This is the second note in a series designed to keep delegations informed as to the progress of the administrative preparations for the thirty-eighth session of the CONTRACTING PARTIES, which is to be held partly at ministerial level.

1. ADMINISTRATIVE TASK FORCE

Following the appointment of Mr. S.R. Pasin as Minister of State in the Turkish Government and the appointment of Mr. J. Tassin as Secretary of the Consultative Committee on Administrative Questions (CCAQ), the composition of the Task Force and the allocation of responsibilities have been amended as follows:

Mr. H. van Tuinen
Head (ad interim) of the Department of Conference Affairs and Administration Ext. 2365

Mr. S. Robinson
Director, Conference Affairs Division Ext. 2294

Miss S. Niklaus
Conference Officer Ext. 2350

Mr. J. Kraus
Director, Inter-Agency Affairs Ext. 2029

Mr. J. Croome
Director, External Relations and Information Divisions Ext. 2031/2032/2033

Overall responsibility and co-ordination

Credentials, conference programme, meeting arrangements, information regarding conference rooms and offices for delegations

Documentation, protocol and hospitality. Liaison with the Swiss authorities

Press relations, communications
Mr. E. von Holzen
Director, Administrative and Financial Division
Ext. 2369/70

Mr. P. Berthin
Head, Internal Services and Security Section
Ext. 2068

It will be recalled that for substantive matters the persons to contact are:

Mr. P. Williams
Director, Technical and Other Barriers to Trade Division
Secretary of the Preparatory Committee
Ext. 2165/2163

Mr. M. Hamid
Counsellor, Development Division
Deputy Secretary of the Preparatory Committee
Ext. 2186

Mr. J. Nusbaumer
Counsellor, Technical and Other Barriers to Trade Division
Ext. 2162/2163

2. MEETING ROOMS AND OFFICES

Delegations are invited to indicate whether they wish to reserve offices or some of the available small conference rooms for private meetings. It will be recalled that five medium-sized (from 100 to 400 seats) and seven small (from 12 to 60 seats) conference and briefing rooms are available.

3. PRESS FACILITIES

As noted in Information Circular No. 1, the conference centre has a well-equipped press area in the basement. Full facilities will be available, including a large telephone and telex installation operated by the Swiss PTT, radio studios, an interview room for television correspondents, a briefing room to be used both for ministerial press conferences and secretariat briefings, and a large working area for correspondents.
Delegations are invited to refer enquiries from correspondents intending to cover the November session to the secretariat (Mr. J. Croome, External Relations and Information Division), which will be glad to provide them with more detailed information on the facilities available and on accreditation requirements. It would be helpful to the secretariat to have a preliminary indication of expected attendance by correspondents.

4. PARKING

It will be recalled that 290 parking spaces will be available in the Garage des Nations for participants to the thirty-eighth session. Special parking cards will be made available to delegations to allow access to these spaces. Delegations are kindly requested to return these cards to the GATT secretariat without fail after the session, since a deposit is forfeited by the secretariat for every unreturned card.

5. SECURITY

Delegations which feel that they have a special security problem are requested to inform the secretariat accordingly.

6. DOCUMENTS AND RELATED FACILITIES

Normal document distribution will be continued throughout the session. In addition, pigeon-hole grids will be available for delegations to collect messages and documents at the CICG. Delegations are invited to indicate whether they wish to receive extra copies of documents.

7. HOSPITALITY

The following events have been tentatively scheduled:

- Wednesday, 24 November
  Dinner by the Swiss Federal Authorities

- Thursday, 25 November
  Reception by the Chairman of the CONTRACTING PARTIES

- Friday, 26 November
  Reception by the Geneva Municipal and Cantonal Authorities

The secretariat has been informed that, in addition to the above-mentioned major functions, certain delegations plan to host a number of events. The secretariat is maintaining a list of all such events of which it has information, and this can be consulted by delegations upon request.