# CORRESPONDENCE MANUAL

## 1. General instructions

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## 2. Types and form of correspondence

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Set-up of letters, documents etc. 14 - 35
The following instructions are to be observed by all members of the secretariat, but have been drawn up for the particular attention of staff members concerned with the preparation of correspondence and documents.

1. General instructions

(a) Abbreviations Use ought to be limited in all correspondence. However, abbreviations in lieu of Latin phrases such as "etc.", "i.e.", "e.g.", may be used wherever appropriate but the use of spelled out English equivalents is preferred in formal letters. Titles of international organizations and other public and private institutions may be abbreviated after the first mention. In such abbreviations the initials are not separated by full stops e.g. IMF. In a text the words "per cent" are not to be abbreviated whereas the sign "%" may be used in tables. Names of countries are not normally abbreviated. "UK" and "USA" are never to be used but the shortened forms, "United Kingdom" and "United States", "Soviet Union"; "USSR" may be used in appropriate cases.

The following abbreviations are currently used in GATT:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Abbreviation</th>
<th>Abbreviation</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BISD</td>
<td>ECOSOC</td>
<td>ICAO</td>
<td>LAFTA</td>
</tr>
<tr>
<td>ECA</td>
<td>ECSC</td>
<td>ICCICA</td>
<td>OEC</td>
</tr>
<tr>
<td>ECAFE</td>
<td>EEC</td>
<td>IGITO</td>
<td>OAS</td>
</tr>
<tr>
<td>ECE</td>
<td>EFTA</td>
<td>ILO</td>
<td>SITC</td>
</tr>
<tr>
<td>ECLA</td>
<td>FAO</td>
<td>ITU</td>
<td>TAB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In tables only the following are used and should be set up as below:

- % (not available)
- kg. (nil)
- lb., lbs. $ (United States dollars)
- gr. £ (pound sterling)

(b) Italics The following Latin and foreign expressions are to be underlined:

- a priori
- ad hoc
- bona fide
- de facto
- de jure
- et seq.
- ex officio
- force majeure
- ibid.
- idem
- inter alia
- modus vivendi
- mutatis mutandis
- op. cit.
- prima facie
- pro rata
- sine qua non
The following need not be underlined:

- addendum
- ad valorem
- communiqué
- corrigendum
- en route
- i.e., e.g., etc.
- per capita
- per caput
- per cent
- per diem
- vis-à-vis
- viz.

(c) Capitalization

Consistency and economy should be observed in the use of capitals.

Capitalize:

"Government", when referring to the government of a specified country, e.g. the Spanish Government;

"State", "Power", "Member State", "Member government" (the word "Member" when a Member of GATT);

"Article", when referring to Articles of GATT, e.g. Article XII;

"Schedule" when referring to a specific GATT Schedule, e.g. Schedule XIV;

"CONTRACTING PARTIES" when considered as one body and not as individual or several governments; the only exception being in press releases where initial capitals only are used, e.g. Contracting Parties;

"Committee", "Council", "Working Party", "Panel", when referring to established bodies, e.g. Committee II, Working Party on Budget, Panel on Conciliation, etc.;

"Decisions", "Declarations", "Resolutions", "Recommendations", etc. that have been adopted by the CONTRACTING PARTIES, not draft decisions, etc.;

General nouns used separately from their established title in texts, e.g. "in the Area" referring to the Latin American Free Trade Area, "Community" referring to the European Economic Community, etc.

All words in titles and sub-titles of document headings except articles, propositions and conjunctions (e.g.: Note on the Arrangements and Other Measures); other subsequent titles in documents are not capitalized.
Never capitalize:

"committee", "commission" or "government" when used generally;
"rules of procedure", including references to specific rules;
"agenda" or references to items of the agenda;
"delegate" or "delegation" even when used with the name of a specific government;
"secretariat";
"contracting parties" when considered as individual or several governments;
"session" (e.g. "seventeenth session");
"report" (e.g. "fifth annual report");
"draft decision", "draft declaration"

(d) Spelling English spelling given in The Concise Oxford Dictionary, Fourth Edition, will be used. The word "organisation" will be spelled "organization"; however, in correspondence with the ILO or the OEEC the word "organisation" appearing in the title of these two institutions will be written with an "s" as they prefer it. Furthermore, connexion not connection.

