.5 m			1996-2005
Country – project related (not Attacks on Justice)	15.5 m	23	13.8 m	1990-2000
ICJ Europe		7	3.2 m	1990-2000
ICJ periodicals	1 m			1994-1999
ICJ sections	1 m			1977-2005
Publications		6	3.6 m	1990-2002
Press releases		2	1.2 m	1959-2000
Press clippings		1	.6 m	1996-2000
Various		3	1.8 m	
totals	79.5 m	62	36.2 m	

¹ A document listing the structure of these codes is available.

With regard to non-paper documents, the archive contains the following:

- one box of 3 ½ inch floppy disks
- 2 boxes with magnetic tapes recording the 1959 proceedings of the “Committee” (probably ExCom)
- one box with server backup tapes
- one box with audio cassettes of the “Palestine Seminar”.



Contents of folders

As a sample, the contents of three randomly selected folders were examined, so as to obtain an impression of their contents. The contents are attached as Annex I to this document.

Database created in 2002-2003

A considerable part of the Archive was made accessible in the years 2003, through the work of in particular former ICJ librarian Emma Caloz and external librarian H el ene Madinier (now Professor in documentation and information at the Haute Ecole de Gestion, Gen ve).

The database used for the archive and library during the period from May 2002 to November 2003 was Filemaker Pro 5. The database contains a total of 3356 records, being 1833 records of library documents (books, articles, periodicals) and 1523 records of “historical files”. These historical files as well as a collection of 438 books are stored in the archive boxes numbered 1-223.

The format used for recording archive material contains 15 fields, including *Geographical term* (country) and *Subject term*. The list of Subject terms contains 1182 terms, including Instruments and Organisations. The database does not contain attachments.

3. Proposals for the treatment of the Archives

a. Purpose and orientation of the project

The main purpose of the project is to make relevant material in the ICJ archive easily accessible to the ICJ staff.

Additional purposes are:

- a. ensure that the archives are preserved in a good and secure way
- b. make the ICJ archive available to external users, in particular researchers²
- c. make selected material from the Archive available on the ICJ website
- d. remove materials which are no longer of relevance, according to well-defined criteria

² Criteria and procedures for access by outside parties are to be developed, and then approved by the ICJ management.

b. Steps

The **actual archival work** consists of the following seven steps:

1. Discussion with ICJ management which is to approve a general framework – policy with procedures and priorities
2. Physical re-organisation of the archive – discard material, unpack and shelve material in boxes
3. Develop formats, terminologies, naming scheme
4. Archiving – organising the material into folders and archive boxes
5. Review of contents of boxes archived in the period 2002-2003, to select material that needs to be scanned
6. Scanning of relevant documents that were archived in period 2002-2003 and that are being archived in the framework of the project
7. Cataloguing of scanned material into an on-line database

c. Priorities – selection criteria

The management of the ICJ is to provide a framework which would be implemented by the archivist-consultant in handling the archive. In principle, documents that are not yet archived can either be archived and scanned, only archived, or disbanded.

In a meeting on 4 December, Wilder Tayler and Olivier van Bogaert proposed that, in selecting material for digitalisation, priority is to be given to the following types of materials:

- Documents related to the concepts and doctrine in relation to the mandate of the ICJ
- Documents related to the present 85 target countries
- Documents related to the 7 focus themes: Independence of Judges and Lawyers; United Nations; Economic, Social and Cultural Rights; Business and Human Rights; Sexual Orientation and Gender Identity; Global Security and the Rule of Law

Internal documents (Executive Committee meetings, correspondence with sections etc.) should be archived but do not have to be digitalised.

On basis of initial discussions and his initial exploration of the archive, the consultant would like to make the following general suggestions for priorities in dealing with different types of documents, on basis of their contents:

<i>Topic</i>	<i>Priority³</i>
Finances and staff	2
Fundraising	2
Governance: Executive Committee	2
Participation in meetings of UN and other IGOs	1 for ICJ interventions and unique documents, discard UN documents that are available in electronic form
ICJ meetings and Conferences	1
Keesings Contemporary Archives	Discard
Encyclopaedia Britannica	Discard
Attacks on Justice	1 or 2 – check with responsible regarding importance and which material is already available electronically
Country – project related (not Attacks on Justice)	1 for material for 85 target countries, 2 for material not from these countries
ICJ Europe	1 or 2 ⁴
ICJ periodicals	1 or 2
ICJ sections	1 or 2 ⁵
Publications	1 or 2
Press releases	1
Press clippings	1 or 2
Various	1 or 2

Not to be kept are documents produced by other organisations which do not deal directly with the ICJ. The responsibility of keeping these records is with the organisation that has produced it. This would include all United Nations documents that are available electronically on the OHCHR or other UN websites.

