# GENERAL AGREEMENT ON TARIFFS AND TRADE

**SEVENTEEN/4**

28 October 1960

Limited Distribution

## CONTRACTING PARTIES
Seventeenth Session

## INFORMATION FOR DELEGATIONS

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meetings</td>
<td>2</td>
</tr>
<tr>
<td>2. Schedule of meetings</td>
<td>2</td>
</tr>
<tr>
<td>3. Seating arrangements</td>
<td>2</td>
</tr>
<tr>
<td>4. Credentials</td>
<td>2</td>
</tr>
<tr>
<td>5. Admission cards</td>
<td>2</td>
</tr>
<tr>
<td>6. Office of the Chairman</td>
<td>3</td>
</tr>
<tr>
<td>7. Delegation offices</td>
<td>3</td>
</tr>
<tr>
<td>8. Secretariat offices</td>
<td>3</td>
</tr>
<tr>
<td>9. Attendants and messengers</td>
<td>4</td>
</tr>
<tr>
<td>10. Office security arrangements</td>
<td>4</td>
</tr>
<tr>
<td>11. Distribution of documents</td>
<td>4</td>
</tr>
<tr>
<td>12. Submission of documents</td>
<td>4</td>
</tr>
<tr>
<td>13. Summary records</td>
<td>5</td>
</tr>
<tr>
<td>14. Prepared speeches</td>
<td>5</td>
</tr>
<tr>
<td>15. Publications</td>
<td>5</td>
</tr>
<tr>
<td>16. Public information</td>
<td>5</td>
</tr>
<tr>
<td>17. Hospitality</td>
<td>5</td>
</tr>
<tr>
<td>18. Mail for delegations</td>
<td>6</td>
</tr>
<tr>
<td>19. Telegraphic address</td>
<td>6</td>
</tr>
<tr>
<td>20. Delivery liaison: Conference Building</td>
<td>6</td>
</tr>
<tr>
<td>Villa le Bocage</td>
<td></td>
</tr>
<tr>
<td>21. Parking of vehicles and traffic</td>
<td>6</td>
</tr>
<tr>
<td>22. Local transportation and taxis</td>
<td>7</td>
</tr>
<tr>
<td>23. Hotel accommodation</td>
<td>7</td>
</tr>
<tr>
<td>24. Supply of duty-free petrol</td>
<td>8</td>
</tr>
<tr>
<td>25. Travel arrangements</td>
<td>8</td>
</tr>
<tr>
<td>26. Library</td>
<td>8</td>
</tr>
<tr>
<td>27. Restaurant and cafeteria facilities</td>
<td>9</td>
</tr>
<tr>
<td>28. Office supplies</td>
<td>9</td>
</tr>
<tr>
<td>29. Typewriters</td>
<td>9</td>
</tr>
<tr>
<td>30. Post and telegraphic facilities</td>
<td>9</td>
</tr>
<tr>
<td>31. Instructions for use of telephones</td>
<td>10</td>
</tr>
<tr>
<td>32. Banking facilities</td>
<td>11</td>
</tr>
<tr>
<td>33. First-aid</td>
<td>12</td>
</tr>
</tbody>
</table>

Map including GATT Conference Building, Villa le Bocage and Palais des Nations.
Map of Palais des Nations, GATT secretariat (Villa le Bocage).
INFORMATION FOR DELEGATIONS

1. Meetings

The opening meeting of the seventeenth session of the CONTRACTING PARTIES will take place in Conference Room XII in the Palais des Nations at 3 p.m. on 31 October 1960. All plenary meetings will be held in Conference Room XII, which is on the third floor of the library wing of the Palais des Nations, and which can be most conveniently reached through Doors 17 or 20 of the Palais. Delegates arriving by automobile should take the route de Pregny gateway to reach the library entrance (Door 20). Those arriving by bus should go as far as the Ariane Terminus (Vieux-Bois Restaurant), entering either Doors 17 or 20 of the Palais to reach Conference Room XII.

Committee and working party meetings will be held in conference rooms in the Palais des Nations.

2. Schedule of meetings

The usual hours for plenary and committee meetings will be:

\[10 \text{ a.m. to 12.30 p.m.}\]
\[2.30 \text{ p.m. to 5 p.m.}\]

The programme of plenary meetings will be posted on the notice boards at the entrance doors of the Palais des Nations and of the Conference Building at 63 rue de Lausanne.