(e) Punctuation In English and French it is to be noted that after a full stop or a question mark two spaces are necessary before beginning the next sentence. Two spaces are to be left after a colon or a semi-colon. No space to be left between colon or semi-colon and preceding word.

Whenever paragraphs are sub-divided into (a), (b) or (i), (ii), etc., and end with commas or semi-colons, the beginning of the following sub-paragraph does not need a capital letter; however, if they end with a full stop, each sub-paragraph is to begin with a capital letter.

(f) Quotation marks at the end of a sentence will appear after the full stop only when the entire sentence is within quotation marks. They must precede each paragraph of a direct quotation and close at the end of the last paragraph only. A quotation within a quotation is indicated by single quotation marks ('). Quotations of communications from governments should be set up to conform to GATT practice; however, those from the IMF should be reproduced textually.
(g) **Underlining** ought to be avoided. Names of all publications should be underlined but titles of articles of a publication should appear within quotation marks. Titles and sub-titles of headings of documents should be underlined.

(h) **Hyphenation** is used for compound words such as "co-ordination" or "re-establishment". Compounding should be in accordance with *The Concise Oxford Dictionary*. In the use of the hyphen, a few specific rules can be cited: (1) compound expressions should be hyphenated when one component has a cardinal number and the other a noun or adjective, but only when the compound expression is adjectival, for example: ten-pound packages (meaning units of ten pounds each), whereas: ten pound packages (meaning ten units of one pound each); (2) cardinal and ordinal numbers such as twenty-five or twenty-fifth are hyphenated; (3) fractions used as adjectives are hyphenated unless the numerator or denominator itself is hyphenated, e.g. three-quarters-inch steel plate, or twenty-five thirty-seconds inch steel plate; (4) fractions used as nouns are not hyphenated, e.g. one third of those present ..., but fractions used as adjectives are hyphenated, e.g. a two-thirds majority.

The hyphen is also used to divide words at the end of a line. This practice is acceptable in correspondence only when it is absolutely necessary to avoid a large irregularity in the right hand margin. When hyphenation is required it normally follows the derivation of words rather than the sound. Geographical names, proper names and dates ought not to be hyphenated.

(1) **Numbers** under one hundred will normally be spelled out ("ninety-nine" not "99") whereas all numbers from one hundred upwards appear in Arabic numerals. Arabic numbers are set out as follows:

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,325.10</td>
<td>$10,325,10</td>
</tr>
<tr>
<td>15.50 Swiss francs</td>
<td>Fr. s. 15,50</td>
</tr>
<tr>
<td>£1.4.3</td>
<td>1 £ 4 sh. 3 p.</td>
</tr>
<tr>
<td>3/4d.</td>
<td>3 sh. 4 p.</td>
</tr>
<tr>
<td>£A</td>
<td>£ A</td>
</tr>
<tr>
<td>No.</td>
<td>N°</td>
</tr>
</tbody>
</table>
Time will be indicated as follows:

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.25 a.m.</td>
<td>10h.25</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>18 heures</td>
</tr>
</tbody>
</table>

(j) Footnotes are indicated by a number only, which is repeated at the bottom of the page raised one half space from the beginning of the text of the note, and indented five spaces from the left hand margin. If the note comprises a full sentence it is followed by a full stop, otherwise by nothing. Where a footnote number is first indicated in the text of the document it is raised one half space and appears directly after the full stop if at the end of a sentence, otherwise inside any other punctuation, with the exception of quoted citations within quotation marks.

... for the continuation of the review of certain questions at that session, if ... It was so agreed.

The footnote is separated from the text of the document or communication by a line:

(15 spaces long)

1Seventh session (1952)

2See SR.15/2: for the full discussion on this question.

