GENERAL AGREEMENT ON
TARIFFS AND TRADE

CONTRACTING PARTIES
Fourteenth Session

INFORMATION FOR DELEGATIONS

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Map including Red Cross building, Villa Le Bocage and Palais des Nations
Map of Palais des Nations, GATT secretariat (Villa Le Bocage).
INFORMATION FOR DELEGATIONS

I

1. Meetings

The opening meeting of the fourteenth session of the CONTRACTING PARTIES will take place in Conference Room XV in the Palais des Nations at 3 p.m. on 11 May 1959. All plenary meetings will be held in Conference Room XV, which is on the first floor of the library wing of the Palais des Nations, and which can be most conveniently reached through Door 20 of the Palais. Delegates arriving by automobile must take the route de Pregny gateway to reach the library entrance (Door 20). Those arriving by bus should go as far as the Ariana terminus (Vieux-Bois), entering either Door 14 or 20 of the Palais to reach Conference Room XV.

Committee and working party meetings will be held in conference rooms in the Red Cross building at Petit-Saconnex (see map attached).

2. Schedule of meetings

The hours for plenary and committee meetings will be:

10 a.m. to 12.30 p.m.
2.30 to 5 p.m.

The programme of plenary meetings will always be posted on the notice boards at the entrance doors of the Palais des Nations and the Red Cross building. The programme of committee and working party meetings held in the Red Cross building will be posted at the entrance of that building.

3. Seating arrangements

In accordance with established practice the Chairman of the CONTRACTING PARTIES caused lots to be drawn for the purpose of choosing the country to occupy the first seat at the main conference table from which the alphabetical seating order will begin. Peru was the name drawn, and consequently Peru will sit at the first seat at the extreme right of the Chairman.

4. Credentials

Credentials for the representatives to the fourteenth session should be submitted to the Conference Officer, Red Cross building, at the opening of the session.

For the purpose of compiling the list of representatives any changes in the composition of delegations should be reported to the Conference Office.
5. **Admission cards**

In view of the security measures in the Palais des Nations during the foreign ministers' conference, and since all GATT meetings are private, delegates and observers will be required to show admission cards on entering the conference room. These cards will be issued at the entrance to Conference Room XV just before the opening plenary meeting on 11 May or thereafter from the Conference Officer, Red Cross building, extension 20.

Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission card and to return them to the Conference Office. These cards are necessary to complete the list of representatives and to facilitate contacting representatives in the course of the session. Any changes occurring in the information furnished on these cards should be given to the Conference Office.

6. **Office of the Chairman**

The office of the Chairman of the CONTRACTING PARTIES is situated on the ground floor of the Red Cross building, office 21, extension 21.

7. **Secretariat offices**

The offices of the secretariat are located on the ground floor of the Red Cross building at Petit-Saconnex. Offices are being maintained there by the Executive Secretary, the Deputy Executive Secretary, the Conference Officer and the interpreters. The Director of the Division of Trade Policy and the Special Assistant in the Office of the Executive Secretary maintain offices in the Red Cross building as well as in the Bocage. All other secretariat services are in the Villa Le Bocage (see map attached). Telephone and office numbers of the secretariat, located in the Red Cross building and the Villa Le Bocage, are contained in the list of representatives (FOURTEEN/5).

8. **Delegation offices**

Delegations are aware of the difficulties with which the secretariat is faced nowadays in obtaining sufficient office space in Geneva. As a result of the last-minute change whereby the Red Cross building was made available it has been possible on this occasion to provide office space on a more generous basis than would have been the case in the Bâtiment Electoral.

**Red Cross building:** The offices available in this building are located on the first and second floors. A list of office and telephone numbers of the delegations is given in document FOURTEEN/4. The offices are furnished with standard equipment.

Access to secretariat and delegation offices in the Red Cross building is from 8.30 a.m. to 9 p.m. Monday to Friday (8.30 a.m. to 5 p.m. Saturday).
The attention of delegations having offices in the Red Cross building is drawn to the fact that these offices have just been completed and have never been occupied before; therefore the GATT secretariat will be held responsible for turning these offices over to the future occupants in perfect condition. The co-operation of all is invited to maintain the new condition of these offices.

