

OFFICE OF TRANSITION STUDIES AND PLANNING  
NORTHERN MARIANA ISLANDS  
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SAIPAN, AMERICAN MARIANAS 96950

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Northern Mariana Islands

MEMORANDUM

TO: Distribution September 28, 1976

FROM: Director, OTSP

SUBJECT: OTSP Responsibilities Vis-a-vis the Northern Marianas  
Constitutional Convention

The Washington firm of Wilmer, Cutler and Pickering (WC&P) is under contract with the Office of Transition Studies and Planning to provide professional staff support, legal and technical advice pertinent to the drafting of the Constitution for the Northern Mariana Islands, to the delegates of the forthcoming Marianas Constitutional Convention.

In order to properly coordinate the various consulting activities to the ConCon delegates and to streamline procedures, lines of authority and responsibilities, the principal counsel of WC&P, Mr. Howard P. Willens, will serve as the project director for all professional staff activities directly connected with the ConCon, including the pre-Convention. He will be supported by a team of experts from Washington and by two members of the Institute of Public Administration, Mr. Mantel and Associate.

Mr. Pedro M. Atalig, the OTSP Assistant Director for Public Administration and Government Organization, is hereby designated as the principal action officer for the administrative plans and preparations for the ConCon. Specifically, Mr. Atalig will be responsible for:

- (1) Recruiting necessary support staff and for preliminary arrangements regarding preparing or receiving documents for payments for the salaries and per diem of delegates;
- (2) Arranging for required transportation and other logistical support to the members of the ConCon;

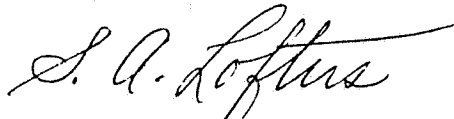
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- (3) Obtaining and scheduling use of requisite convention facilities, including equipment set-up (Saipan Beach Inter-Continental Inn has agreed to provide these facilities at less than normal rates);
- (4) Briefing Washington experts and assisting them in getting into operation.

Mr. Stephen Loftus, Deputy Director, OTSP, will maintain a general cognizance over the OTSP effort in this project area and will assist in the event special problems or needs arise.

Others of the OTSP staff or under OTSP contract will assist as required, assuming no conflict with contractual obligations and the availability of funds.

*for*   
Pedro A. Tenorio

/es

Distribution:

Resident Commissioner  
Speaker, NMIL  
Members of Transition Commission  
All members, OTSP  
Marianas/Washington LNO  
Dr. Irving Swerdlow  
Messrs. Willens (WC&P) and Mantel (IPA) ✓

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