2. Types and form of correspondence

There are three types of correspondence used by the secretariat, i.e. formal, informal and personal, and the corresponding forms of salutations and complimentary closing are explained below.

(a) Formal "Formal" describes communications having the status of State correspondence to governments, foreign ministers, government ministers, the Secretary-General of the United Nations, Heads of specialized agencies*, chiefs of missions or of delegations with the rank of ambassador or minister. The examples given below are to be followed in the preparation of formal letters.

*Except for the International Monetary Fund – see paragraph (d) below.
<table>
<thead>
<tr>
<th>Salutation</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sir, (or)</td>
<td>Accept, (Sir, Excellency), the (renewed) assurances of my highest consideration.</td>
</tr>
<tr>
<td>Excellency</td>
<td>(or) I avail myself of this opportunity to express (renew) the assurances of my highest consideration.</td>
</tr>
</tbody>
</table>

The closing "I have the honour to be Sir, Your obedient Servant" will only be used in reply to a communication where that form was used. In the text of letters the use of personal titles such as "Your Excellency" is to be restricted to formal communications to ministers for foreign affairs or persons of ambassadorial rank. The use of titles in the text ought to be avoided but if used at all it must be consistent throughout the letter.

(b) Informal  "Informal" describes all other official correspondence including letters to governments, international organizations, delegations, etc., not covered above. The examples given below and on page 15 will be followed.

<table>
<thead>
<tr>
<th>Salutation</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear Sir,</td>
<td>Yours truly, (or) Yours faithfully,</td>
</tr>
<tr>
<td>Dear Mr. _____, (or)</td>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>My dear Mr. _____,</td>
<td></td>
</tr>
<tr>
<td>My dear Minister,</td>
<td>Believe me, my dear Minister,</td>
</tr>
<tr>
<td></td>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>Dear Mr. Ambassador, (or)</td>
<td>I remain, dear Mr. Ambassador,</td>
</tr>
<tr>
<td>Dear Ambassador ________,</td>
<td>Yours sincerely</td>
</tr>
</tbody>
</table>

(c) Personal  "Personal" letters will be designated as such by the drafter or by the signing officer. The salutation and complimentary closing are to be left blank, space being left for the sender to add them in longhand.

(d) International Monetary Fund  Formal communications to the Managing Director or to officials of the International Monetary Fund are to have the following salutation and closing:

"Dear Mr. _______" and "Yours sincerely,"
Letters addressed informally to officials of the Fund are to be marked "PRIVATE AND CONFIDENTIAL" on the letter and envelope.

A copy of all communications to the Managing Director of the Fund is to be sent to Mr. I. Friedman, and "cc: Mr. I. Friedman" typed on all carbon copies. The stenographer typing the letter is responsible for preparing the extra copy and the airmail envelope to Mr. Friedman both marked "PERSONAL AND CONFIDENTIAL".

3. Special instructions

(a) Letters

Set-up (See specimens pp. 14-15)
- File number is to appear in upper left hand corner: e.g. IV-6-2
- The initials of the drafter and typist (or drafter, translator and typist in the case of a translation) are to appear on the carbon copies only, as follows: FAH/md IV-6-2
- An indication of the distribution of copies of the letter should be given only on carbon copies (see also Copies below) as follows: cc: Mrs. J. Jones, 41 High Street, London S.W.1.
- Indent paragraphs five spaces

Spacing
- Normally single space, unless a letter is fifteen lines or shorter when one and a half spaces can be used
- For letters having more than one page, use a continuation sheet for the original copy

Copies
- As a rule two white and one yellow; one extra white copy for all letters issued by Trade Policy Division; one extra pink copy for all letters issued by Information and Library Unit
- Additional copies as requested or where more than one file number appears on the letter; however, extra copies being despatched outside the secretariat should be prepared on airmail stationery and stamped "Copy for information"

- Any letter to a liaison officer should be despatched with an extra copy for him prepared on airmail stationery and stamped "Copy for information"

- Any letter to a foreign minister, etc., should have an extra copy on airmail stationery stamped "Copy for information" which is to be sent to the liaison officer for that country

