INFORMATION CIRCULAR NO. 4

1. MEETINGS
2. HOURS OF MEETINGS
3. TELEPHONE COMMUNICATIONS
4. INFORMATION AND REGISTRATION DESK
5. CONFERENCE OFFICE
6. SECURITY ARRANGEMENTS
7. ADMISSION BADGES
8. PARKING
9. PUBLIC TRANSPORT
10. TAXIS
11. INTERPRETATION
12. MINISTERIAL STATEMENTS
13. DOCUMENTS DISTRIBUTION
14. PRESS FACILITIES
15. GATT PUBLICATIONS
16. HOSPITALITY
17. LADIES PROGRAMME
18. FACILITIES OFFERED AT THE CONFERENCE CENTRE

Annexes
Secretariat
List of offices
List of GATT members
Plan of CICG
1. MEETINGS

The Thirty-Eighth Session of the CONTRACTING PARTIES will be held in the Geneva International Conference Centre (Centre International de Conférences de Genève - CICG), rue de Varembé, Geneva.

The plenary meetings will take place in Conference Room I situated on H-level of the CICG.

The opening meeting will be on Monday, 22 November 1982 at 3 p.m.

The Ministerial portion of the Session will commence on Wednesday, 24 November at 9 a.m.

2. HOURS OF MEETINGS

Subject to such adjustments as will be necessary, the hours of plenary meetings will be:

**CONTRACTING PARTIES**

- Monday, 22 November
  - 3 p.m. - 5.30 p.m.
- Tuesday, 23 November
  - 9.30 a.m. - 1 p.m.
  - 3 p.m. - 5.30 p.m.

**MINISTERIAL PORTION OF THE SESSION (L/5395)**

- Wednesday, 24 November
  - Opening statement by: Chairman; Host Government Director-General
    - 9 a.m. - 9.30 a.m.
  - Ministerial statements
    - 9.30 a.m. - 12.30 p.m.
  - Statements by observer governments and invited organizations
    - 12.30 p.m. - 1 p.m.
  - Ministerial statements
    - 3 p.m. - 5.30 p.m.
- Thursday, 25 November
  - Ministerial statements
    - 9.00 a.m. - 12.30 p.m.
  - Statements by observer governments and invited organizations
    - 12.30 p.m. - 1 p.m.

No plenary in the afternoon.
THIRTY-EIGHT/4
Page 3

- Friday, 26 November
  - Ministerial statements 9 a.m. - 12.30 p.m.
  - Statements by observer governments 12.30 p.m. - 1 p.m.
  - Ministerial statements 3 p.m. - 5.30 p.m.

- Saturday, 27 November
  - Adoption of Ministerial Declaration 10.30 a.m. - 1 p.m.
  - Closure of the Session

3. TELEPHONE COMMUNICATIONS

The telephone number of the Telecommunications Centre through which incoming telephone calls should be made is:

34 28 00

During plenary meetings, delegates who are requested on the telephone or for whom there is a message, will be warned by a blinking sign which lights up above the podium. The number appearing on this sign corresponds to the delegate's identity badge number. Delegates so called should get in touch with the Telecommunications Centre, situated at the D-level.

Delegations wishing to make telephone calls outside Geneva should use this Centre. For local Geneva calls (dial "0" first), delegations may use the various telephones in the building.

Offices of delegations and secretariat members (see Annex 2) cannot be reached from outside through the above number, but only by dialling:

992 + extension No.

4. INFORMATION AND REGISTRATION DESK; RECEPTION DESK

An Information and Registration Desk will be installed near the entrance in the lobby of the Conference Centre on the Ground Floor. Delegations may address enquiries to this desk which will be staffed permanently during the conference hours.

Tel: 992.336
     992.339

Messages for delegations can be accepted at the Reception Desk situated in the centre of the main lobby.

Tel: 992.330

5. CONFERENCE OFFICE

During the Session (22 to 27 November 1982) the Session Conference Office will be located in the CICG, Office No. J.162, Telephone: 992.501.
6. **SECURITY ARRANGEMENTS**

Appropriate security arrangements have been worked out with the Swiss authorities.

7. **ADMISSION BADGES**

In order to facilitate security checks upon entry into the conference building, the secretariat will issue badges which participants will be requested to wear visibly throughout their presence in the building.

Admission badges will be issued to duly accredited representatives, alternates and advisers at the GATT Conference Office in the Centre William Rappard as from 18 November 1982. On 22 November, badges will be issued at the Registration Desk in the main lobby of the CICG as from 10 a.m. Delegates will be requested to sign for their badges.

