GENERAL AGREEMENT ON
TARIFFS AND TRADE

CONTRACTING PARTIES
Thirtieth Session
19-21 November 1974

INFORMATION FOR DELEGATIONS

1. Meeting rooms
2. Hours of meetings
3. Conference Office
4. Credentials
5. Admission cards
6. Security arrangements
7. Interpretation and use of equipment
8. Prepared speeches
9. Documents distribution
10. GATT publications
11. Acceptance of legal instruments
12. Secretariat offices

Annexes

Secretariat
List of GATT Members
Map of the Palais area, GATT secretariat (Villa Le Bocage)
1. Meeting rooms

The plenary meetings of the thirtieth session of the CONTRACTING PARTIES will take place in Conference Room XVI (situated on the fifth floor of the "Assembly wing" of the Palais des Nations). The opening meeting will be at 10.30 a.m. on Tuesday, 19 November 1974.

Conference Room XVI can be most conveniently reached through door 13. Delegates arriving by automobile should take the Pregny gateway. Those arriving by bus should proceed as far as the Ariana terminus (Vieux-Bois restaurant).

2. Hours of meetings

The usual hours for plenary meetings will be:

10 a.m. to 12.30 p.m.
and 3 p.m. to 6 p.m.

The programme of meetings will be announced each day in the Order of the Day (OD/-). Meetings and hours will be indicated at the entrance to the meeting rooms.

3. Conference Office

As from 18 November the Conference Office will be located in Room A.541 fifth floor (Assembly wing), telephone number 4341. Delegations may address enquiries to this office which will be attended permanently during office hours.

4. Credentials

Credentials for the representatives to the session should be submitted to the secretariat before the opening of the session. As stated in Rule 7 of the Procedures, credentials shall take the form of a communication from or on behalf of the Minister for Foreign Affairs authorizing the representative to perform on behalf of the contracting party the functions indicated in Article XXV of the General Agreement.

5. Admission cards

Since all meetings are private, participants will be required to show admission cards on entering meeting rooms. Cards will be issued at the Conference Office in the Palais as from 18 November and at Room XVI before the first plenary meeting to duly accredited representatives, alternates and advisers.
Representatives are requested to complete, on the opening day of the session, the small white information cards which they will find attached to their admission cards, and return them to the Conference Office. These cards are necessary for compiling the list of representatives and to facilitate communication with representatives. Any changes occurring in the information furnished on the cards should be reported without delay to the Conference Office.

Delegates wishing to obtain SAFI cards may apply to the Conference Office (A.541). Passport numbers will be required when filling in these cards.

6. **Security arrangements**

   All persons entering the meeting rooms are required to show their admission cards. Furthermore, these cards should be shown if requested by the security guards upon entrance to the Palais. Attention is drawn to the fact that all the documentation for the session is restricted and is available only to members of delegations.

7. **Interpretation and use of equipment**

   Simultaneous interpretation will be provided in English, French and Spanish.

   Delegates are requested, when not using their earphones, to turn down the volume regulator, in order to avoid background noises developing to the inconvenience of all in the room. If the earphone is removed when speaking into the microphone, it should not be placed in the immediate vicinity of the microphone, as this interferes with its functioning.

8. **Prepared speeches**

   When a representative intends to speak from a prepared text the task of the secretariat, in particular of the interpreters, the précis-writer and the Information Officer, would be greatly facilitated if three copies of the text were supplied to the secretariat as long in advance as possible.

9. **Documents distribution**

   The regular distribution of documents to governments and intergovernmental organizations will be maintained throughout the session.

   Delegations requiring extra copies of documents relating to the session can obtain them either from the Conference Office or from Conference Room XVI. Copies of documents issued before the opening of the session can be obtained from Room C.111.

   Certain documents relating directly to the session, such as working papers (W.29/- series), orders of the day (OD/- series), and information papers (THIRTY/- series), will not be dispatched outside Geneva.
10. **GATT publications**

Requests for printed GATT publications should be made to Room 125, Annex II (ext. 2085). A list of GATT publications and order forms will be available in the Conference Office. Delegations are reminded that, beyond the regular distribution of printed GATT publications, they will be required to pay for additional copies.

11. **Acceptance of legal instruments**

Delegates empowered by their governments and wishing to accept GATT legal instruments during the session should contact the Secretary of Meetings (ext. 4472).

12. **Secretariat offices**

All offices of the secretariat (with the exception of the Conference Office are in the Villas La Fenêtre, Le Bocage and the two Annexes (see map attached).
## Annexes

### SECRETARIAT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director-General</td>
<td>Mr. O. Long</td>
<td>Fenêtre</td>
<td>4400</td>
</tr>
<tr>
<td>Special Assistant to the Director-General</td>
<td>Mr. H. Reed</td>
<td>Fenêtre</td>
<td>4402</td>
</tr>
<tr>
<td>Senior Adviser for External Relations</td>
<td>Mr. Y. Okawa</td>
<td>Fenêtre</td>
<td>2031</td>
</tr>
<tr>
<td>Chief, Information and Library Service</td>
<td>Mr. J. Croome</td>
<td>Bocage</td>
<td>4430</td>
</tr>
</tbody>
</table>