Date
- No date is to be typed on letters; correspondence is dated by the Registry upon despatch

Paper
- Ordinary stationery for Europe (including United Kingdom, Turkey)
- Airmail stationery for outside Europe

Titles for signatures
- Exact titles for officers' signatures are posted in the Pool Offices
- They are punctuated by commas and followed by a full stop

Address
- Name and address are aligned on the left hand margin at the bottom of the first page; they are punctuated by commas and followed by a full stop
- Name of country does not appear on the letter (but only the name, street address, and the city which is underlined (see "set-up" above for specimen), whereas it does appear on the envelope typed within parentheses in French, e.g. (Pays-Bas)

Salutation (see p.7 for form and complimentary closing)
- Is always followed by a comma
Enclosures
- Are indicated in a letter by the insertion of five full stops in the left hand margin on the same line as the first mention of the enclosure in the text
- Documentation, etc., sent under separate cover, and so mentioned in a letter, is forwarded to the same address as the letter accompanied by a compliment slip bearing the name of the person signing the letter, as well as a special forwarding slip (obtainable from the Pool Supervisor) which indicates the name of the addressee and date of the despatch of the basic communication: an address label should be prepared at the same time bearing the same address as the letter mentioning the forwarding matter

(b) Drafts

Set-up
- Initials of drafter and typist with file number and date directly below should appear in the upper left hand corner: FAH/md IV-2-10 15,6.60

Spacing
- Generally double space or according to special request

Copies
- Original plus one copy or as requested by officer

(c) Memoranda (See specimen on p. 16)

Set-up
- Inter-office memoranda are typed on plain white paper
- Memoranda sent outside the secretariat are to be prepared on memo stationery
- The words "INTER-OFFICE MEMORANDUM" are typed as such at the top of the first page, followed underneath at the left hand margin by the file number, and the date to the right on the same line
- The words "TO:", "FROM:" and "SUBJECT:" follow underneath each other at the left hand margin
- The subject title of the memorandum is underlined
- "Mr.", "Mrs." or "Miss" precede the name of the recipient but not the name of the sender

Date
- Contrary to the practice followed for other correspondence, memoranda are to be dated

Copies
- Two white and one yellow unless more are specifically requested
- Contrary to the practice followed for letters, the names of additional persons receiving copies of the memorandum are to be typed at the bottom of the first page

(d) Notes verbales (See specimen on p. 17)
- Are written formally in the third person and are unsigned
- Stationery with two white and one yellow copy to be used
- No address to appear on the note, but only on the envelope
- Are dated in the Registry
- The official GATT stamp is affixed by the Registry at the bottom of the note upon despatch

(e) Stencils
Set-up for documents (See specimens on pp. 18-35)
- Use headed stencils for GATT documents except for the series MGT, Spec, INT, Office Circulars and Administrative Memoranda
- The word "RESTRICTED" is to appear on every document (except INF/ series) followed underneath by the document symbol (to be supplied by the Documents Officer), the date underneath the symbol (leaving blank the day but giving the month and year) followed underneath by the type of distribution, e.g. "Limited", "General" or "Special" Distribution
Margin to be set at number 5

For other than first pages, start on line 3 indicating in the upper left hand margin for even numbered pages and right hand corner for odd numbered pages the document symbol and underneath the page number, e.g.: L/1256
Page 2
and continue with the text starting on line 7

Indent five spaces from the margin for beginning of paragraphs

Single space as a rule

Leave two spaces between paragraphs

Do not type below line 58 and never beyond line 60

At least three lines of a paragraph are to appear at the bottom of a stencil, e.g. do not type one line and start a new page; on the other hand, a minimum of two lines of a paragraph are to appear on the next page

Set-up for airgrams

- Start on line 10 and end at line 60 at bottom of stencil (a margin of ten spaces to the left is necessary)

- Type everything in UPPER CASE

Set-up for letters and notes verbales

- Measure on stencils with stationery to be used in order to obtain a balance of the margins, etc.