Large delegations should preferably nominate one person responsible for collecting the badges for all members of the delegation.

8. **PARKING**

No parking is allowed in the vicinity of the Conference Centre. The roundabout in front of the main entrance of the Centre, will be used only for unloading and loading of passengers. For security reasons, the roundabout can be entered only by chauffeur-driven official cars of delegations, which bear a special sticker behind the windscreen. Such stickers are available to delegations on request at the GATT Security Service, Office No. 62 in the Centre William Rappard.

Chauffeur-driven official cars are requested not to remain parked in the vicinity of the Centre but to leave the area and return only just before the expected end of the meeting.

A very limited number of entry cards, giving free access to the underground garage "Parking des Nations" are at the disposal of delegations. These cards can be collected from the GATT Security Service, Office No. 62 in the Centre William Rappard, as from 18 November 1982.

Delegations are requested to return these entry cards to the GATT Security Service without fail by 30 November at the latest.

9. **PUBLIC TRANSPORT**

Because of its proximity to the rue de Vermont and the Place des Nations, the CICG is served by bus lines E, F, O and 14.
10. **TAXIS**

The nearest taxi rank is situated at 37-39, rue de Vermont, ABC Taxis
Tel: 94 71 11. Taxis at the Place des Nations can be called by dialling 141.

11. **INTERPRETATION**

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

12. **MINISTERIAL STATEMENTS**

Ministers addressing the CONTRACTING PARTIES will be asked to speak from a
rostrum established at the podium.

In order to facilitate the sequence of the speakers, the first seat at the
front row will be reserved for the next speaker. Speakers will be invited
already to move to this reserved seat while the preceding speaker is delivering
his statement.

As recommended by the Preparatory Committee (L/5395, page 2), speakers
will be asked to limit their interventions to no more than eight minutes, i.e.
not more than about two and a half pages typed in single spacing. This would
not preclude delegations, wishing to do so, from circulating a more
comprehensive statement to all participants at a later stage.

Arrangements have been made for statements delivered on one day to be
circulated in the three official languages the day after, provided advance
copies are submitted to the secretariat before 10 a.m. in one of the official
languages and their length does not exceed by more than 50 per cent the length
of an eight-minute speech delivered at normal speed. It will also be possible
to have speeches, submitted in writing more than twenty-four hours in advance,
available in the three official languages on the day of their delivery. It
would not be possible to take account of departures from the written text made
by speakers.

Apart from the above, the task of the interpreters and the summary records
officer would be greatly facilitated if seven copies of prepared texts could be
supplied to the Summary Records Officer as long in advance as possible.
13. DOCUMENTS DISTRIBUTION

Normal document distribution will be continued throughout the Session.

In addition, pigeon-holes will be available at the CICG for delegations attending the Session to collect messages and documents. These pigeon-holes are located in the main lobby of the CICG on the ground floor. Delegations are invited to indicate whether they wish to receive extra copies of documents.

Certain documents relating to the Session, such as ministerial statements, information papers (Thirty-Eight series) and working papers (W.38 series), will not be dispatched outside Geneva.

Attention is drawn to the fact that the documentation for the Session is restricted and is available only to members of delegations.

14. PRESS FACILITIES

Full facilities for the Press will be available in the Press Area from 10 a.m. on Monday, 22 November 1982 onwards. Journalists may also register at GATT headquarters on 17, 18 and 19 November.

These facilities include a Press working area (equipped with tables, chairs and typewriters), a central registration and information desk, two press conference and briefing rooms, four radio studios, lounge and bar. A room will be equipped for television interviews. The telecommunications centre, with forty telephone cabins and ten telex machines, is adjacent to the Press facilities.

Copies of documents or statements for distribution to the Press should be given to the official on duty at the Press information desk. Distribution to the Press will be greatly speeded up if delegations supply sufficient copies (a minimum of 150 copies, preferably in both English and French).

Any request for reservation of the Press conference room for a Minister or delegation wishing to give a press briefing should be coordinated through the GATT Press Office (E.128, tel: 992.309) or the Press information desk (tel: 992.284).

Delegations are invited to inform the Press Office of the name and telephone number of the person to whom they wish any Press enquiries to be directed.

