
In accordance with the understanding given by the Executive Secretary at the meeting of Heads of Delegations held on Thursday, 10 April, the attached paper on security arrangements has been prepared by the Secretariat. An early meeting of delegation representatives concerned with security matters will be convened for the purpose of considering these arrangements in the light of the complementary experience which various delegation officials may have had in connection with such matters and which they may be willing to pool for the benefit and guidance of delegations generally.
The Secretariat proposes the following arrangements with a view to ensuring security of committee proceedings having regard particularly to bilateral tariff negotiations. The Secretariat will be glad to give effect to such modifications or additional measures as may be suggested, for the purpose of rendering security arrangements still more effective, and may on its own initiative effect modifications or improvements from time to time in the light of experience gained.

1. The Security Block

Certain sections of the Secretariat Building have been set aside for the exclusive use of the Preparatory Committee as a "Security Block". All delegation offices, together with those of the Secretariat are located within this block. In addition to delegation and secretariat offices, a number of rooms have been set aside within the Security Block for tariff negotiation purposes. Committee meetings concerned with general Charter provisions will possibly be arranged in larger committee rooms situated outside the Security Block, but it is intended that all activities in any way relating to tariff discussions shall take place entirely within Security Block limits.

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The sections of the building set aside for security purposes are as follows (reference should be made to the plan of the United Nations Buildings contained in the Conference Handbook on organization and general arrangements):

a) The offices of the Canadian, New Zealand and United Kingdom Delegations which are entered directly through Entrance Door No. I, on the left hand side of the entrance archway.
b) The offices of the Secretariat comprising rooms 200 to 220 on the 2nd floor, which can be entered by way of elevator and stairway No. 1, or through the doors on the 2nd floor adjacent to elevator and stairway No. 2.

c) The offices of the Indian and French Delegations together with the President's office and the Heads of Delegations meeting room, comprising rooms 300 - 326 on the 3rd floor which can be entered by way of elevator and stairway No. 1.

d) Rooms 347, 349, 351, 353, 355, 382, 384, 386, 388, 390, 392 on the 3rd floor, including the offices of the Chinese Delegation, which can be entered through the doors adjacent to elevator and stairway No. 5 (in the Council Building).

e) The entire 4th floor of the Secretariat Building comprising the offices of the remaining delegations (Australia, Belgium-Luxemburg, Brazil, Chile, Czechoslovakia, Cuba, Lebanon, Netherlands, Norway, Union of South Africa, United States) which can be entered by way of elevator and stairway No. 1, or through the doors adjacent to elevator and stairway No. 5 (in the Council Building).

2. Guards

It will be noted that provision has been made for only four means of access to the Security Block, each of which will be guarded in the manner indicated below:

a) The main entrance by No. 1 doorway on the ground floor will be under a 24 hour guard. In addition to the guard, two messengers will be stationed at this entrance for the purpose of conducting visitors in and out of the Security Block.

b) A guard will be stationed at the doorway on the 2nd floor (near No. 2 elevator and stairway) from 8 a.m. until midnight.

c) The same arrangements will apply with respect to the entrance to the 4th floor from the Council Building.

d) The same arrangement will apply also with respect to the entrance to the 3rd floor from the Council Building.
With the exception of Entrance No. I, all other doors will be locked at midnight, and persons desiring to enter or leave any portion of the Security Block other than that containing Rooms 347, 349, 351, 353, 355, 382, 384, 386, 388, 390 and 392 will require to do so by way of the main door (Entrance No. I).

All other entrances and exits to the Security Block will be permanently blocked for the duration of the session. Elevator No. 2 will not operate beyond the second floor. Elevator No. 4 will not operate beyond the 3rd floor.

3. Passes

Presentation of the necessary passes will be essential for admittance to the Security Block. Guards will be instructed to require passes to be shown, but it is requested that delegates co-operate by voluntarily presenting passes on all occasions.

The following categories of passes will be in use:

<table>
<thead>
<tr>
<th>CARD</th>
<th>COLOUR</th>
<th>ACCESS</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Delegation</td>
<td>Blue</td>
</tr>
<tr>
<td>(b)</td>
<td>Delegation</td>
<td>Blue</td>
</tr>
<tr>
<td>(c)</td>
<td>U.N.Secretariat</td>
<td>Yellow</td>
</tr>
<tr>
<td>(d)</td>
<td>U.N.Secretariat</td>
<td>Yellow</td>
</tr>
<tr>
<td>(e)</td>
<td>U.N.Secretariat (overstamped &quot;Representative&quot;) (FAO, ILO, Fund and Bank)</td>
<td>Yellow</td>
</tr>
<tr>
<td>(f)</td>
<td>Observer (Government Representatives et al.)</td>
<td>Brown</td>
</tr>
<tr>
<td>(g)</td>
<td>Fiche d'Entrée Personnelle de Service (Book of carbon slips)</td>
<td>White</td>
</tr>
</tbody>
</table>
Delegation passes (a and b above) are being issued by an official of the Trade Conference Secretariat in accordance with lists furnished by each delegation under cover of a request signed by the head or deputy head of the delegation.