Submissions of the ICJ, including joint submissions with other organisations, are to be kept and scanned if they are not yet electronically available (this requires checking with website and electronic records)

Further priorities can be set according to the type of documents – for a sample examination of the contents of three folders, see Annex I.

³ Priority 1: material is to be archived, catalogued and scanned, priority 2: material is only archived and catalogued.

⁴ The priority can be determined on basis of a more detailed review of the contents of the material.

⁵ A certain priority could be given to material related to African ICJ sections, in relation with a grant available for this work (information obtained from staff of ICJ, Development and Donor relations).

d. Estimation of time required - Budget

Activity	Total Number of hours	Hours by documentalist	Hours by assistant(s) ⁶
1. Initial and consequent discussions with ICJ management on general framework – policy with procedures and priorities	40-60	20-30	20-30
2. Physical re-organisation of the archive	30-50	15-25	15-25
3. Develop formats, terminologies and naming scheme	10	10	-
4. Archiving	80-200	40-80	40-120
5. Review of contents of boxes archived in the period 2002-2003	30	20	10
6. Scanning of relevant documents that were archived in period 2002-2003 and documents that are being archived in the framework of the project	80-200	30-60	50-140
7. Entry of scanned material into database	150-300	70-100	80-200
Total	420-810	205-295	215-515

Technical support: creation of database, import of data from Filemaker database 20 hours? – to be confirmed

Equipment

Scanner (HP Enterprise 7500)	1600 CHF
Shredder	100 CHF
Archive boxes 300 x 6	1800 CHF
Paper folders 1500 x 2	3000 CHF
Smaller office supplies	500 CHF
Total	7000 CHF

⁶ Taken into account the quantity of the work, it makes sense to engage one or more assistants with education and/or work experience in archival sciences-librarianship, through the Haute Ecole de Gestion or the Office de l'Emploi (Emplois de Solidarité) or as an intern.

e. Next steps

This note is to form the basis for a meeting between the ICJ management and the consultant at the end of January 2013.

Procedures and priorities are to be defined and approved by the ICJ management, and will be further refined during debriefing meetings between the ICJ management and the consultant in the course of the project

Geneva, 12 December 2012

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Annex I. Overview of the contents of three sample folders

1. "Israel – 2/68/11 – Arabs in Israel – 2/68/12 – Israel-proposed Road Plan for the West Bank".

The folder contains the following:

<i>Originating body</i>	<i>Type of document</i>	<i>Date</i>	<i>Title</i>	<i>Status</i>	<i>Size</i>
ICJ	Press release	19940414	ICJ condemns attacks against civilians in Israel	Original	1 p.
Arab Association for Human Rights	Report	(1994)	International minority protection: implications for Arab Palestinians in Israel	Copy	52 p.
Habitat International Coalition	Statement	19940823	Statement by Habitat International Coalition –Agenda item 8 – 46 th Session of the Sub-Commission...	Copy	5 p. incl. annex
Sub-Commission – 46 th session	Statement	19940823	Statement by Habitat International Coalition –Agenda item 8 – 46 th Session of the Sub-Commission...	Copy	7 p. incl. annex
Association for Support & Defence of Bedouin Rights in Israel	Letter to Adama Dieng	19900528	Cover letter plus summary of events in the Negev, May 1990	Original	3 p. incl. annex
Arab Association for Human Rights	Letter to Police Commissioner of the Northern District, Nazareth	19910711	Request for investigation into beating by policeman	Copy	2 p.
Association of Forty et al.	Letter to "Dear friends"	19910700	Request for advocacy by completing questionnaire	Copy	7 p. incl. annexes: Information sheet, Questionnaire
Gaza Center for Rights and Law	Letter to ICJ	19910510	Request for advocacy against deportation	Fax	3 p.
Katja Klerk, Denmark	Letter to "Dear Sir"	19910228	Request for advocacy against expulsions	Original	2 p.
Uvda Center-Facts, Israel	Letter to ICJ	19910114	Request for advocacy against killings by Arabs	Original	2 p.
?	Map	?	Two maps illustrating forced displacement of Bedouins	Copy	1 p.