- Otherwise same set-up as a regular letter or note verbale (see above p. 11)

Set-up for press releases (See specimen on p. 32)

Telegram and radio messages (See specimens on pp. 19-20)

Set-up

- UPPER CASE to be used

- Date to be inserted

- Initials of drafter and typist, and file number to be typed on copies only
(i) **Telegram**
- To be prepared on regular PTT forms with four green copies.
- Consult GATT Office Circular No. 67 for telegraphic addresses.
- Leave blank the space on the form concerning despatch priority which will be completed by the Registry.

(ii) **Radio messages for New York**
- To be prepared on special forms to be obtained from Registry with four green copies.
- Registry will indicate number of message.
Sir,

I wish to refer to the Decision adopted by the CONTRACTING PARTIES at their sixth session, whereby your Government was granted an extension until 30 April 1954 of the time-limit to sign the Annecy and Torquay Protocols. This extension was granted in response to your request contained in a telegram dated 20 October 1951, a copy of which is enclosed.

The CONTRACTING PARTIES are, of course, hopeful that Uruguay will accede to the Agreement and that the Uruguayan Schedules will enter into force. As you will be aware, at least some of the concessions accorded to Uruguay by other contracting parties at Annecy and Torquay have not entered into force.

I shall be grateful if you will inform me whether your Government intends to sign these protocols, which are open for signature at the Headquarters of the United Nations in New York.

Accept, Sir, the assurances of my highest consideration.*

For the Executive Secretary:

J. Royer,
Deputy Executive Secretary.

The Minister for External Relations,
Ministry of External Relations,
Montevideo.

*See page 7 for complimentary closing.
Dear Sir,

I wish to acknowledge your letter, No. 830 of 24 February 1954, informing me of the composition of the United Kingdom delegation to the ninth session of the CONTRACTING PARTIES.

Yours truly,*

E. Wyndham White,
Executive Secretary.

Mr. J.C. Wardrop,
Permanent Delegate of the United Kingdom to the European Office of the United Nations,
Villa "La Fenêtre",
Route de Pregny,
Geneva.

*See page 7 for complimentary closing.
INTER-OFFICE MEMORANDUM

12 April 1957

TO: M. J. Royer,
Deputy Executive Secretary.

FROM: F.A. Haight,
Special Assistant.

SUBJECT: Annotated agenda for twelfth session

/cc: Mr. F. Gundelach
Mr. H. Stachle/
NOTE VERBALE
Executive Secretary to
head of an international
organization .
See p. 11

WER/pm /on carbons only/
III-5-E

The Executive Secretary of the CONTRACTING PARTIES to the General Agreement on Tariffs and Trade presents his compliments to the Director-General of the United Nations Educational, Scientific and Cultural Organization, and has the honour to acknowledge the Director-General's invitation to the CONTRACTING PARTIES to GATT to be represented at the twenty-ninth session of the Executive Board of UNESCO, which will open on 13 March 1954.

The Executive Secretary regrets that the CONTRACTING PARTIES will not be represented at this session.

/GATT stamp/
AIRGRAM
Executive Secretary to
Minister for Foreign
Affairs
See p.12

GATT/AIR/1

SUBJECT: SIGNATURE OF DECISIONS ON ACCESSION

I WISH TO DRAW THE ATTENTION OF YOUR GOVERNMENT TO THE DECISIONS
AGREING TO THE ACCESSION TO THE GENERAL AGREEMENT ON TARIFFS AND TRADE
OF THE GOVERNMENTS OF AUSTRIA, THE GERMAN FEDERAL REPUBLIC, KOREA, PERU,
THE PHILIPPINES AND TURKEY, WHICH ARE OPEN FOR SIGNATURE AT THE
HEADQUARTERS OF THE UNITED NATIONS UNTIL 20 JUNE 1954. YOU WILL RECALL
THAT, BY THE DECISION OF THE CONTRACTING PARTIES ON 16 DECEMBER 1950
THE FAILURE OF ANY CONTRACTING PARTY TO SIGN THE DECISION IN RESPECT
OF ANY ACCEEDING GOVERNMENT BY THAT DATE WILL BE DEEMED TO BE A NEGATIVE
VOTE ON THE ACCESSION OF THAT GOVERNMENT.

