Memorandum

TO: Panel for Enteroviruses

DATE: January 18, 1963

FROM: Chief, Research Reference Reagents Branch, NIAID

SUBJECT: Selection of Date for Next Meeting

The Virus Reagents Program now embraces eleven operational contracts or grants, three advisory panels, and the Board for Virus Reference Reagents. In order to achieve an effective use of staff time and coordinate all of our activities with each other and with pre-existing Government fiscal and other cycles, we have found it necessary to schedule various facets of our operation as shown on the enclosed chart. While this is an ideal visualization, we expect to adhere to it as closely as possible.

With this schedule in mind, it seems desirable to set a date late in February or early in March for the next meeting of the Panel for Enteroviruses. It is expected that most of one day will be required to deal with existing or anticipated agenda items. These include the review of progress reports from all contracts and grants, evaluation of new contract proposals, and delineation of additional program targets.

I am enclosing blank calendars for February and March. Please block out the dates when you could not attend and return the marked calendars in the enclosed envelope. Your prompt response will help me in giving early notification of the selected date.

Colvin L. Gibson, Ph. D.

Enclosures

Activities Chart
Feb. & March Calendars
Return Addressed Envelope