9. Office security arrangements

Delegations are advised to make their own precautionary arrangements for the security of any papers, documents and belongings left in offices. Visitors should not be encouraged on the premises of the Red Cross building and delegations are responsible for any person they admit to the building.

10. Attendants and messengers

The entrance and offices of the Red Cross building are attended by messengers whose telephone number is extension 13.

11. Distribution of documents

All documents will be delivered each morning by 9 a.m. to delegation offices in the Red Cross building. No other distribution in the city will be made. Delegations not having offices in the Red Cross building and desirous of making their own arrangements for the daily collection of their documents should inform the Conference Officer without delay.

Please indicate on the special request form to be circulated to each delegation the number of copies of documents required and in which language(s), and return it to the Conference Officer, Red Cross building, as soon as possible. The quantity indicated on the request form should comprise the entire distribution to countries and headquarters since there will be no mailing of documents to capitals or headquarters of organizations represented at the session. Therefore, delegations are reminded when completing the request form to take into consideration the amounts of documents needed for their own use and those required for forwarding.

Contracting parties and organizations which did not receive their documents distribution between 27 April and 11 May were advised that their usual distribution would be retained in Geneva, to be placed in their delegation's office upon arrival for the session (see FOURTEEN/1). Within moderation any other documents required beyond the normal distribution may be obtained from the Document Distribution Service, office C.111, in the Palais des Nations. Delegates are reminded that there will be no distribution of complete sets of documents at the end of the conference and full sets should be made up from the daily distributions.
12. **Publications**

Any requests for printed GATT publications should be made to the Conference Office, Red Cross building, and not to the United Nations Document Distribution Service. Order forms will be provided for this purpose - no orders will be taken that are not submitted by means of this form. Delegations are reminded that beyond the regular distribution made of each publication, they will be required to purchase any additional copies.

A display of available publications can be seen in the Red Cross building.

13. **Submission of documents**

Documents which representatives wish to have reproduced and circulated should be delivered to the Conference Officer or to the Secretary of the meeting, and not to the Palais Document Distribution Service. In view of the limitation of the technical staff available, particularly the translation staff, documents ought to be turned in at least twenty-four hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document must be furnished in order to assist in its speedy translation and reproduction. The work of the secretariat would be facilitated if all communications to the Executive Secretary were submitted in three copies.

14. **Summary records**

The summary records of each meeting will, as far as possible, appear in English on the third day, and in French on the fourth day after the meeting. A delegation which considers that a correction of the record is necessary should send the revised text to the Conference Officer, Red Cross building, within three working days after the summary record is distributed.

Delegations are requested to note that the records are intended to be only summaries of what has actually been said at the meetings. Therefore, it is hoped that delegations will not submit corrections which are merely elaborations of the summaries. A representative who wishes a statement to appear in full should obtain authorization from the CONTRACTING PARTIES and give the full text to the précis-writer or to the Conference Officer in three copies.

15. **Prepared speeches**

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made, for the use of the interpreters, the précis-writer and the Information Officer.
16. **Public Information**

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa Le Bocage, extension 3490.

17. **Hospitality**

It is suggested that delegations wishing to give receptions, dinners, etc. consult with the Conference Officer, Red Cross building, extension 20, in order to avoid conflicting engagements.

18. **Traffic and parking of vehicles**

(a) **Motorists are asked:**

- to exercise care and drive very slowly within the United Nations grounds and vicinity. When entering the gateway vehicles should go "dead slow";

- to observe the traffic and parking regulations which are the same as those in force throughout Switzerland;

- to follow the instructions on the traffic signs and those given by the attendants in charge of traffic and parking;

- in the event of an accident within the Palais grounds to follow the attendant's instructions or, in their absence, the instructions of the person in charge at the Conciergerie (Door 2) of the Palais, with regard to first-aid arrangements and certain necessary formalities.

(b) **Car parks**

**Palais des Nations:** Delegations attending plenary meetings in the Palais are asked to use the car parks located near Doors 14 and 20 which are available to the GATT conference. Access to these car parks and entrances is indicated by the red arrows on the attached plan.

