The procedures which are laid out below appear to represent the minimum requirements for the security of the Conference Building. 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 kept under lock and key

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

(c) No one will be admitted to the Conference Building without showing an 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 the Head Messenger in the Conference Building, on the first floor. The cleaning service will have pass-keys to all offices. All offices are provided with steel cupboards which can be locked; furthermore, all desks have keys.

2. Designation of persons authorized to receive secret documents

Each delegation should give the conference secretariat (office 707) a list of the full names of the persons 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 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 at the distribution centre on the first floor.
3. **Distribution of secret documents**

A delegation which wishes to have its own secret documents distributed by the secretariat should deliver them to office 707. Any other type of inter-office despatch may be given to the regular messengers in the building.

The procedure for the delivery of secret documents should 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 Director of the Trade Policy Division.
4. No secret document will be delivered unless signed for by an authorized person.

There will be no delivery service outside the Conference Building. Delegations with offices outside the **Building should send an authorized person designated in accordance with paragraph 2 above to pick up secret documents at the distribution centre on the first floor.**

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 lists, the GATT secretariat will process documents for delegations which are unable to do so themselves. Such requests must be made through the conference secretariat, office 707. Delegations will be charged for the reproduction costs involved.

Delegations wishing to avail themselves of this service should prepare their own stencils for reproduction, using the size and form of stencil required for the GATT roneograph machines. After the stencils are cut and ready for roneographing, they should be handed in to office 707 with full instructions as to the number of copies desired and as to their subsequent disposal, 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, it is preferable that delegations reproduce their own secret documents when possible.

5. **Admission cards**

To facilitate rapid identification of persons participating in the Conference, the secretariat is issuing green admission cards to all delegation members whose names have been given to the secretariat in writing. These cards are numbered and will be used as a means of identification for entering the Building, the Palais conference rooms, for receiving documents, etc. They should be obtained in the conference secretariat office 707. Delegates unable to show their cards may be refused entry.