TO: Heads of Delegations to the Tariff Conference
FROM: The Chairman, Tariff Negotiations Committee
SUBJECT: Office accommodation and services during final phase

1. The Tariff Conference has now reached a stage at which the major part of the negotiations are expected to be finished by the beginning of December.

2. However, it is clear that by this time certain negotiations which have only just begun, will not be completed and will have to be continued. Moreover, a great deal of detailed work remains to be done in connexion with the establishment of the Schedules.

3. This will necessitate the continued presence in Geneva of part of the staff of some of the Tariff Conference delegations, even after the formal closure of the conference.

4. As heads of delegations are aware, the arrangement made with the Geneva authorities concerning the rental of the building at rue de Lausanne is on the basis of a monthly lump sum payment. The amounts, together with overhead charges, have been regularly recovered from delegations occupying the building, pro rata to the space occupied. Vacant space and conference rooms have been charged to the GATT budget.

5. These arrangements will be continued until the end of December 1961, and delegations will be billed for the months of November and December in the usual way (including the holiday period).

6. It should be borne in mind, however, that no financial provisions have been made in the GATT budget for the continuation of the Tariff Conference in 1962 and the secretariat cannot accept any further financial responsibility in respect of office space, conference rooms, and services after 31 December 1961.

7. It is therefore intended to notify the Geneva authorities that the present formal arrangement between the secretariat and the Department of Public Works concerning the building at the rue de Lausanne will be discontinued on 31 December 1961. The contracts of the servicing staff (messengers, door-keepers, telephonists) will be terminated as of the same date.

8. Consequently it would be necessary for any delegations wishing to rent office space at the rue de Lausanne or elsewhere in Geneva after 31 December 1961 to make timely arrangements.

9. As far as the building at the rue de Lausanne is concerned requests should be addressed directly to M. Gérard Friedrich, Chef du Service des bâtiments de l'Etat, Rue des Granges, tel. 26.32.00.

10. The Administrative and Financial Services of the secretariat will be ready to advise delegations encountering difficulties in securing the necessary office space.

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