GENERAL AGREEMENT ON TARIFFS AND TRADE

1960-61 Tariff Conference

INFORMATION FOR DELEGATIONS

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Map including GATT Conference Building, Villa le Bocage and Palais des Nations
Map of Palais des Nations, GATT secretariat (Villa le Bocage)
INFORMATION FOR DELEGATIONS

Meetings

1. The public opening meeting of the 1960-61 Tariff Conference will take place in the Council Chamber of the Palais des Nations at 3 p.m. on 1 September 1960.

Thereafter, other meetings of the Conference, such as the Heads of Delegations and the Tariff Negotiations Committee will be held in conference rooms in the Palais des Nations. These meetings will be private and only delegates and observers officially accredited will be admitted to the conference rooms, however, in some cases when announced, the meetings of the Tariff Negotiations Committee will be limited to committee members only. Attendants have been instructed to control strictly the entry to all conference rooms and to allow no one to enter without presenting an admission card.

Notices of meetings held in the Palais will be posted on the bulletin boards at the Palais entrance doors No. 2 and 6. The most convenient entrance for delegates arriving by automobile or bus is door No. 6 for the opening meeting on 1 September, entrance from the Place des Nations, otherwise doors No. 11 or 20.

Smaller meetings will be held in the committee rooms in the Conference Building in the rue de Lausanne. Furthermore, all conference meetings taking place will be posted on the notice board at the main entrance of the Conference Building.

Accreditation

2. Official lists of representatives participating in the 1960-61 Tariff Conference should be submitted to the conference secretariat, office 707, before the opening of the Conference.

For purposes of compiling the list of representatives any changes whatever in the composition of delegations should be reported in writing to the office above.

Admission cards

3. Admission cards can be obtained in the conference secretariat office, 707, if official lists of representatives have been submitted in writing to the secretariat beforehand. Cards will be issued only to delegates who have been officially accredited in writing to the secretariat.

Representatives are requested to complete, as soon as possible, the green information cards that they will receive with their admission cards and to return them to the conference secretariat office. These cards are necessary in contacting representatives in the course of the conference. Any changes occurring in the information furnished on them should be given to the above office.

Office of the Chairman

4. The office of the Chairman of the Conference is situated on the seventh floor of the Conference Building, Room 701, extension 438.
Delegation offices (GATT Conference Building, 63 rue de Lausanne)

5. Offices have been allocated in the Conference Building insofar as possible to meet the requests of delegations. They are located on the second to the seventh floors inclusive and are furnished with standard equipment. A list of office and telephone numbers of the delegations is given in document TN.60/INF/4. Any enquiries about offices should be directed to the Administrative Services in the Villa le Bocage, extension 3494. Enquiries concerning the payment of office bills should be directed to the Finance Officer in the Villa le Bocage, extension 3478.

The Conference Building is open from 8 a.m. to 8 p.m. Monday to Friday (8.30 a.m. to 4 p.m. Saturday). The Building is closed on Sundays.

The attention of delegations having offices in the Conference Building is drawn to the fact that some of these offices have never been occupied before, therefore the GATT secretariat will be held responsible for turning them over to the future occupants in perfect condition. The co-operation of all is invited to maintain the new condition of these offices and their furnishings.

Secretariat offices

6. The offices of the secretariat are located on the seventh floor of the Conference Building at 63 rue de Lausanne. Offices are being maintained there by the Director of the Trade Policy Division, the Secretary of the Conference, and members of the Trade Policy Division dealing with the Conference. All other secretariat members and services are located in the Villa le Bocage (see map attached). Telephone and office numbers of the secretariat, located in the Conference Building and the Villa le Bocage, are contained in document TN.60/INF/4. The Palais des Nations and the Villa le Bocage are normally closed on Saturdays and Sundays, and the regular secretariat services are not then available.

Rooms for negotiations

7. There will be several small rooms on the first and second floors of the Conference Building placed at the disposal of delegations for negotiations that cannot be conducted in offices. Application for these rooms should be made in advance to the secretariat conference office, 707, which will allot them as requests are made.

