SECOND SESSION OF THE PREPARATORY COMMITTEE OF THE UNITED NATIONS CONFERENCE ON TRADE AND EMPLOYMENT

Procedure for Final Check on Schedules

The following notes should be read in conjunction with documents E/PC/T/195; 210; 210 Add.1.Rev.1; 210 Add.1. Ref.1. Corr.1; and 228.

1. In cases where the Secretariat is undertaking preparation of stencils, in either English or French or both, Delegations should send final copies of Schedules to Monsieur Veillet-Lavallée (Room C.426) with a signed statement to the effect that:
   (a) All negotiations have been completed;
   (b) The translation has been checked and approved; and
   (c) Preparation of stencils may start.

2. When the stencils are ready, the Secretariat should, according to the instructions which it receives from each Delegation, either
   (a) Run off 30 preliminary copies of each Schedule (in each language), and send them to the Secretary of the Delegation concerned (against a signed receipt) for immediate distribution by him to other Delegations; or
   (b) Have 3 carbon copies (in each language) from the stencil available for other Delegations to check (Room 208).

(In cases where Delegations are preparing their own stencils and running off preliminary copies themselves, they should either

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Send one copy to each Delegation and one to the Secretariat (Room 208) or send three carbon copies from the stencil to the Secretariat (Room 208) and immediately notify other Delegations that they are available for checking.

3. In each case, Delegations should notify the Secretary of the Delegation concerned of any corrections which they consider necessary, within 48 hours of the issue of the preliminary run-off copies of each Schedule or of the notice that carbon copies are available for inspection. If no comments are received within this time, it will be assumed that the Schedule has been agreed by all Delegations. The Secretary of the Delegation should then notify Monsieur Veillet-Lavallée (Room C.426) of any corrections which have to be made, and send him a signed statement that the lists have been checked and that, subject to such corrections, the final run-off may start. (In cases where Delegations have made their own stencils, they should, of course, at this stage also send the stencils to Monsieur Veillet-Lavallée.)

Additional Note to Delegations cutting their own Stencils.

Delegations cutting their own stencils, in one or both languages, should, before starting, submit their Schedules to Monsieur Veillet-Lavallée for a final check as to presentation; they should also show the first two or three stencils to Miss Taylor (Room C.405) for a final check on lay-out. It should be noted that the stencils used should be in all cases Stencil No. 62 (printed in brown). It should also be noted that the word "SECRET" should be cut in the top right hand corner of the first page only of each Schedule. This instruction supersedes that concerning the use of a rubber stamp contained in document E/PC/T/210, Add.1, Rev.1, Corr.1. (Although cut on the stencil, the word "SECRET" will not, of course, appear on the original copies of the Schedules attached to the General Agreement).