1. The Executive Secretary has been informed by the Director of the European Office of the United Nations that 88 offices will be available for delegations participating in tariff negotiations from 18 January 1956 to the end of March 1956 at which time the situation may have to be reviewed.

2. On the basis of information received from governments it would be possible to accommodate the delegations at the Palais des Nations if the governments are content with the minimum requirements of offices indicated in their communications. In that event it would not be necessary to make arrangements outside the Palais until the end of March. If this suggestion were not acceptable it would be possible to provide extra office accommodation at the Bâtiment Electoral, but in view of the heavy expenses for the heating of that building the rent for the offices would be substantially higher than rents in the Palais des Nations and it would appear fair to equalize the rent and to charge all delegations the same rent for offices in both places.

3. In order to enable the secretariat to finalize the arrangements with the United Nations, delegations are requested to notify the secretariat (extension 3471) not later than 30 November 1955 the minimum amount of office space required, indicating the number of persons to be accommodated in these offices. Failing such a reply, the minimum number of offices indicated in previous communications will be allocated to the delegations concerned.

4. In addition to the offices allocated to delegations, the United Nations will place at our disposal Room A.499 to be used for tariff negotiations. This office will be rented on a daily basis for the delegations making use of it. Apart from this meeting-room, the European Office of the United Nations has expressed its willingness to make whatever ad hoc arrangements it can to meet requests for additional meeting-rooms for negotiations. Should adequate meeting-room space not be available at all times, delegations should take into account the possibilities of having to conduct those negotiations in their own offices.
5. Subject to paragraph 2 above, the charges for the offices will be Sw. Fr. 5.-- per day per standard office unit. This charge should be paid by the delegations to the ICITO secretariat before the end of the Tariff Conference. In this respect the secretariat has been requested by the United Nations to inform delegations that the rent includes light, heating, cleaning and local telephone calls, as well as standard office equipment and that all additional furniture which may be requested by delegations is provided by the United Nations insofar as this furniture is available. In this connexion this secretariat has been told that the United Nations will not be in a position to satisfy all demands for filing cabinets with keys and that it would therefore be preferable for each delegation to make their own arrangements to secure these filing cabinets.

6. Supplies. As the United Nations is not in a position to meet demands for supplies except in very exceptional circumstances, delegations are requested to bring their own supplies (stationery, stencils, box files etc.).

7. Reproduction and translation of documents

(a) As a rule the GATT secretariat and the United Nations are not in a position to cut stencils for delegations. The GATT secretariat will, however, be prepared to make arrangements for delegations which do not contemplate having clerical staff in Geneva. The United Nations Distribution Service will be prepared, insofar as their own workload permits, to roll stencils for delegations at the United Nations reimbursement rates charged for services rendered. In any event requests for such work must be channelled through the secretariat.

(b) Translation: the secretariat may arrange with the Brussels International Tariff Bureau for translation of schedules at the request of delegations.

(c) Typewriters and roneo machines: the secretariat keeps a list of firms specialized in the renting of typewriters and roneo machines. As regards roneo machines, delegations are requested to consult the secretariat for technical reasons before installing these machines in their offices.

(d) Secretarial assistance: the secretariat maintains a list of secretaries who can be contacted for temporary employment.