Association for the Support and Defense of Bedouin Rights in Israel	Report	19900000	Report of 1989-90 legal activities of the Association	Copy	5 p.
Association for the Support and Defense of Bedouin Rights in Israel	Case study	19900700	Case study on administrative detention inside the Green Line	Copy	2 p.
Jerusalem Post	Newspaper article	19871029	Gov't officials uproot Beduin olive grove	Copy	1 p.
Association for the Support and Defense of Bedouin Rights in Israel	Report	19870000	Problems facing the Negev Bedouin	Copy	5 p.
Minority Rights Group	Report – extract	19890900	The Beduin of the Negev – “places of bitterness”	Copy	4 p.
Research Centre for Arab Heritage	Communiqué	19860115	Continuous harassment by Israeli authorities against the organisation	Copy	3 p.
ICJ – Niall MacDermot	Intervention	19860200	Intervention to UN Commission on Human Rights on ICCPR, Draft Declaration on the Right to Development and protection of cultural rights (Research Centre for Arab Heritage)	Copy	3 p.
The Times	Newspaper article	19860204	Arrest of Director of Arab Heritage Centre	Copy	1 p.
The Guardian	Newspaper article	19860118	Arrest of Director of Arab Heritage Centre	Copy	1 p.
The Observer	Newspaper article	19860209	Arrest of Director of Arab Heritage Centre	Copy	1 p.
Maria Becket	Note to Niall MacDermot	19860210	Request for advocacy re. arrest of Director of Arab Heritage Centre	Original	1 p.
ICJ (?)	Urgent action	19860213	Israel places Baransi	Draft	2 p.

	appeal		under house arrest		
Research Centre for Arab Heritage	Information note	1986?	Background note on Saleh Baransi, Director of the Centre	Copy	6 p. incl. annex
Robert Stephens, London	Letter	19860118	Request for advocacy re. arrest of Director of Arab Heritage Centre	Copy	1 p.
Research Centre for Arab Heritage	Brochure	1983?	Information brochure on the organisation	Printed copy	2 p.
ICJ-Mona Rishmawi?	Note	1986?	Biographic note on Saleh Baransi and Bedouins in Israel	Handwritten draft	6 p.
Levi Alvares-Mona Rishmawi	Letter and reply	19920308-19920326	Request for publication by Al-Haq	Originals	2 p.
ICJ-Mona Rishmawi	Fax letter to Emma Playfair, Ford Foundation	19910923	Publication of book on planning in the Occupied Territories	Original	1 p,
ICJ-Adama Dieng	Letter to Marc Stephens, Al-Haq	19910701	Publication of book on planning in the Occupied Territories	Original	1 p.
ICJ-Mona Rishmawi	Internal note to Adama Dieng	19910621	Publication of book on planning in the Occupied Territories	Original	1 p.
ICJ-Mona Rishmawi	Draft internal note to Adama Dieng	19910621?	Publication of book on planning in the Occupied Territories	Handwritten original	1 p.
Marc Stephens, Al-Haq	Fax letter to Adama Dieng	19910419	Publication of book on planning in the Occupied Territories	Original	4 p. incl. annex: info on contents of publication
ICJ-Niall MacDermot	Fax letter to Marc Stephens, Al-Haq	19900129	Publication of book on planning in the Occupied Territories	Original	1 p.
ICJ-Niall MacDermot	Fax letter to Anthony Coon, Centre for Planning	19900202	Publication of book on planning in the Occupied Territories	Original	1 p.
Raja Shehadeh	Fax letter to Niall MacDermot, ICJ	19900201	Publication of book on planning in the Occupied Territories	Original	1 p.
ICJ-Niall MacDermot	Letter to Anthony Coon, Centre for Planning	19900131	Publication of book on planning in the Occupied Territories	Original	1 p.
ICJ-Niall MacDermot	Fax letter to Raja Shehadeh	19900130	Publication of book on planning in the	Original	1 p.

			Occupied Territories		
....	(correspondence regarding book)				
Anthony Coon, University of Strathclyde	Fax letter to Niall MacDermot, ICJ	19900129	Publication of book on planning in the Occupied Territories	Original	20 p. incl annex: draft sections of publication
Lesley Sherwood, ICJ	Telex to David Danieli, Permanent Mission of Israel	19850709	Submission of statement to Commission on Human Rights	Original handwritten draft for telex	1 p.
Raja Shehadeh	Fax letter to Niall MacDermot, ICJ	19900120	Road Plan no. 50	Original	2 p.
?	Note	1990?	Deportation of Palestinians	Original typed draft with editing marks	6 p.
...	(correspondence regarding book)				
David Danieli, Permanent Mission of Israel	Telex to Lesley Sherwood, ICJ	19850711	Submission of statement to Commission on Human Rights	Original	1 p.
David Danieli, Permanent Mission of Israel	Telex to Lesley Sherwood, ICJ	19850705	Editorial in ICJ Review	Original	1 p.
Lesley Sherwood, ICJ	Letter to David Danieli, Permanent Mission of Israel	19850704	Cover letter with ICJ Review	Copy	1 p.
Adid Daoudy, Ambassador of Syria to UN	Letter to ICJ-Niall MacDermot	19850130	Acknowledgement of receipt of publication and statement	Original	1 p.
Ghaleb Z. Barakat, Ambassador of Jordan to UN	Letter to ICJ-Niall MacDermot	19850204	Acknowledgement of receipt of statement	Original	1 p.
Abdalla Farhat Yali, Deputy Rep of Lybia to UN	Letter to ICJ-Niall MacDermot	19850201	Acknowledgement of receipt of documents	Original	1 p.
ICJ-Niall MacDermot	Seven identical letter to Ambassadors of	19850122	Cover letter for intervention and publication	Copy	7 p.