Secretariat passes (c, d and e above) are being issued to members of the International Trade Secretariat, to accredited representatives of the agencies mentioned and to other members of the Conference staff whose functions necessitate their admittance to the Security Block or their attendance at closed meetings held outside the Security Block.

Passes referred to in category (f) above, will be issued to accredited official observers of Governments, Members of the United Nations, but not Members of the Preparatory Committee, for the purpose of admitting them to closed meetings held outside the Security Block, i.e. Charter meetings. Such observers, however, will not have regular and automatic access to the Security Block.

Passes referred to in category (g) above, will be made up in the form of a book of carbon slips and issued by the official in charge of Internal Services to those members of his staff or other personnel who are required to enter the Security Block to perform specific work for a specific time.

Passes referred to in category (h) above, will be issued by the official in charge of Internal Services to cleaners who are required to perform their work in the Security Block and to leave those premises before 9 a.m. each morning. A list of names of such persons will be furnished to the guard on Door No. 1 (the main entrance) who will be instructed to check the names off as the cleaners leave the building each morning in order to ensure that all such persons have left the premises by 9 a.m.

Visitors’ Passes (category (i) above), will be produced in the form of a book of slips with carbon copies and given to the guard at Door No. 1. The guard will be responsible for seeing that a visitor desiring access to the Security Block for the purpose of interviewing a member of a
delegation fills in the slip and for confirming by telephone with the member of the delegation concerned that the visitor may be admitted, following which the visitor will be conducted by a messenger to the person whom he desires to interview. The interviewer will be required to sign a slip on the departure of a visitor and to call a messenger to conduct the visitor back to the exit.


It is hoped that delegations will to the fullest possible extent take all reasonable precautions for the safe-keeping of confidential papers, and in particular will make suitable arrangements for the custody of such papers within their delegation offices in the Security Block. It is particularly important that all papers should be locked up on offices being vacated each evening. Delegates will be aware that, in the normal course cleaners will have to enter the offices during the night. It is desirable also that similar precautions should be followed in the event of offices being left unattended any time during working hours. Most offices are provided with cupboards which can be locked, in addition to which a limited number of filing cabinets with locks will be supplied to delegations requiring them.

Delegates should be aware that even inter-office telephone calls within the Security Block must pass through the central switchboard in the Building. Accordingly delegates may wish to exercise reasonable caution in the use of the telephone even for calls within the Block.

5. Security in the Production and Distribution of Documents

The general arrangements concerning Committee (as distinct from Delegation) documents are outlined on pages 8 and 9 of the handbook.

Concerning the production of secret documents which may be submitted to the Secretariat for production in connection with bilateral tariff negotiations, delegations will have received already a communication from the Secretariat indicating that while every effort would be made to safeguard such documents certain difficulties might arise, and that accordingly delegations might wish, when possible, to make their own arrangements for the production of such documents. In those cases, however, where delegations require the assistance of the Secretariat, the following procedure will apply:
(a) An officer of the delegation should deliver the documents in person to Miss Peaslee, Miss Brody or Miss Dhjan in Room 220.

(b) The officer should make sure that he receives a receipt in the following form:

"Receipt concerning originals of secret documents submitted for reproduction (or translation where possible)

Receipt No. XX ...........

1. Title or Description of Document ............... 

2. No. of copies of original document or stencil submitted ...................... 

3. No. of copies to be produced ............... 

4. Submitted by ......................(Signature) Delegation ...................... 

5. Received by ...................... (Signature) 

6. Date and hour ...................... "

(c) The officer of the Secretariat will deliver the document in person to the Head of the Documents Section or his Deputy, who will exercise all possible caution and in particular will certify in each case that not more than the specified number of copies have been produced.

(d) An officer of the Secretariat will deliver all copies together with the originals to the originating officer of the delegation against the return of the receipt.

6. Restaurants and bars within the Building.

Delegates will be aware that the restaurants and bars within the building are not restricted to delegates, but are open to the public.