### OFFICE OF THE DIRECTOR-GENERAL

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director-General</td>
<td>Mr. D.P. Taylor</td>
<td>Fenêtre</td>
<td>2081</td>
</tr>
<tr>
<td>Secretary of Meetings, Director, Conference Affairs Division</td>
<td>Mr. H. van Tuinen</td>
<td>Fenêtre</td>
<td>4472</td>
</tr>
<tr>
<td>Summary Records Officer</td>
<td>Mr. L. Huehne</td>
<td>Fenêtre</td>
<td>4496</td>
</tr>
<tr>
<td>Conference Officer</td>
<td>Miss S. Niklaus</td>
<td>Palais A.541</td>
<td>4341</td>
</tr>
<tr>
<td>Documents Officer</td>
<td>Mrs. N. Haefeli</td>
<td>Bocage Annex</td>
<td>2057</td>
</tr>
<tr>
<td>Director, Languages Division</td>
<td>Mr. R. Glémet</td>
<td>Bocage Annex</td>
<td>4482</td>
</tr>
<tr>
<td>Director, Administrative and Financial Division</td>
<td>Mr. J. Tassin</td>
<td>Bocage Annex</td>
<td>4435</td>
</tr>
</tbody>
</table>

### DEPARTMENT OF CONFERENCE AFFAIRS, AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Director-General (Administrative Assistant</td>
<td>Mr. G. Patterson</td>
<td>Fenêtre</td>
<td>2001</td>
</tr>
<tr>
<td>Director, General Division</td>
<td>Mr. K. Kautzor-Schröder</td>
<td>Bocage</td>
<td>4487</td>
</tr>
<tr>
<td>Director, Agriculture Division</td>
<td>Mr. J.M. Lucq</td>
<td>Fenêtre</td>
<td>4451</td>
</tr>
</tbody>
</table>

### DEPARTMENT OF TRADE POLICY

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
</table>
DEPARTMENT OF TRADE AND DEVELOPMENT

Deputy Director-General  Mr. M.G. Mathur  Office  Fenêtre  2003

Director, Special Assistant for Trade Negotiations  Mr. S.R. Pasin  Office  Bocage Annex  4455

Director, Development Division  Mr. R. Tockor  Office  Bocage Annex  4460

Director, Trade Intelligence Division  Mr. J. Tumlir  Office  Bocage  4485

INTERNATIONAL TRADE CENTRE

Director (Promotions)  Mr. H.L. Jacobson  Office  rue de Lausanne  2235

Director (Programmes)  Mr. V.E. Santiapillai  Office  rue de Lausanne  2235
GATT MEMBERSHIP AS AT 1 NOVEMBER 1974

1. Contracting Parties to the GATT (83)

Argentina
Australia
Austria
Bangladesh
Barbados
Belgium
Brazil
Burma
Burundi
Cameroon
Canada
Central African Republic
Chad
Chile
Congo
Cuba
Cyprus
Czechoslovakia
Dahomey
Denmark
Dominican Republic
Egypt
Finland
France
Gabon
Gambia
Germany, Fed. Rep. of
Ghana
Greece
Guyana
Haiti
Hungary
Iceland
India
Indonesia
Ireland
Israel
Italy
Ivory Coast
Jamaica
Japan
Kenya
Korea
Kuwait
Luxembourg
Madagascar
Malawi
Malaysia
Malta
Mauritania
Mauritius
Netherlands,
Kingdom of the
New Zealand
Nicaragua
Niger
Nigeria
Norway
Pakistan
Peru
Poland
Portugal
Rhodesia
Romania
Rwanda
Senegal
Sierra Leone
Singapore
South Africa
Spain
Sri Lanka
Sweden
Switzerland
Tanzania
Togo
Trinidad and Tobago
Turkey
Uganda
United Kingdom of Great Britain and Northern Ireland
United States of America
Upper Volta
Uruguay
Yugoslavia
Zaire

2. Countries which have acceded provisionally (2)

Philippines
Tunisia

3. Countries to whose territories the GATT has been applied and which now, as independent States, maintain a de facto application of the GATT pending final decisions as to their future commercial policy (17)

Algeria
Bahamas
Bahrain
Botswana
Equatorial Guinea
Fiji
Grenada
Kingdom of the
 begs
Maldives
Mali
Qatar
Swaziland
Tonga
United Arab Emirates
Zambia
Ascenseurs
Portes principales avec leurs numéros
Conciergerie Renseignements
Service médical Soubassement
Banque
Agence Cook
Télégraphe
Entrée du cinéma
Tabacs - Journaux
Restaurant e* étage
Bar 3* étage
Garage à bicyclettes
Service des visites

P Parcs à autos
■ Ascenseurs
▲ Portes principales avec leurs numéros
A Conciergerie Renseignements
B Service médical Soubassement
C Banque
D Agence Cook
E Poste
F Télégraphe
G Entrée du cinéma
H Tabacs - Journaux
I Restaurant 3e étage
J Bar 2e étage
K Garage à bicyclettes
L Service des visites