15. GATT PUBLICATIONS

A list of GATT publications and order forms will be available at the Information and Registration Desk to which requests for printed GATT publications should be made. Delegations are reminded that, beyond the regular distribution of printed GATT publications, they will be required to pay for additional copies.
16. **HOSPITALITY**

The following events are scheduled:

**Wednesday, 24 November**
Ministerial dinner by the Swiss Federal authorities in the Château de Chillon

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

**Friday, 26 November**
Reception by the Geneva Municipal and Cantonal Authorities open to all participants

In addition certain delegations are arranging their own receptions, such as:

**Tuesday, 23 November**
Reception by the delegation of Denmark on behalf of the European Communities

Delegations planning to host events in addition to the above-mentioned major functions are kindly requested to inform the secretariat (Mr. Kraus, ext. 2029) as early as possible. The secretariat is maintaining a list of all such events of which it has information in order to help co-ordinate them.

17. **LADIES PROGRAMME**

The secretariat is organizing a programme for ladies accompanying participants:

**Wednesday, 24 November**
Morning visit with lunch

**Thursday, 25 November**
All-day visit

**Friday, 26 November**
Morning visit.

A detailed programme is available on request. Delegations are asked to make reservations as soon as possible, and **at least twenty-four hours** before the visits take place. Enquiries should be addressed to:

Mrs. N. Haefeli (GATT - tel. 31 02 31, ext. 2292),
Mrs. S. Croome (tel. 76 38 74).

18. **FACILITIES OFFERED AT THE CONFERENCE CENTRE**

**Post and Telecommunications**

There is a Post Office on the ground floor with direct access to the counters from the Conference Centre:

**Hours:**
- 7.30 a.m. to 12 noon
- 1.45 p.m. to 6.30 p.m.

**Tel:** 34 28 83
A Telecommunications Centre (Tel. 34 28 00, telex 423151) is situated in the basement (level D) with telex facilities and numerous telephone booths. Delegations wishing to make calls outside Geneva should use this Centre. For local Geneva calls (dial "0" first) delegations may use the various telephones in the building.

Hours:
- 22 November 1982: 9 a.m. to 9 p.m.
- 23 November 1982: 9 a.m. to 11 p.m.
- 24-26 November 1982: 9 a.m. to 11 p.m.
- 27 November 1982: 9 a.m. to 7 p.m.

Bank
A banking office of the Union Bank of Switzerland is located next to the Post Office.

Hours: 8 a.m. to 6.30 p.m.
Tel: 33 75 25.

Medical Service
Delegations are informed that a Medical Service is situated behind the bar on the ground floor and will be attended from 9 a.m. to 1.30 p.m. and from 2.30 p.m. to 6 p.m.

Tel: 992.370
Office No. G - 298.

Cloakroom
The cloakroom for the use of participants is situated in the main entrance hall of the CICG.

Bars, Cafeteria and Restaurant

Hours:
- Cafeteria: 11.30 a.m. to 2 p.m.
- Restaurant: 11.30 a.m. to 2 p.m.
- Bars: 8 a.m. to 6 p.m.

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

Travel desk
A travel desk will be situated in the main entrance hall of the CICG.

Hours:
- 9 a.m. to 1.30 p.m. and
- 2.30 p.m. to 6 p.m.

Tel: 992 326
## Annex 1

### I. ORGANIZATION OF THE SESSION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Division/Office</th>
<th>Office</th>
<th>Tel.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. H. van Tuinen</td>
<td>Head a.i. of Department of Conference Affairs and Administration</td>
<td>3007</td>
<td>2365</td>
</tr>
<tr>
<td>Mr. S. Robinson</td>
<td>Secretary of meetings Director, Conference Affairs Division</td>
<td>3010</td>
<td>2294</td>
</tr>
<tr>
<td>Mr. L. Huehne</td>
<td>Summary Records Officer</td>
<td>2071</td>
<td>2226</td>
</tr>
<tr>
<td>Miss S. Niklaus</td>
<td>Conference Officer</td>
<td>14</td>
<td>2350</td>
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### II. SECRETARIAT

