1. As opportunities for multilateral negotiations of the type to be held in Annecy commencing on 11th April must necessarily occur relatively infrequently, it will presumably be the desire of the participating governments that the negotiations should be as comprehensive in scope as possible and should cover all the cases where the volume and potentialities of trade provide a basis for useful discussions.

2. The success of negotiations conducted on such a large scale depends, as was found during the negotiations in Geneva in 1947, upon careful preparations made well in advance. For this reason the procedure and timetable agreed upon at the Second Session of the Contracting Parties (GATT/CP.2/26) are of the utmost importance, and it is the purpose of this note to remind participating governments of certain essential preparatory measures which still remain to be completed.

3. The timetable for the negotiations requires a participating government to transmit directly to each other government, with which it intends to negotiate, a final list of the tariff and other concessions which it hopes to obtain. This list must disclose explicitly the extent of the desired reductions in duty, and should not be confused with the preliminary lists of products which were exchanged by several governments in November last.

4. The final lists should have been dispatched by 15th January. If any of the participating governments has not sent its request list to each other government with which it intends to negotiate, it should do so without delay so that those other governments will be able to prepare their lists of offers which are to be exchanged on the first day of the Annecy meeting. The timetable requires that 40 copies of each list be sent to the Secretariat in Geneva for distribution to other participating governments.

5. The negotiations foreseen in the plans for the Annecy meeting might possibly number more than three hundred, and in order that arrangements may be made for the large number of meetings involved it will be appreciated if participating governments will inform the Secretariat whether they intend, in the case of a contracting party, to request concessions from each of the acceding governments, and, in the case of an acceding government, to request concessions from each contracting party and also from each of the other acceding governments.
6. It appears from letters and cables received in recent weeks that some difficulties have been experienced in the preparation of request lists owing to the fact that customs tariffs and trade statistics have not been received. According to advice received in Genoa, customs tariffs and trade statistics have been sent by the contracting parties to the acceding governments and by acceding governments to each other and to the contracting parties with the following exceptions:

- **Brazil:** No information has been received.
- **Ceylon:** Statistics have not been sent to Colombia, Dominican Republic, El Salvador, Haiti, Nicaragua and Liberia with whom Ceylon has very little trade.
- **Cuba:** Documents have not been sent to Nicaragua.
- **Greece:** The tariff has been sent to Burma, Canada, Ceylon, China, Czechoslovakia, France, India, Liberia, Netherlands, Norway, United Kingdom and United States in accordance with requests received in Genoa. Statistics have not been dispatched as only two copies are available and these are with the Secretariat of the Interim Commission.
- **Italy:** Tariff will be sent early in February.
- **Liberia:** No information has been received.
- **New Zealand:** Statistics and customs tariff are out of print (see document GATT/TN.1/1).
- **Pakistan:** Statistics have been sent to Denmark, Finland, Italy and Sweden; trade with other countries is very small.
- **Peru:** Tariff and statistics will be sent early in February.
- **Uruguay:** Tariff and statistics have been dispatched only to the following countries which have diplomatic representation in Montevideo: Belgium, Brazil, Canada, Chile, Colombia, Cuba, Czechoslovakia, Denmark, France, Italy, Netherlands, Norway, Peru, Sweden, United Kingdom, United States.

7. In cases where the required documentation has not been received, it is suggested that governments might communicate with the governments concerned indicating the precise information they require.