**Parking Red Cross building:** Space is available directly in front of the building and on the opposite side of the street.

19. **Local transportation and taxis**

(a) **To reach the Palais** a bus service operates at intervals of twelve minutes, and six minutes during rush hours, between the Palais des Nations and the railroad station (Place Cornavin), connecting with other tram, trolleybus and motor-bus routes. In order to assist delegations to reach Conference Room XV in the Palais easily, the regular buses going to the Place des Nations will continue as far as the entrance to the grounds of the Palais des Nations in front of Door 14 (see "bus terminus" indicated on attached plan). This special service will be operating daily including Saturdays. A bus schedule is posted at Door 14.
(b) To reach the Red Cross building a bus service (No.3 bus) operates at intervals of ten minutes and eight minutes during rush hours, between the railroad station - Place Cornavin - (or prior stops starting from Champel), to the village of Petit-Saconnex, stopping directly in front of the Red Cross building. The No.3 bus route connects at the railroad station with other tram, trolley-bus and motor-bus routes. There is no bus service between the Red Cross building and the Palais des Nations.

(c) Taxis can be obtained through the messengers on duty at the nearest entrance doors in the Palais, or the messengers in the Red Cross building. Delegations are reminded that the normal tariff established within the Geneva city limits applies to the Red Cross building in Petit-Saconnex.

20. **Hotel accommodation**

Requests for hotel rooms and enquiries relating to them should be referred to Thos. Cook & Son, office B-1, extension 2850 (first floor, secretariat wing, Palais des Nations).

21. **Supply of duty-free petrol**

In order to obtain duty-free petrol, declaration forms are available in the Conference Office which must be filled out and duly countersigned by the Head of the delegation and then returned to the GATT Administrative Services, Villa Le Bocage (extension 3481). The GATT Administrative Services will then process this request and the petrol card (which is strictly personal) will be forwarded in due course to the delegate concerned.

The petrol card must be returned to the GATT Administrative Services as soon as its validity has expired.

22. **Travel arrangements**

(a) **Reservations**

Travel tickets and reservations are handled by Thos. Cook & Son, who have an office in the Palais (see paragraph 20 above).

(b) **Passports and visas**

Any questions relating to passport formalities or applications for visas should be addressed to the Administrative Services, Villa Le Bocage (extension 3479).

(c) **Customs formalities**

For matters relating to customs formalities, transport, etc, delegations should contact office 62 in the Palais, extension 2640. **It is essential that** delegations receiving Swiss customs documents for their cars or belongings surrender them to the customs officials when they finally leave.
(d) Despatch of personal effects, documents, etc.

Questions relating to the despatch of personal effects, documents, etc. should be addressed to office 62 in the Palais, extension 2640.

23. Library

Applications for books and periodicals to be consulted in the United Nations Library should be made to the Loan and Reference Desk on the first floor of the library wing, extension 3094. The library is open at the following hours:

Monday to Friday 8.45 a.m. to 12.30 p.m.  
2.00 p.m. to 6.15 p.m.  
Saturday Closed.

Since the GATT secretariat is responsible to the United Nations for books borrowed by delegations, representatives are requested to return to the library all books before the end of the session.

24. Restaurant and cafeteria facilities

(a) Palais des Nations

A restaurant is open on the eighth floor of the assembly wing from 9 a.m. to 9 p.m. (extension 2784). Regular meals are served from 12 noon to 2.30 p.m. and from 7 to 9 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed during weekends from 3 p.m. Saturdays.

Arrangements for cocktail parties, special luncheon and dinner parties can be made at the restaurant (extension 2784).

The cafeteria, located on the ground floor of the assembly wing, is open to members of delegations, journalists, officials etc. from 9 a.m. to 2.30 p.m. Monday to Friday (extension 3500). The bar, also on the ground floor near Door 6, is open from 9 a.m. to 7.30 p.m. Monday to Friday (extension 2787). The cafeteria and the bar are closed on Saturdays.