3. Seating arrangements

In accordance with established practice the Chairman of the CONTRACTING PARTIES caused lots to be drawn for the purpose of choosing the country to occupy the first seat at the main conference table from which the alphabetical seating order will begin. Ceylon was the name drawn, and consequently Ceylon will sit at the first seat to the right of the Chairman.

4. Credentials

Credentials for the representatives to the seventeenth session should be submitted to the Conference Officer, Office A.660, sixth floor, Palais des Nations at the opening of the session.

For the purpose of compiling the list of representatives any changes in the composition of delegations should be reported to the Conference Office.

5. Admission cards

Since all GATT meetings are private, delegates and observers will be required to show admission cards on entering the conference rooms. These cards will be issued at the Conference Office, A.660, in the Palais des Nations on the morning of 31 October, or at the entrance to Conference Room XII just before the opening plenary meeting, or thereafter at the Conference Office.
Delegations occupying offices in the Tariff Conference Building will be issued special admission cards for the duration of the session; these are required for entrance to the Conference Building, and will be valid for entry to the Palais conference rooms as well. However, the delegations occupying Palais offices will not be able to enter the Conference Building with their ordinary session admission cards.

Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission cards and to return them to the Conference Office. These cards are necessary to complete the list of representatives and to facilitate contacting representatives in the course of the session. Any changes occurring in the information furnished on these cards should be given to the Conference Office (Palais extension 2782).

6. Office of the Chairman

The office of the Chairman of the CONTRACTING PARTIES is situated on the sixth floor of the Palais des Nations, Office A.650, extension 3029.

7. Delegation offices

(a) Palais des Nations. The offices allocated in the Palais des Nations are situated on the second and fifth floors of the assembly wing. A list of office and telephone numbers of the delegations is given in document SEVENTEEN/3. Doors 11, 17 and 20 can be used to reach these offices.

These doors are open from 8 a.m. to 10 p.m. Monday to Friday (8 a.m. to 6 p.m. Saturday; Door 20 is closed on Saturday). Outside these hours delegates should use Door 2 (Conciergerie).

(b) GATT Conference Building, 63 rue de Lausanne. Some delegations attending the session are sharing office space in the Conference Building with their delegations to the 1960-61 Tariff Conference. The office and telephone numbers of these delegations are included in document SEVENTEEN/3.

The Conference Building is open from 8 a.m. to midnight Monday to Friday and 8 a.m. to 8 p.m. Saturday and Sunday.

8. Secretariat offices

The offices of the session secretariat are located on the sixth floor of the Palais des Nations. Offices are being maintained there by the Executive Secretary, the Deputy Executive Secretary, the Special Assistant in the Office of the Executive Secretary, the Director of the Trade Policy Division, the Conference Officer and the interpreters. The Director of the Trade Policy Division, the Special Assistant and the Information Officer maintain offices in the Villa le Bocage. All other secretariat services are in the Villa le Bocage (see map attached). Telephone and office numbers of the secretariat, located in the Palais des Nations and the Villa le Bocage, are contained in the list of offices (SEVENTEEN/3).
9. Attendants and messengers

The entrances and offices of the Palais des Nations and of the GATT Conference Building are attended by messengers whose posts and telephone numbers are indicated in the lists of office and telephone numbers (see documents SEVENTEEN/3 and TN.60/INF/4/Rev.3).

10. Office security arrangements

Delegations are advised to make their own precautionary arrangements for the security of any papers, classified documents, and belongings left in offices. The reception of visitors should not be encouraged in offices. Delegations are responsible for any person they admit to the buildings. Attention is drawn to document SEVENTEEN/2 which deals in greater detail with session security matters. Delegations occupying offices in the Conference Building are necessarily obliged to strictly adhere to the security arrangements prevailing for the 1960-61 Tariff Conference in that building (see document TN.60/INF/1 and Add.1-2).

11. Distribution of documents

All documents will be delivered by 9 a.m. each morning to delegation offices in the Palais des Nations or in the Conference Building. No other distribution will be made in the city. Delegations not having offices in the Conference Building may collect their documents daily at the distribution centre in the Palais des Nations (office C.111).

A provisional distribution of documents has been established for each delegation attending the session; if any changes are desired to this distribution, they should be communicated to the Conference Office A.660, Palais extension 2782. The quantity of documents received by delegations should comprise the entire distribution to countries; there will be no mailing of documents to capitals of delegations represented at the session (see document SEVENTEEN/1). Therefore delegations are reminded to take into consideration the amount of documents required for forwarding to their capitals as well as for their own use.

