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

(Note by the Executive Secretary concerning arrangements for Tariff Negotiations)

As envisaged in the plan of work communicated to Governments prior to the commencement of the present meetings, it is expected that the two delegations concerned will in each case provide the secretariat for the bilateral tariff negotiations. It is suggested that delegations, at the initial meetings, should appoint a joint secretariat for each negotiation and that this joint secretariat should, along with its other functions, assume the general responsibility for dealing with the central Secretariat of the Preparatory Committee on matters relating to the conduct of the particular negotiation. In accordance with the arrangements proposed in the report of the Ad Hoc working party, the joint secretariat might, at the outset:

(a) Notify the central Secretariat in writing of the initial exchange, and transmit the two lists of offers exchanged by the negotiating teams. Such communications should be handed personally to one of the following officers of the Secretariat against a signed receipt:

Mr. E. Wyndham White, Room 216
Mr. J. A. Lacarte, Room 218
Mr. A. E. Ritchie, Room 213
(b) Advise the central Secretariat of the decision reached by the two negotiating teams as to the time of the next meeting or meetings, including a request for the use of a negotiating room if such accommodation is required. (See Document E/PC/T/50).

If Delegations feel that it would be helpful to have a responsible officer of the Secretariat present at the opening of the meeting at which the initial exchange of offers takes place, with a view to elaborating on the arrangements set out in this document and in document E/PC/T/50, the Executive Secretary will be prepared to assign a responsible member of his staff for this purpose.

As will be appreciated from an examination of the schedule for exchanges of offers, presented in Annex A, the task of securing the necessary coordination of meetings at the outset and during the subsequent period is a formidable one. Close and continuous cooperation, as well as occasional meetings, between the central Secretariat and the joint secretariat for each negotiation will be essential if the negotiations are to proceed in an orderly manner and if the work of the Tariff Negotiations Working Party is to be facilitated.

Even in advance of the commencement of many of the negotiations, numerous exchanges of lists of requests will be required. In order to perform its usual functions in connection with the distribution of such request lists, and in order to facilitate the exchanges, the central Secretariat will consult with the delegation concerned prior to the scheduled date of
each exchange in order to assist in any feasible manner in meeting or improving on the date scheduled (see Annex B).

Adherence to these arrangements will enable the central Secretariat to maintain the records necessary for the continued operation of the Ad Hoc Working Party and to assist the Working Party in other respects.

Note: Annex A referred to above will represent a re-arrangement of the information in Annex A of E/PC/T.47, and Annex B will represent a similar re-arrangement of the information in Annex B to E/PC/T.47.
ANNEX A

TARIFF NEGOTIATIONS

Dates agreed for Exchange of Offers
(See E/PC/T/47, Annex A A)

Wednesday, 23 April
Australia - United States
Canada - Czechoslovakia
Canada - United States
Czechoslovakia - United States
United Kingdom - United States

Thursday, 24 April
France - United States

Friday, 25 April
Canada - France
China - France
France - South Africa

Monday, 28 April
Chile - United States
France - United Kingdom
India - United States
South Africa - United States

Tuesday, 29 April
France - Lebanon-Syria

Wednesday, 30 April
Australia - France
Brazil - United States
Canada - Norway
China - Cuba
Cuba - Czechoslovakia
Cuba - United Kingdom
Czechoslovakia - New Zealand
France - Norway
India - United Kingdom
New Zealand - United States

Thursday, 1 May
Canada - India
China - Czechoslovakia
India - Lebanon-Syria

Friday, 2 May
Cuba - France
Lebanon-Syria - United States
Norway - United States

Saturday, 3 May
Norway - United Kingdom

Monday, 5 May
Canada - China
Canada - Cuba
China - South Africa
Cuba - Norway
Czechoslovakia - South Africa
New Zealand - South Africa

