1. Election of Chairman

Mr. H. E. Kastoft (Denmark) was elected Chairman of the Committee. It was decided to postpone the election of the two vice-chairmen until the final composition of the Committee and of delegations was known.

2. Rules of Procedure:

It was agreed that the rules of procedure of subsidiary bodies of the CONTRACTING PARTIES should be followed (Basic Instruments and Selected Documents, Volume I, page 95).

3. Procedures for entry into, and conduct of, negotiations

The Committee approved the procedures as circulated in document TNJ/W.1.

4. Scheduling of meetings for exchange of offers

A meeting was scheduled for the exchange of offers between Japan and the United States on 22 February.

It was agreed that the Japanese delegation would keep in contact with the other delegations in order to arrange meetings for the exchange of offers as soon as possible.

5. Timing of the conclusion of the negotiations

Stress was laid on the need for a rapid conclusion of the negotiations. It was pointed out in particular by the representative of the United States that, apart from the usual reasons for expediency, his Government had in this case imperative legislative reasons which required that the negotiations be brought to a prompt conclusion. He therefore urged participating governments to spare no effort so that they could all complete their work as soon as possible, and in any event, not later than the middle of May 1955.
6. Fixing of the duty for the basis of the negotiations

It was agreed that, as a general rule, the basis for the negotiations would be rates of duty in force on 3 August 1954. It being pointed out that some countries might have temporarily in effect a lower rate of duty for certain products than was provided for in the legal tariff, the Committee agreed that the negotiations would take place on the basis of the legal tariff.

7. Statement by the representative of the United States

Mr. Woodbury Willoughby, leader of the United States delegation, made a statement which is reproduced in TNJ/2.

8. Distribution of documents

Two series of documents have been started:

(i) TNJ/- - these will contain matters which are of general interest and will therefore also be sent (one copy) to each non-participating contracting party;

(ii) TNJ/W. -- these will deal with matters of interest only to the negotiating countries.

9. Composition of the Tariff Negotiations Committee

Since document L/322 was issued, on 15 February 1955, the Governments of Canada, Ceylon and Pakistan have indicated their intention to enter into negotiations with Japan. The Committee is therefore at present composed as follows:

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