E. WYNDHAM WHITE

Note: Airgram envelopes are to be addressed as follows:

EXTERNAL CANBERRA.*

MINISTER OF ST.TE FOR
EXTERNAL AFFAIRS OF AUSTRALIA,
DEPARTMENT OF EXTERNAL AFFAIRS,
CANBERRA.

(AUSTRALIA)

*For telegraphic addresses see GATT Office Circular No. 67.
Telegramm - Télégramme - Telegramma

(Indications)

(\textit{address})

\textit{KEMIJJ}

\textit{DJ.K.RT.}

\textbf{BE OUR LETTER 24 JANUARY CONCERNING CONSULTATIONS ARTICLE XI:3 SPECIALLY EXCHANGE AGREEMENT HAVE HONOUR DRAW YOUR ATTENTION FIRST MARCH DATE FOR INITIATION CONSULTATION PLEASE CABLE IF INITIATING SUCH CONSULTATION AND ALL DETAILS}

\textbf{WYNDHAM WHITE}

\textbf{G.TT}

\textbf{Adresse de l'expéditeur} E. Wyndham White, Executive Secretary, G.TT, Geneva, 7 May 1957

\textbf{Note:} See G.TT Office Circular No. 67 for telegraphic addresses.
RADIO MESSAGE
Executive Secretary
to United Nations
See pp. 12-13

F.H/md
VIII-1-53 [on carbons only]

ICITO/ (number) FOR STAVROPOULOS RE DECLARATION 24 OCTOBER 1953

PLEASE CONFIRM CANADIAN ACCEPTANCE

WYNDHAM WHITE

27 April 1957,

Executive Secretary

3473

G.TT
GENERAL AGREEMENT ON TARIFFS AND TRADE

RESTRICTED
L/1244
13 June 1960
Limited Distribution

SCHEDULE XXV - GREECE

Memorandum from the Greek Government on Specific Duties

L/ series - limited distribution

In the case of a document which reproduces a communication from a contracting party, "Original: French [or English]" must be typed as shown above; otherwise this form is not used for communications originating from the secretariat. Documents pertaining to GATT sessions should have "CONTRACTING PARTIES in the left hand corner under the masthead, see above. ............th Session"
SUMMARY RECORD OF THE SECOND MEETING

Held at the Palais des Nations, Geneva, on Tuesday, 17 May, at 10 a.m.

Chairman: Mr. E.P. BARBOSA DA SILVA (Brazil)

Subjects discussed:
1. Election of Chairman and Vice-Chairmen
2. Adoption of agenda
3. European Free Trade Association

1. Election of Chairman and Vice-Chairmen (L/643)

The CONTRACTING PARTIES adopted the proposal of ...

Mr. LAFAY (France), seconded by Mr. KARMARKAR (India), proposed the leader of the Pakistan delegation, Mr. Akhtar Husain. Mr. Husain was elected unanimously.

Mr. Lafay thanked the representatives of the CONTRACTING PARTIES for ...

2. ...

3. ...

The meeting adjourned at 11.35 a.m.

SR./ series - summary records

The name of the representative whose statement is summarized is typed for the first time in upper case followed by the name of his country within parentheses, e.g. Mr. CLARK (Australia), thereafter during the same statement the name is typed in lower case, see above.
STANDSTILL PROVISIONS OF ARTICLE XVI:4

Progressive Relaxation of Subsidies on Export of Products Other than Primary Products

Note by the Executive Secretary

W.../ series - working party papers

The same procedure is followed as for L/ series documents in the case of communications originating from delegations - see above.
The same procedure should be followed for all Committee II and Committee III documents, i.e. COM.II/.., COM.III/.., COM.II/W. .., COM.III/W. ...