Attendants and messengers

8. The entrance and offices of the Conference Building are attended by guards and messengers whose posts and telephone numbers are:

- Main entrance No. 63 (ground floor)... Ext. 200
- Main entrance No. 65 (ground floor)... Ext. 201
- Head messenger and building distribution centre (first floor, office 103). . Ext. 207
- Committee Room A (first floor) . Ext. 202
- Committee Room B (first floor) . Ext. 203
- Committee Room C (second floor) . Ext. 209
- Committee Room D (second floor) . Ext. 210
- Committee Room E (second floor) . Ext. 211
The messenger service will be maintained in the Building from 8.30 a.m. to 6.30 p.m. from Monday to Friday, and 8.30 a.m. to 1 p.m. on Saturday.

Office security arrangements

9. Delegations are advised to make their own precautionary arrangements for the security of any papers, documents and belongings left in offices. The reception of visitors should not be encouraged on the premises of the Conference Building and delegations are responsible for any person they admit to the Building. Attention is drawn to document TN.60/INF/1 which deals in greater detail with security matters.

Conference documents

10. The following documents series will be issued during the Conference:

- General conference documents  . . . . . . TN.60/
- Minutes of Tariff Negotiations Committee TN.60/SR.
- Working party documents  . . . . . . TN.60/W.
- Information documents  . . . . . . TN.60/INF/

Arrangements for the distribution of conference documents are described in document TN.60/INF/2. Information on the arrangements for distributing secret documents pertaining to the Conference is given in document TN.60/INF/1, "Security Regulations".

Submission of general documents

11. General documents which representatives wish to have reproduced and circulated should be delivered in one of the working languages to the conference secretariat, office 707, and not to the Palais Document Distribution Service. In view of the limitation of the technical staff available, particularly the translation staff, documents ought to be turned in at least twenty-four hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document must be furnished in order to assist in its speedy translation and reproduction. The work of the secretariat would be facilitated if all communications to the Executive Secretary were submitted in three copies.

Special reproduction of documents

12. It will be possible for delegations which are not in a position to reproduce their own documents to submit typed stencils, following the necessary models, for their reproduction by the GATT secretariat. These stencils should be submitted to the conference secretariat, office 707, which will process them. Delegations will be billed for the costs incurred.
GATT publications

13. Any request for printed GATT publications should be made to the GATT Information Office in the Villa le Bocage, extension 3490, and not to the United Nations Document Distribution Service. Delegations are reminded that beyond the regular distribution made of each publication they will be required to pay the cost price for any additional copies.

Prepared speeches

14. Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the Conference before the statement is made, for use of the interpreters, the conference secretariat, and the Information Officer.

Public information

15. All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa le Bocage, extension 3490.

Hospitality

16. It is suggested that delegations wishing to give receptions, dinners, etc., consult with the conference secretariat, office 707, extension 448, in order to avoid conflicting engagements.

Mail for delegations

17. Delegations should have their mail addressed to them at the Conference Building as follows:

Mr./Mrs./Miss
Delegation of
GATT Conference Building,
63 rue de Lausanne,
Geneva.

Delivery liaison: Conference Building/Palais des Nations/Villa le Bocage

18. The secretariat is maintaining a despatch service between the Conference Building, the Palais des Nations and the Villa le Bocage to deliver mail, etc., several times throughout the day, except Saturday afternoons. The floor messengers will collect this and attend to its on-forwarding. Delegations are reminded to put sufficient postage on mail for other destinations and to look after the despatch of registered, express and/or parcel mail (see paragraph 28 below).
Parking of vehicles and traffic

19. (a) Car parks

Conference Building: Reserved space is available to the side of the building (rue Rothschild) and to the rear of the building (rue Ferrier, as well as in the avenue Blanc). This space can be used for the cars of delegations having offices in the Conference Building, they should request from the conference secretariat office 707 a special sticker which is to be placed visibly on the front windshield of their car. Any cars not having this GATT sticker on their front windshield will not be allowed to use the space available for parking, and will be subject to police control. In view of the difficulty in solving the parking problem around the Conference Building, all drivers are asked to use only the spaces reserved for the GATT and to leave all other parking spaces for the local population and commercial firms. This matter has been particularly awkward to settle and, therefore, the cooperation and goodwill of all is important.