Contracting parties and organizations which did not receive their documents distribution between 11 and 31 October were advised that the usual distribution would be retained in Geneva, to be collected in their delegation's office upon arrival for the session (see SEVENTEEN/1). Within moderation any other documents required beyond the normal distribution may be obtained from the Document Distribution Service, office C.111, in the Palais des Nations. Delegates are reminded that there will be no distribution of complete sets of documents at the end of the conference and full sets should be made up from daily distributions.

12. Submission of documents

Documents which representatives wish to have reproduced and circulated should be delivered in one of the working languages to the Conference Officer or to the Secretary of the meeting, and not to the Palais Document Distribution
Service. In view of the limitation of the technical staff available, particu­larly the translation staff, documents ought to be turned in at least twenty-four hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document must be furnished in order to assist in its speedy translation and reproduction. The work of the secretariat would be facilitated if all communications to the Executive Secretary were submitted in three copies.

13. Summary records

The summary records of each meeting will, as far as possible, appear in English on the third day, and in French on the fourth day after the meeting. A delegation which considers that a correction of the record is necessary should give the revised text to the Précis-Writer or to the Conference Officer within three working days after the summary record is distributed.

Delegations are requested to note that the records are intended to be only summaries of what has actually been said at the meetings. Therefore, it is hoped that delegations will not submit corrections which are merely elaborations of the summaries. A representative who wishes a statement to appear in full should obtain authorization from the CONTRACTING PARTIES and give the full text to the Précis-Writer or to the Conference Officer in three copies.

14. Prepared speeches

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made, for the use of the interpreters, the Précis-Writer and the Information Officer.

15. Publications

Any requests for printed GATT publications should be made to Conference Office A.660, Palais des Nations, and not to the United Nations Document Distribution Service. Order forms will be provided for the purpose - no orders will be taken that are not submitted by means of this form. Delegations are reminded that beyond the regular distribution made of each publication, they will be required to purchase any additional copies.

16. Public information

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa le Bocage, extension 3490.

17. Hospitality

Delegations wishing to give receptions, dinners, etc., are requested to consult with the Conference Officer, Office A.660, Palais extension 2782, in order to avoid conflicting engagements.
18. Mail for delegations

Delegations should have their mail addressed to them as follows:

Mr./Mrs./Miss ___________ or Mr./Mrs./Miss ___________
Delegation of ___________ Delegation of ___________
Office No. ___________ GATT Conference Building
Palais des Nations 63, rue de Lausanne
Geneva Geneva

19. Telegraphic address

(a) Palais des Nations. The telegraphic address to be used for
deleagations having offices in the Palais des Nations is:

GATT DELEGATION
UNATIONS
GENEVA

(b) GATT Conference Building, 63 rue de Lausanne. The telegraphic
address for delegations having offices in the Conference Building is:

DELEGATION
GATTARIF
GENEVA

20. Delivery liaison: Conference Building/Palais des Nations/Villa le Bocage

The secretariat is maintaining a despatch service between the Conference
Building, the Palais des Nations and the Villa le Bocage to deliver mail, etc.,
several times throughout the day, except Saturday afternoon and Sunday. The
floor messengers will collect this and attend to its on-forwarding.

21. Parking of vehicles and traffic

(a) Car parks

Palais des Nations. Delegations attending plenary meetings in the Palais
are asked to use the car parks located near Doors 11 and 20 which are available
to the GATT conference. Access to these car parks and entrances is indicated
by the red arrows on the attached plan.

Conference Building. Reserved space is available to the side of the
building (rue Rothschild) and to the rear of the building (rue Ferrier). This
space can be used for the cars of delegations having offices in the Conference
Building; they should request from the conference secretariat office in the
building (Office 707) a special sticker which is to be placed visibly in the
front windshield of their car. Any car not having this GATT sticker on their
front windshield will not be allowed to use the space available for parking,
and will be subject to police control.
(b) Motorists are asked:

- to exercise care and drive very slowly within the United Nations grounds and vicinity. When entering the gateway 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 within the Palais grounds to follow the attendant's instructions or, in their absence, the instructions of the person in charge at the Conciergerie (Door 2) of the Palais, with regard to first-aid arrangements and certain necessary formalities.