Tuesday, 6 May
Norway - South Africa

Wednesday, 7 May
Australia - Norway
China - New Zealand
Lebanon-Syria - United Kingdom
<table>
<thead>
<tr>
<th>Date</th>
<th>Matchups</th>
</tr>
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<tbody>
<tr>
<td>Thursday, 8 May</td>
<td>Brazil - Canada</td>
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<tr>
<td></td>
<td>Brazil - China</td>
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<td></td>
<td>China - United Kingdom</td>
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<td>Friday, 9 May</td>
<td>Benelux - Brazil</td>
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<td>Benelux - India</td>
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<td></td>
<td>Benelux - United States</td>
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<td>Brazil - Cuba</td>
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<td>Brazil - Norway</td>
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<td></td>
<td>China - United States</td>
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<td></td>
<td>Czechoslovakia - India</td>
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<td>New Zealand - Norway</td>
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<tr>
<td>Saturday, 10 May</td>
<td>Benelux - Canada</td>
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<td>Benelux - Norway</td>
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<td>France - New Zealand</td>
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<tr>
<td>Monday, 12 May</td>
<td>Benelux - Cuba</td>
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<td>Czechoslovakia - Norway</td>
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<td>France - India</td>
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<tr>
<td>Tuesday, 13 May</td>
<td>China - Norway</td>
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<td>Cuba - New Zealand</td>
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<td>Wednesday, 14 May</td>
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<td>Benelux - Lebanon-Syria</td>
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<td>Canada - Chile</td>
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<td>India - Norway</td>
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<tr>
<td>Thursday, 15 May</td>
<td>Brazil - France</td>
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<td>Chile - France</td>
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<td>Cuba - South Africa</td>
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<tr>
<td></td>
<td>Czechoslovakia - Lebanon-Syria</td>
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<td>Friday, 16 May</td>
<td>India - New Zealand</td>
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<td></td>
<td>South Africa - United Kingdom</td>
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<tr>
<td>Saturday, 17 May</td>
<td>Australia - Cuba</td>
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<td>Brazil - United Kingdom</td>
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<tr>
<td>Monday, 19 May</td>
<td>Chile - China</td>
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<td>Chile - Cuba</td>
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<td>China - India</td>
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<tr>
<td>Tuesday, 20 May</td>
<td>Australia - China</td>
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<tr>
<td>Wednesday, 21 May</td>
<td>Benelux - France</td>
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<td>Benelux - United Kingdom</td>
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<td>Chile - Czechoslovakia</td>
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<td>Cuba - India</td>
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<td>Thursday, 22 May</td>
<td>Czechoslovakia - France</td>
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<td>Monday, 26 May</td>
<td>Brazil - Czechoslovakia</td>
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<td>Chile - United Kingdom</td>
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<tr>
<td>Tuesday, 27 May</td>
<td>Czechoslovakia - United Kingdom</td>
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</tbody>
</table>
Wednesday, 28 May
Australia - India
Australia - South Africa

Thursday, 30 May
Australia - Benelux
Australia - Czechoslovakia
Benelux - Chile
Benelux - Czechoslovakia
Brazil - Chile
Brazil - South Africa
**ANNEX B**

**TARIFF NEGOTIATIONS**

*Dates on which requests are to be ready for submission (See E/PC/T/47, Annex B)*

| Monday, 21 April | Australia to Benelux  
|                 | Australia to Czechoslovakia  
|                 | Australia to France  
|                 | Australia to India  
|                 | Brazil to France  
|                 | Brazil to United States  
| Tuesday, 22 April | Lebanon-Syria to France  
| Wednesday, 23 April | Cuba to France (supplementary)  
|                   | Lebanon-Syria to United Kingdom  
| Thursday, 24 April | Czechoslovakia to China  
|                   | Czechoslovakia to India  
|                   | Lebanon-Syria to United States  
| Friday, 25 April | Brazil to Benelux  
|                   | Norway to China  
| Saturday, 26 April | Brazil to Canada  
|                   | New Zealand to Benelux  
|                   | New Zealand to China (a)  
| Wednesday, 30 April | Australia to Brazil  
|                   | Australia to China  
|                   | Australia to Cuba  
|                   | Brazil to Norway  
|                   | Brazil to United Kingdom  
|                   | Cuba to India (supplementary)  
|                   | Czechoslovakia to Lebanon-Syria  
|                   | New Zealand to Chile  
|                   | New Zealand to China (a)  
|                   | New Zealand to Czechoslovakia  
|                   | New Zealand to France  
|                   | New Zealand to Norway  
| Thursday, 1 May | Benelux to Czechoslovakia  
|                   | Benelux to France  
|                   | Benelux to Lebanon-Syria  
|                   | Benelux to Norway  
|                   | Brazil to Chile  
|                   | Brazil to China  
|                   | Brazil to Cuba  
|                   | Brazil to Czechoslovakia  
|                   | Czechoslovakia to Brazil  
|                   | Czechoslovakia to Norway  
|                   | Czechoslovakia to United Kingdom  
|                   | France to Benelux  
| Monday, 5 May | Benelux to Chile  
|                   | Benelux to Cuba  
|                   | Benelux to United Kingdom  
|                   | Lebanon-Syria to Benelux (b)  

Wednesday, 7 May
Chile to Australia
Chile to Benelux
Chile to Brazil
Chile to Canada
Chile to China
Chile to Cuba
Chile to Czechoslovakia
Chile to France
Chile to India
Chile to Lebanon-Syria
Chile to New Zealand
Chile to Norway
Chile to South Africa
Chile to United Kingdom
Chile to United States
Czechoslovakia to Chile

Thursday, 15 May
Czechoslovakia to Benelux
Czechoslovakia to France

Saturday, 17 May
Brazil to India
Brazil to Lebanon-Syria
Brazil to New Zealand

Thursday, 22 May
Brazil to South Africa

Other submissions of requests were indicated to be planned for the near future without definite dates being fixed.

(a) indicated as scheduled for 26 or 30 April
(b) scheduled in fact for Sunday, 4 May