Tariff Negotiations Working Party

Procedure for Opening of Negotiations

The Tariff Negotiations Working Party has adopted the following procedure for the opening of negotiations between delegations:

1. The first meeting in a negotiation should be arranged through the Tariff Negotiations Working Party as soon as each of the delegations concerned is ready to respond with a list of offers to the request for concessions received from the other.

2. At their first meeting the two delegations will exchange:
   (a) lists of offers addressed to each other; and
   (b) copies of lists of offers previously submitted to other delegations.

3. Immediately after the first meeting the two delegations will transmit to the Secretariat under a joint covering letter, TWO copies of the list of offers exchanged informing that the two delegations have entered into negotiations (for this purpose the form provided by the Secretariat should be used); and each delegation will transmit to each other delegation with which it has already entered into negotiations, one copy of its list of offers.

4. After the first meeting, delegations will be expected to decide between themselves the day on which they wish to hold the subsequent meeting. The Secretariat should be informed at least 24 hours in advance of each meeting so that a room may be allocated. All communications and enquiries in respect of time and place of meetings should be addressed to the Negotiations Office of the Secretariat (Telephone 0000, Extension 42).

5. As a negotiation proceeds and changes are made in the offers, i.e., if offers are altered or withdrawn or if new offers are made, the Secretariat and other delegations with which negotiations are in progress are to be informed.

6. All negotiations will be conducted in secrecy, and all lists of requests and offers are to be treated as SECRET. Each delegation shall take positive action to ensure the preservation of the secrecy of all lists which it receives in the course of the Torquay negotiations.
ENTRY INTO NEGOTIATIONS

The Delegation of . . . . . . . . . . . . . . and the Delegation of . . . . . . . . . . . . . . inform the Executive Secretary that they have today entered into negotiations.

They accordingly enclose herewith two copies of the lists of offers exchanged.