1. It is clear that the use of text processing machines for the preparation of the loose-leaf schedules will bring with it considerable advantages. The fact that the original text is not typed but is registered on floppy disks will make it very much easier to incorporate corrections or additions. Changes can be made on the floppy disks without a need to retype or add more text than is directly affected by the change in question; the machine will make the consequential reorganization of the text and the risk of errors inherent in an extensive retyping, which would otherwise frequently be necessary, will thus be avoided. Another advantage is that the printing company which will print the loose leaves can use the floppy disks directly for the printing of the leaves without having to pass through any intermediate manual process with inherent risks of reproduction errors.

2. It would be helpful if governments can supply their schedules on floppy disks. The GATT secretariat intends to use the NBI 3000 text processing machine. If governments wish to transmit the floppy disks to the secretariat and rely on the secretariat for the continued incorporation of amendments into the material, the floppy disks should thus be prepared on that machine. Further details on this type of machine can be obtained in the secretariat.

3. It is likely to be possible for the secretariat to transfer texts registered on floppy disks of other types of text processing machines to floppy disks used by the NBI 3000. This will have to be explored on a case-by-case basis.

4. It is obvious that the competent authorities of many contracting parties are either using types of text processing machines from which a transfer may not be possible or are not using such machines at all. In
such cases, it would much facilitate the work of the secretariat if the schedules could be typed in special characters, called OCR B, which can be processed by optical reading machines and registered on floppy disks. Balls with this type of characters are available for all makes of typewriters using the ball system.

5. In order to get as early as possible an idea of the material that will be received in due course by the secretariat, it would be much appreciated if governments could inform the secretariat by 1 September 1980 to what extent they would be in a position:
   - to supply their loose-leaf schedules in the form of floppy disks and, in such case, which type of machine they use,
   - to supply their schedule typed with OCR B characters as indicated in paragraph 4 above.