## General Agreement on Tariffs and Trade

**Accord general sur les tarifs douaniers et le commerce**

**Contracting Parties**

Sixteenth 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>3</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. Small meeting rooms</td>
<td>4</td>
</tr>
<tr>
<td>12. Distribution of documents</td>
<td>4</td>
</tr>
<tr>
<td>13. Submission of documents</td>
<td>5</td>
</tr>
<tr>
<td>14. Summary records</td>
<td>5</td>
</tr>
<tr>
<td>15. Prepared speeches</td>
<td>5</td>
</tr>
<tr>
<td>16. Publications</td>
<td>5</td>
</tr>
<tr>
<td>17. Public information</td>
<td>6</td>
</tr>
<tr>
<td>18. Hospitality</td>
<td>6</td>
</tr>
<tr>
<td>19. Mail for delegations</td>
<td>6</td>
</tr>
<tr>
<td>20. Delivery liaison: Conference Building/Palais des Nations/Villa le Bocage</td>
<td>6</td>
</tr>
<tr>
<td>21. Parking of vehicles and traffic</td>
<td>6</td>
</tr>
<tr>
<td>22. Local transportation and taxies</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>7</td>
</tr>
<tr>
<td>25. Travel arrangements</td>
<td>8</td>
</tr>
<tr>
<td>(a) Reservations</td>
<td>8</td>
</tr>
<tr>
<td>(b) Passports and visas</td>
<td>8</td>
</tr>
<tr>
<td>(c) Customs formalities</td>
<td>8</td>
</tr>
<tr>
<td>(d) Despatch of personal effects, documents, etc</td>
<td>8</td>
</tr>
<tr>
<td>26. Library</td>
<td>8</td>
</tr>
<tr>
<td>27. Restaurant and cafeteria facilities</td>
<td>8</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 telegraph facilities</td>
<td>9</td>
</tr>
<tr>
<td>31. Instructions for the use of telephones</td>
<td>10</td>
</tr>
<tr>
<td>32. Banking facilities</td>
<td>10</td>
</tr>
<tr>
<td>33. First-aid</td>
<td>11</td>
</tr>
</tbody>
</table>

### Map

- 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

I

1. Meetings

The opening meeting of the sixteenth session of the CONTRACTING PARTIES will take place in Conference Room XV in the Palais des Nations at 3 p.m. on 16 May 1960. All plenary meetings will be held in Conference Room XV, which is on the first floor of the library wing of the Palais des Nations, and which can be most conveniently reached through Door 20 of the Palais. Delegates arriving by automobile must take the route de Pregny gateway to reach the library entrance (Door 20). Those arriving by bus should go as far as the Ariana terminus (Vieux-Bois Restaurant), entering either Door 14 or 20 of the Palais to reach Conference Room XV.

Committee and working party meetings will be held in conference rooms in the GATT Conference Building at 63 rue de Lausanne (see map attached).

2. Schedule of meetings

The usual hours for plenary and committee meetings will be:

10 a.m. to 12.30 p.m.
2.30 to 5 p.m.

The programme of plenary meetings will always be posted on the notice boards at the entrance doors of the Palais des Nations and the Conference Building. The programme of committee and working party meetings held in the Conference Building (63 rue de Lausanne) will be posted at the entrance of that building.

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. New Zealand was the name drawn, and consequently New Zealand will sit at the first seat at the right of the Chairman.

4. Credentials

Credentials for the representatives to the sixteenth session should be submitted to the Conference Officer, Conference Building (Room 100, first floor), 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 room. These cards will be issued at the Conference Office in the rue de Lausanne on the morning of 16 May, or at the entrance to Conference Room XV just before the opening plenary meeting, or thereafter at the Conference Office in the rue de Lausanne.

Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission card 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.

6. Office of the Chairman

The office of the Chairman of the CONTRACTING PARTIES is situated on the third floor of the Conference Building, Room 336, extension 335.

7. Delegation offices (GATT Conference Building, 63 rue de Lausanne)

Offices have been allocated in the Conference Building insofar as possible to meet the requests of delegations. They are located on the second to the seventh floors inclusive and are furnished with standard equipment. A list of office and telephone numbers of the delegations is given in document SIXTEEN/5.

The Conference Building is open from 8.30 a.m. to 9 p.m. Monday to Friday (8.30 a.m. to 5 p.m. Saturday). The building is closed on Sundays.

The attention of delegations having offices in the Conference Building is drawn to the fact that these offices have never been occupied before, therefore the GATT secretariat will be held responsible for turning them over to the future occupants in perfect condition. The co-operation of all is invited to maintain the new condition of these offices and their furnishings.

8. Secretariat offices

The offices of the secretariat are located on the third floor of the Conference Building at 63 rue de Lausanne. Offices are being maintained there by the Executive Secretary, the Deputy Executive Secretary, the Conference Officer and the interpreters. The Director of the Division of Trade Policy, the Special Assistant in the Office of the Executive Secretary and the Information Officer maintain offices in the Conference Building as well as 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 Conference Building and the Villa le Bocage, are contained in the list of representatives (SIXTEEN/6).
9. Attendants and messengers

The entrance and offices of the Conference Building are attended by messengers whose posts and telephone numbers are:

- Main entrance (ground floor) . . . . . . . . Ext. 55
- Head messenger and building distribution centre (first floor, Room 102). . . . . . . . . Ext. 102
- Committee Room I (first floor). . . . . . . . Ext. 10
- Committee Room II (first floor). . . . . . . . Ext. 20
- Committee Room III (second floor) . . . . . . . Ext. 30
- Committee Room IV (second floor) . . . . . . . Ext. 40
- Messenger (third floor) . . . . . . . . . . . . . Ext. 13
- Messenger (seventh floor) . . . . . . . . . . . . . Ext. 17

10. Office security arrangements

Delegations are advised to make their own precautionary arrangements for the security of any papers, documents and belongings left in offices. The reception of visitors should not be encouraged on the premises of the Conference Building and delegations are responsible for any person they admit to the building. Attention is drawn to document SIXTEEN/4 which deals in greater detail with security matters.

