GENERAL AGREEMENT ON
TARIFFS AND TRADE

CONTRACTING PARTIES
Twenty-Fifth Session
12-29 November 1968

INFORMATION FOR DELEGATIONS

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5. Admission cards
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7. Interpretation and use of equipment
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Secretariat
List of GATT Members
Map of the Palais area, GATT secretariat (Villa Le Bocage)
1. Meeting rooms

The plenary meetings of the twenty-fifth 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 Tuesday, 12 November 1968.

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

Conference Room XVI can be most conveniently reached through door 15, Conference Room IX through door 11. A parking space situated near doors 15 and 17 is reserved 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:

10 a.m. to 12.30 p.m.

and 2.30 p.m. to 5 p.m.

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

3. Conference Office

As from 11 November the Conference Office will be located in Room A.660, sixth floor (Assembly wing), telephone number 3045. 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 11 and 12 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.660). Passport numbers will be required to fill 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 and French. Statements in Spanish will be interpreted into English and French.

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.660). Copies of documents issued before the opening of the session can be obtained at Room C.111.

Certain documents relating directly to the session, such as working papers (W.25/- series), orders of the day (OD/- series), and information papers (TWENTY-FIVE/- series), will not be dispatched outside Geneva.

10. GATT publications

Requests for printed GATT publications should be made to Room 129, Annex II (ext. 2089). 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 Mrs. Lundgren (ext. 4407) or, during plenary meetings, the Secretary of Meetings.

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.

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 Fenêtre, Le Bocage and the two Annexes (see map attached).
## Annexes

### SECRETARIAT

<table>
<thead>
<tr>
<th>Office</th>
<th>Tel. ext.</th>
<th>(Tel. ext.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Office of the Director-General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director-General</td>
<td>Mr. O Long</td>
<td>Fenêtre</td>
</tr>
<tr>
<td>(Executive Officer -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. M. Wilson, tel. 4403)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Assistant</td>
<td>Mr. H. Reed</td>
<td>Fenêtre</td>
</tr>
<tr>
<td>Economic Adviser</td>
<td>Mr. Ph. Carré</td>
<td>Bocage</td>
</tr>
<tr>
<td><strong>External Relations Section</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director-General</td>
<td>Mr. H. Dittmann</td>
<td>Bocage</td>
</tr>
<tr>
<td><strong>Information and Library Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief</td>
<td>Mr. R. Ford</td>
<td>Bocage</td>
</tr>
<tr>
<td><strong>Department of Conference Affairs, Liaison and Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director-General</td>
<td>Mr. D.P. Taylor</td>
<td>Fenêtre</td>
</tr>
<tr>
<td>Secretary of Meetings and Director of In-Service Training (Assistant and Summary Records Officer - Mrs. P. Lundgren, tel. 4407)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Officer</td>
<td>Miss S. Niklaus</td>
<td>Palais A.660</td>
</tr>
<tr>
<td>Counsellor, Liaison Section</td>
<td>Mr. G. Hortling</td>
<td>Fenêtre</td>
</tr>
<tr>
<td>Director, Languages Division</td>
<td>Mr. R. Glémet</td>
<td>Bocage Annex</td>
</tr>
<tr>
<td>Director, Administrative and Financial Division</td>
<td>Mr. H. Ph. Sobels</td>
<td>Bocage Annex</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF TRADE POLICY

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
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<tbody>
<tr>
<td>Assistant Director-General</td>
<td>Mr. J. Lewis</td>
<td>Fenêtre</td>
<td>2001</td>
</tr>
<tr>
<td>Director, General Division</td>
<td>Mr. W. Solberg</td>
<td>Bocage</td>
<td>4487</td>
</tr>
<tr>
<td>(Counsellor - Mr. G. Maggio, tel. 4452)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Agricultural Division</td>
<td>Mr. J.M. Lucq</td>
<td>Fenêtre</td>
<td>4451</td>
</tr>
<tr>
<td>(Counsellor - Mr. H. van Tuinen, tel. 2048)</td>
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### DEPARTMENT OF TRADE AND DEVELOPMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
<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. C. Shih</td>
<td>Bocage Annex</td>
<td>4460</td>
</tr>
<tr>
<td>Director, Trade Intelligence and Special Projects Division</td>
<td>Mr. J. Tumlir</td>
<td>Bocage</td>
<td>4485</td>
</tr>
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### INTERNATIONAL TRADE CENTRE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Tel. ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Mr. H.L. Jacobson</td>
<td>Pelouse</td>
<td>3527</td>
</tr>
<tr>
<td>Deputy-Director</td>
<td>Mr. V.E. Santiapillai</td>
<td>Bocage Annex</td>
<td>4406</td>
</tr>
</tbody>
</table>
GATT MEMBERSHIP: PRESENT STATUS

1. Contracting parties to the GATT (76)
   - Argentina
   - Australia
   - Austria
   - Barbados
   - Belgium
   - Brazil
   - Burma
   - Burundi
   - Cameroon
   - Canada
   - Central African Republic
   - Ceylon
   - Chad
   - Chile
   - Congo (Brazzaville)
   - Cuba
   - Cyprus
   - Czechoslovakia
   - Dahomey
   - Denmark
   - Dominican Republic
   - 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
   - Netherlands
   - Kingdom of the
   - New Zealand
   - Nicaragua
   - Niger
   - Nigeria, Fed. Rep. of
   - Norway
   - Pakistan
   - Peru
   - Poland
   - Portugal
   - Rhodesia
   - Rwanda
   - Senegal
   - Sierra Leone
   - South Africa
   - Spain
   - 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

2. Countries which have acceded provisionally (2)
   - Tunisia
   - United Arab Republic

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 (12)
   - Algeria
   - Botswana
   - Cambodia
   - Congo, Dem. Rep. of
   - Lesotho
   - Maldive Islands
   - Mali
   - Mauritius
   - Singapore
   - South Yemen
   - Swaziland
   - Zambia
PLAN DU
PALAIS DES NATIONS
GENÈVE

1. PLACES
2. ASCENSEURS
3. PORTES PRINCIPALES
4. CONCIERGERIE
5. SERVICE MÉDICAL
6. PERSONNEL
7. BANQUE
8. AGENCE COOK
9. POSTE
10. TÉLEGRAPHIE
11. ENTRÉE DU CINÉMA
12. TABACS, JOURNAUX
13. BAR ET CAFÉTERIA
14. RESTAURANT
15. BIBLIOTHÈQUE
16. GARAGE À VÉLOS

DESSUS : 1er étage
SALLE DES ASSEMBLÉES N°1 IV XIV XV
SALLE DES CONSEILS N°1 III V XIV XV
PARCS À AUTOS

DESSOUS : 5e étage
SALLE DES ASSEMBLÉES N°7 VIII IX X XI XII
SALLE DES CONSEILS N°6 II III IV V VII VIII IX X XI XII

2e étage
PERSONNEL

1er étage
BIBLIOTHÈQUE

REZ-DE-CHAUSSEE
SALES DES CONSEILS N°1 III V XIV XV
SALES DES ASSEMBLÉES N°7 VIII IX X XI XII
SALLE DU CONSEIL

NORD DE LA PEAU

ROUTE DE PREGNY

LE BOCAGE

GÉNÉVE

CAMPAGNE RIGOT