

June 22, 1999

WORLD REPORT 2000 SCHEDULE

August 23 - September 24: Writing of sections and staggered editing by division directors.

- Please copy all chapters for review to Reed, Lotte, Joanna, Rachael (and relevant chapters to other expert readers as appropriate) no later than **September 17**;
- Text passed to Program as completed and approved by directors;
- Deadline for all copy to Program: **September 24**.

September 27 - October 15: Program Office returns reviewed/edited copy to directors, who arrange follow-up with staff. During this time Program reviews second and, if needed, third drafts as well.

October 18 - October 22: One week for urgent last-minute updates.

October 22 - October 29: Ken's introduction circulates for comments. Program Office does final review of updated copy and front and back matter.

October 25 - November 2: Formatting and proofreading.

November 8 - 10: Proofreading of galleys.

November 11: Galleys sent back to publishers. Report printed and back by **November 22**.

November 22/23: Report mailed to Brussels and London.

December 9: Publication. (This is the Thursday before December 10, which is the preferred date for press purposes.)

This schedule can also be found at I:\misc\00world\wrsch.wpd