INFORMATION FOR DELEGATIONS

Meetings

The meetings of the Ad Hoc Committee on Agenda and Intersessional Business will be held in Salle III at the Palais des Nations. Salle III is located on the first floor of the Council Building and can be reached by taking lift or stairway No. 7. The number of the telephone outside Salle III is: Ext. 3003.

The opening meeting will commence at 3 p.m. on 26 July 1954.

All meetings are private and only delegates and observers officially accredited will be admitted to the conference room.

Admission cards

At the opening meeting on 26 July admission cards will be issued to delegates and observers. These cards will facilitate access to the Palais and assist room attendants in controlling entry to Salle III.

Those delegates and observers whose governments have not informed the secretariat officially of the composition of their delegations are requested to present their credentials to the Conference Officer.

Delegation offices

At the present time there are no offices available in the Palais des Nations for delegations due to the current session of the Economic and Social Council and certain remaining working groups of the "Geneva Conference". However, if office space becomes available and delegations are still desirous of obtaining offices in the Palais des Nations, they should contact the Administrative Officer (Ext. 3475) who will make the necessary arrangements.

In order to contact members of the various delegations rapidly and because delegations will necessarily have their offices elsewhere than in the Palais des Nations, it is important that they indicate clearly on the attendance sheets their office and hotel addresses while in Geneva.

Documents

A limited distribution of documents for the meeting will usually be made in Salle III before meetings. No regular distribution will be made to hotels or offices of committee members; however, when it is necessary to do so arrangements for such distribution will be made.
If delegates have documents to be processed for the meeting they are to be given to the Conference Officer.

Delegations are reminded that committee working papers (IC/W/ series) are for the use of the Ad Hoc Committee only and that no further distribution is made of them beyond the members and observers attending the present session of the committee; however, the summary records (IC/SR. series) will receive their regular distribution directly to contracting parties.

Offices of the Chairman and secretariat

The following offices have been obtained for the Chairman and the secretariat in the Palais des Nations and can be reached by taking lift and stairway No. 7 to the second floor.

The Chairman - Office No. C.221 - Ext.2285
Secretariat - Office No. C.223 - Ext.2284

When the Ad Hoc Committee is not meeting in the Palais des Nations members of the secretariat can be reached by telephone at the Villa "le Chêne" (see plan attached) as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. E. Wyndham White</td>
<td>Executive Secretary</td>
<td>Ext.3473</td>
</tr>
<tr>
<td>M. J. Royer</td>
<td>Deputy Executive Secretary</td>
<td>Ext.3471</td>
</tr>
<tr>
<td>Mr. F.A. Haight</td>
<td>Head, Operations Unit</td>
<td>Ext.3483</td>
</tr>
<tr>
<td>Mr. R. Ford</td>
<td>Information Officer</td>
<td>Ext.3490</td>
</tr>
<tr>
<td>Mme. I. Tissot</td>
<td>Administrative Officer</td>
<td>Ext.3475</td>
</tr>
<tr>
<td>Mr. W.E. Roth</td>
<td>Conference Officer</td>
<td>Ext.3469</td>
</tr>
</tbody>
</table>

Traffic and parking of vehicles

General: Motorists are asked:

- to exercise care and drive very slowly within the United Nations grounds and their immediate vicinity. When entering the "Vieux-Bois" gateway leading to the Assembly building, vehicles should go "dead slow";

- to observe the traffic and parking regulations, which are the same as those in force throughout Switzerland;

- to follow the instructions on the traffic signs and those given by the attendants in charge of traffic and parking;

- in the event of an accident, to follow the attendants' instructions or in their absence, the instructions of the official in charge at the Conciergerie as to first-aid arrangements and formalities to be observed.

Car parks are located at the entrance to the grounds of the Palais des Nations and to the right and left of Door No.14 which can be reached by the route de Pregny (see plan attached).