PREPARATION OF SCHEDULES OF TARIFF CONCESSIONS

It is essential that all the Schedules drawn up at Torquay (that is, the consolidation of the results of the bilateral negotiations) should be uniform in appearance. The following instructions on their preparation are intended to ensure uniformity.

1. Language

a) It is desirable that each delegation should establish authentic English and French texts. Where only one text is authentic, both texts should be marked as follows: "This Schedule is authentic only in the English/French language".

b) Even where the schedule is authentic only in one language, the translation will be the responsibility of the delegation concerned. The English or French texts of Customs tariffs prepared by the Brussels International Tariff Bureau are available to delegations in the Library, Room 10. If any delegation is unable to provide its own translation, the secretariat can arrange for a translation to be made by the Brussels International Tariff Bureau. The cost will be charged to the delegation.

Delegations are requested to inform the secretariat by 20 December whether they will require assistance in translating their schedules.

2. Method of reproduction and distribution of work

a) Reproduction

At the close of the Torquay Conference the schedules will be mimeographed and distributed in a limited number of copies. Printed copies will be available a month or so later. The number of copies printed will depend entirely on orders from delegations and it is therefore essential that all delegations give the secretariat firm orders for the number of printed copies in each language they will require not later than 1 February. Delegations will be charged, as at Annecy, for the number of copies they order.

b) Distribution of work

i- Delegations are requested to arrange for cutting the stencils of their own schedules, both in the original language and in the translation. It will not be possible for the secretariat to undertake any stencil cutting. The model form and instructions attached should be adhered to exactly. The secretariat will be able to tell from the preliminary copies (mentioned below) whether they are suitable for photo-offset purposes or whether it will be necessary for new stencils to be cut.

ii- Fifty preliminary copies will be mimeographed by the delegation from these stencils to supply each other delegation and the secretariat with one copy for the purpose of checking.

iii- 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.
iv. Any pages requiring correction will have to be cut on new stencils to replace the defective pages.

v. The complete set of finally approved stencils will then be submitted to the secretariat for the production of the document.

NOTE: In view of the fact that shortly after the end of the Torquay Conference, a first draft of the consolidated text of the schedules, containing the indications of the country or countries with which each item was negotiated, it will not be necessary for delegations at Torquay to provide the secretariat with such annotated lists of the Tariff Schedules.

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.

NOTE: Entire delegations should not leave Torquay before their Schedules have been checked and approved by all other delegations and handed to the secretariat in their final form as it is undesirable to circulate schedules which are secret documents by mail and in any case the time allowed for checking is rarely over a week.
Instructions for Production of Schedules to the General Agreement

1. There is attached a model form. The layout indicated should be adhered to as strictly as possible.

2. It is hoped that all delegations will use elite (small type) typewriters for cutting their stencils.

3. The first page of each schedule should be headed as follows:

   "SCHEDULE XXXX - (COUNTRY)

   "This Schedule is authentic only in the English/French languages

   "PART I

   Most-Favoured-Nation Tariff

The following pages of each schedule should be headed as follows:

   "SCHEDULE XXXX - (COUNTRY)

   "PART I (continued)

   "and the last page

   "PART I (concluded)

4. In cases where a single Schedule covers more than one customs territory, the letters A, B, C etc., and the name of the territory referred to, should be inserted below the name of the country. Thus - "SCHEDULE XXXX - COUNTRY, A - METROPOLITAN TERRITORY, B - (first separate customs territory), etc.

5. The heading "Part I" should be used in every Schedule, including those of countries which have no preferential tariffs and of those which, having preferential tariffs have not made concessions affecting them; in either case, Part I should be followed by a separate sheet headed "PART II" with the word "NIL" in the middle of the page.

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

7. Two vertical lines should be ruled, as indicated on the form, to separate the description of products from the tariff item number and the rate of duty.

8. The tariff item numbers should be placed close to the line in order to allow the largest margin possible for binding.

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

10. N.B. 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. The usual charge will be made for these services.

11. Important. Schedules should be rolled off, at least in their final form, on white paper the size of this document - i.e. foolscap size.

12. Finally, delegations are requested please to keep strictly to all four margins and the column sizes provided on the form.
<table>
<thead>
<tr>
<th>Tariff item number</th>
<th>Description of Products</th>
<th>Rate of Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 cm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 cm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: These measurements were made using a Gestetner Durotype No. 6 stencil and are from the outside brown line edge of the stencil.