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<th>Name</th>
<th>Position and Office</th>
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<th>Tel.*</th>
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</thead>
<tbody>
<tr>
<td>Mr. A. Dunkel</td>
<td>Director-General</td>
<td>1010</td>
<td>2100</td>
</tr>
<tr>
<td>Mr. D. Hartridge</td>
<td>Chef de Cabinet of the Director-General</td>
<td>1009</td>
<td>2105</td>
</tr>
<tr>
<td>Mr. M.G. Mathur</td>
<td>Deputy Director-General</td>
<td>2012</td>
<td>2246</td>
</tr>
<tr>
<td>Mr. W.B. Kelly, Jr.</td>
<td>Deputy Director-General</td>
<td>1020</td>
<td>2114</td>
</tr>
<tr>
<td>Mr. T. Konaté</td>
<td>Senior Adviser</td>
<td>1002</td>
<td>2112</td>
</tr>
<tr>
<td>Mr. P. Barthel-Rosa</td>
<td>Director, Development Division</td>
<td>2009</td>
<td>2243</td>
</tr>
<tr>
<td>Mr. J. Croome</td>
<td>Director, External Relations and Information Division</td>
<td>20</td>
<td>2031</td>
</tr>
<tr>
<td>Mr. J. Hanus</td>
<td>Director, Translation and Documentation Division</td>
<td>4006</td>
<td>2385</td>
</tr>
<tr>
<td>Mr. E. von Holzen</td>
<td>Director, Administrative and Financial Division</td>
<td>3020</td>
<td>2369</td>
</tr>
<tr>
<td>Mr. K. Kautzor-Schröder</td>
<td>Director, Non-Tariff Measures Division</td>
<td>1024</td>
<td>2118</td>
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<tr>
<td>Mr. J. Kraus</td>
<td>Director, Inter-Agency Affairs</td>
<td>12</td>
<td>2029</td>
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</table>

*Offices and telephone numbers refer to the Centre William Rappard. Offices and telephone numbers during the week of the Session are indicated in Annex 2.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
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<tr>
<td>Mr. A. Lindén</td>
<td>Director, Tariff Division</td>
<td>1061</td>
<td>2151</td>
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<tr>
<td>Mr. O. Lopez-Noguerol</td>
<td>Director, Technical Co-operation Division</td>
<td>2035</td>
<td>2251</td>
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<tr>
<td>Mr. J.-M. Lucq</td>
<td>Director, Agriculture Division</td>
<td>1026</td>
<td>2121</td>
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<tr>
<td>Mr. D. Peart</td>
<td>Director, Training Division</td>
<td>3056</td>
<td>2363</td>
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<tr>
<td>Mr. M. Salib</td>
<td>Director, Special Projects Division</td>
<td>1044</td>
<td>2142</td>
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<tr>
<td>Mr. J. Tumlir</td>
<td>Director, Economic Research and Analysis Unit</td>
<td>2030</td>
<td>2249</td>
</tr>
<tr>
<td>Mr. P. Williams</td>
<td>Director, Technical and Other Barriers to Trade Division</td>
<td>1074</td>
<td>2165</td>
</tr>
<tr>
<td>Mr. L. Till</td>
<td>Chief Statistician</td>
<td>2027</td>
<td>2247</td>
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III. TEXTILES SURVEILLANCE BODY

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<th>Name</th>
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<tr>
<td>Mr. M. Raffaelli</td>
<td>Chairman</td>
<td>1043</td>
<td>2133</td>
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</table>

*Offices and telephone numbers refer to the Centre William Rappard. Offices and telephone numbers during the week of the Session are indicated in Annex 2.*
## Provisional List of Offices of Delegations and Conference Secretariat

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tr>
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<td>J 134</td>
<td>451</td>
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<td>Chairman (Ministerial Session)</td>
<td>J 133</td>
<td>529</td>
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<td>J 132</td>
<td>528</td>
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<tr>
<td>Chairman's Conference Room</td>
<td>Salle XI</td>
<td>530</td>
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<td>ASEAN Group</td>
<td>J 121</td>
<td>517</td>
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<td>J 123</td>
<td>519</td>
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<td>Denmark</td>
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<td>Germany, Fed. Rep. of</td>
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*When making telephone calls from outside, dial 992 plus extension number.
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<td>Main entrance</td>
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<td>Registration and Information</td>
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<td>Travel Desk</td>
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GATT MEMBERSHIP AS AT 20 NOVEMBER 1982

Contracting parties to the GATT (88)

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

Acceded Provisionally (1)

Tunisia

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 (30)

Algeria  Equatorial Guinea  Mali  Solomon Islands
Angola  Fiji  Mozambique  Swaziland
Bahamas  Grenada  Papua New Guinea  Tonga
Bahrain  Guinea-Bissau  Qatar  Tuvalu
Belize  Kampuchea  St. Lucia  United Arab Emirates
Botswana  Kiribati  St. Vincent  Yemen, Democratic
Cape Verde  Lesotho  Sao Tomé and Principe
Dominica  Maldives  Seychelles