	Arab countries to UN				
ICJ-Niall MacDermot	Intervention before UN Commission on Human Rights, 41 st session	1985	Israeli Road Plan No. 50 in the Occupied West Bank	Copy	4 p.
Law in the Service of Man	Report	19841100	Israeli proposed Road Plan for the West Bank	Copy	27 p.
ICJ-Mona Rishmawi	Handwritten notes and draft letter to Raja Shehadeh		Israeli proposed Road Plan for the West Bank	Original	4 p.
Adam Roberts, Oxford	Letter to Emma Playfair, London, cc. Niall MacDermot	19841221	Israeli proposed Road Plan for the West Bank	Copy	2 p.
Emma Playfair, Law in the Service of Man	Letter to ICJ-Niall MacDermot	19841219	Israeli proposed Road Plan for the West Bank	Original, handwritten	8 p. with annex: draft report
ICJ-Mona Rishmawi	Handwritten memo to Niall MacDermot	19841211	Israeli proposed Road Plan for the West Bank	Original, handwritten	3 p. with annexes: 2 maps on proposed Road Plan
Emma Playfair, Law in the Service of Man	Letter to ICJ-Niall MacDermot	19841127	Israeli proposed Road Plan for the West Bank	Original	31 p with annex: Judgment SCJ no. 393/84 re. legality of Road Plan

2. 9/3/1/6 – U.N. Com.H.R. and Sub-Com.: Independence of the Judiciary (starting 1988) – “Joinet Plan” / Comment – Singhvi Study and Final Declaration – Joinet Study – 1994 Resolution establ. Special Rapporteur

The folder contains the following:

<i>Originating body</i>	<i>Type of document</i>	<i>Date</i>	<i>Title</i>	<i>Status</i>	<i>Size</i>
CHR 48 th session	Resolution	?	Independence of judges and lawyers	Copy	2 p.
Sub-Commission	Summary Record SR.24	1988	Summary of discussion on Draft Declaration, including intervention ICJ-Reed Brody	Copy	10 p.
Sub-Commission	Summary Record SR.36	1988	Discussion on Draft Declaration	Copy	2 p.

Sub-Commission	Draft resolution	19880829	Draft Declaration	Copy	1 p.
CHR 45 th session	Resolution	19890302	Independence of judges and lawyers	Copy	3 p.
ECOSOC 51 st session	Resolution	1989	Independence of judges and lawyers	Copy	3 p.
ICJ-P.N. Bhagwati	Oral statement to Sub-Commission 41 st session	19890800	Independence of judges and lawyers	Copy	5 p.
CIJL-Reed Brody	Letter to Theo van Boven	19890719	Title of agenda item	Copy	3 p.
Sub-Commission	Summary Record SR.38	1989	Discussion on Draft Declaration	Copy	2 p.
Sub-Commission	Summary Record SR.12	1989	Discussion on Draft Declaration	Copy	11 p.
Sub-Commission	Draft resolution	19890817	Independence of judges and lawyers	Various copies of English, French and Spanish texts	2 p.
Sub-Commission	Resolution	19890831	Independence of judges and lawyers	One copy of French text, two copies of English text	2 p.
Sub-Commission	Draft resolution	19890800	Independence of judges and lawyers	Draft	2 p.
FIDH-Alejandro Teitelbaum	Oral statement to Sub-Commission 41 st session	1989?	Independence of judges and lawyers	Copy of handwritten text	11 p.
Delegation of Malaysia to Sub-Commission 41 st session	Statement under rights of reply, in response to ICJ statement	19890800	Independence of judges and lawyers	Copy, with corrections	2 p.
Delegation of the Philippines to Sub-Commission 41 st session	Statement under rights of reply, in response to ICJ statement	19890800	Independence of judges and lawyers	Copy, partially handwritten, with corrections	4 p.
Third Meeting of Chairpersons of Treaty Bodies	Report	19901000	Report of the meeting of Chairpersons of Human Rights Treaty Bodies	Copy (of draft?) with comments	27 p.
CHR 46 th session	Draft resolution	19900227	Independence of judges and lawyers	Various copies of	6 p.

