MEMORANDUM

Ref: III-2-3-a 24 April 1956

TO: Leaders of delegations, 1956 Tariff Conference

FROM: The Executive Secretary

SUBJECT: Removal from Palais des Nations to the Villa "Les Ormeaux", Pregny

1. Further to the memorandum of 6 April 1956 concerning possible office space outside the Palais des Nations, the Executive Secretary informs Leaders of delegations that the Villa "Les Ormeaux" has been rented for one month beginning Monday, 30 April 1956.

2. Date of removal

Delegations not moving to the Villa "Les Ormeaux" are requested to vacate their offices in the Palais des Nations not later than 6 p.m. on Friday, 27 April 1956. Delegations moving to the Villa "Les Ormeaux" are requested to start their removal on Monday morning, 30 April 1956, to finish it by 6 p.m. on that day. Some offices in the Villa "Les Ormeaux" may not be completely equipped by lunch time but all efforts will be made so that the offices will be ready for occupation during the afternoon or at the latest on Tuesday morning. Telephone service will be functioning as of Monday morning. A list of the offices assigned and their telephone numbers will be circulated without delay.

To assist delegations in the removal of their effects, the United Nations will give each delegation packing cases which should be returned to the United Nations through the secretariat. These cases should be clearly and securely labelled with the name of the delegation to avoid any confusion. Only those effects belonging to delegations should be removed from the Palais des Nations; office furniture and furnishings, such as ashtrays, inkwells, desk blotters, waste paper baskets, etc., remain the property of the United Nations and should be left in the Palais offices.

Spec/65/56
Delegations are reminded of their responsibility for the removal of secret documents. They are advised to take charge themselves of the removal of secret documents and papers rather than to pack them in cases which cannot be locked.

Any objects that delegations have requested directly from the United Nations may be removed to the Villa but delegations are responsible for their return to the United Nations before leaving.

Delegations will be expected to make their own arrangements for moving the cases and other effects from the Palais des Nations to the Villa "Les Ormeaux" but those desiring assistance in their removal should get in touch with the GATT Administrative Office (extension 3475).

3. Public transport

The Executive Secretary is prepared to assist delegations which have no private means of transportation by providing a limited shuttle service to Pregny from the railway station. The present bus service indicated below can be supplemented by adding a special service at either 9 a.m. and 9.30 a.m., or 9.30 a.m. and 10 a.m., from Cornavin to Pregny. Delegations are requested to inform the secretariat, not later than Thursday, 26 April, whether they would prefer the first or the second arrangement.

Present time-table: (Ligne Z)

From Cornavin: departure at 8.01 (Wednesday, Thursday and Saturday)
12.15 (every day except Sunday)
14.06 " " " "
17.20 " " " "

From Pregny: departure at 13.36 (every day except Sunday)
14.51 " " " "
18.01 " " " "
19.11 " " " "
20.12 " " " "
4. **Office rental**

As indicated in the memorandum of 6 April, the price for rental of these offices will be Sw.fr. 8.- per unit per day. However, since the secretariat has had to rent the Villa for one month, the offices will be rented to delegations on the basis of a minimum period of one month.

5. **Filing cabinets and lamps**

Delegations now renting filing cabinets and lamps may continue to do so in the new premises. The present arrangement for the rental of lamps is terminated at the end of April; delegations wishing to continue the rental of these lamps should send their request to M. Lauper, Economat, Office No. 62, Palais des Nations, telephone extension 2333, who will arrange for the rental of these lamps during the month of May. As for filing cabinets, delegations wishing to keep them for another period of one month should inform the firm "Agence Underwood SA", 60-62 rue du Stand, telephone 24.43.40.

Delegations leaving the Palais des Nations on or before 27 April should see to it that filing cabinets are returned to the Underwood firm and that the lamps are sent to the secretariat at "Le Bocage" which is storing them before returning them to the firm.

In general, before leaving their offices, the delegations are requested to check that no documents or other effects are left in drawers or in cupboards.

Delegations are reminded to return office door keys issued to them by the central key office (office D.19) upon departure from the Palais des Nations.

6. **Restaurants**

Apart from the Palais des Nations and the Red Cross, there is a restaurant at Pregny (five minutes' walk) and a restaurant at Chambéry (10 minutes' walk from the Villa "Les Ormeaux").