1949 Tariff Negotiations

Tariff Negotiations Working Party

Preparation of the Schedules of Tariff Concessions

It is expected that there will be drawn up at the Annecy negotiations one schedule for each participating government. This schedule will contain the concessions agreed upon in the negotiations. The following notes, describing the procedure to be followed in the preparation of the schedules, require the careful attention of all delegations and certain immediate action.

1. Authentic Text

It is desirable that each delegation should establish authentic English and French texts of its schedule. Any delegation which does not wish to follow this procedure should determine in which of the two languages the authentic text of its schedule will be established. Where only one text of the schedule is to be authentic, both texts will be marked "authentic only in ... text".

Delegations are requested to inform the Secretariat not later than 25 June whether their schedules are to be authentic in English and French or, if not, in which of the two languages.

2. Translation

When delegations have established their schedules in English or French they are urged to translate them into the other of the two languages. As the services made available by the United Nations will
be strictly limited through June and July, it is desirable that
degagements should not call upon the Secretariat any more than is
absolutely necessary for assistance in the preparation of translations.
In cases where assistance is required lists of concessions will be
sent to Geneva as soon as they are received from delegations upon the
completion of the bilateral stage of the negotiations. Delegations
should transmit consolidated lists for translation to the Secretariat
(Room 11) as soon as these lists are ready. It is desirable that at
least provisional consolidated lists should be submitted as early as
possible in order that the translation may be begun.

Delegations are requested to inform the Secretariat not later
than 25 June whether they will require assistance in the translation
of their schedules.

3. Method of Reproduction

It is proposed that the schedules will be mimeographed in a
limited number of copies in order to supply delegations with sufficient
copies for examination and submission to their governments.

Delegations are requested to inform the Secretariat not later than
25 June of the number of copies in each language in mimeographed form
of their own and other schedules that they will require for their own
use and for transmittal to their governments. (For technical and
security reasons, it is proposed to limit delegations to five copies
of the schedules of other countries and ten of their own.)

4. Distribution of Work

a) Since the production of 31 schedules could not be completed
within the limited time that will be available if the stencil-cutting
were to be done only by the Secretariat, delegations are requested to
cut the stencils of their own schedules. It is essential that the
schedules should be prepared on a common form and that the maximum
uniformity in appearance should be achieved. Accordingly, there is attached a separate sheet of instructions and model page.

Delegations are requested to inform the Secretariat not later than 25 June whether they will be able to cut the stencils of their own schedules in both languages.

(Whether the stencils are cut by the delegation or by the Secretariat the delegation will be expected to undertake full responsibility for checking their accuracy);

b) From the stencils cut by delegations 40 preliminary copies will be mimeographed to supply each delegation and the Secretariat with one copy for the purpose of checking;

c) Each delegation will then be able to check these copies as to whether the concessions accorded to it have been incorporated, and for any other points that may require correction;

d) Any pages requiring correction will have to be cut on new stencils to replace the defective pages;

e) The complete set of the finally approved stencils will then be submitted to the Secretariat for the production of the document.

5. Certified copies

After the official copies of the schedules have been deposited with the Secretary-General of the United Nations, certified copies will be forwarded to the governments concerned.

6. General Time-table

In order that there may be no unavoidable delay after the close of the bilateral stage of the negotiations, delegations are asked to arrange for the greatest possible expedition in the completion of the translation of the schedules, the cutting, checking and running-off of the stencils, and the consultation with governments for authority to sign the documents.
Production of Schedules to the General Agreement

1. The number shown on the form and referred to below, correspond to the horizontal and vertical guide numbering of Gestetner Durotype No. 62 stencils. The layout thus indicated should be adhered to as far as possible.

2. The heading "SCHEDULE (XX) - COUNTRY" should be on the level of number 6.

3. In the French text the word "LISTE" should be used for "SCHEDULE".

4. In cases where a single Schedule covers more than one customs territory the letters A, B, C etc. should be attached before the name of the country. Thus:
   SCHEDULE XX A - (metropolitan territory), XX B - (first separate customs territory), etc.

5. The heading "Part I" or "Part II" should be on the level of number 10.

6. The heading "Part I" should be used in every Schedule even by countries which have no preferential tariffs. In the latter case, Part I should be followed by a separate sheet headed "Part II" with the word "NIL" in the middle of the page.

7. Part I of each Schedule should have a sub-heading on the first page "Most-Favoured-Nation Tariff".

8. Part II of each Schedule should have a sub-heading on the first page "Preferential Tariff".

9. Each page following the first page should have as a heading "Part I (continued)", and for the last page "(concluded)".
10. The upper horizontal line of the frame should be on the level of number 14.

11. The lower horizontal line should, if possible, be on the level of number 17.

12. The vertical line, dividing the first and second columns, should run along number 19.

13. The tariff numbers should be placed close to that line in order to allow space on the left for possible binding.

14. The commodity description which appears in the centre column should be single spaced, with a double space between the separate tariff items.

15. The line dividing the second and third columns should, if possible, run along number 62; it will be necessary to use discretion with regard to the space required for the rates of duty.

16. Stencils should not be cut lower than the horizontal guide number 65.

17. **IMPORTANT:** Delegations which are unable to mimeograph their own stencils and wish the Secretariat to do so, should please REMEMBER that the Secretariat machines require Gestetner stencils. Consequently such delegations should cut their schedules on Gestetner stencils.

18. As far as possible typewriters with "elite" (small) type should be used in the production of stencils.
(6) **SCHEDULE XX - (COUNTRY)**

(10) **PART I**

(14)

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