(b) Petit Saconnex

Near the Red Cross building, in the village square, is a small restaurant where meals can be obtained. Snacks and refreshments can be had in the local cafés and tea-room. No canteen facilities are available in the Red Cross building.
25. **Office supplies**

Delegations are requested to procure their own office supplies; however, for delegations which are unable to obtain their supplies themselves, requests may be referred to the GATT Administrative Services, extension 3487.

26. **Typewriters**

The following is a list of firms from which typewriters can be hired privately by delegations:

- Bureau Moderne, S.A.  
  80, rue du Rhône (tel. 25.43.80)
  4, place de la Fusterie (tel. 25.26.52)

- Agence Underwood,  
  60, rue du Stand (tel. 24.43.40)

The hire of a typewriter at most agencies for a period of one month is approximately 30-60 francs.

27. **Post and telegraph facilities at Petit-Saconnex**

Full postal, telegraph and telephone facilities are available at the post office, which is located in the village square. It is open during the following hours:

- Monday to Friday  
  7.30 a.m. to 12 noon  
  2.00 p.m. to 6 p.m.

- Saturday  
  7.30 a.m. to 12 noon  
  2.00 p.m. to 3 p.m.

28. **Instructions for the use of telephones**

(a) **How to telephone**

- to call the Red Cross building from outside, dial 34.72.50;

- to call the Palais des Nations from outside the Palais exchange, dial 33.10.00, 33.20.00, 33.40.00;

- to obtain a number within the Red Cross building, lift the receiver and dial the required number as soon as the tone is heard;

- to obtain a Geneva number from the Red Cross building, lift the receiver and dial extension 11 for the operator who will place the call.
(b) **Official telephone calls**

Official interurban and international calls may be made from offices by dialling for the operator. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa Le Bocage, extension 3478, for the payment of all local, interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

When the main exchange is closed - i.e. between 7.30 p.m. and 8.30 a.m. (Saturdays 1.30 p.m. to 8.30 a.m. Monday) - any outside calls can be made by using the coin call-box near the main entrance of the Red Cross building. Furthermore, in order to enable outside calls to be made after the closing of the switchboard a hall telephone on the second (near office 39) and third (near office 63) floors can be used for local calls; the outside number can be dialled directly. Anyone using these hall telephones should inform the switchboard operator the following morning of the calls they have made.

(c) **Private telephone calls**

Private local, interurban or international calls should not be made from office telephones, which are provided for official business. When such calls must be made telephones are provided for that purpose at the coin call-boxes located near the main entrance of the Red Cross building.

29. **Banking facilities**

**Palais des Nations**

The United Nations Branch of Lloyds Bank (Foreign) Ltd. is on the ground floor of the secretariat wing, office 68 in the Palais, extension 2811. It is open during the following hours:

- Monday to Friday 9.30 a.m. to 12 noon
- 2.00 p.m. to 4 p.m.

30. **First-aid**

Emergency first-aid is available in the Palais, office 028, extension 2807, in the basement of the secretariat wing (staircase near Door 2). The services of a physician can be obtained if required. After normal working hours, call the Palais Conciergerie (Door 2) extension 2901/2945/2947.
Parcs à autos
Ascenseurs
Portes principales avec leurs numéros
Conciergerie, renseignements : Rez-de-chaussée
Service médical, Infirmerie : Soubassement
Agence COOK, salle B-1 : 1er étage
Finances, Personnel, bureau 237 : 2e étage
Banque : Rez-de-chaussée
Poste : Rez-de-chaussée
Télégraphe : Rez-de-chaussée
Entrée du cinéma : Rez-de-chaussée
Kiosque à journaux : Rez-de-chaussée
Bar et cafétéria : Rez-de-chaussée
Restaurants : 5e étage
Bibliothèque : 1er étage
Garage à bicyclettes et motocyclettes

Parcs à autos
Ascenseurs
Portes principales avec leurs numéros
Conciergerie, renseignements : Rez-de-chaussée
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Poste : Rez-de-chaussée
Télégraphe : Rez-de-chaussée
Entrée du cinéma : Rez-de-chaussée
Kiosque à journaux : Rez-de-chaussée
Bar et cafétéria : Rez-de-chaussée
Restaurants : 5e étage
Bibliothèque : 1er étage
Garage à bicyclettes et motocyclettes