INFORMATION FOR DELEGATIONS

1. Meeting rooms
2. Hours of meetings
3. Conference Office
4. Credentials
5. Admission cards
6. Security arrangements
7. Interpretation and use of equipment
8. Prepared speeches
9. Documents distribution
10. GATT publications
11. Acceptance of legal instruments
12. Public information
13. Hospitality
14. Secretariat offices

Annexes:

Secretariat
List of GATT Members
Map of the Palais area, GATT secretariat (Villa Le Bocage)
1. **Meeting rooms**

The plenary meetings of the twenty-eighth session of the CONTRACTING PARTIES will take place in Conference Room XVI (situated on the fifth floor of the Assembly wing of the Palais des Nations). The opening meeting will be at 3 p.m. on Wednesday, 1 November 1972.

For meetings of committees and working parties, Conference Room XI and XV will be used.

Conference Rooms XVI and XI can be most conveniently reached through door 13 or 11, Conference Room XV through door 2c. Because of construction works no special parking facilities could be arranged but parking space is available near doors 11 and 13 for delegation cars. Delegates arriving by automobile should take the Pregny gateway. Those arriving by bus should proceed as far as the Ariana terminus (Vieux-Bois restaurant).

2. **Hours of meetings**

The usual hours for plenary and committee meetings will be:

\[
\begin{align*}
10 \text{ a.m.} & \quad \text{to} \quad 12.30 \text{ p.m.} \\
3 \text{ p.m.} & \quad \text{to} \quad 6 \text{ p.m.}
\end{align*}
\]

The programme of meetings will be announced each day in the Order of the Day (UD/). Meetings and hours will be indicated at the entrance to the meeting rooms.

3. **Conference office**

As from 1 November the Conference office will be located in Room A.541 fifth floor (Assembly wing), telephone number 4341. Delegations may address enquiries to this office which will be attended permanently during office hours.

4. **Credentials**

Credentials for the representatives to the session should be submitted to the secretariat before the opening of the session. As stated in Rule 7 of the Procedures, credentials shall take the form of a communication from or on behalf of the Minister for Foreign Affairs authorizing the representative to perform on behalf of the contracting party the functions indicated in Article XXV of the General Agreement.
5. Admission cards

Since all meetings are private, participants will be required to show admission cards on entering meeting rooms. Cards will be issued at the Conference Office in the Palais on 1 November and at Room XVI before the first plenary meeting to duly accredited representatives, alternates and advisers.

Representatives are requested to complete, on the opening day of the session, the small white information cards which they will find attached to their admission cards, and return them to the Conference Office. These cards are necessary for compiling the list of representatives and to facilitate communication with representatives. Any changes occurring in the information furnished on the cards should be reported without delay to the Conference Office.

Delegates wishing to obtain SaFI cards may apply to the Conference Office (A.541). Passport numbers will be required when filling in these cards.

6. Security arrangements

All persons entering the meeting rooms are required to show their admission cards. Furthermore, these cards should be shown if requested by the security guards upon entrance to the Palais. Attention is drawn to the fact that all the documentation for the session is restricted and is available only to members of delegations.

7. Interpretation and use of equipment

Simultaneous interpretation will be provided in English, French and Spanish.

Delegates are requested, when not using their earphones, to turn down the volume regulator, in order to avoid background noises developing to the inconvenience of all in the room. If the earphone is removed when speaking into the microphone, it should not be placed in the immediate vicinity of the microphone, as this interferes with its functioning.

8. Prepared speeches

When a representative intends to speak from a prepared text the task of the secretariat, in particular of the interpreters, the précis-writer and the Information Officer, would be greatly facilitated if three copies of the text were supplied to the secretariat as long in advance as possible.

9. Documents distribution

The regular distribution of documents to governments and intergovernmental organizations will be maintained throughout the session.
In addition, a special distribution will be made daily to delegations participating in the session. Governments having permanent missions in Geneva may collect their documents each day from the Documents Distribution Service in the Palais (Room C.04). For other governments and intergovernmental organizations documents will be placed each morning at 9 a.m. in delegation boxes located in the Conference Office (Room A.541). Copies of documents issued before the opening of the session can be obtained at Room C.113.

Certain documents relating directly to the session, such as working papers (W.28/-series), orders of the day (OD/-series), and information papers (TWENTY-EIGHT/-series), will not be dispatched outside Geneva.

10. GATT publications

Requests for printed GATT publications should be made to Room 125, Annex II (ext. 2085). A list of GATT publications and order forms will be available in the Conference Office. Delegations are reminded that, beyond the regular distribution of printed GATT publications, they will be required to pay for additional copies.