22. Local transportation and taxis

(a) To reach the Palais des Nations a bus service operates at intervals of twelve minutes, and six minutes during rush hours, between the Palais des Nations and the railroad station (Place Cornavin), connecting with other tram, trolley-bus and motor-bus routes. In order to assist delegations to reach the conference rooms in the Palais easily, the regular buses going to the Place des Nations will continue as far as the Ariana entrance to the grounds of the Palais des Nations (see "bus terminus" indicated on attached plan). This special service will be operating daily including Saturdays. A bus schedule is posted at Doors 17 and 20.

(b) To reach the Conference Building a bus service (No.5) operates at intervals of twelve minutes, and six minutes during rush hours, between the railroad station - Place Cornavin - (or prior stops starting from Malagnou, Rive and the Place du Lac) and the Conference Building in the rue de Lausanne, stopping near the entrance. The No.5 bus route connects at the railroad station with other tram, trolley-bus and motor-bus routes. Furthermore, it continues on from the Conference Building in the rue de Lausanne to the ILO Building and on to the Place des Nations.

(c) Taxis can be obtained through the messengers on duty at the nearest entrance doors in the Palais, or the messengers in the Conference Building.

23. Hotel accommodation

Requests for hotel rooms and enquiries relating to them should be referred to Thos. Cook & Son, office B-1, extension 2850 (first floor, secretariat wing, Palais des Nations).
24. **Supply of duty-free petrol**

In order to obtain duty-free petrol, declaration forms are available in the Conference Office (A.660 in the Palais or No.707 in the Conference Building) which must be filled out and duly countersigned by the Head of the delegation and then returned to the GATT Administrative Services, Villa le Bocage (extension 3481). The GATT Administrative Services will then process this request and the petrol card (which is strictly personal) will be forwarded in due course to the delegate concerned.

The petrol card must be returned to the GATT Administrative Services as soon as its validity has expired.

25. **Travel arrangements**

(a) **Reservations**

Travel tickets and reservations are handled by Thos. Cook & Son, which have an office in the Palais (see paragraph 23 above).

(b) **Passports and visas**

Any questions relating to passport formalities or applications for visas should be addressed to the Administrative Services, Villa le Bocage (extension 3494).

(c) **Customs formalities**

For matters relating to customs formalities, transport, etc. delegations should contact office 50 in the Palais, extension 2647 or 2570. It is essential that delegations receiving Swiss customs documents for their cars or belongings surrender them to the customs officials when they finally leave.

(d) **Despatch of personal effects, documents, etc.**

Questions relating to the despatch of personal effects, documents, etc., should be addressed to office 50 in the Palais, extension 2647 or 2570.

26. **Library**

Applications for books and periodicals to be consulted in the United Nations Library should be made to the Loan and Reference Desk on the first floor of the library wing, extension 3094. The library is open at the following hours:

- Monday to Friday  8.45 a.m. to 6.15 p.m.
  (Loan and Reference Desk is closed 12.30 to 2 p.m.)
- Saturday   Closed

Since the GATT secretariat is responsible to the United Nations for books borrowed by delegations, representatives are requested to return to the library all books before the end of the session.
27. **Restaurant and cafeteria facilities**

   (a) **Palais des Nations**

   A restaurant is open on the eighth floor of the assembly wing from 9 a.m. to 9 p.m. (extension 2784). Regular meals are served from 12 noon to 2:30 p.m. and from 7 p.m. to 9 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed during weekends from 3 p.m. Saturdays.

   Arrangements for cocktail parties, special luncheon and dinner parties can be made at the restaurant (extension 2784).

   The cafeteria, located on the ground floor of the assembly wing, is open to members of delegations, journalists, officials, etc. from 9 a.m. to 2:30 p.m. Monday to Friday (extension 3500). The bar, also on the ground floor near Door 6, is open from 9 a.m. to 7:30 p.m. Monday to Friday (extension 2787). The cafeteria and the bar are closed on Saturdays.

   (b) **Conference Building (63 rue de Lausanne)**

   Canteen facilities are available on the second floor of the building.

28. **Office supplies**

   Delegations are requested to procure their own office supplies, however, for delegations which are unable to obtain their supplies themselves, requests may be referred to the GATT Administrative Services, extension 3487.

29. **Typewriters**

   The following is a list of firms from which typewriters can be hired privately by delegations:

   - **Bureau Moderne, S.A.,**
     80, rue du Rhône (tel. 25.43.80)
   - **Royal Office,**
     4, place de la Fusterie (tel. 25.26.52)

   - **Agence Underwood,**
     60, rue du Stand (tel. 24.43.40)

   The hire of a typewriter at most agencies for a period of one month is approximately 30-60 francs.

