Preparatory Committee

RECORD OF MEETING

Held on 16 December 1981

1. This record is circulated on the responsibility of the secretariat.

Organization of Committee's work

2. The Committee (for terms of reference, see L/5274 and C/M/154) noted that it had been established by the Council and that the normal procedures used in such cases applied.

3. With regard to documentation, the Committee agreed that an annotated agenda should be circulated before each meeting, that any delegation would of course have the right to circulate papers in its own name, and that a short record of actions taken should be issued after each meeting. The Committee agreed that these records could constitute its reports to the Council, supplemented if necessary by an oral introduction by its Chairman. It also noted that it would have to submit a final report to the Council.

Management and Administration of the Ministerial Meeting

4. The Committee noted that the secretariat would, as usual, be responsible for the practical details of the management and administration of the Ministerial Meeting, in consultation with all the parties involved - contracting parties, the Swiss Authorities, etc. It agreed that, while it would not wish to involve itself with purely technical details, it should be involved in cases where a basic policy decision was necessary.

5. The Committee agreed to recommend that the 38th Session should take place in the week of 22 November 1982 with Ministers present from Tuesday 23 November 1982. It also agreed that it would revert to the question of the use of time during this week.

Substantive Preparations for the Ministerial Meeting

6. The Committee agreed that it would take up the substantive preparations for the Ministerial Meeting when it next met. It noted that the CONTRACTING PARTIES' decision (L/5262) provided its point of departure in this area.

7. It agreed that the secretariat should make a factual catalogue of the various topics that have already been suggested in the GATT during the past year for possible consideration by Ministers.

8. It noted that the Chairman would make suggestions relating to the timetable for the Committee's work.
Agenda and Date of Next Meeting

9. The Committee agreed that the following items be included on the agenda for the next meeting:

- Management and Administration of the Ministerial Meeting
- Substantive preparations for that meeting

It further agreed to hold its next meeting on Wednesday, 20 January 1982.