ADMINISTRATIVE ARRANGEMENTS FOR THE FIFTEENTH SESSION OF THE CONTRACTING PARTIES

The following information regarding administrative arrangements for the fifteenth session of the CONTRACTING PARTIES to the General Agreement on Tariffs and Trade, to be convened at Tokyo in the Sankei Kaikan Building, is circulated for the convenience of delegations. Further information regarding local administrative arrangements will be issued in Tokyo at the opening of the session.

1. Programme of Meetings

12 October 1959
(10.30 a.m.)
*Sub-Group of the Committee on Balance-of-Payments Restrictions
Imperial Hotel

13 October 1959
(10.30 a.m.)
*Committee on Balance-of-Payments Restrictions
" "

26 October - 21 November 1959
(3 p.m.)
CONTRACTING PARTIES
Sankei Kaikan

26 - 28 October 1959
Working Party on Commodities
" "

27 - 29 October 1959
Meeting of Trade Ministers
(see para. 6(e) below)
" "

2. Office Space

Offices in the Imperial Hotel will be available to delegations having placed reservations with the GATT secretariat (see documents FIFTEEN/2 and GATT/AIR/167).

* See GATT/AIR/164 for the full programme of meetings of the Committee on Balance-of-Payments Restrictions and its Sub-Groups which are already scheduled as from 12 October until the opening of the fifteenth session.
3. **Credentials and Lists**

The credentials of representatives should be submitted to the secretariat in Tokyo not later than the opening of the session on 26 October 1959. Lists of representatives should be sent to the secretariat in order to be received in Geneva not later than 19 October or not later than 26 October in Tokyo; in the latter case they should be addressed to the GATT secretariat, Sankei Kaikan Building.

4. **Acceptance of Protocols**

The secretariat will have available in Tokyo for signature the following instruments:

- Declaration on the Provisional Accession of Switzerland
- Protocol on New Schedule III - Brazil
- Eighth Protocol of Rectifications and Modifications
- Declaration on Relations with Yugoslavia
- Declaration on the Provisional Accession of Israel
- Ninth Protocol of Rectifications and Modifications.

The above instruments will be available for signature in Tokyo as from 26 October until 21 November, and in Geneva until 21 October and after 25 November. Full powers of representatives for the acceptance of any of the above protocols and which have already been submitted to the secretariat will also be available in Tokyo.

5. **Admission Cards**

Representatives are requested to call for their admission cards at the conference office. Lists should be submitted as early as possible in order to facilitate the preparation of admission cards prior to the opening of the session.

6. **Documents and Publications**

   (a) **Distribution in Tokyo**

   A daily documents distribution service to delegation offices in the Imperial Hotel will start on 26 October. Delegations not having offices there will be requested to call for documents at the secretariat in the Sankei Kaikan Building. Delegations are kindly requested to contact the Conference Officer upon their arrival concerning distribution arrangements.

   (b) **Distribution from Geneva**

   With the exception of the regular airmail distribution which will be discontinued as from 16 October 1959, the usual distribution from Geneva will be maintained throughout the session subject to the following arrangements:
session documents will continue to be dispatched from Geneva until 20 October. Thereafter, session documents will be issued in Tokyo and they will be circulated later from Geneva with such inevitable delay arising from the return of stencils from Tokyo, their reproduction and dispatch. However, documents having only a bearing on the fifteenth session such as Orders of the Day information documents and working papers will not be redistributed, whereas L/ series documents, summary records and press releases will be given a regular distribution from Geneva for the convenience of governments and organizations.

(c) Sessional and background Documentation

Since the number of copies of documents available in Tokyo must necessarily be kept to a minimum, all representatives are urged to provide themselves before their departure for Tokyo with the relevant sessional documentation issued prior to 26 October (see the advance agenda L/1022 and the provisional agenda to be issued in September). They should also bring with them whatever background documents and publications they expect to require at the session, since only a few reference copies of relevant documents and publications can be made available for consultation in Tokyo.

(d) Publications

The GATT Information Office will have available for purchase in Tokyo a limited number of copies of publications issued by the CONTRACTING PARTIES.

(e) Statements by Ministers

In order to provide a rapid reproduction and translation of statements made by Ministers in the course of the ministerial meetings, delegations are requested to submit to the Information Officer of the secretariat three copies of all statements in advance of their delivery in plenary meetings.