11. Small meeting rooms

There are two small meeting rooms (Rooms III and IV) available on the second floor of the Conference Building for the use of delegations requiring such space. Requests for the use of these rooms should be made to the Conference Officer, Room 100, extension 100. There will be a rental charged for the use of these rooms per half day; these charges will be added to the delegation's office bill at the close of the session.

12. Distribution of documents

All documents will be delivered each morning by 9 a.m. to delegation offices in the Conference Building. No other distribution in the city will be made. Delegations not having offices in the Conference Building may collect their documents daily at the distribution centre (Room 102) on the first floor of the Conference Building.

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, Room 100, extension 100. 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 SIXTEEN/1). Therefore, delegations are reminded to take into consideration the amount of documents needed for their own use and that required for forwarding to their capitals, etc.
Contracting parties and organizations which did not receive their documents distribution between 29 April and 16 May were advised that the usual distribution would be retained in Geneva, to be placed in their delegation's office upon arrival for the session (see SIXTEEN/l). 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 the daily distributions.

13. 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.

14. 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 send the revised text 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.

15. 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.

16. Publications

Any requests for printed GATT publications should be made to the Conference Office, Conference Building, 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.
A display of available publications can be seen on the first floor of the Conference Building, near the committee rooms.

17. **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.

18. **Hospitality**

Delegations wishing to give receptions, dinners, etc. are requested to consult with the Conference Officer, Conference Building, Room 100, extension 100, in order to avoid conflicting engagements.

19. **Mail for delegations**

Delegations should have their mail addressed to them at the Conference Building as follows:

Mr./Mrs./Miss __________________

Delegation of __________________

GATT Conference Building,
63, rue de Lausanne,
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 afternoons. The floor messengers will collect this and attend to its on-forwarding.

21. **Parking of vehicles and traffic**

(a) **Car parks**

**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 Officer a special sticker which is to be placed visibly in the front windshield of their car. Any cars 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.

**Palais des Nations:** Delegations attending plenary meetings in the Palais are asked to use the car parks located near Doors 14 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.
(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 Room XV 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 in front of Door 14 (see "bus terminus" indicated on attached plan). This special service will be operating daily including Saturdays. A bus schedule is posted at Door 14.

(b) To reach the Conference Building a bus service (No.5 bus) 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 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 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)

No canteen facilities are available in 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., Royal Office,
80, rue du Rhône (tel.25.43.80) 4, place de la Fusterie (tel.25.25.52)

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 telegraph facilities

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

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

<table>
<thead>
<tr>
<th></th>
<th>Monday to Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td></td>
<td>6 a.m. to 10.45 p.m.</td>
<td>7 a.m. to 10.45 p.m.</td>
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Post Office (Geneva 21, (26 Parc du Château Banquet, corner of avenue de France/ rue de Lausanne)

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.30 a.m. to 12.15 p.m.</td>
<td>7.30 a.m. to 12.15 p.m.</td>
</tr>
<tr>
<td></td>
<td>1.30 p.m. to 6.30 p.m.</td>
<td>1.30 p.m. to 3 p.m.</td>
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31. **Instructions for the use of telephones**

(a) **How to telephone**

- to call the Conference Building from outside, dial 32.06.60;

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

- to obtain an extension within the Conference Building, lift the receiver, dial the operator and request the extension desired;

- to obtain a Geneva number from the Conference Building, lift the receiver, dial the operator and request the town number from the operator who will place the call.

(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.

When the main exchange in the Conference Building is closed - i.e. between 9 p.m. and 8.30 a.m. (Saturdays 4.30 p.m. to 8.30 a.m. Monday) - any outside calls can be made by using the coin call-boxes at the main entrance of the Conference Building.

(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 purposes at the coin call-boxes located 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 open 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

Emergency first-aid is available in the Palais, 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.
Plan du Palais des Nations, Genève

- Des Assemblées : 3ème étage
- Des Conseils : 1ère étage
- N° I - III - V - XIV - XV : 1ère étage
- N° XVII - XVIII - XIX - XX : 3ème étage

Parc à autos
- Ascenseurs
- Portes principales avec leurs numéros

A. Conciergerie - renseignements : Rez de chaussée
B. Service médical - Infirmerie : Soubassement
C. Agence COOK - salle B-1 : 1ère étage
D. Finances, Personnel - bureau 237 : 2ème étage
E. Banque : Rez de chaussée
F. Poste : Rez de chaussée
G. Télégraphe : Rez de chaussée
H. Entrée du cinéma : Rez de chaussée
J. Kiosque à journaux : Rez de chaussée
K. Bar et cafétéria : Rez de chaussée
L. Restaurants : 8ème étage
M. Bibliothèque : 8ème étage
N. Garage à bicyclettes et motocyclettes

Autres services :
- Parking à autos
- Ascenseurs
- Portes principales avec leurs numéros
- Conciergerie - renseignements : Rez de chaussée
- Service médical - Infirmerie : Soubassement
- Agence COOK - salle B-1 : 1ère étage
- Finances, Personnel - bureau 237 : 2ème étage
- Banque : Rez de chaussée
- Poste : Rez de chaussée
- Télégraphe : Rez de chaussée
- Entrée du cinéma : Rez de chaussée
- Kiosque à journaux : Rez de chaussée
- Bar et cafétéria : Rez de chaussée
- Restaurants : 8ème étage
- Bibliothèque : 8ème étage
- Garage à bicyclettes et motocyclettes