				English, French and Spanish texts	
Delegation of Belgium to CHR 46 th session	Introduction to Draft resolution	19900200	Independence of judges and lawyers	Copy	2 p.
Louis Joinet, Sub- Commission 42 nd session	Working paper	19900717	Independence of judges and lawyers	Various copies of English, Spanish, Russian, Chinese and Arabic texts	20 p. per copy
Louis Joinet, Sub- Commission 42 nd session	Working paper	19900705	Independence of judges and lawyers	Draft with corrections	24 p.
ICJ-CIJL	Oral statement to Sub- Commission 42 nd session	19900800	Independence of judges and lawyers	Copy	3 p.
Sub- Commission 42 nd session	Resolution	19900830	Independence of judges and lawyers	Copy of English and French texts	7 p.
Sub- Commission 42 nd session	Draft resolution	19900823	Independence of judges and lawyers	Various copies of text in all UN languages	4 p.
CHR 47 th session	Draft resolution	19910226	Independence of judges and lawyers	Various copies of text in all UN languages	3 p.
ICJ-CIJL	Oral statement to Sub- Commission 43 rd session	19910800	Independence of judges and lawyers	Copy	4 p.
Louis Joinet, Sub- Commission 43 rd session	Working paper	19910625	Independence of judges and lawyers	Two copies in French	77 p.
Louis Joinet, Sub- Commission 43 rd session	Working paper – addendum – information from Turkey	19910730	Independence of judges and lawyers	Two copies in French	3 p.
Louis Joinet, Sub- Commission	Working paper – addendum – information	19910730	Independence of judges and lawyers	Copy in French	4 p.

43 rd session	from Sri Lanka				
Louis Joinet, Sub-Commission 43 rd session	Working paper – addendum – information from Israel	19910730	Independence of judges and lawyers	Two copies in French	3 p.
Louis Joinet, Sub-Commission 43 rd session	Working paper – addendum – information from the Philippines	19910730	Independence of judges and lawyers	Copy in French	10 p.

3. EC 1/24 Jan. 1992 --- Executive Committee

The folder contains the following:

<i>Originating body</i>	<i>Type of document</i>	<i>Date</i>	<i>Title</i>	<i>Status</i>	<i>Size</i>
ICJ	List of officers	19920123	Officers of the ICJ elected at the triennial ICJ meeting	Copy	3 p.
ICJ-Raptim	Correspondence	19930600	Travel EXCO 1 May 1993	Copy	3 p.
Commissioners	Questionnaire	19930400	Attendance EXCO 1 May 1993	Original fax and letters	11 p.
ICJ-Hotel Penta	Correspondence	19930400	Accommodation ExCom meeting 1 May 1993	Copies	7 p.
Arthur Andersen	Letter	19950727	Audit of ICJ accounts	Copy	4 p.
ICJ-Adama Dieng-Justice HK	Correspondence	19940520	Place of EXCO October 1994	Copy	4 p.
ICJ-Adama Dieng	Letter to EXCO	19940517	Place and date of EXCO	Copy	2 p.
ICJ	Draft agenda		EXCO January 1994	Copy	7 p.
ICJ-Nana Moeljadi	Note to Edith		Sending out of meeting info to EXCO members	Handwritten original	2 p.
ICJ-Adama Dieng	Letter to EXCO	19930929	Extension of terms for four members	Original and copy	1 p.
ICJ-Adama Dieng	Letter to EXCO	19930929	Dates EXCO meeting	Original and copy	1 p.
ICJ-Adama Dieng	Letter to EXCO	19930903	Postponement EXCO meeting	Original and copy	1 p.
ICJ-Adama Dieng	Letter to EXCO	19930622	Dates EXCO meeting	Original and copy	1 p.
...	Letters regarding organisation of meeting				

ICJ	Draft agenda		EXCO meeting 1 May 1993	Original and copy	4 p.
ICJ	Draft agenda		EXCO meeting 31 October 1992	Original and copy	5 p.
...	Letters regarding organisation of meeting				
ICJ-Michael Kirby	Letter to Adama Dieng	19940209	ICJ Annual Report	Original and copy	2 p.

(done upto Kirby-13 April 1993)