INFORMATION CIRCULAR NO. 1

This note is the first of several designed to keep delegations informed as to the progress of the administrative preparations for the thirty-eighth session, which is to be held partly at ministerial level.

1. ADMINISTRATIVE TASK FORCE

The secretariat has established an administrative Task Force to handle the various administrative arrangements related to the Ministerial session. This Task Force is composed of the following persons who will be responsible for the areas indicated and who can be contacted directly for information or requests (Tel: 31.02.31):

- **Mr. S.R. Pasin**
  Assistant Director-General
  Department of Conference Affairs and Administration
  Ext. 2111
  Overall responsibility and co-ordination

- **Mr. J. Tassin**
  Director, Liaison and Documentation Division, Assistant to the Head of the Department
  Ext. 2367
  Documentation, protocol and hospitality. Liaison with Swiss Authorities

- **Mr. S. Robinson**
  Director, Conference Affairs Division
  Ext. 2294
  Credentials, conference programme, meeting arrangements, information regarding conference rooms and offices for delegations

- **Miss S. Niklaus**
  Conference Officer
  Ext. 2350

- **Mr. J. Croome**
  Director, External Relations and Information Division
  Ext. 2031/2032/2033
  Press relations, Communications
2. MEETING ROOMS AND OFFICES

The session will be held in the Geneva International Conference Centre (Centre international de conférence de Genève - CICG). The entire building will be for the exclusive use of GATT from 15 through 27 November 1982, i.e. the week preceding the actual session, as well as the week of the session itself.

The overall capacity of Room I in CICG is 1,016 seats (824 in the amphitheatre, 40 on the podium and 152 in the galleries). This number can be increased by 400 seats by removing the partition between Rooms I and II, and even further by removing the partitions of Rooms III and IV. Rooms I and II (or I and III) can also be linked through closed-circuit television facilities.

Five medium-sized (from 100 to 400 seats) and seven small (from 12 to 60 seats) conference and briefing rooms will be also available in the CICG as well as 58 offices for the officers of the CONTRACTING PARTIES, the secretariat and delegations.

3. PRESS FACILITIES

The CICG has a fully equipped Press Area including a communication centre with 10 telexes and 40 telephone booths. Briefing facilities are conveniently located in the Press Area.
These include:

3 recording studios (to be equipped by Radio Suisse Romande)
1 briefing room with a capacity of 50 seats and 2 interpretation cabins
1 briefing room with some 60 seats (without interpretation cabins)
1 Press Room with a minimum of 20 typewriters. This facility can be increased according to need.

4. PARKING

290 parking places will be available to delegations in the underground parking garage next to the CICG (100 meters between the main entrance of CICG and the entrance of the garage – a liaison by walkie-talkie will be established between these two entrances). Additional parking space will be reserved on the street (rue Varembé and chemin Louis-Dunant) for delegations during the session. The small roundabout in front of the main entrance of CICG will be used only for loading and unloading passengers, not for parking.

5. SECURITY

Since the entire building will be for the exclusive use of GATT, security can be, and will be, enforced very tightly. The Swiss Authorities will be responsible for overall security, with the assistance of the GATT security service. Close contacts have already been established with the Swiss Authorities and arrangements will be further refined as the meeting date approaches. Delegations requesting additional security measures outside the conference premises are requested to contact the Swiss Authorities directly.

6. DOCUMENTS AND RELATED FACILITIES

Pigeon-hole grids will be available for delegations to collect messages and documents as soon as these are ready for distribution. Certain documents will also be distributed in meeting rooms.

Photocopying equipment will be made available to delegations, as well as typing facilities, on request.

7. OTHER SERVICES

A cafeteria with a seating capacity of 400, a bar, and a private restaurant with 40 seats are available for the exclusive use of the Ministerial meeting participants. A separate snack-bar will be available in the Press Area (hours: 9 a.m. to 7 p.m.).
A Swiss post office and a bank (UBS) are located at one of the side-entrances of the building and are also accessible from within the building.

A first-aid team will be present during the whole session and ambulances will be on call. The UN Medical Service will also be available.

Arrangements will be made with a travel agency for a travel desk to be available throughout the meeting.

A news-stand and tobacconist will be open during meeting hours.

8. HOSPITALITY

The Swiss Federal Authorities are expected to host a dinner for the Ministers during the week of the session. Further contacts are under way with the Swiss federal and local authorities concerning the organization of receptions and private meetings.

The customary reception of the Chairman of the CONTRACTING PARTIES will also take place during the same week. Delegations wishing to host social events are kindly requested to inform the secretariat (Mr. Tassin) as far in advance as possible so that events can be co-ordinated as much as possible.

9. INFORMATION FOR DELEGATIONS

The customary document entitled "Information for Delegations" will be distributed prior to the Ministerial meeting. A first draft of the Table of Contents of that document is reproduced on the following page.
INFORMATION FOR DELEGATIONS

Hours of Meetings
Meeting Rooms
Information and Registration Desk
Conference Office
Admission Badges
Security Arrangements
Parking
Public Transport
Taxis
Interpretation
Credentials
Prepared Statements
Documents Distribution
Press Facilities
GATT Publications
Acceptance of Legal Instruments
Hospitality and Protocol
Geneva and Swiss Authorities
Facilities Offered at the CICG

Annexes

Secretariat and delegation offices
List of GATT members