Note: COM.II/INF/.. and COM.III/INF/.. series are not restricted.
GENERAL AGREEMENT ON TARIFFS AND TRADE

CONTRACTING PARTIES
Seventeenth Session

DISTRIBUTION OF DOCUMENTS:

Arrangements for the Seventeenth Session

SEVENTEEN/ series - session information documents

At each session the symbol changes, e.g. at the eighteenth session the symbol for this series will be EIGHTEEN/ etc. In French and English, symbols remain valid. This series is not restricted.
GENERAL AGREEMENT ON TARIFFS AND TRADE

CONTRACTING PARTIES
Sixteenth Session

ORDER OF THE DAY

Saturday, 21 May 1960

10.30 a.m.  Working Party on Schedules
            Working Party on Article I
            Committee Room E-2
            Conference Room IX

6 p.m.  Working Party on the Japanese Proposal
          1. Draft Schedule (W,16/4)
          2. Adoption of report (W,16/10)
          Conference Room IX

OD/ series - Order of the Day

The Order of the Day is bilingual and is prepared on a GATT headed stencil. If the programme is too long to put both the English and French on one side of the document, the French will appear on the reverse side, see above. This series is not restricted.
GENERAL AGREEMENT ON TARIFFS AND TRADE

COUNCIL
First Session

NOTIFICATION BY CEYLON UNDER ARTICLE XVIII:C

Draft Decision for Approval by the Council

C/W/ series - Council working papers

This series has always "Special Distribution" typed as above, and is distributed usually around the conference table only.

C/ series - Limited distribution
COUNCIL
First Session

MINUTES OF MEETINGS HELD
at the Palais des Nations, Geneva
from 19-23 September 1960

Chairman: Mr. J.H. Warren (Canada)

Subjects discussed: 1. Election of Chairman
2. Adoption of agenda
3. Procedures

1. Election of Chairman

It was agreed that, as the Council was still in the initial stages of organization and as members would wish to give further consideration to the question of the chairmanship of the Council, the election of a Chairman for the first session should be for the duration of that session only.

Mr. J.H. Warren (Canada) was unanimously elected to the chair.

2. Adoption of agenda

The provisional agenda (C/1) was adopted.

3. ...

C/M/ series - Council minutes

This series is prepared as the SR.../ series. When a specific document is under consideration in the discussion the symbol number of the document should appear within parentheses following the title of the subject discussed, see above.
GENERAL AGREEMENT ON
TARIFFS AND TRADE

SCHEDULE XX - UNITED STATES

Consultation under Article XIX Concerning Item 218(f)

SECRET/ series

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GENERAL AGREEMENT ON TARIFFS AND TRADE

REPORTS BY GATT SECRETARIAT

Note by Executive Secretary

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TN.60/W. ..., TN.60/INF/..., TN.60/SR. ... It should be noted that the Order of the
Day (TN.60/0D/ -) is "restricted" for the tariff conference.
Press Release GATT/541
7 October 1960

GENERAL AGREEMENT ON TARIFFS AND TRADE

GATT Liberalization Communiqué No. ...

RECOMMENDATIONS AND CODE OF RULES TO REDUCE AND SIMPLIFY
INFORMATIONAL FORMALITIES PUBLISHED TODAY

Press releases

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1960 CERTIFICATION OF REVISIONS AND MODIFICATIONS

SCHEDULE XXIII - FEDERAL REPUBLIC OF GERMANY

Distribution of Draft Consolidated Schedule

Spec(60)303 or MGT(60)135

Spec(60) ... series

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INT(60) ... series

Miscellaneous document for internal use only, no stocks.
Administrative Memorandum No. 102/Rev.1

WORKING HOURS

The Executive Secretary has decided that in view of the preparatory work for the Tariff Conference normal working hours (9 a.m. to 1 p.m. - 2 p.m. to 6 p.m.) will be resumed as of Monday, 29 August.

H. Ph. Sobels,
Head of Administrative and Financial Services.

G-TT administrative memorandum series

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GATT Office Circular No. 62

LIST OF LISSON OFFICERS AND REPRESENTATIVES

Gatt office circular series

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