Palais des Nations: Delegations attending meetings in the Palais are asked to use the car parks located near doors No. 11 and 20 which are available to the GATT Conference. Access to these car parks and entrances is indicated by the red arrows on the attached plan.

19. (b) Motorists are asked:

- to exercise care and drive very slowly within the United Nations grounds and vicinity. When entering the gateway vehicles should go "dead slow",

- to observe the traffic and parking regulations which are the same as those in force throughout Switzerland,

- to follow the instructions on the traffic signs and those given by the attendants in charge of traffic and parking,

- in the event of an accident within the Palais grounds to follow the attendant's instructions or, in their absence, the instructions of the person in charge at the Conciergerie (door No.2) of the Palais, with regard to first-aid arrangements and certain necessary formalities.

Local transportation and taxis

20. (a) To reach the Conference Building a bus service (No. 5 bus) operates at intervals of twelve minutes, and six minutes during rush hours, between the railroad station - Place Cornavin - (or prior stops starting from Malagnou, Rive and the Place du Lac) and the Conference Building in the rue de Lausanne, stopping near the entrance. The No. 5 bus route connects at the railroad station with other tram, trolley-bus and motor-bus routes. Furthermore, it continues on from the Conference Building in the rue de Lausanne to the ILO Building and on to the Place des Nations.

20 (b) To reach the Palais des Nations a bus service operates at intervals of twelve minutes, and six minutes during rush hours, between the Palais des Nations and the railroad station (Place Cornavin), connecting with other tram, trolley-bus and motor-bus routes.
20. (c) Taxis can be obtained through the messengers or guards on duty in the Conference Building, or at the nearest entrance doors in the Palais.

Hotel accommodation

21. Requests for hotel rooms and enquiries relating to them should be referred to Thos. Cook & Son, office B-1, extension 2850 (first floor, secretariat wing, Palais des Nations). The city office dealing with this matter is the Intérêts de Genève, 3 Place des Bergues, which has offered to assist delegates in finding hotel rooms, apartments, etc.

Supply of duty-free petrol

22. In order to obtain duty-free petrol for Heads of delegations and official delegation cars, declaration forms are available in the conference secretariat office 707 which must be filled out and duly countersigned by the Head of delegation and then returned to the secretariat for processing. The petrol card (which is strictly personal) will be forwarded in due course to the delegate concerned.

The petrol card must be returned to the GATT Administrative Services in the Villa le Bocage as soon as its validity has expired, and in all cases before the departure from Geneva of the delegate.

Travel arrangements

23. (a) Reservations

Travel tickets and reservations are handled by Thos. Cook & Son, which have an office in the Palais (see paragraph 21 above).

23. (b) Passports and visas

Any questions relating to passport formalities or applications for visas should be addressed directly to the diplomatic missions concerned.

23. (c) Customs formalities

For matters relating to customs formalities, transport, etc., delegations should contact office 50 in the Palais, extension 2647 or 2570. It is essential that delegations receiving Swiss customs documents for their cars or belongings surrender them to the customs officials when they finally leave.

23. (d) Despatch of personal effects, documents, etc.

Questions relating to the despatch of personal effects, documents, etc., should be addressed to office 50 in the Palais, extension 2647 or 2570.

Library

24. Applications for books and periodicals to be consulted in the United Nations Library should be made to the Loan and Reference Desk on the first floor of the library wing, extension 3094. The library is open at the following hours
library wing, extension 3094. The library is open at the following hours:

Monday to Friday  8.45 a.m. to 6.15 p.m.
(Loan and Reference Desk is closed 12.30 to 2 p.m.)

Saturday       Closed

Since the GATT secretariat is responsible to the United Nations for books borrowed by delegations, representatives are requested to return to the library all books before the end of the Conference.