11. Acceptance of legal instruments

Delegates empowered by their governments and wishing to accept GATT legal instruments during the session should contact the Secretary of Meetings (ext. 4472).

12. Public information

All enquiries relating to public information (press, radio, films, etc.) should be made to the GATT Information Office at the Villa Le Bocage, ext. 4430, or during plenary meetings, the information office in Room A.543 (ext. 4343), adjacent to Room XVI.

13. Hospitality

Delegations wishing to give receptions, dinners, etc. are requested, in order to avoid conflicting engagements, to check the suggested dates with the Conference Office.

14. Secretariat offices

All offices of the secretariat (with the exception of the Conference Office) are in the Villas La Foëtroc, Le Bocage and the two Annexes (see map attached).
Annexes

Office of the Director-General

Director-General
(Executive Officer - Mrs. M. Wilson, tel. 4403)
Mr. O. Long
Fenêtre
4400

Special Assistant to the Director-General
Mr. H. Reed
Fenêtre
4402

Counsellor, External Relations Section
Mr. O. Lopez-Noguerol
Bocage
4429

Chief, Information and Library Service
Mr. J. Croome
Bocage
4430

Department of Conference Affairs, and Administration

Assistant Director-General
Mr. D.P. Taylor
Fenêtre
2081

Secretary of Meetings, Director, Conference Affairs Division
Mr. H. van Tuinen
Fenêtre
4472

Summary Records Officer
Mr. L. Huehne
Fenêtre
4497

Conference Officer
Miss S. Niklaus
Palais A.541
4341

Director, Languages Division
Mr. J. Oroorne
Bocage Annex
4482

Director, Administrative and Financial Division
Mr. D.P. Taylor
Bocage Annex
4435

Department of Trade Policy

Assistant Director-General
(Administrative Assistant Mrs. M. Feinsilber, tel. 2004)
Mr. G. Patterson
Fenêtre
2001

Director, General Division
Mr. K. Kautzor-Schröder
Bocage
4487

Director, Agriculture Division
Mr. J.-M. Lucq
Fenêtre
4451

Assistant to Assistant Director-General
Mr. C. Shih
Bocage Annex
4480
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
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<tbody>
<tr>
<td>Assistant Director-General</td>
<td>Mr. M.G. Mathur</td>
<td>Fenêtre</td>
<td>2003</td>
</tr>
<tr>
<td>Director, Development Division</td>
<td>Mr. G. Hortling</td>
<td>Bocage Annex</td>
<td>4460</td>
</tr>
<tr>
<td>Director, Trade Intelligence Division</td>
<td>Mr. J. Tremblay</td>
<td>Bocage</td>
<td>4485</td>
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<td>INTERNATIONAL TRADE CENTRE</td>
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<tr>
<td>Director (Promotions)</td>
<td>Mr. H.L. Jacobson</td>
<td>Pelouse</td>
<td>3527</td>
</tr>
<tr>
<td>Director (Programmes)</td>
<td>Mr. P. Berthoud</td>
<td>Bocage Annex</td>
<td>4406</td>
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GATT MEMBERSHIP: PRESENT STATUS

1. Contracting parties to the GATT (30)

Argentina, Australia, Austria, Barbados, Belgium, Brazil, Burma, Burundi, Cameroon, Canada, Central African Republic, Chad, Chile, Congo, Cuba, Cyprus, Czechoslovakia, Dahomey, Denmark, Dominican Republic, Egypt, Finland, France, Gabon, Gambia, Germany, Fed. Rep. of, Ghana, Greece, Guyana, Haiti, Iceland, India, Indonesia, Ireland, Israel, Italy, Ivory Coast, Jamaica, Japan, Kenya, Korea, Kuwait, Luxembourg, Madagascar, Malawi, Malaysia, Malta, Mauritania, Mauritius, Netherlands, Kingdom of the New Zealand, Nicaragua, Niger, Nigeria, Fed. Rep. of, Norway, Pakistan, Peru, Poland, Portugal, Rhodesia, Romania, Rwanda, Senegal, Sierra Leone, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Tanzania, Togo, Trinidad and Tobago, Turkey, Uganda, United Kingdom of Great Britain and Northern Ireland, United States of America, Upper Volta, Uruguay, Yugoslavia, Zaire.

2. Countries which have acceded provisionally (1)

Tunisia.

3. Countries to whose territories the GATT has been applied and which now, as independent States, maintain a de facto application of the GATT pending final decisions as to their future commercial policy (15)