30. **Post and telegraphic facilities**

   (a) **For the Palais des Nations** full postal, telegraph and telephone facilities are available.
The post office installed by the Swiss postal authorities is on the ground floor of the secretariat wing, room 49, extension 2568. It is open during the following hours:

- **Monday to Friday**: 8 a.m. to 12 noon, 2.15 p.m. to 6.30 p.m.
- **Saturday**: 9 a.m. to 12 noon

The telegraph office is located on the ground floor, room 84, extension 2562. It is open during the following hours:

- **Monday to Saturday**: 9 a.m. to 8 p.m.

(b) Conference Building (63 rue de Lausanne)

Full postal, telegraph and telephone facilities are available at the post offices located in the rue de Lausanne near the railroad station or near the Château Banquet. They are open during the following hours:

**Post Office (Cornavin 2)**, 11 rue de Lausanne

- **Monday to Saturday**: 6 a.m. to 10.45 p.m.
- **Sunday**: 7 a.m. to 10.45 p.m.

**Post Office (Geneva 21)**, 26 Parc du Château Banquet, corner of avenue de France / rue de Lausanne

- **Monday to Friday**: 7.30 a.m. to 12.15 p.m., 1.30 p.m. to 6.30 p.m.
- **Saturday**: 7.30 a.m. to 12.15 p.m., 1.30 p.m. to 3 p.m.

31. **Instructions for use of telephones**

(a) **How to telephone**

(1) **Palais des Nations**

- to call the Palais des Nations from outside the Palais exchange, dial 33.10.00, 33.20.00, 33.40.00;

- to obtain a number within the Palais, lift the receiver and dial the required number as soon as the dialling tone is heard;

- to obtain a Geneva number, lift the receiver, wait for the first dialling tone and dial 0. When the second tone is heard dial the required Geneva number;

- to obtain an interurban or international number, lift the receiver, wait for the first dialling tone and dial 1 to call the operator.
When the main exchange in the Palais is closed — i.e., between 8 p.m. and 8:30 a.m. (Saturday 6 p.m. to 8:30 a.m. Monday) — long distance calls may be made by dialling 2901 (Conciergerie).

(ii) Conference Building
- to call the Conference Building from outside dial 32.20.00, 32.40.00;
- to obtain an extension within the Conference Building, lift the receiver, dial the extension desired;
- to obtain a Geneva number from the Conference Building, lift the receiver, dial 0, wait for the dialling tone, then dial the Geneva number desired;
- to obtain an interurban or international number, lift the receiver, wait for the first dialling tone and dial 1 to call the operator.

When the main exchange in the Conference Building (63 rue de Lausanne) is closed — i.e., between Saturday 8 p.m. and Monday 8 a.m. — any outside calls can be made by using the coin call-boxes near the main entrance.

(b) Official telephone calls

Official interurban and international calls may be made from offices by dialling for the operator. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa le Bocage, extension 3478, for the payment of all local, interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

(c) Private telephone calls

Private local, interurban or international calls should not be made from office telephones, which are provided for official business. When such calls must be made telephones are provided for that purpose at coin-boxes, located at the telegraph and/or post offices on the ground floor of the Palais des Nations, or near the main entrance of the Conference Building.

32. Banking facilities

Palais des Nations

The United Nations Branch of Lloyds Bank (Foreign) Ltd., is on the ground floor of the secretariat wing, office 68 in the Palais, extension 2811. It is opening during the following hours:

Monday to Friday 9:30 a.m. to 12 noon
2 p.m. to 4 p.m.
Other

Most of the larger Swiss banks maintain branch offices near the railroad station and the rue du Mont-Blanc, which are open from Monday through Saturday. A change office is open in the main hall of the railroad station.

33. First-aid

(a) Palais des Nations

Emergency first-aid is available at office 028, extension 2807, in the basement of the secretariat wing (staircase near Door 2). The services of a physician can be obtained if required. After normal working hours, call the Palais Conciergerie (Door 2) extension 2901/2945/2947.

(b) Conference Building (63 rue de Lausanne)

At the Conference Building a first-aid kit is available in the conference secretariat office, No. 707.

(c) Other

Furthermore, a permanent medical service is available at the following address in Geneva:

Permanence Médico-chirurgicale,
29 rue Rousseau (tel. 32.60.60)