Restaurant and cafeteria facilities

25. (a) Conference Building (63 rue de Lausanne)

A canteen is open on the second floor of the building where drinks and refreshments are available from 8 a.m. to 8 p.m. weekdays, and 8 a.m. to 1 p.m. on Saturdays.

25. (b) Palais des Nations

A restaurant is open on the eighth floor of the assembly wing from 9 a.m. to 9 p.m. (extension 2784). Regular meals are served from 12 noon to 2.30 p.m. and from 7 to 9 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed during weekends from 3 p.m. Saturdays.

Arrangements for cocktail parties, special luncheon and dinner parties can be made at the restaurant (extension 2784).

The cafeteria, located on the ground floor of the assembly wing, is open to members of delegations, journalists, officials, etc., from 9 a.m. to 2.30 p.m. Monday to Friday (extension 3500). The bar, also on the ground floor near door No. 6, is open from 9 a.m. to 7.30 p.m. Monday to Friday (extension 2787). The cafeteria and the bar are closed on Saturdays.

Office supplies

26. Delegations are requested to procure their own office supplies, however, for delegations which are unable to obtain their supplies themselves, requests may be referred to the GATT Administrative Services, extension 3487.

Typewriters

27. The following is a list of firms from which typewriters can be hired privately by delegations:

Bureau Moderne, S.A.,
80, rue du Rhône (tel.25.43.80)  Royal Office,
4, place de la Fusterie (tel.25.26.52)

Agence Underwood,
60, rue du Stand (tel.24.43.40)

The hire of a typewriter at most agencies for a period of one month is approximately 30-60 francs.
Post and telegraph facilities

28. Full postal, telegraph and telephone facilities are available at the post offices, located in the rue de Lausanne near the railroad station or at the Château Banquet. They are open during the following hours:

<table>
<thead>
<tr>
<th>Post Office (Cornavin 2)</th>
<th>11 rue de Lausanne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Saturday</td>
<td>6 a.m. to 10.45 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>7 a.m. to 10.45 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Office (Geneva 21)</th>
<th>26 Parc du Château Banquet, corner of avenue de France/rue de Lausanne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>7.30 a.m. to 12.15 p.m. 1.30 p.m. to 6.30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>7.30 a.m. to 12.15 p.m. 1.30 p.m. to 3 p.m.</td>
</tr>
</tbody>
</table>

Instructions for the use of telephones

29. (a) How to telephone

- to call the Conference Building from outside, dial 32.20.00 or 32.40.00,
- to call the Palais des Nations from outside the Palais exchange, dial 33.10.00, 33.20.00, 33.40.00,
- to obtain an extension within the Conference Building, dial the extension desired,
- to obtain a Geneva number from the Conference Building, dial the operator and request a town line, then dial the number desired.

29. (b) Official telephone calls

Official interurban and international calls may be made from offices by dialling the operator. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa le Bocage, extension 3478, for the payment of all local, interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

When the main exchange in the Conference Building is closed - i.e., between 8 p.m. and 8 a.m. (Saturdays 4 p.m. to 8 a.m. Mondays) - any outside calls can be made by using the coin call-boxes at the main entrances of the Conference Building.

29. (c) Private telephone calls

Private local, interurban or international calls should not be made from office telephones, which are provided for official business. When such calls must be made telephones are provided for that purpose at the coin call-boxes located near the main entrances of the Conference Building. The co-operation of delegations
is requested in this matter in view of the limited number of outside lines that have been made available for the Building.

Banking facilities

30. (a) Palais des Nations

The United Nations Branch of Lloyds Bank (Foreign) Ltd. is on the ground floor of the secretariat wing, office 68 in the Palais, extension 2811. It is open during the following hours:

Monday to Friday  9.30 a.m. to 12 noon
               2 p.m. to 4 p.m.

30. (b) Other

Most of the larger Swiss banks maintain branch offices near the railroad station and the rue du Mont Blanc, which are open from Monday through Saturday. A change office is open in the main hall of the railroad station.

First-aid

31. Emergency first-aid is available in the Palais des Nations, office 028, extension 2807, in the basement of the secretariat wing (staircase near door No. 2). The services of a physician can be obtained if required.