

**Date & Time:** 8/12/1999 at 14:23:31

**Participants:**

Ba = Bassam Fares  
Fa = Fawaz Hammad, a.k.a., Aboul Abed  
Ib = Ibrahim al-Samneh

**Abbreviations:**

<i>Italics</i>	Spoken in English
IA	Inaudible
UI	Unintelligible
PH	Phonetic
[ ]	Translator's comment
SC	Simultaneous conversation

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Ba: ...You are a regional manager not the manager  
of the Hebron office, correct?

Fa: Yes.

Ba: You need to check on the employees over...Kamal. You should follow up with  
their daily attendance, put a *job description* for them. You should *to follow up*  
with them, I mean. I will send you all the administrative bylaws that we are  
suppose to follow. God willing, I will send it to you very soon by mail because  
they are a lot.

Fa: Yes.

Ba: So that you start...I mean with the employees in the Hebron office or in another,  
that you would be - in a general aspect - following their work.

Fa: Okay.

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