1956 TARIFF CONFERENCE

SECURITY REGULATIONS

Memorandum by the Executive Secretary

Because of the disposition of delegation offices in the Palais des Nations and because of the many entrances to the office areas it has been impossible to organize any effective external security arrangements for the 1956 Tariff Conference. It will therefore be necessary to rely entirely on internal security measures. The procedures which are laid out below appear to represent the minimum requirements for security. They will only be effective if all delegations, in the common interest, co-operate in their enforcement.

(a) Secret documents in unattended offices must be locked up.

(b) The GATT messenger will deliver secret documents only to those individuals who have been named for that purpose in writing by the Head of the delegation.

(c) Every effort must be made to limit access to GATT reserved areas in the Palais to persons wearing a GATT badge.

(d) No one will be admitted to conference rooms without showing the official admission card.

1. Custody of secret documents and their security in delegation offices

Delegations are reminded of their responsibility to other delegations for ensuring the safe-keeping of secret and confidential papers in their possession. It is particularly important that such papers be locked up whenever an office is left unattended. If a delegation wishes to take the additional precaution of locking its office, a key may be obtained from Office D.19 in the Palais. The cleaning service of the Palais will have pass-keys to all offices. Most offices are provided with cupboards which can be locked; in addition a limited number of filing cabinets with locks can be rented for the duration of the Conference through the GATT Administrative Office, Villa le Bocage, extension 3475.
2. Designation of persons authorized to receive secret documents

Each delegation should not later than 20 January give the conference secretariat (Office A.654) a list of the full names of those individuals who are authorized to receive secret documents on behalf of the delegation. A form is being given to each delegation leader for this purpose. All persons authorized to receive secret documents will have GATT badges and admission cards for purposes of identification. In case no authorized person is in the delegation office a note will be placed there indicating that a secret document may be called for in Office A.654.

3. Distribution of secret documents

An official messenger, M. Richard, will distribute secret documents to delegation offices in the Palais des Nations. A delegation which wishes to have its own secret documents distributed by the secretariat should deliver them to Office A.654. Any other type of inter-office despatch may be given to the regular messengers in the Palais.

The procedure for the delivery of secret documents will be as follows:

1. Each copy will be numbered and a record kept of recipients.
2. Copies will be delivered in single envelopes.
3. Only one copy will be issued per delegation; additional copies may be obtained only with prior approval of the Executive Secretary.
4. No secret document will be delivered unless signed for by an authorized person.

There will be no delivery service outside the Palais. Delegations with offices outside the Palais should send an authorized person designated in accordance with paragraph 2 to pick up secret documents in Office A.654.

4. Reproduction of secret documents

All offer lists and any document which includes information about the nature of offers that have been made by a participating government will be classified "SECRET". Although delegations are responsible for the reproduction of their own offer lists, the United Nations will reproduce documents for delegations which are unable to do so themselves. The documents service in the Palais will not accept requests for reproduction of documents directly from delegations; such requests must be made through the conference secretariat, Office A.654. A minimum charge for paper and labour will be made by the United Nations.

Delegations should prepare their own stencils for reproduction, using the size and form of stencil required for the Palais roneograph machines. After the stencils are cut and ready for roneographing, they should be handed in to Office A.654 with full instructions as to the number of copies desired and as
to their subsequent disposition, i.e. if to be returned to the delegation or to be distributed, etc. No stencils should be left without obtaining a receipt from the conference secretariat. When the delegation obtains the completed document and stencil from the secretariat it will be required to return the receipt.

Although the secretariat has made every effort to ensure the security of secret documents given them for reproduction in the Palais, it is desirable where possible that delegations reproduce their own secret documents.

5. GATT badge and reserved areas

To facilitate rapid identification of persons participating in the Conference, the secretariat is issuing to all delegation members whose names have been given to the secretariat in writing a red and white badge bearing the letters "GATT". This badge should be worn at all times in the sectors of the Palais des Nations where delegation offices are located. Each badge is numbered to correspond to the number of the member's admission card.

Signs are being placed in the corridors of the Palais to identify those areas in which delegation or conference secretariat offices are located. Instructions have been given to the floor attendants in these reserved areas to challenge any person not wearing a GATT badge. Any person challenged will be required to show his admission card. Delegates should report to attendants the presence in a reserved area of any person not wearing a GATT badge.

Each delegation will be responsible for the badges that have been issued to it and for obtaining and returning to the secretariat badges of members of their delegation upon their departure from Geneva. At the end of the Conference all badges still held should be returned. Delegations may not transfer badges from one individual to another.

6. Admission cards

The secretariat will issue blue admission cards dated 18 January 1956 to all members of delegations participating in the Conference; brown admission cards will be issued to members of delegations of observer governments and of intergovernmental organizations. These numbered cards will be used as a means of identification for entering conference rooms, receiving documents, etc. They should be obtained before the opening meeting in the conference secretariat office A.654.

For the convenience of delegations who have not been able to submit their lists of delegates or to obtain cards and badges before 1 o'clock on 18 January, a registry desk will be opened outside Conference Room VII at 2.30 p.m. on that day and identification cards will be issued to permit individuals who are personally identified by the Head of delegation to attend that afternoon's meeting.